**Barton Parish Council**

**Minutes of the Meeting**

**1st May 2024 – Barton Village Hall**

**In attendance:**

Cllr R Hacking, Cllr J Parker, Cllr T Tomlinson, Cllr S Hodgkinson, Cllr L Smith

Clerk – Harriet Parker

**APOLOGIES FOR ABSENCE:**

Cllr S Whittam, Cllr H Lees, Cllr K Middleborough, Cllr S Thompson

1. **ELECTION OF CHAIR** - Members are requested to elect a Chairman for the next 12 months. Roger Hacking elected as Chairman.

**2. ELECTION OF VICE– CHAIR** Members are requested to elect a Vice-Chairman for the next 12 months. John Parker elected as Vice Chairman

**3. APPOINTMENT OF REPRESENTATIVES**

3.1 Preston Area Committee. Agreed by all in attendance that Cllr Hacking and Cllr Parker will share responsibility for attendance. All other Cllrs welcome to attend also.

3.2 BB&M War Memorial Committee. Agreed by all in attendance that Cllr Hacking and Cllr Tomlinson will continue in their roles.

**5. APPROVAL OF THE MINUTES** of the last AGM meeting - The Chairman is required to sign the Minutes as a true record.

**6. TO ACCEPT DECLARATIONS OF INTERESTS AND TO CONSIDER ANY WRITTEN REQUESTS FOR DISPENSATIONS** - Members are reminded of their responsibility to declare any personal / prejudicial or disclosable pecuniary interest in respect of matters contained in this agenda. If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing. At the start of each municipal year Members are requested to check, and update their notification of interest forms.

**7. CHAIRMANS REPORT**

**8. ADMINISTRATION** - Members are asked to confirm the following administrative / financial procedures :

a. Meetings will continue to be held at Barton Village Hall or at least 5 times a year to include a parish meeting and AGM in the month of May.

**9. INTERNAL AUDIT REPORT 2023-24 & APPOINTMENT OF INTERNAL AUDITOR – 23/24 FINANCIAL YEAR**

The internal audit report is not available for the May meeting but will be made available to Cllrs in June 2024. Permission is therefore requested from Cllrs to appoint the internal auditor, Julie Ellington who is the auditor previously used and to confirm and approve a payment of £125 to the internal auditor. Payment to Julie Ellington approved by all in attendance.

**10. ANNUAL GOVERNANCE STATEMENT 2023/24 FOR BARTON PARISH COUNCIL** – Members are requested to approve the Annual Governance Statement for 2023/24 (Section 1) in advance of approving the Accounting Statement and the Chairman is requested to sign the appropriate documentation. All documentation signed.

**11. EXTERNAL AUDIT ACCOUNTING STATEMENTS 2023/24 FOR BARTON PARISH COUNCIL-** Members are requested to consider for approval the Accounting Statements 2023/24 (section 2 ) in relation to Barton Parish Council. The chairman is requested to sign the appropriate documentation. All documentation signed.

**12. FINANCIAL STATEMENT 1ST APRIL 2023– 31st MARCH 2024** - The Chairman is asked to verify that the finance and bank statements have been reconciled. All approved.

**13. CIL GRANT FOR BARTON ST LAWRENCE CHURCH –** FOR DISCUSSION

* Application form distributed to Cllrs prior to the meeting. Rev Gregor Stewart to present application and answer any queries on the application. Requesting CIL funding towards the cost of a new car park at the top of the path leading to the Church. The work will require the gate to be widened and will create 12 – 16 parking spaces. Church has been quoted £40,000 to conduct the work. Church will be looking at getting other quotes to compare. Councillors suggested we offer a portion of the CIL money from the Boars Head Place development as a contribution. All in attendance in agreement.

**14. INSURANCE RENEWAL**

Cllrs to consider insurance renewal premium of **£446.57 (including tax and admin fee)** and to consider acceptance of a 3 year deal to fix the amount at this years’ rate (automatic renewal). This represents an uplift of £28.37 on the 23/24 insurance premium. No changes have been made to the required cover by the Parish Council. Insurance renewal approved for fixed term.

**15. D-DAY BEACON LIGHTING EVENT –** FOR DISCUSSION**. As village hall was booked on the day the decision to do a D-Day beacon lighting was abandoned.**

**16. ANY OTHER BUSINESS**

* Discussion surrounding Station Lane/Barton Brook Manor road works. Roadworks being carried out will delay installing the SPID.
* Boars Head Footpath – still awaiting the footpath and confirmation of its exact location.
* Sandhams Development update – Wyre Borough Council were not happy with the plans and asked for the units to be clad. An extension to the deadline for approval was granted until 15th May.

**17.Date of next meeting**– Wednesday 10 July 2024, 7.30pm