

Dalton Parish Council

Clerk: Mrs Elizabeth-Anne Broad JP, LLB (Hons), MA, CiLCA
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**THIS MEETING WAS CONDUCTED USING ZOOM CONFERENCING BECAUSE
OF THE CONTINUED THREAT OF COVID TRANSMISSION AND LACK OF
SUITABLE VENUE IN THE PARISH**

DECISIONS WILL BE RATIFIED AT THE NEXT PUBLIC MEETING

ANNUAL GENERAL MEETING

**This Meeting of the Parish Council took place starting at 7.00 pm on Monday 24th May
2021 by Zoom - Meeting ID: 414 428 9588 Passcode: 140691.**

Present: Cllr Louise Howard, Cllr Iain Pearce, Cllr Gill Rainford.
In attendance: Borough Councillor May Blake, one member of the public.

MINUTES

1. To elect Chairman and hear declaration of acceptance of office

Cllr Louise Howard was elected Chairman. Declaration of acceptance of office was read out, witnessed and will be signed as soon as practicable.

2. To elect Vice Chairman and hear declaration of acceptance of office

Cllr Iain Pearce was elected Vice Chairman. Declaration of acceptance of office was read out, witnessed and will be signed as soon as practicable.

3. To record apologies for absence

Apologies were accepted from Cllr Murphy.

4. To receive declarations of interest, and check Registration of Interest Forms are up to date

None declared. Registration of Interest forms will be checked over email and confirmed as accurate.

5. Public Participation:

- **Any item raised by a member of the public will be discussed at this point.**

Borough Councillor Blake attended and confirmed her support for the Parish Council and commitment to assisting in Borough matters where possible. Planning issues and fly-tipping continue to be reported and she keeps up to date with their progress.

The meeting noted the new County Councillor is Cllr Rob Bailey, Parbold resident, who also offers support when required, but due to other commitments could not attend this meeting.

6. To ratify as a correct record the Minutes of the meeting held 12th April 2021

The Minutes were accepted as a correct record of the meeting and duly signed by the Chairman.

7. To set schedule of meetings for 2021/22

Monday 5th July 2021 – 7pm – via Zoom conferencing.

- 6th September 2021
- 18th October 2021
- 29th November 2021
- 10th January 2022
- 21st February 2022
- 4th April 2022
- 16th May 2022
- 27th June 2022

From September meetings will be held in Dalton St Michael’s School Hall, Covid permitting.

8. To agree annual memberships –

It was resolved to continue membership of CPRE, Campaign to Protect Rural England, LALC Lancashire Association of Local Councils (Chairman is a voting member of the LALC Area Committee, meeting quarterly) and SLCC Society of Local Council Clerks – membership fee being split between the three parishes employing the Clerk.

9. To amend Standing Orders where necessary

Standing Order permitting virtual meetings to be deleted. Amendments will be completed and document then distributed to Parish Councillors by email.

10. Accounts for ratification and payment

E A Broad	280421	Salary – April 2021	s.o.	£280.86
Zurich Municipal	280421	Insurance premium		£167.44
Sandra Jones	240521	Internal Audit fee		£15.00

The accounts were ratified and authorised for payment.

11. To receive Internal Audit of accounts for financial year 2020/21 and complete Audit Forms, including the Annual Governance and Accountability Return

INTERNAL AUDIT REPORT 2020-21

An internal audit was undertaken following examination of the accounts and minutes as presented by Mrs E Broad, Clerk to the Council and RFO.

It was found that overall the processes in place show a good standard of internal control. Sample checks of income, expenditure and bank statements were carried out and the audit trail was found to be in order. The cashbook is maintained and balanced on a regular basis and the Standing Orders and Financial Regulations have been reviewed during the year. In addition, the recommendation from last year regarding the review of the Risk Assessment Register has been carried out. However, there were a few instances, which I bring to the Council's attention:

1. Accuracy of Parish Council meeting minutes

It was found that there was a discrepancy with the minutes as described:

May Minutes/September Minutes

- Direct Debit payment of £35 to ICO was not listed in either the May or September minutes.

It is recommended that adequate checks are carried out to ensure that all Parish Council meeting minutes are accurate and complete. It is vital that those checks are carried out as Parish Council minutes are legal documents once signed.

2. Cheque Replacement

It was noted that a replacement cheque (number 465) had been raised during the year in relation to a payment to LALC (cheque number 461). However, there is no documentation to confirm that the cheque has been officially cancelled at the bank. Although the original cheque is over 6 months old and could be classed as out of date, there is still a risk that it could be presented and the Parish Council bank account is debited with the amount.

It is recommended that any lost cheques which need to be replaced are covered by written documentation to the bank to confirm that the cheque should be cancelled. The Parish Council banker's policy states that 6 months old cheques may still be paid if not cancelled.

These recommendations were agreed. The Chairman will now sign the Annual Return including Statement of Governance for display on the notice board and Parish Council website.

12. To consider assisting with the COVID-19 Surge Testing Scheme organised by the West Lancashire Community Engagement Team

The Clerk had completed the questionnaire and offered support to the Community Engagement Team should it be required. Currently the parish falls within a 'surge' area of COVID-19 - Variant B.1.617.2 and as such preparations were being made to increase testing and promote vaccinations, should such action prove necessary.

13. To record any police issues

No recent items to report though as lockdown lifts and weather improves, residents urged to remain vigilant.

14. To record any highway or public rights of way issues

The list of items remains. However, LCC Highways have recently visited Lees Lane and replaced the damaged barriers and missing traffic cones. The Clerk was asked to email thanks that they had attended to this and enquire what is the next action and timescale for the works?

15. To consider any planning issues or applications

Ref. No: 2021/0437/FUL

Manor House Long Heys Lane Dalton Wigan Lancashire WN8 7RS
Farm track and gabion baskets retaining wall (retrospective).

Parish Council Response: no objection to this proposal, providing it meets current planning legislation.

Ref. No: 2021/0482/FUL

Location: Ellan Vannin, Long Heys Lane Dalton Wigan Lancashire WN8 7RS
Proposed extension over existing ground floor level with front dormer, rear Juliette balcony & front & rear Velux roof window- remove & rebuild chimney stack

Parish Council Response: Dalton Parish Council has no objection in principle to extending this property but has concerns about this proposal. It is difficult to make meaningful comment when there are no dimensions specified and no windows marked onto the plan. From the little information available the extension appears over-large and overbearing on the immediately neighbouring property. The use of a Juliette balcony could create privacy issues for next-door. Whilst the application cites the property as not being visible from the highway, this proposed extension does have an effect on visual amenity of Long Heys Lane and can be seen from the road.

Ref No: 2021/0556/PNP

Location: Belle Vue Farm, Crow Lane, Dalton

This application noted with no concerns raised for the proposals. However, this is very close to the parish boundary so the Clerk was asked to inform Up Holland Parish Council as residents in their parish are the nearest neighbours.

Dalton Quarry application (8/13/0151) to discharge certain planning application conditions imposed on the original planning application.

Whilst this application was lodged last year, it is still outstanding, with the latest update on the LCC website dated June 2020. Dalton Parish Council and the surrounding properties were never informed that a variation application had been submitted. The Clerk was asked to contact Jonathan Haynes, LCC to seek and update and, due to concerns raised by near

Chairman:.....

neighbours that the company Istock are not abiding by the agreed restoration plan, to inform the new County Councillor Rob Bailey so that he is aware of the issue.

There being no further business, the Chairman closed the meeting at 7.30 pm.

Cllr Louise Howard
Chairman

5th July 2021