**BORWICK PARISH MEETING**

**Minutes of the meeting held on Tuesday 7th May 2024 at 7.30pm - at Borwick Hall**

**Attending;** Dave Smith (Chair), Dave Scott (Clerk), Joyce Tombs (Treasurer), Paul Bedding, Sue Dowdall, Carol Bentham, Maureen Thomas, Steve Thorns, Alison Halhead, Dave Mosedale, Ken Howson Also in attendance : Sue Tyldesley (local councillor), Philippa Williamson (Lancashire County Council)

Dave Smith thanked everyone for attending and opened the meeting.

24/10 **Apologies for absence** were received from Peter and Sally Sharp, Jeanette Morrell, Lynn Cook, Richard Mellor

24/11 **Minutes of previous meeting on 16 January 2024 and matters arising**

Dave Smith reported on matters arising, as follows: The new notice boards have now been made and installed.

24/12 **Chairman’s report**

Dave Smith reported that there had been a good turnout for the annual litter pick on 2 March and thanked those who had taken part. He also thanked Dave Scott for organising the replacement of the notice boards and said the village is looking good (especially as it had now stopped raining!)

24/13 **Clerk’s report**

Dave Scott reported as follows:

Work on the fabrication and installation of the 2 new notice boards had been done on time and on budget and they now “look the part”. He thanked Joey Aldren who had been recommended as a joiner.

There was a good turnout for the litter pick and about 8 bags of assorted rubbish had been collected and taken to the tip. Dave also thanked all those who took part.

Planning applications:

23/00711 Polytunnel on Kier Holme Lane – refused

23/01189 Agricultural building on Back Lane, Priest Hutton – refused

21/00181 Extension of lakes at Clearwater fishery – permitted. Work appears to have started and is expected to be finished this summer. Dave has been told that minimal material is expected to be moved on or off site during the works.

24/00170 – Agricultural building off Kier Holme Lane – under consideration. The site appears to be strewn with rubbish. The Applicant is based in Manchester.

The Clerk concluded his report.

24/14 **Treasurer’s report**, including approval of annual accounts and return (AGAR).

The Treasurer presented her report covering the following matters:

1 Annual accounts ad Return (AGAR)

1. Parish Meetings are required to approve their accounts and related documentation before this year’s submission deadline of 30 June 2024.

The receipts and payments account for the 12 months ended 31 March 2024 was presented and the variances from the previous year explained. Income was £1,000, being the requested Precept. Costs were £578 leaving a surplus of £422. This was planned to restore reserves after paying £1,000 in 2022/23 to secure a grant from the LEF towards the new roof at the village hall. Costs relating to managing the village green were lower in 2023/24 although insurance costs rose.

At the year end the bank balance held by NatWest was £931.02, up from £508.92 at 1 April 2023.

The Meeting then voted to approve the accounts as presented. The accounts were unanimously approved.

1. As a Parish Meeting with neither income nor expenditure in excess of £25,000, Joyce explained that we are required to complete what is known as the “Annual Governance and Accountability Return 2023/2024 Part 2PM” (or the “AGAR”) but are not required to submit this to an external auditor. We are, however, required to have the AGAR approved by the Meeting and to have our financial affairs reviewed by an Internal Auditor. So she explained the various sections of the AGAR and votes were taken as required and noted below.
2. She explained the Certificate of Exemption, being page 3 of 6 of the AGAR. As Borwick Parish Meeting meets all the criteria listed a vote was held and it was agreed that this can and will be signed by the Chairman and sent by Joyce to the external auditors as required (before 30 June 2024). [*Post meeting note – this was submitted on 24 June 2024*].
3. Joyce expressed the Meeting’s gratitude to Phil Horsfield for undertaking the role of Internal Auditor. There had not been sufficient time for the Internal Auditor to complete his examination as at the date of the meeting so this shall be done prior to the submission of the Exemption certificate. [Post meeting note – this was kindly undertaken by PH and a clean report signed by him on 13 May 2024.]
4. Joyce then explained the Annual Governance Statement on page 5 of 6 of the AGAR and the Meeting voted to approve it. The 2024 Risk Assessment was reviewed by the Meeting in this connection and signed by the Clerk.
5. She explained the Accounting Statements on page 6 (which had been certified by the Chairman ahead of the meeting) and how these summarised and reported the information shown in the annual receipts and payments accounts as explained at the beginning of this report. The Meeting voted to approve the Accounting Statements 2023/24 as reported on the AGAR.
6. Publication requirements -The Parish Meeting is required to display the Certificate of Exemption, the Annual Governance Statement 2023/24, and the Accounting Statements 2023/24 either on its website or on a notice board for 14 days. This will be done on the village website [www.priesthutton.co.uk](http://www.priesthutton.co.uk). She invited the Chairman to set a date for the commencement of a 30 working day period for the exercise of public rights under which anyone wishing to do so can physically inspect the Meeting’s accounting records. This year it has to include the first 10 working days of July so a start date of 26 June 2024 was agreed. It was also agreed that these would be available at The Green, Borwick and a notice advertising this fact would be posted on the village website together with the other information noted above.

2 Current finances and Insurance

1. The budget for 2024/25, as approved at the meeting on 16 January 2024, included a Precept request of £1,750 which has now been received from LCC. In response to a query the treasurer explained the process for setting the Budget and quantifying the required Precept, and that the District Council is required to pay the Parish Meeting the amount requested. This then forms part of the Annual Council Tax for each household in the Parish.
2. Expenditure of around £1,000 for the fabrication and installation of 2 new village notice boards had been provided for. The new notice boards have been made and installed and at a cost of £1,004.
3. Included in the Budget was an estimate of £275 for Parish Insurance. The renewal quote from the current insurers (Clear Councils formerly BHIB) in fact was for £330.78!! The Clerk and Treasurer have sought alternative quotes and have negotiated a proposed premium of £168 from Zurich. The nature and amount of cover was queried by Paul Bedding, and the Treasurer replied by quoting from the proposal document received from Zurich. This was put to the meeting who were very happy to accept the Zurich quote. [*Post meeting note – Zurich policy now in place*].

24/15 The draft accounts for the Poors Land Charity for the 12 months ended 31 March 2024 were presented and explained to the Meeting for information. There is currently a balance of £2,543 in the Building Society and no requests for grants were received in 2023- 24.

Joyce, in her capacity as Treasurer for St Mary’s Church, Borwick, declared a potential conflict of interest before asking what the meeting’s view would be of a further request by the church to the Poors Land Trustees for a grant. In summer 2022 a grant of £600 had been given to St Mary’s in order for church members to provide fortnightly Winter Warmer lunches throughout the 2022/23 winter months at the Village Hall. These were extended to Winter 2023/24 and proved very popular with locals. Typically between 20 and 30 people attended each lunch and benefited from a Warm Space, a good lunch and, above all, social interaction. Whilst this is a matter for the Poors Land Trustees (of which the Chair and Clerk of the Parish Meeting are 2) Joyce felt it appropriate to gauge the reaction of the wider village community and hence the request for a show of hands in favour of making a grant. The meeting was fully supportive of the proposal and it was suggested that £500 should be requested.

This concluded the Treasurer’s Report.

24/16 **AOB**

1. The ongoing issue of speed limits and the nature of vehicles passing through the village was discussed. Reports were given of near misses with horses near Linden Hall, sileage trailers passing through at speed, etc. The clerk suggested physical traffic-calming measures but it was thought the lanes were too narrow for this to allow the passage of farm traffic, etc. Philippa Williamson (LCC) explained she believes there should be a 20mph speed limit and she has asked for an assessment. She believes this is necessitated by the fact that Borwick Hall is an educational establishment. Apparently if it were a school there would be a mandatory 20mph limit.

Two villagers had suggested the creation of a “Permissive footpath” alongside Borwick Lane towards the Canal bridge. It was thought unlikely to be practical nor acceptable to the landowner. A sign saying “Please drive carefully through our village” might help. We shall await the outcome of PW’s efforts for which the Meeting is grateful.

1. Maureen commented on how nice the village green had looked this spring.
2. Dave Smith reported in his capacity as the Borwick Parish Meeting representative on the Borwick and Priest Hutton War Memorial Hall (“the Village Hall”) committee. There had been a discussion regarding the cost of repairing (and possibly in the future replacing) the generator which had been bought under the emergency planning exercise that had followed Storm Desmond in 2015. A Local Emergency Fund Grant had been used by the Hall to buy the generator. Comments from this meeting were that it was unlikely a replacement would be needed as the generator has had very little use, and that the Village Hall could afford the maintenance cost.
3. There was a reminder of the Moules and Boules evening planned for 18 May 2024.

24/17 **Date of next meeting**. 8 October 2024 at 7.30pm. Venue TBC

There being no further business the meeting was closed.

These minutes were approved as a true record and signed by the Chair on behalf of the Meeting

……………………………………………….. on ……………………………………..(date)