

Minutes of the Annual Meeting of Bolton Parish Council
Monday 18th May 2026, 7.30pm in Bolton Memorial Hall

Present: Chairman Martin Fagan (MF)

Councillors: Roger Bird (RB), Bill Ingham (BI), Peter Smith (PS),

Apologies: Walter Head

In attendance Parish Clerk Shelagh Leyland (SL) and 4 members of the public

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| ITEM 1 | ELECTION OF CHAIRMAN FOR 2026-27 | |
| 1/26/27 | Martin Fagan was proposed as Chairman by PS and seconded by RB MF was unanimously elected as Chairman RESOLVED to appoint MF as Chairman for 2026/27 | |
| ITEM 2 | RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE | |
| 2/26/27 | MF accepted office, witnessed by Clerk RESOLVED to accept Chairman's acceptance of Office | |
| ITEM 3 | APPOINTMENT OF VICE-CHAIRMAN FOR 2026/27 | |
| 3/26/27 | WH was proposed (in absentia) by MF, seconded by RB and duly elected as Vice Chairman RESOLVED to appoint WH as Vice Chairman for 2026/27 | |
| ITEM 4 | APOLOGIES FOR ABSENCE | |
| 4/26/27 | WH with reasons | |
| | DECLARATIONS OF INTEREST | |
| 5/26/27 | RB declared an interest in planning application 2026/0887/LBC | |
| ITEM 5 | AUTHORISATION OF MINUTES OF LAST MEETING | |
| 6/26/27 | RESOLVED that the minutes of the Parish Council Meeting on 9th March 2026 be confirmed as a true record and signed by the Chairman. | |
| ITEM 6 | COUNCILLORS' REPORTS | |
| 7/26/27 | 6.1 20 mph consultation The W&FC refused the request for a buffer zone, but now propose that the 20mph starts at the bridge. All Bolton residents have been encouraged (by leaflet drop off, email, Whats App, at the bacon butty morning and at the Annual Parish meeting) to respond to the consultation. Papers copies have been distributed to those who requested them. The consultation finishes on 22 May. Although the PC is not expected to respond to the consultation, MF would like a feel of what the overall response is. He is considering developing an anonymous questionnaire to send by email & What App | MF |
| 8/26/27 | 6.2 Vegetation near bridge After a reminder, W&FC have finally responded permission from the EA is needed to tackle to vegetation, which may happen towards the end of the year. RESOLVED to explore alternative approaches as visibility of oncoming traffic is severely restricted both ways | |
| 9/26/27 | 6.3 Update on bacon butty morning This was very successful with a good turn out and some response to requests for volunteers. The ukulele band was very well received. | |
| 10/26/27 | 6.4 Update on Emergency Plan and Met Office training | |

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| | <p>Three volunteers were recruited at the bacon butty morning. MF has started a framework. The main risks in the area are flooding and power and water outages. A full risk assessment is the first step. MF has registered for the Met Office training.</p> <p>RESOLVED that MF will convene a team of people to undertake a full Risk Assessment, and identify resources</p> | MF |
| 11/26/27 | <p>6.5 Hall extension plans</p> <p>A revised planning application has been submitted, but it is understood some minor changes have been requested from W&FC. The project will now be phased, Phase 1 being a new toilet block. This will help greatly with grant applications. However grants cannot be applied for until planning permission is granted and estimates have been obtained. SL and Peter Griffiths (former Chairman) have indicated willingness to help apply for grants given previous experience with the playpark and pump track.</p> | |
| ITEM 7 | NEW BUSINESS | |
| 12/26/27 | <p>7.1 To discuss purchase of new Speed Indicator Device (SID)</p> <p>The 11 year old Viasis SID has died a death, it is not repairable. Temple Sowerby and Asby PCs will consider whether they want it replacing. Two quotes have been received, one from a company in Hawkshead and one from the new UK Viasis dealer. As the previous SID was Viasis, we would not need to purchase a new battery charger or brackets, bringing the price down to £2130 (inc VAT). The PC agreed that a new SID was desirable. It is possible that a grant could be obtained from the W&FC.</p> <p>RESOLVED that the PC apply for the W&FC grant. If received a new Viasis SID will be purchased.</p> <p>RESOLVED that it should continue to be shared with other villages: if TS and Asby do not want to participate, other nearby villages could be approached</p> | SL |
| 13/26/27 | <p>7.2 To discuss whether to apply to redesignate the New Crown inn as an Asset of Community Value</p> <p>The current agreement has expired (after five years).</p> <p>RESOLVED to apply to redesignate the New Crown Inn as an Asset of Community Value</p> | SL |
| 14/26/27 | <p>7.3 Advertisement of the Clerk/RFO post.</p> <p>SL has indicated for some time that she wishes to resign after 12 years in post. Despite requests for a replacement from within the parish (newsletter, WhatsApp, email & face-to-face) no-one has applied. It would appear that the only option is to advertise outside the parish via CALC.</p> <p>RESOLVED that SL draws up an advertisement to be circulated to PC for approval before submitting to CALC for dissemination. A further request will also be circulated in the parish.</p> | SL |
| ITEM 8 | PUBLIC FORUM : No issues | |
| ITEM 9 | PLANNING MATTERS | |
| 15/26/27 | <p>2026/0887/LBC: Birdby barn conditions Support (RB abstained)</p> <p>2026/0594/PAPP Agricultural Track land north east of Bolton Lodge Support</p> <p>2026/0601/FPA: Bolton Primary School Extension Support</p> | |

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| ITEM 10 | TO REVIEW AND ACCEPT UPDATED COUNCIL DOCUMENTS | |
| 16/26/27 | 10.1 To review and accept standing orders and financial regulations RESOLVED to accept Standing Orders. Financial Regulations to be reviewed following change of banking procedures | SL/P S |
| 17/26/27 18/26/27 | 10.2 To approve updated Asset Register and Risk Assessment The footway lights remain on the Asset register as WE7FC have not yet confirmed transfer of ownership RESOLVED to write an official letter to W&FC requesting confirmation of ownership status of the footway lights. Until then they remain on the asset register RESOLVED to accept Risk Assessment | SL/M F |
| ITEM 11 | FINANCE | |
| 19/26/27 | 11.1 To receive adopt and sign the final bank reconciliation for 25/26, internal audit report, and Certificate of Exemption from External Audit (appendix 1) RESOLVED to accept and sign the above documents. The PC extends its thanks to the internal auditor, Alan McVitie | |
| 20/26/27 | 11.2 To approve and sign the Annual Governance Statement for 2025/26 RESOLVED to confirm and sign the AGS for 26/26 | MF/S L |
| 21/26/27 | 11.3 To Approve and sign the Accounting Statement for 2025/26 RESOLVED to approve and sign the Accounting Statement for 25/26 | MF/S L |
| 22/26/27 | 11.4 To appoint internal auditor for 2026/27 Alan McVitie has kindly agreed to be internal auditor RESOLVED to appoint Alan McVitie as internal auditor | |
| 23/26/27 | 11.5 To received Unity Trust bank statements as of today Total Funds £20,404.33 Precept current account: £ 1059.76 Precept savings account: £ 14,290.00 Project current account: £33.85 Project savings account: £5020.72 | |
| 24/26/27 | 11.6 Payments to be authorised The PC agreed that the clerk salary progress to the next grade i.2. from SCP15 (£15.56/hour) to SCP16 (£15.82/hour x 275/year)) S. Leyland Salary April- May £580.80 Bolton Memorial Hall hire £25.00 CALC subs £ 224.63 ICO (direct debit) £47.00 The insurance renewal notice for 2026/27 was received today. The premium is £793.09 (last year £738). The PC also agreed to this payment. RESOLVED to submit payment for authorisation via on-line banking | SL |
| ITEM 12 | CONFIRM DATE OF NEXT MEETING | |
| 25/26/27 | Monday 20 th July 2026 | SL |

Signed as correct

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Martin Fagan , Chairman

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