

**MINUTES OF THE MEETING  
OF BULKELEY AND RIDLEY PARISH COUNCIL  
HELD IN BICKERTON VILLAGE HALL AT 7.30 PM  
ON TUESDAY 15<sup>TH</sup> MAY 2024**

**Present:** - Councillors

Idina Hastings (Chairman), Richard Frisk, Peter Groves, Mike Hassall, Jonathan Knight, Tom Leonard, Jane McRae. Sally Williamson, James Weddell. Mrs Ruth Shackleton (Clerk). No members of the public attended the meeting.

**1. APOLOGIES**

Councillor Maire Gibson.

Cllrs Groves and Hassall announced they will be standing down as parish councillors after the meeting. The Clerk is to notify CEC of the vacancies.

**2. DECLARATION OF INTERESTS**

Councillors were invited to declare pecuniary or non-pecuniary interests arising from matters on the agenda. None were declared.

**3. ELECTION OF CHAIRMAN**

**Resolved:-** It was proposed by Cllr McRae and seconded by Cllr Weddell that Cllr Hastings be elected as Chairman for 2024 - 2025.

The Chairman signed the Declaration of Acceptance of Office.

**4. ELECTION OF VICE CHAIRMAN**

**Resolved:-** It was proposed by Cllr Hastings and seconded by Cllr McRae that Cllr Frisk be elected as Vice Chairman for 2024 - 25.

The Vice Chairman signed the Declaration of Acceptance of Office.

**5. CHAIRMANS REPORT**

See attachment for Chairman's Report.

**6. APPOINTMENT OF OFFICERS**

Bickerton Burial Board Representatives:- Cllrs Frisk and Hastings

Association of Parish Councils Representatives:- Cllr McRae

Bank Signatories:- Cllrs Hastings, Leonard and Weddell

The Clerk, Ruth Shackleton

**Resolved:-** That the Council approve the above appointments.

Proposed by Cllr McRae and seconded by Cllr Williamson.

**7. OPEN FORUM**

There was no consideration of this item.

**8. APPROVAL OF THE MINUTES**

**Resolved:-** That the Council approve the minutes of the Parish Council meeting held on 13<sup>th</sup> February 2024.

Proposed by Cllr McRae and seconded by Cllr Williamson.

**9. MATTERS ARISING FROM THE MINUTES**

9.1 Bus Service:- The Council discussed concerns regarding changes to the bus service and agreed to respond to the consultation to state that the Council strongly opposes the proposed reduction in the bus service based on the following reasons:-

- A number of residents regularly use the local bus service;
- Concerns as this is a further reduction in the services provided in rural areas;
- Residents living in rural areas rely on local transport as they do not have access to any other form of transport;
- Increase in social isolation and loneliness, especially for older people.

9.2 Go to Bus Service:- A message has been sent to residents to submit requests for additional stops to be made by the Go to Bus service.

9.3 Layby:- Ward Cllr Pearson has advised that he is in dialogue with Highways regarding the layby options.

9.4 S106:- Ward Cllr Pearson has sent a list of the available s106 monies in the ward.

9.5 D Day Commemorations:- Cllr McRae has the arrangements in hand.

## 10. RESPONSIBLE FINANCIAL OFFICER

**Resolved:-** That the Council confirm the appointment of Ruth Shackleton as Responsible Financial Officer.

Proposed by Cllr Knight and seconded by Cllr Hastings.

## 11. INTERNAL PROCEDURES

**Resolved:-** That the Council agree to adopt the following:-

- Code of Conduct for Members.
- Risk Assessment

Proposed by Cllr Groves and seconded by Cllr Hastings.

The Clerk is to update the following in accordance with the latest versions issued by NALC:-

- Standing Orders
- Financial Regulations

## 12. FINANCIAL REPORT: -

### 12.1 CHALC:-

The Council considered whether to renew membership

**Resolved:-** That the Council agree to renew the CHALC membership.

Proposed by Cllr Groves and seconded by Cllr Hassall.

### 12.2 Insurance:-

The Council received the insurance details.

**Resolved:-** That the Council agree to renew the insurance policy with Zurich.

Proposed by Cllr Groves and seconded by Cllr Hassall.

### 12.3 To accept and approve the following payments:-

Chq No	Reason	Amount
349	Running Costs / Salary	£ 83.07
350	J Gurr FCA (internal audit)	£150.00
351	CHALC (annual subs)	£132.61
352	Zurich Insurance	£243.00
353	Bickerton Village Hall (room hire)	£ 30.00

The Clerk was paid by Standing Order.

Reconciled balance at bank as at 30/04/24:- £10,725.03

Receipts:-

Precept:- £2,320.00

HMRC VAT Refund submitted for £160.11

**Resolved:-** The above payments were approved by the Council.

Proposed by Cllr Knight and seconded by Cllr Hassall.

**13. ANNUAL AUDIT**

13.1 To agree to sign the Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00:-

**Resolved:-** That the Council agree to sign the AGAR Part 2 Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00. The Council are to certify themselves as exempt from a limited assurance review and are to submit a Certificate of Exemption to the External Auditor.

Proposed by Cllr Knight and seconded by Cllr Hassall.

13.2 To accept and approve the Annual Governance Statement:-

**Resolved:-** That the Council agree to approve the Annual Governance Statement for the year ended 31st March 2024.

Proposed by Cllr Knight and seconded by Cllr Hassall.

13.3 To accept and approve the Annual Return for Audit purposes (see attachment):-

**Resolved:-** That the Council agree to approve the Annual Return for the year ended 31st March 2024.

Proposed by Cllr Knight and seconded by Cllr Hassall.

Internal Audit:-

Jake Gurr FCA has carried out the internal audit; there were no matters arising.

**14. POLICE CLUSTER MEETING**

The next meeting is on Wednesday 15<sup>th</sup> May 2024; Cllr Hastings is to attend.

**15. PLANNING UPDATE**

See the Planning Applications register attached for details of all applications received.

**16. DEFIBRILLATORS**

Cllr Frisk confirmed the two possible locations for the defibrillator in Ridley.

The Clerk is to apply to the Government funded scheme to pay 50% of a new defibrillator and external cabinet.

The Clerk is to contact the First Responders and ask if they will look at the defibrillator in Bulkeley.

**17. HIGHWAYS**

No update.

**18. PLAYING FIELD**

Cllr Hastings advised that a letter had been sent to the landowner to request that the ditch be cleared; no response has been received to date.

Cllrs discussed the payment of services.

**Resolved:-** Cllrs agreed to increase the grass cutting from £25.00 per cut to £30.00 per cut.

Proposed by Cllr Hastings and seconded by Cllr Williamson.

**19. VILLAGE MAINTENANCE**

Cllr Hastings advised that John Jones has not carried out any maintenance in the village recently due to generous help of volunteers to keep the village tidy.

**Resolved:-** Cllrs agreed to increase the village maintenance hourly rate from £15.00 per hour to £20.00 per hour.

Proposed by Cllr Hastings and seconded by Cllr Williamson.

20. **BICKERTON VILLAGE HALL**

Cllr Hastings advised that she has stood down from the BVH Committee; Cllr Frisk agreed to represent the Council on the BVH Committee.

21. **CLERKS REPORT**

The Clerk briefed the meeting about PROW; she is to contact CEC to enquire about any funding towards kissing gates.

22. **CORRESPONDENCE**

Previously circulated.

23. **NEXT MEETING OF THE PARISH COUNCIL**

The date of next meeting is Tuesday 10<sup>th</sup> September 2024.

**Annual Parish Meeting**

In the absence of any members of the public there was no consideration of this item.

Website:- [www.bulkeleyandridley.org.uk](http://www.bulkeleyandridley.org.uk)