

Osbaldeston Parish Council

Annual General Meeting held on Friday the 6th of May 2022 in the Heatley Room of St Mary's Roman Catholic Church (Longsight Road, BB2 7HX)

19:00 to 21:00

Present

Councillor Carol Ingham, Councillor Helen Baldwin, Councillor Louise Edge, Councillor Luke Scrannage, Councillor Peter Ainsworth, Councillor Robin Walsh, and Councillor Stella Brunskill

Minutes

1. Apologies:

- i. None.

2. Chairman's Report:

- i. Nothing relevant to report.

3. Election of Officers:

- i. Councillor Louise Edge voted in as Chairwoman
Proposed by: Councillor Carol Ingham, Seconded by: Councillor Luke Scrannage
- ii. Councillor Luke Scrannage voted in as Vice Chairman
Proposed by: Councillor Louise Edge, Seconded by: Councillor Helen Baldwin

4. Most recent AGM minutes: 8th May 2019:

- i. Nothing relevant to discuss from previous AGM.

5. Matters arising:

- i. None.

6. Accounts:

- Bank account:
 - i. At the time of the meeting no access had been gained to the Lloyd's bank account, both Cllr Edge and Cllr Scrannage have visited Lloyd's bank in Blackburn on the 18th of March and again on the 22nd of April

- ii. Latest update from Lloyd's is that there is a backlog, we should have access by the end of May at the latest.
- Bank reconciliation:
 - i. A draft bank reconciliation has been done using the cheque book obtained from the former clerk and the part complete set of bank statements.
 - ii. Due to not having access to the bank account we have not been able to make payments using the parish bank account.
- AGAR 2019 to 2020:
 - i. This was completed by Cllr Edge and sent to PKF Littlejohn. (Using draft bank reconciliation).
- AGAR 2020 to 2021:
 - i. This was completed by Cllr Edge and sent to PKF Littlejohn. (Using draft bank reconciliation).
- AGAR 2021 to 2022
 - i. The 2021 to 2022 AGAR is due by the 1st of July 2022, this will be completed by Cllr Edge and sent to PKF Littlejohn as soon as a confirmed bank reconciliation is possible.

7. Parish clerk:

- Role and training costs:
 - i. Cllr Louise Edge is to remain as interim clerk/RFO.
 - ii. The role of the clerk was discussed at length, as we are a small parish with a precept of £1,000 it was seen as an unnecessary expense to pay for the duties of a clerk/RFO. In 2021 the clerk was paid £500 out of the £1,000 precept; this was discussed as being unsustainable to the council and since March 2018 a total of £1,600 had been spent on clerking.
 - iii. It was also decided that a dedicated councillor would be nominated to undertake the duties of the clerk/RFO and will undertake the relevant training with the SLCC to gain the knowledge required. The training costs were agreed to be covered in full by the council for the ILCA and FILCA courses, Cllr Scrannage was nominated to undertake this training and provide clerk/RFO duties to the council. Once this training has been completed Cllr Edge will stand down as interim clerk and Cllr Scrannage will take over the role of clerk/RFO.
- Previous clerk action required?

- i. The last meeting held by the previous council was the AGM on the 8th of May 2019. Since then, no council meetings have been undertaken, either in person or virtually. This is due to COVID-19 and that previous councillors have left the council resulting in the council not being functional.
- ii. In 2021 the parish precept was applied for amounting to £1,000 and from that £500 was paid to the previous clerk using cheques, the cheques are to be requested from Lloyd's bank to ascertain who has signed for them as the previous signatories were Doreen Taylor and Gordon Taylor who had resigned from the council. The interim clerk is to ask the previous clerk, who was self-employed, for invoices for work undertaken for the period of 2020-2021.

8. Planning applications:

- i. Nothing relevant to discuss.

9. Correspondence received:

- PKF Littlejohn External Auditor emails:
 - i. Public interest report set against the council due to failure of the previous RFO to complete the AGAR 2020-2021 report, this has since been completed by Cllr Edge as the interim clerk and has now been sent to PKF along with the 2019-2020 report.
- Public interest report:
 - i. As above.
- LALC:
 - i. We have become members of LALC, the cost is outstanding and LALC understand we don't have access to our bank account. Once we have access LALC to be paid the membership fee.

10. Ribble Valley Borough Council:

- i. Cllrs Walsh, Brunskill and Edge referred to matters of interest being dealt with by RVBC including the re-opening of the Hellifield railway to passenger traffic.

11. Lancashire County Council:

- Repairs to exposed hole in verge:
 - i. Cllr Ingham thanked for actioning this, which has now been dealt with by LCC.
- Blocked gulley cleaning:

- i. Cllr Ingham thanked for actioning this, which has now been dealt with by LCC.
- ii. Environmental issues were discussed that need bringing to the attention of LCC, this includes the cutting of hedges, verges, grass and general maintenance of the area.

12. Any other business:

- Parish noticeboard repairs:
 - i. This has now been actioned.
- Insurance Zurich:
 - i. Quoted £196.00 for 12 months cover. This was agreed to be paid by the council.
- Website:
 - i. The council website has been updated by Cllr Scrannage.
 - ii. The annual cost quoted to host the website www.osbaldeston.org.uk, by Jonathan Greenwood who has been the website host for the previous years, is £120.00.
 - iii. The osbaldeston.org.uk domain is to be registered to the council, Cllr Scrannage to liaise with Jonathan Greenwood on this matter.
 - iv. It was agreed that alternative quotes are to be gained for website hosting and discussed at next meeting where a decision will be made on the host provider.
 - v. A .gov.uk domain is to be researched as a possibility for the council rather than the .org.uk domain.
- Dog bins:
 - i. The community committee is to be approached for the installation of dog bins near the parish notice board on Osbaldeston Lane and at another location that is to be decided at the next meeting. Cllr Baldwin will take a lead on this.
- Queens Jubilee:
 - i. Cllr Edge will apply for Jubilee funding from RVBC which is £500.
- Community safety scheme project:
 - i. Councillors discussed a proposal for the introduction of a community support and road safety scheme that will be a local authority i.e., Osbaldeston parish asset and resource for the local community. It was discussed that this scheme would be explored in-depth and the lead for this project will be Cllr Scrannage, this will be discussed at a later meeting.

- ii. Several issues were listed to be discussed on the agenda of 15th June 2022

13. Parish bench:

- i. Councillor Robin Walsh offered to assist with funding a replacement / repairs to the bench near the milk stand at the end of Osbaldeston Lane. The committee approved a spend of up to a limit of ~£500.00.

14. Date of next meeting:

- i. Wednesday the 15th of June 2022
- ii. Wednesday the 14th of September 2022
- iii. Wednesday the 7th of December 2022
- iv. Wednesday the 15th of March 2023