



**MINUTES OF KIRKLAND
ANNUAL PARISH COUNCIL
MEETING**

**Held virtually on 5th May, 2021,
Following the Annual Parish Meeting
At 8.00pm**

Present;

*Kirkland Parish Council: Mrs. M. McLeod, Chairman,
Mrs. I. Cutler,
Mrs. K. Davies,
Mr. C. Lambert,
Gillian Benson, Clerk to the Parish Council*

1262. ELECTION OF CHAIRMAN

Resolved: Cllr. Mrs. Margaret M^cLeod was elected as Chairman of Kirkland Parish Council for one year

Resolved: Under the Local Government Act 1972 (83(4)) the Chairman signed the Declaration of Office.

1263. ELECTION OF VICE-CHAIRMAN

Resolved; Cllr. K. Davies was elected as Vice-Chairman of Kirkland Parish Council for one year.

1264. APOLOGIES

Both Wyre Councillors sent apologies.

1265. DECLARATION OF INTERESTS

Councillors were asked to disclose any interests on matters to be considered at this meeting and reminded to update changes in their interests within 28 days.

1266. MINUTES OF THE PREVIOUS MEETING

Resolved: The minutes of the meeting held on 13th April, 2021, being previously circulated, was agreed and signed by the Chairman.

1267. PUBLIC PARTICIPATION

The clerk had received no public requests to join the meeting.

1268. VACANCY IN THE OFFICE OF PARISH COUNCILLOR

Councillors are asked to co-opt as soon as practicable.

1269. DATES OF FUTURE PARISH COUNCIL MEETINGS

Councillors are asked to note and accept the dates for future meetings which will take place at Kirkland Memorial Hall at 7.30pm unless a change is agreed by the Parish Council.

20th July, 2021, 14th September, 2021, 9th November, 2021,
11th January, 2022, 8th March, 2022, 10th May, 2022.

The Annual Parish Meeting will be held on 12th May, 2022

Resolved: Dates were noted by the Councillors.

1270. ELECTION OF REPRESENTATIVES

Cheque Signatures – Cllr. Mrs. M. McLeod, Cllr. K. Davies and Cllr. Mrs. I. Cutler

Internal Auditor - Jan Finch

Representative on the Memorial Hall Committee – Cllr. C. Lambert

Representative on the School House Trust – Cllr. Mrs. K. Davies

Representative on the Wyre Area Lancashire Association of Local Councils - Cllr. Mrs. M. McLeod

Representative on Churchtown in Bloom – Cllr. Mrs. K. Davies

Representative on Churchtown Flood Action Group – Cllr. I. Cutler

Defibrillator - Cllr. Mrs. M. McLeod

1271. APPOINTMENT OF PARISH CLERK

Interested persons have replied to Parish clerk's post and will be invited to interviews.

Resolved; Two Councillors and the clerk will set questions and carry out the interviews

1272. DONATION REQUEST FROM KIRKLAND AND CATTERALL MEMORIAL HALL

The Memorial Hall committee requests a donation towards the grass cutting at the Memorial Hall for this year. The hall proved accounts and these were circulated.

Cllr. Mrs. M. McLeod has an interest as a Memorial Hall committee member.

Resolved: To donate £1,000 to Kirkland and Catterall Memorial Hall towards the grass cutting costs.

1273. PLANNING APPLICATIONS

No planning matters.

Councillors raised the planning permission for 70 houses on neighbouring land on the A6 concerned this development will cause potential accidents on the road. The Parish Council gave permission to Cllr. Mrs. I. Cutler to raise the Parish Council's concerns with Ben Wallace MP

1274. FINANCE**Internal Scrutiny to 31st March**

Resolved; Councillors agreed to Cash books, bank reconciliation, budget monitoring and internal scrutiny report to 31st March, 2021.

Budget Monitoring report stated increase in clerk's hours, increase in Parish Lengthsman costs, costs of virtual meeting licences and telephone charges have not been paid for separately.

Audit 2020 – 2021

Internal Auditor requests an increase in the payment based on the increase in work included by the external auditor?

Resolved: Parish Council agreed to raise the internal auditor's fee to £150.

Audit 2020 – 2021

Year End Accounts

Bank Reconciliation, Financial Statement and Budget Monitoring to 31st March, 2021

AGAR 3 to be agreed by the Parish Council before informing the external auditor:

1, Governance Statement and 2, Accounting Statement

Variances, contacts and other audit information

Internal Auditor Report

Resolved: Councillors scrutinised these documents. The chairman and clerk signed the AGAR. Councillors noted the internal auditor's recommendations.

Public Rights notice will run between 14th June and 23rd July.

Parish Council Insurance

The renewal quotes an increase to £237.88 from £220.00 as this now includes the Chairman's regalia, which had not been covered previously. Other quotes were considered.

Resolved Kirkland Parish Council will insure with BHIB.

Receipts since the last meeting:

1. Bank Interest for January	£ 0.13	
2. Bank Interest for February	£ 0.12	
3. Bank Interest for March	£ 0.12	
4. Wyre Lottery	£ 48.00	
5. Openreach Insurance	£215.35	Damage to noticeboard
6. Wyre Council – Precept	£11,500.00	
7. Bank interest for April	£ 0.09	

Councillors agreed the following payments;

Please note payments for the Churchtown Flood Group and Churchtown in Bloom are from funding and not Kirkland Parish Council, who is administering these funds.

<i>Councillors resolved to pay the following invoices:</i>			
Cheque	Payable to	Amount	Reference
874	Lancashire Association of Local Councils	£ 64.18	Subscription
875	Catterall Parish Council	£ 8.56	Broadband and Phone
876	Greenbarnes Ltd	£ 215.35	Noticeboard title board
877	Towers and Gornall	£ 388.80	Accountancy Services
878	Barton Grange Landscapes	£1,188.00	Tree project on Avenue
879	Void	0.00	
880	Void	0.00	
881	Mr. K. Davies	£ 243.31	Churchtown in Bloom
882	J. Finch	£ 150.00	Internal Auditor
883	G. Benson	£ 176.68	Reimbursements
884	BHIB	£ 237.88	Parish Insurance
885	Kirkland Memorial Hall	£1,000.00	Grass Cutting donation
886	C and C Supplies	£ 28.98	Shallow access Chamber
		£3,701.74	

Standing Orders and Direct Debits

JRobs – Grounds Maintenance	£666.66	
Staff costs	£329.27	March
Easy Web Sites	£ 27.60	April
Easy Web Sites	£ 27.60	May

Transfer between accounts

Resolved: To transfer funds from current to savings account.

1275. VERBAL REPORTS FOR INFORMATION**Churchtown in Bloom**

The committee asks the Parish Council to purchase two hanging baskets to be placed on the cross and this was agreed.

1276. FOR INFORMATION**Panda Signs on the Avenue**

To remove these signs and look to installing a solar powered Speed Indicator Device.

Defibrillator

The green light in the cabinet is not working, although there is electricity, Heartbeat has given instructions to repair. The defibrillator is working.

Queen's Award for Voluntary Service

Cllr. Mrs. M. McLeod suggested nominating Churchtown FLAG and, with Parish Council agreement, will look to the process.

There being no other business the Chairman closed the meeting at 9.00pm.

Date

Chairman