MINUTES OF THE MEETING
OF BULKELEY AND RIDLEY PARISH COUNCIL
HELD IN BICKERTON VILLAGE HALL AT 7.30 PM
ON TUESDAY 13TH MAY 2025

Present: - Councillors Idina Hastings, Richard Frisk (Chairman), Simon Jordan, Jonathan Knight, Richard Latham, Tom Leonard, James Weddell, Sally Williamson, Ashley Wright.
Mrs Ruth Shackleton (Clerk). No members of the public attended the meeting.

1. **APOLOGIES**
Cllr Maire Gibson

2. **ELECTION OF CHAIRMAN**
Resolved:- It was proposed by Cllr Hastings and seconded by Cllr Jordan that Cllr Frisk be elected as Chairman for 2025 - 2026.
The Chairman signed the Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIRMAN
Resolved:- It was proposed by Cllr Frisk and seconded by Cllr Weddell that Cllr Jordan be elected as Vice Chairman for 2025 - 26.
The Vice Chairman signed the Declaration of Acceptance of Office.

4. CHAIRMANS REPORT
See attachment for Chairman's Report.

5. **APPOINTMENT OF OFFICERS**

Bickerton Burial Board Representatives:-	Cllrs Williamson
Association of Parish Councils Representatives:-	Cllr Wright
Bank Signatories:-	Cllrs Frisk, Leonard and Weddell
	The Clerk, Ruth Shackleton

Resolved:- That the Council approve the above appointments.
Proposed by Cllr Knight and seconded by Cllr Hastings.

6. **DECLARATION OF INTERESTS**
Councillors were invited to declare pecuniary or non-pecuniary interests arising from matters on the agenda.
Cllr Weddell declared a pecuniary interest in item 13 as he is a Scout leader.

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 11th February 2025.
Proposed by Cllr Hastings and seconded by Cllr Frisk.

9. MATTERS ARISING FROM THE MINUTES

9.1 Ditch at the Playing Fields:-
Cllrs Frisk and Latham have met with a local contractor to look at the ditch and what can be done to resolve the flooding. It was advised that the ditch needs to be dug out so as to help help relieve the flooding at the site. The approximate cost of £400.00 to carry out the works which would have to take place in September as hedges need to be cut back to enable the works to take place.

Resolved:- That the Clerk place an order with Brian Latham for up to the value of £400.00 to dig out the ditch; if there are going to be further costs the contractor is to contact the Council for authorisation for any further expenditure.
Proposed by Cllr Williamson and seconded by Cllr Weddell.

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 Williamson.

11. INTERNAL PROCEDURES

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

- Code of Conduct for Members.
- Risk Assessment
- Standing Orders
- Financial Regulations

Proposed by Cllr Knight and seconded by Cllr Hastings.

12. POLICE CLUSTER MEETING

Cllr Hastings and Frisk attended the recent police cluster meeting. Cllr Hastings circulated a report and updated the meeting regarding the Operation Parksafe initiative whereby parking issues can be reported.
Cllrs Frisk and Williamson are to attend future police cluster meetings.

13. GRANT REQUEST

Cllr Weddell spoke to the meeting regarding the grant request received from 1st Sandstone Scout group for donation towards the upgrade the kitchen at the scout hut including fund raising efforts to take.
He left the meeting when Councillors considered the request.
Resolved:- That the Council make a grant of £250.00 to the 1st Sandstone Scout group for donation toward the upgrade the kitchen at the hut.
Proposed by Cllr Jordan and seconded by Cllr Wright.

14 FINANCIAL REPORT: -

14.1 CHALC:-

The Council considered whether to renew membership
Resolved:- That the Council agree to renew the CHALC membership.
Proposed by Cllr Frisk and seconded by Cllr Weddell.

14.2 Insurance:-

The Council received the insurance details.
Resolved:- That the Council agree to renew the insurance policy with Zurich.
Proposed by Cllr Frisk and seconded by Cllr Weddell.

14.3 To accept and approve the following payments:-

Chq No	Reason	Amount
372	Running Costs	£ 64.25
373	Bickerton Village Hall (room hire)	£ 30.00
374	London hearts (defib)	£1,159.20
375	Zurich Insurance	£ 223.99
376	J Gurr FCA (internal audit)	£ 150.00
377	CHALC:- annual subs £136.11 / Training £25.00	£ 161.11
378	HMRC Q1	£ 149.40

379	John Jones	£ 50.00

14.4 Accounts:-

The Clerk was paid by Standing Order (n.b. the Clerk is to reimburse the Council with the sum of £36.38 due to overpayment of the April salary).

Reconciled balance at bank as at 31/03/25:- £7,816.72

Receipts:-

Precept - £2,750.00

HMRC VAT Refund submitted for £219.26

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

Proposed by Cllr Frisk and seconded by Cllr Weddell.

14.5 Bank Signatories:-

Resolved:- The Council agreed to add Cllr Frisk as a new bank signatory with Nat West.

Proposed by Cllr Hastings and seconded by Cllr Weddell.

15. ANNUAL AUDIT

15.1 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 Williamson and seconded by Cllr Hastings.

15.2 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 2025.

Proposed by Cllr Williamson and seconded by Cllr Hastings.

15.3 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 2025.

Proposed by Cllr Williamson and seconded by Cllr Hastings.

15.4 Internal Audit:-

Jake Gurr FCA is in the process of carrying out the internal audit; report to follow at the September meeting.

16. **PLANNING UPDATE**

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

The Clerk is to circulate the list of planning matters that can be taken into consideration when a planning application is received.

The Clerk is to circulate details of the training courses offered by CHALC.

17. **PLAY EQUIPMENT / PLAYING FIELD**

17.1 Update:-

A working party of Councillors is to meet to install a shed that was donated by a resident at the playing field to store equipment.

17.2 Equipment:-

In March, the Clerk submitted a lottery grant application (this was prepared by a company called Finding Fitness on behalf of the Council).

The National Lottery has written to advise that the Council has been awarded £19,950.00 towards the cost to purchase and install a Ninja Trail.

The Clerk is to clarify the following and report back to the Council:-

- Insurance arrangements (including public liability);
- Risk assessment;
- Inspection arrangements;
- Disclaimer signage.

Resolved:- The Council confirmed that is to instruct and pay Finding Fitness to carry out the installation of the equipment.
Cllr Frisk and the Clerk are to co-ordinate the installation with the suppliers.
Proposed by Cllr Weddell and seconded by Cllr Latham.

17.3 Football Nets:-
The set of goalposts have been delivered to Cllr Weddell.
A working party of Councillors are to meet to discuss and arrange the installation; the Council is to reimburse any additional costs incurred.

18. **DEFIBRILLATORS**

18.1 Ridley:-
Skip Brown Motors has agreed to grant permission to install the heated cabinet on an external wall.
The Clerk has applied to London Hearts, this is the Government funded scheme which pays 50% of a new defibrillator and external cabinet, the cost of a Mindray C1A Fully Automatic Defibrillator & External Heated Locked Cabinet is £1,159.20.
Resolved:- The Council confirmed that the order is to be placed with London Hearts (as agreed previously); Cllr Frisk and the Clerk are to obtain quotes from Barlows and Daniel Boughton Electrician to install the equipment which will be circulated and agreed by email.
Proposed by Cllr Williamson and seconded by Cllr Latham.

18.2 Bulkeley:-
The Clerk has ordered and delivered the replacement parts for the light fitting.
Cllr Wright informed the meeting that the light fitting requires replacing in the phone box.
The Clerk is to obtain a quote as the same time when the defibrillator is installed.

19. **HIGHWAYS**

19.1 Speed Control:-
Further to the site meeting held in January Cllr Jordan has followed up what was discussed with Ward Cllr James Pearson who has yet to respond with updates. If there is no response then the Council agreed for Cllr Jordan to write to the local MP for support.
The Council agreed to contact the police to request the speed camera / Tagmaster.

11.2 Road Safety:-
Cllr Frisk has spoken with the Chairman of Spurstow Parish Council to request a loan of their flashing speed sign.
The Clerk has contacted the insurance company regarding volunteers carrying out routine maintenance in the village (e.g. cleaning road signs) who have confirmed cover is in place.

20. **VILLAGE MAINTENANCE**

Cllr Hastings updated the meeting:-

- Bus Shelter:- John Jones has re-roofed the bus shelter;
- Marl Pit:- concerns regarding the vegetation at the Marl Pit has been reported to Environmental Health.

- Fly Tipping:- bags of rubbish have been left by the builders at the Mill Road site; the Clerk is to contact the developer, Taurus, to enquire when the site will be cleared.
- Trees:- Scottish Power is seeking permission to cut down trees on land that is owned by the Council. The Chairman is to contact Scottish Power and ask that the write formally to the Council to request permission to cut down any trees as there are several with TPO's.

21. **BICKERTON VILLAGE HALL**

Cllr Frisk updated the meeting about the activities taking place at the Hall including farmers markets, car boot sale, art exhibition, installation of paddle tennis courts

22. **CLERKS REPORT**

There was no consideration of this item.

23. **CORRESPONDENCE**

The list was previously circulated.

Annual Parish Meeting

The Annual Parish Meeting took place immediately afterwards.

Cllr Jordan made a speech to thank Cllr Hastings for her 26 years of service as a parish Councillor and presented her with a gift on behalf of parish councillors and the clerk.

NEXT MEETING OF THE PARISH COUNCIL

The date of next meeting is Tuesday 9th September 2025

Website:- www.bulkeleyandridleypc.org.uk