

Minutes of the meeting of Hilldale Parish Council
Held at 8:00 pm on 9th May 2019
Hilldale Parish Council

	Present Cllrs. Vice Chairman, Cllr Bell. Ashcroft. Whittington, Blake, (2 members of the public) Minutes taken by Clerk Angela Nicholls
1	Apologies for Absence. Chairman Cllr. Ward (due to family commitments arrived for the final item Bispham Meet)
2	Declaration of Interests and Dispensations None received.
3	The Minutes of the Parish Council meeting held on the 7th March 2019 having been circulated were taken as read, and were signed as a correct record.
4	Matters arising from the minutes It was acknowledged the new cleaning contractor is working to a high standard the Parish Council asked the Clerk to confirm her Self Employed Status. It was confirmed the Clerk had booked the contractor to move the tree nursery. It was agreed to ask Gary Royle to fill in the holes on the hall wall and repaint with Optiva 3 scrub able ceramic based paint. The Elections staff commented on light and airy the hall is and it was agreed the Clerk would put up a new hall hire notice for the European Elections.
5	Public Time Chairman HCA Bill Halkett confirmed the HCA were not eligible for the Community Chest Grant because they had received a grant within in the last three years. Bill Halkett is looking for other grants. The Clerk will help with any wording specification for grants. Bill Halkett asked if the HCA can install a strip light in the hall attic to help find stored items. This will be an agenda item for the July meeting. Residents expressed concern about the number of vehicles parking outside Solid State Security Ltd Chorley Road. This will be an agenda item for the July meeting.
6	All Parish Councillors present declared and signed the Declaration of Acceptance of Office.
7	Cllr. Ian Bell was appointed as Chairman of the Council for 2019 – 2020
8	Cllr. Ian Bell signed the Declaration of Acceptance of Office.
9	Cllr. Gary Ward was appointed as Vice – Chairman of the Council for 2019 – 2020.
10	Cllr. Gary Ward will sign the Declaration of Acceptance of Office at the next Parish Council Meeting 4 th July 2019
11	Cllr. Stuart Ashcroft was re-appointed as Data Protection Officer to monitor compliance with General Data protection
12	Cllr. Gary Ward, Stuart Ashcroft and Ian Bell were appointed representatives to Westlancs LALC area meeting
13	Annual Return Annual Return for the year ended 31st March 2019. The accounts were approved and the questions on section 1 of the Annual governance statements were answered. The Clerk presented the final Statement of Accounts and Annual Governance Statement and Accounting Statements of the Audit for signature for 2018/19. This was signed at the meeting by the Chairman and Clerk.
14	Internal Audit The Internal Audit report for 2018 -2019 was reviewed there were no matters arising. The Internal Auditor asked the Parish Council to Parish Council to review the Banking Arrangements, Parish Council Assets and Standing orders as good practice
15	Accounts to be made available for public inspection It was agreed the Parish Clerk would put a notice on the Parish Council noticeboard re confirmation of the dates the public can exercise their rights to review the accounts, which <u>must</u> be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and <u>must</u> include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July). The notice will be for the following dates: Monday 17 June – Friday 26 July 2019.

Minutes of the meeting of Hilldale Parish Council
Held at 8:00 pm on 9th May 2019
Hilldale Parish Council

16	It was discussed and agreed to replace the "Pick up after your dog banners" with a slightly different design to have a higher impact. The Clerk will liaise with the Chairman HCA Bill Halkett to find out where the original ones came from.
17	It was discussed and agreed the need to ensure the Village Hall calendar and comply with data protection. The Google Calendar does not comply, however if all the data was removed the Clerk could not answer queries away from the office. It was agreed the Clerk would start to remove data from events that have happened. It was agreed the Clerk would show the Parish Councillors Mawdesley Village Hall's Hallmaster system.
18	A structural engineer report on the hall floor is now available the Parish Council will shortly receive a copy. The pallet with the new flooring being left outside in rain is believed to be a contributory factor in causing the problem. The flooring swelled and contracted. The problem is continually being followed up by Chairman Ian Bell with the contractor David Riding. The Council may have to make a legal claim.
19	It was discussed and agree the increased size of the website site storage to 400mb would last approximately 18 months. It was agreed at the point the storage was reaching capacity the Parish Council would review which emails need to be kept and which ones can be deleted
20	David Riding had given a quote of £790 to carry out repairs from the path to the playground as detailed in the Playground Inspection. Chairman Ian Bell will ask David Riding for a more detailed specification and the Clerk will obtain two further quotes
21	There was nothing to report from outside bodies West Lancs Area Committee, Laptc and the HGV traffic group.
22	<p>Clerks Report.</p> <ul style="list-style-type: none"> • Arranged Mole Catcher • Started the process of preparing the Accounts for Audit • Completed the Vat Return • Advertised and explained the Cleaning job to prospective candidates • Contacted local Cleaning Companies for prices • Invited the contractors for interview • Interviewed potential Contractors • Cleared the cleaning cupboard and accessed what was needed • Filled the car and went the tip • Half a day induction for the new Cleaning Contractor • Prepared information for Internal Audit and took the books to be Audited • Worked more than the paid hours due to time spent on Audit • Tried several ways to renew the Green bin • Asked WLBC to pay a deposit for hiring the hall for the Elections • Updated Website
23	Private and Confidential Item to which the Public and Press are to be excluded discuss Bispham Meet was discussed.

Minutes of the meeting of Hilldale Parish Council
Held at 8:00 pm on 9th May 2019
Hilldale Parish Council

24	Accounts for payment			
	Payment	Payee	Reason	Amount
	March			
	DD	British Gas	Gas	£133.46
	DD	United Utilities	Water	£7.46
	DD	EON	Electricity	£51.00
	Online	Angela Nicholls	Parish Clerk March 2019	£427.17
	Online	Angela Nicholls	Internet/ telephone and working from home Mar	£26.00
	Online	Phil Cowley	Moving hose from hall outside tap	£150.00
		The Play Inspection		
	Online	Company	Outdoor Inspection VAT Only	£13.00
	Online	M & D Allyn	Cleaning Materials VH	£92.65
	Online	Angela Nicholls	Reimburse additional keys cut	£13.90
	Online	C J Lyon	Drains on Carpark	£156.00
	Online	Angela Nicholls	Expenses WLBC Jan 2019	£11.30
			Total for March	£1,081.94
	April			
	Chq 842	Paul Scott	Final payment Paul Scott	£109.00
	Online	Neil McCarthy	Website Maintenance for 2018-2019	£153.00
	Card	Rymans	Stationery for new year	£24.70
	DD	EON	Electricity	£51.00
		Mawdesley Post		
	Card	Office	Bleach and clothes	£3.79
	DD	United Utilities	Water	£7.46
	DD	British Gas	Gas	£56.65
	Online	Lancashire Moles	Clearing Moles near playground	£106.00
	Online	Phil Cowley	Leak under sink	£60.00
	Online	Defib Shop	New pads and Children's pads	£176.54
	Online	Angela Nicholls	Parish Clerk Apr 2018	£435.58
	Online	Angela Nicholls	Internet/ telephone and working from home April	£26.00
	Online	Angela Nicholls	Expenses	£26.17
	Online	HMRC	Tax	£2.00
	Online	David Riding	Footpath carpark to field	£2,304.00
	DD	British Gas	April	£88.36
			Total for April	£3,630.25
	May			
	Chq 843	Aspull Domestic	Repair Dishwasher	£65.00
	Chq 844	LALC	Subscription	£134.01
	Chq 845	WLBC	Garden Waste	£30.00
	Online	Ian Edwards	Internal Audit	£100.00
	DD	Alison Johnson	Cleaners wages for April 2019	£125.00
	DD	British Gas	May	£60.54
	Online	Laurence Davis	Grounds Maintenance	£592.85
			Total for May	£878.39
25	Date and time of next meeting			
	The next meeting of the Council will be held at 7.00 pm on 4 th July 2019 In the Village Hall			
26	There being no other business the Chairman closed the meeting 9:45 pm			

Signed: _____ Date _____
Name: Ian Bell, Chairman, Hilldale Parish Council