

6th May 2013

Dear Member,

Your attendance is required at the Annual Meeting of the Parish Council to be held on

Tuesday 14th May 2013 following the Annual Parish Meeting in Kirkbride School.

The business to be transacted is as shown on the accompanying agenda

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Clerk to the Council)

# AGENDA

## To elect chairman, who will then sign the form of acceptance of office

* 1. **Apologies for absence and declarations of interest**

REQUESTS FOR DISPENSATIONS

The clerk to report any requests received since the previous meeting for dispensations to speak and\or vote on any matter where a member has a disclosable pecuniary interest.

DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council’s Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.

* 1. **To elect vice chairman**
	2. **To elect** represenatatives to BTC Neighbourhood Forum, Allerdale ALC
	3. **To consider re-adoption or amendment of standing orders**
	4. **To appoint:** One member as Highways contact.

**2 Minutes** (previously circulated).

**2.1 To approve** the draft minutes of the Meeting of the Parish Council held on Tuesday 12th March 2013

**Note 1: reminder** that the order of business may be changed at the chairman’s discretion to avoid undue delay for visitors

**3** **Report on action taken**

3.1. by councillors

3.1.1 Play area: report from DT

3.1.2 Footpaths: (AN);

3.1.3 Highways steward (SW)

3.1.4 Newsletter group

3.2- by the clerk

## 3.3 Public participation (at the Chairman’s discretion)

**4 New business**

4.1 Clerk

4.2 To consider the re-appointment of PL Gauntlett Accounts Ltd to handle PAYE for the Council at the previous annual rate.

4.3 To re-appoint H.Isaac as the Council’s Internal Auditor.

## 4.4 Mc Donald memorial – update and discussion/approval of any required action.

4.5 Kirkbride Learning Centre – update on activities and request for support.

4.6 Local Plan – progress and possible adoption.

4.7 ‘Jubilee Tree’ – current situation.

4.8 Hedge Cutting in the village - latest situation and any required decision.

4.9 ‘Cloggers Bridge' (opposite Wills Builders') - highway hazard.

## 5 Correspondence

To review correspondence received and take any appropriate action.

5.1 Natural England Guide to SSSI’s for owners.

5.2 BRB (Residuary) Ltd - letter relating to ‘Clogger’s Bridge’.

5.3 Allerdale BC – letter concerning footway lighting on poles.

5.4 Cumbria Police results of the speeding survey.

5.5 Notification by e-mail from Mr Bullock concerning damaged bench.

5.6 Police and Crime Plan 2013-17notification from Mr R.Rhodes, Police and Crime Commissioner. (via CALC)

5.7 Locality – possible grant support for Neighbourhood Plans.

5.8 Coleville Ground Maintenance – confirmation of insurances.

5.9 Kirkbride Primary School – Letter concerning Kirkbride Community Facebook Page.

## 6 Finance

**6.1 Information**

6.1.1 **To approve accounts** to March 31st 2013 (circulated with this agenda)

print-out of receipts & payments book; 3-year comparative summary;

bank reconciliation & explanation of variance;bank statements to 31st March 2013

6.1.2 **To approve** annual return: accounting statements & governance statement.

6.1.3 **To note** report of internal auditor.

6.1.4 **To note and confirm** details of asset register.

6.1.5 **To approve** accounts to April 30th April 2013 (available at meeting).

6.1.6 Information Commissioner: confirmation of registration renewal to 6/4/13.

6.1.7 VAT return: refund received for 2012/2013 **£1250.78**

6.1.8 Allerdale BC: precept: instalment 1- **£5381**

### 6.2 Payments to approve.

### 6.2.1-Clerk’s salary: £ 416.94

### Expenses: postage etc £14.88; telephone £4.00/broadband £10.66 = £29.54,

### travel 20m @ 36p= £7.20, total £36.74

6.2.2- Information Commissioner: **£35.00** by direct debit and confirmation of renewal of registration

6.2.3- Aon Insurance: renewal premium **£287.95**

6.2.4- Cumbria CC: for Children’s Playing Fields Association CPFA **-- £45.00**

6.2.5-A N Other: chairman’s allowance **£60.00**

6.2.6- H Isaac: internal audit fee **£60.00**

6.2.7 CALC: subscription renewal 2013/14 **– £149.00**

6.2.8 - P L Gauntlett: share of invoice (£100) for PAYE services **£33.33**

6.2.9 - D Little: Felling of sycamore tree **£180.00** (incl VAT)

6.2.10 -A Noblett: re-payment of cost of attendance at Garden Design course **£18.00**

6.2.11- A Kirk: re-payment of plants etc. for planters **£22.00**

6.2.12 - Colvilles Grounds Maintenance – Payment for April and early May grass cutting – **amount to be confirmed at the meeting.**

**7 Planning**

**7.1 Applications outstanding with Allerdale Borough Council.**

7.1.1 – 2/2013/0129 Erection of one wind turbine 24m mast height, tip height 34.5m with ancillary connection cabinet, Shaw House, Kirkbride Airfield, Kirkbride. Mr J. Carruthers.

Application Withdrawn.

**7.2 Applications dealt with under standing order**

7.2.1 - 2/13/9005 Proposal: To replace extant planning permission 2/10/9009 in order to extend the time limit for implementation for the erection of an Anaerobic Digestion Plant.

Location: Land btwn Lowther Farm & Kirkbride Airfield Ind. Estate, Kirkbride, Wigton.

No response made as handled previously.

**7.3 Applications decided by Allerdale BC**

7.3.1 - 2/2013/0053 Erection of two storey side extension, 2 The Crescent, Kirkbride. Mr R. Naylor. – approval given.

7.3.2 - 2/2013/0079 Erection of storage building, Bank House Kirkbride Mr C. Irving – approval given.

7.3.3 – 2/2013/0127 Single storey rear extension, Cross House, Kirkbride. Mr J. Wilson. – approval given.

7.3.4 - 2/13/9005 Proposal: To replace extant planning permission 2/10/9009 in order to extend the time limit for implementation for the erection of an Anaerobic Digestion Plant.

Location: Land between Lowther Farm & Kirkbride Airfield Ind. Estate, Kirkbride, Wigton. – approval given.

**7.4 Applications for consideration by this Parish Council meeting.**

None

**8.1 Documents received for comment**

8.1 Quality Parish Scheme consultation and Department for Communities and Local Government (DCLG) survey.

8.2 Allerdale Local Plan (Part 1) – Pre- Submission Draft Consultation.

8.3 Allerdale B.C. – Allerdale markets Draft Policy.

**8.2 Documents received for information** (available on request to the clerk)

8.2.1 Jennings River Ride 15th September 2013

8.2.2 Natural England Guide for landowners to Sites of Special Scientific Interest.

8.2.3 Plantscape Products Catalogue.

8.2.4 Friends of the Lake District – whole valley planning guide.

8.2.5 Clerk Magazine March Magazine.

8.2.6 Bus Timetable Guide.

8.2.7 CALC Minutes of District Meeting held on 26th March 2013.

8.2.8 Rural Opportunities Bulletin.

8.2.9 Autela Payroll Services – offer of services.

##### 9 Claypit Charity

**9.1**  Report from clerk

**10 Any items of information brought by…**

**1-**members of the Council

**2-** the Borough Councillor

**3**-the County Councillor

**4-** the Clerk

**5-**Police report

**11 Meeting dates (Provisional on Item 4.5)**

**11.1 Date of next meeting: Parish Council Meeting:**

**Tuesday 9thth July 2013 at 7.00 p.m. in Kirkbride School.**

**11.2 Future meetings: on Tuesdays:**

**Tuesday 10th September 2013 at 7.00 p.m. in Kirkbride School.**