

**Minutes of the Annual Meeting of the Parish Council**

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

Present:

Councillors: Day (Chair), Kirk, Hedworth, Little, Noblett, Tweddle, Willis.

County Councillor: Fairbairn.

Borough Councillor Cowell.

Public attendance: Mr Dilley, Mr J Morris, Mrs A. Little.

Clerk: M Abbs

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

The election of Cllr Day was **approved.** The form of acceptance of office was then signed.

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

The clerk explained advised that Cllr Taylor had sent apologies for absence and an explanation which was accepted as a fair reason for absence.

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.

**There were no requests for dispensations.**

DECLARATIONS OF INTEREST

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

**Cllr Noblett declared an interest in respect of item 6.2.10**

**Cllr Kirk declared an interest in respect of item 6.2.11**

**Cllrs Little and Hedworth declared an interest in respect of item 7.1.1**

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** - Cllr Little was **elected** as vice chairman.

**1.4 To elect** represenatatives to BTC Neighbourhood Forum, Allerdale ALC - Cllr Kirk was **elected** as the Neighbourhood Forum representative. There was no appointent to the Allerdale ALC; representation at meeting would be considered on an individual basis.

**1.5** To consider re-adoption or amendment of standing orders - The standing orders were **re-adopted** without amendment.

**1.6** To appoint: One member as Highways contact. – Cllr Willis was **appointed.**

**2 Minutes** (previously circulated).

**2.1 To approve** the draft minutes of the Meeting of the Parish Council held on Tuesday 12th March 2013 – **approved and signed.**

**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

Cllr Tweddle reported that there were no issues requiring attention. The grass had been cut and the area was looking tidy.

3.1.2 Footpaths: (AN);

Cllr Noblett reported that some further drainage work may take place in the area behind the sewage works.

3.1.3 Highways steward (SW)

Cllr Willis advised that a number of potholes had been reported.

3.1.4 Newsletter group

Cllr Kirk advised that a new newsletter was being prepared and would welcome items for inclusion.

3.2- by the clerk

The clerk advised that the relevant notices relating to the County Council election and the audit had been displayed on the noticeboards.

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

Mr Dilley commented on the number of local public houses which were closing and stressed the importance to village life that the Kirkbride pub provided.

The importance of providing activities for young people was raised. Cllr Fairbairn commented and said that the ‘Youth Station’ in Wigton would be asked about visiting the area and staging activities. Cllr Cowell also commented on this possibility.

Cllr Fairbairn gave his report and outlined his activities since the recent County Council Elections.

He said the County Council now faced some very difficult financial decisions particularly in the area of education.

The subject of Wind Turbines was mentioned particularly some recent planning refusals in the wider area. Cllr Fairbairn felt that there was growing opposition to turbines across the area.

Cllr Fairbairn commented on the results of a Police Speeding survey carried out in the village. He said he had requested the Highways Department of the County Council to carry out a traffic survey.

The issue of street lighting attached to wooden poles was mentioned – see item 5.3.

Cllr Cowell advised that there was little to report from Allerdale BC. The Council would be discussing the issue of wind turbines. The Allerdale Local Plan consultation was mentioned and Cllrs encouraged to examine the documents.

All members of the public and Cllrs Cowell and Fairbairn left the meeting at this point.

**Cllr Day took the Agenda items relating to Finance (6.1,6.2) at this point alongside item 5.9 as he had to leave the meeting before the close.**

**Cllr Day left the meeting and Cllr Little took the Chair for the remainder of the meeting.**

**4 New business**

4.1 Clerk

Items were covered under the relevant agenda items.

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

The clerk explained that as a result of the introduction of ‘Real Time Information’ Mrs Gauntlett envisaged that her charges would increase by £10 to £110 per annum. Cllrs were happy to re-appoint PL Gauntlett to handle the Council’s PAYE.

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

The clerk confirmed that Mr Isaac was willing to continue for a further year at the existing rate of £60.

His re-appointment was **approved.**

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

Cllr Noblett provided details of two proposals she had put together following the Garden Design Course she had attended; one of which would require some building work and would be more expensive than the alternative. Cllrs discussed the options taking into account items such as dust, litter traps and health and safety issues. The possibility of grant assistance was discussed. Cllrs agreed to examine the proposals before the next meeting and report back in July.

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

Cllrs discussed the report given at the Annual Parish Meeting and **agreed** to a grant award of **£250.**

4.6 Local Plan – progress and possible adoption.

The Local Action Plan had been amended following the last meeting and was now **adopted.**

4.7 ‘Jubilee Tree’ – current situation.

Following discussion it was agreed that the Tree can now be planted in the Playground area.

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

The clerk advised that he had not received an invoice from the contractor though the work had been carried out. Cllr Hedworth agreed to pursue this.

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

The clerk advised that following the last meeting he had written to BRRB (British Railways Residual Board) and subsequently to Mr Irving who quickly rectified the problem of the damaged fence.

## 5 Correspondence

To review correspondence received and take any appropriate action.

5.1 Natural England Guide to SSSI’s for owners. – **noted.**

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

Handled under item 4.9.

5.3 Allerdale BC – letter concerning footway lighting on poles.

The clerk reminded Cllrs of the letter from Allerdale BC and said that this had become a major issue across the wider area. The matter had reached the highest levels of government and the clerk would keep Cllrs notified of developments. – **noted.**

5.4 Cumbria Police results of the speeding survey.

Cllrs discussed the findings of the Police Survey which found only minor incidence of speeding through the village.

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

The clerk advised that he had passed the message and photographs to the Chairman who was looking into the matter.

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

The clerk advised Cllrs of the present position, which was **noted.**

5.7 Locality – possible grant support for Neighbourhood Plans.

The clerk explained that some funding may be made available later in the year to assist Parishes in the compilation of Neighbourhood Plans – this was **noted.**

5.8 Coleville Ground Maintenance – confirmation of insurances.

The clerk confirmed that copies of the relevant insurance documents had been sent to the him and that all seemed in order. – **noted.**

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

The Chairman and clerk provided copies of the received letter. Cllrs then discussed a draft response handed out by the Chairman. Discussion centred around the nature of the ‘inappropriate comments’ which the Council were unaware of and the fact that the Facebook page was not a Parish Council initiative and had no control over the postings. The Cllrs felt that the Parish Council had always been supportive of the school and would welcome their presence at meetings. The Clerk and Chairman were authorised to compile a suitable response to the letter which the clerk would send to the school requesting further clarification of some of the matters raised.

## 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 – **all were approved.**

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

6.1.3 **To note** report of internal auditor. – **noted and approved.**

6.1.4 **To note and confirm** details of asset register. – **noted and confirmed.**

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

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

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

6.1.8 Allerdale BC: precept: instalment 1- **£5381 – noted.**

### 6.2 Payments to approve.

### 6.2.1-Clerk’s salary: £ 416.94 – approved.

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

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

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

6.2.3- Aon Insurance: renewal premium **£287.95 – approved.**

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

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

6.2.6- H Isaac: internal audit fee **£60.00 –approved.**

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

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

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

Cllr Noblett ceased her involvement in the meeting for the following item.

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

Cllr Noblett re-joined the meeting.

Cllr Kirk ceased her involvement for the following item.

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

Cllr Kirk re-joined the meeting.

6.2.12 - Colvilles Grounds Maintenance – Payment for April and early May grass cutting – **amount to be confirmed at the meeting.** The clerk advised that an invoice had been received for (£56.79 + £11.36 VAT) **£68.15 – approved.**

Note that under item 4.5 a grant of £250 was awarded to the Kirkbride Learning Centre.

 **Members agreed to continue beyond 9.30p.m. in order to complete the agenda items.**

**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. – **noted.**

**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. – **noted.**

**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. – **noted.**

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. – **noted.**

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. – **noted.**

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

None

**8.1 Documents received for comment**

8.1.1 Quality Parish Scheme consultation and Department for Communities and Local Government (DCLG) survey. – **noted.**

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

The clerk advised that the computer disc that he’d received had been passed to the Chairman for consideration. – **noted.**

8..1.3 Allerdale B.C. – Allerdale markets Draft Policy. – **noted.**

**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.

**All the above were noted.**

##### 9 Claypit Charity

**9.1**  Report from clerk

The clerk confirmed that there were no developments to report.

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

**1-**members of the Council

Cllr Hedworth queried whether the school had remained open during voting for the County Council elections. It was confirmed that it had.

**2-** the Borough Councillor

The report was given earlier.

**3**-the County Councillor

The report was given earlier.

**4-** the Clerk

The clerk advised that the Allerdale BC strategic housing plan was now available to view online if anyone wished to do so.

It was pointed out that the Playgroup had requested financial support in their report but that the request had been received too late for this agenda and would therefore need to be considered at the next meeting.

**5-**Police report

The clerk advised that no report had been received but if one was forthcoming he would forward it to Cllrs.

**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.**

**The above dates were noted.**

**The Vice Chairman closed the meeting at 9.43pm.**