

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

**Held on Tuesday 13th May 2014 in Kirkbride School following the Annual Parish Meeting.**

Present:

Councillors: Day, Hedworth, Little, Noblett, Taylor, Tweddle and Willis.

County Councillor: Fairbairn.

Borough Councillor Cowell.

Public attendance: None

Clerk: M Abbs

Vice Chairman Little took the Chair to commence the meeting.

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

The election of Cllr Hedworth was **approved.** The form of acceptance of office was then signed and he took over as Chairman of the meeting.

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

Apologies had been received from Cllr Kirk and Mr Dilley a member of the public.

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.

An on-going dispensation is in force in respect of the Precept.

DECLARATIONS OF INTEREST

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

Cllr Hedworth declared an interest with regard to 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 waselected as vice chairman.
  2. **To elect** represenatatives to BTC Neighbourhood Forum, Allerdale ALC - nobody was appointed to either body.
  3. **To consider re-adoption or amendment of standing orders – adopted** unchanged.
  4. **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 11th March 2014 – **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 did not have any matters to report. The recent painting of the equipment was commented upon favourably. The clerk mentioned that no invoice had been received for this yet.

3.1.2 Footpaths: (AN);

Cllr Noblett had no news to report on grant applications. Some fields had been ploughed rather close to footpaths along field boundaries but was not considered a major issue at this point.

3.1.3 Highways steward (SW)

Cllr Willis commented on the recent repairs to a number of potholes along with more substantial road maintenance.

3.1.4 Newsletter group

No issues were raised.

3.2- by the clerk

The clerk advised that all actions arising from the March meeting had been carried out. Some items appearing again later in the agenda. He had been in contact with the grass cutter concerning the length of the grass at one point and also concerning his insurances which he had been assured were in place for this season.

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

County Cllr Fairbairn gave his report and commented on repairs to potholes and planned road maintenance.

Borough Cllr Cowell mentioned a forthcoming Allerdale BC meeting where a proposal to reduce numbers on the Planning Committee would be discussed.

He apologised for any recent inconvenience arising from difficulties with e-mail he had been encountering and hoped the situation would be remedied soon.

Cllr Cowell then left the meeting.

Finance (6) matters were taken at this point.

**4 New business**

4.1 Clerk

No items brought for consideration.

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

The clerk advised that Lynn Gauntlet was willing to continue for the current financial year and anticipated a similar level of charges. The re-appointment was **agreed.**

4.3 Mc Donald memorial – update and discussion of tenders/approval of any required action.

The discussion began with consideration of the three submitted tenders. It was noted that one of the contractors approached had not submitted a tender.

Following full consideration of the documentation the tender from Thomas Wills & Son Ltd was unanimously **accepted.**

The clerk was instructed to write accordingly to all contractors who submitted tenders. The acceptance letter would be composed by the clerk with the assistance of the Chairman and Cllr Taylor.

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

Cllrs discussed the Annual Report from the Centre and agreed to a grant award of £350.

The important role that the Centre plays in the life of the village was to be acknowledged by the clerk.

4.5 Hedge cutting in the village - latest situation and any required decision.

Cllr Hedworth confirmed that the contractor was willing to undertake two further cuts this year at the same price as last year

4.6 Bench Purchase – update and possible action.

The clerk confirmed that 4 benches had been ordered from Marmax and Cllr Tweddle confirmed that these had been delivered. Cllr Hedworth advised that a contractor had agreed to supply a quote for installation. Cllrs **agreed** to increase the amount allowed for installation by £500 making an authorised expenditure of £650 + VAT.

4.7 Footway Lighting - Current situation.

The clerk reported that the situation was on-going with a sub-committee having been recently set up by Allerdale BC. The clerk confirmed that the required response following the March meeting had been made but no response had been received.

4.8 Handling of planning applications.

Cllrs discussed the procedure for discussing planning applications between meetings. No amendments to the Standing orders were made but Cllrs considered it advisable to utilise the internet facility provided by Allerdale BC to a greater extent. The clerk would notify Cllrs by e-mail when a consultation is received. Cllr Fairbairn said he would raise the issue of an apparent delay in information reaching the clerk with Allerdale BC.

4.9 Internal Auditor - update on situation.

The clerk notified Cllrs that Lynn Gauntlett had been approached and expressed a willingness to consider acting as internal auditor. He had sought the advice of CALC concerning her eligibility to do this given that she handles the PAYE for the Council. The document supplied by CALC had just been received and appeared to indicate that the required condition of independence of the internal auditor would be met should she be appointed. This was also the view of the current internal auditor, Mr Isaac, who had also examined the document. The clerk said he would raise the issue with the other two Councils he acted for and would put the item on the July meeting agenda.

## 5 Correspondence

To review correspondence received and take any appropriate action.

5.1 Cumbria CC – letter concerning the safety of Howwath Bridge.

Cumbria CC had advised that safety work to the bridge was to be undertaken. This had now been carried out but it was thought that some signage was yet to be installed. – **noted.**

5.2 Cathie Hedworth – letter concerning Howwath Bridge.

The clerk notified Cllrs of the nature of the letter which had been superseded by events.

5.3 Kirkbride Primary School – Letters of thanks for previous support and usage information.

5.4 Kirkbride Parochial Church Council – letter of thanks for grant. – **noted.**

5.5 Allerdale BC – Request to speak to Council from the Reducing Poverty Officer.

The clerk advised that a request to speak to the Council had been received from the officer at Allerdale BC. After consultation with the Chairman, and the officer, this may be arranged for the July meeting. **– noted**

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

The clerk outlined the plan to the Cllrs which was **noted.**

5.7 Allerdale BC/CALC – Discussion of letters/e-mails concerning Precept/Concurrent Grant.

The clerk explained that the payment of the first instalment on the 2014/15 Precept had been made by Allerdale BC at the end of March 2014, thus affecting the financial figures for that year. This payment had included an element of the Local Support for Council tax payment.

5.8 Allerdale BC - S106 Agreement Land at Ivydene, B5307.

The clerk explained that he had been contacted by Allerdale BC to provide advance notification that a new S106 Agreement is being prepared and would be sent for examination and completion. Mr Gordon had also contacted the clerk shortly before the meeting to ascertain if this had been received and was advised that nothing had been forthcoming. The clerk said he would keep the Cllrs aware of developments.

5.9 Boltons PC – latest on High Pow Wind Farm.

The clerk outlined the e-mail from the Parish Council which was **noted.**

5.10 NHS Cumbria Clinical Commissioning Group – Development of five year plan.

The clerk advised Cllrs of the plan and the willingness of the group to send a representative to come and speak to the Parish Council. This required no action but was **noted**

5.11 Cumbria Playing Fields Association – notification of dissolution.

The clerk read out the letter confirming the dissolution of the group. – **noted**

5.12 British Red Cross – request for support.

The clerk read out the received letter which was **noted**

5.13 Cumbria CC - ownership and use of Speed Indicating Devices (SIDs).

The clerk confirmed with Cllrs that there were no Parish Council owned SIDs in the parish and was instructed to advise Cumbria CC accordingly.

## 6 Finance

**6.1 Information**

6.1.1 **To approve accounts** to March 31st 2014 (circulated with this agenda)

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

bank reconciliation & explanation of variance; bank statements to 31st March 2014 - **approved**

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

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

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

6.1.5 **To approve** accounts to April 30th April 2014 (available at meeting). - **approved**

6.1.6 Information Commissioner: confirmation of registration renewal to 6/4/15. - **approved**

6.1.7 VAT return: refund received for 2013/2014 **£216.16**

The clerk explained that the claim had been submitted to HMRC but that payment had not yet been received. There appears to be a delay this year based on past experience.

6.1.8 Allerdale BC: precept: instalment 1 including CTRS grant £254.51 - **£5104.51 - noted**

6.1.9 Claypit Charity - United Utilities payment to Council of **£115.55 - noted**

### 6.2 Payments to approve.

### 6.2.1-Clerk’s salary: £429.43 - approved

### Expenses: postage etc £14.93; telephone £4.00/broadband £10.66 = £29.59,

### Travel 12m @ 36p= £4.32, total £33.91 - approved

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 - approved**

6.2.4-AN N Other: chairman’s allowance **£60.00 - approved**

6.2.5- H Isaac: internal audit fee **£60.00 - approved**

6.2.6 CALC: subscription renewal 2013/14 **– £152.00 - approved**

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

6.2.8 - Colvilles Grounds Maintenance – Payment for April and early May grass cutting – £113.58 +£22.72 VAT = **£136.30 - approved**

6.2.9 – Marmax Products Ltd – Bench purchase £1350 + VAT. Exact amount to be confirmed at the meeting when official invoice received. The clerk advised that an invoice for the anticipated amount had been received - **£1350 + £270 VAT = £1620 – approved.**

Cllrs agreed to continue in order to complete the agenda.

**7 Planning**

**7.1 Applications outstanding with Allerdale Borough Council / Cumbria CC.**

7.1.1 – HRN/2014/0002 Hedgerow removal application, Townhead Farm, Kirkbride

Mr A Hedworth & A and C Hedworth.

7.1.2 – 2/2014/0113 Biomass storage facility incorporating solar panels, Gordon House, Kirkbride

Mr Tom Fox.

The above were **noted.**

**7.2 Applications dealt with under standing order**

7.2.1 – 2/2014/0217 Erection of 2 Dwellings, Land Adjacent to Beechdale, West Lane, Kirkbride

Mr N Roe.

No objections had been recorded.

7.2.2 – 2/2014/0233 Erection of detached dwelling house, Land to rear of Greenside Farm, Kirkbride. Mr S Carruthers.

No objections had been recorded. – **noted.**

**7.3 Applications decided by Allerdale BC / Cumbria CC**

7.3.1 - 2/2014/0022 Installation of biomass boiler and pool plant room extension, Gordon House, Kirkbride – Mr T Fox. – permission granted.

7.3.2 - 2/14/9002 Bridlebridge over the River Wampool grid reference NY2367 5805

Cumbria County Council. – permission granted.

The above were **noted,**

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

7.4.1 -2/2014/0292 Installation of 1no. 500kw wind turbine (maximum tip height 77m) and associated infrastructure, including an access track, Water Flosh, Aikton Wigton. Applicant: Hallmark Power Ltd.

Within Aikton Parish Council boundary.

Following careful consideration of available information. The clerk was instructed to raise an **objection** on grounds of the effect on the amenity of the local area, the visually detrimental effect on the rural landscape, noise implications and concern about proliferation of turbines in the Solway area.

**8.1 Documents received for comment**

None - **Noted**

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

8.2.1 CALC Circular

8.2.2 Wicksteed Fitness Legacy Zone Information.

8.2.3 Department for Communities and Local Government – External Audit and Data Transparency proposals.

8.2.4 ACT Gazette.

8.2.5 Clerks and Councils Direct. March + May magazines.

8.2.6 Clerk March magazine

8.2.7 Clerk May magazine.

8.2.8 Go Cumbria Bus Timetable.

8.2.9 Western Front Association Cumbria Branch - plans for Events on 4th August.

8.2.10 Fields in Trust general information.

8.2.11 CALC - minutes of the meeting of Allerdale parishes held in March 2014.

All the above were n**oted.**

##### 9 Claypit Charity

**9.1**  Report from clerk

Atkinson Ritson Solicitors letter enclosing cheque from United Utilities for £115.55. – **noted.**

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

**1-**members of the Council

Cllr Noblett raised the possibility of members of the public adopting a section of footpath and keeping it clear of rubbish and watching for required maintenance.

Cllr Willis raised the problem of unsafe parking and Cllrs asked the clerk to include this on the July agenda.

**2-** the Borough Councillor

Report given earlier.

**3**-the County Councillor

Report given earlier,

**4-** the Clerk

No further matters were raised.

**5-**Police report

The clerk advised that no report had been received.

**11 Meeting dates (Provisional on Item 1.5)**

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

**Tuesday 8thth July 2014 at 7.00 p.m. in Kirkbride School.**

**11.2 Future meetings: on Tuesdays:**

**Tuesday 9th September 2014 at 7.00 p.m. in Kirkbride School.**

**The Chairman closed the meeting at 10.10p.m.**