

Kirkbride Parish Council



Minutes of the Meeting of the Parish Council

Held on Tuesday 12th May 2015 at 7.00pm in Kirkbride School following the Annual Parish Meeting.

Present:

Councillors: Hedworth (Chair) Day, Kirk, Irving, Little, Taylor and Willis.

County Councillor: Fairbairn

Borough Councillor: Hedworth

Public attendance: None

Clerk: M Abbs

AGENDA

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

CLlr Hedworth was unanimously **elected** as Chairman and signed the required acceptance of office..

CLlr Little arrived at this point and gave apologies for his late arrival.

1.2 All Members to sign forms of acceptance of office.

All members signed the required acceptance of office and gave their agreement for the clerk to complete the declaration with CLlr Noblett at or before the next meeting.

1.3 Apologies for absence and declarations of interest.

CLlr Taylor declared an interest with regard to item 5.1 - Brighton House.

The clerk advised that he had received apologies from CLlr Noblett and PCSO Nichol.

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.

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.

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.

1.4 To elect vice chairman

CLlr Little was unanimously **elected** as vice chairman.

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1.5 To elect representatives to BTC Neighbourhood Forum, Allerdale ALC - nobody was appointed.

1.6 To consider re-adoption or amendment of standing orders

The standing orders were considered fit for purpose and **adopted** unchanged.

1.7 To appoint: One member as Highways contact.

Cllr Willis was **appointed** as the contact.

2 Minutes (previously circulated).

2.1 To approve the draft minutes of the Meeting of the Parish Council held on Tuesday 10th March 2015 – **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 RT

Cllr Taylor reported to the Council on his recent inspection of the play area. Plastic caps had been removed from the fence posts and needed to be replaced to prevent further damage to the posts. The seats of the swings were worn and he recommended replacement. He felt that it was advisable to replace the grease nipples on some of the equipment. Other minor work was desirable.

Cllrs **agreed** that the clerk should work with Cllr Taylor and the Chairman to action the repairs. The clerk to obtain their approval for any expenditure required prior to the next meeting.

The condition of the perimeter hedge/fence was discussed and it was **agreed** that the clerk should arrange a meeting with a local contractor to investigate how the boundary could be made more secure.

3.1.2 Footpaths: (AN);

Current situation concerning the obstructed footpath.

Cllr Willis reminded Cllrs of the footpath which was currently blocked by a new fence. The clerk confirmed that this obstruction had been notified to the appropriate authority who were investigating the action that needed to be taken.

3.1.3 Highways steward (SW)

The poor condition of the road outside the bowling club was discussed and Cllr Fairbairn confirmed that it was on the schedule for repairs, though he was unable to give a timescale for the work.

3.1.4 Newsletter group

Cllr Kirk requested items for inclusion in the next newsletter. Cllr Day wondered if there was a local demand for allotments in the Parish and suggested that opinion be sought.

3.2- by the clerk

Details were given of the course he had attended on Data Protection which had been organised by CALC. – **noted**.

3.3 Public participation (at the Chairman's discretion)

County Cllr Fairbairn commenced by congratulating Cllr Hedworth on his appointment as the Borough Councillor.

Mention was made of the forthcoming road works on the A595/6; which would be carried out during the night.

He suggested to Cllrs that they may wish to look out for the Children's Services 'Safeguarding Report' which was to be published soon. No details of this were currently available to the public.

He suggested that 'Better Highways' could be alerted to the long grass verge that existed between the Church Hall and the old railway bridge. The issue having been raised at the earlier Parish Meeting.

Finance matters were taken at this point by the Chairman.

4 New business

4.1 To consider the re-appointment of PL Gauntlett Accounts Ltd to handle PAYE for the Council. The Cllrs unanimously **agreed** to re-appoint Mrs Gauntlett.

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

The clerk drew the attention to the invoice featured under item 6.2.10. Cllrs discussed the current arrangement and **agreed** that the clerk should write to the contractor authorising him to carry out similar cuts for the forthcoming year.

4.3 Footway Lighting - Current situation.

The clerk advised that there were no significant developments to report, though he was aware that the matter was being actively considered at Allerdale BC. – **noted**.

4.4 Internal Auditor - update on situation.

The clerk confirmed that Mrs Gauntlett was willing to continue as Internal Auditor.

The Cllrs affirmed their appreciation of Mrs Gauntlett's work and unanimously **agreed** to re-appoint her.

4.5 Kirkbride Tennis Club – request for support.

The clerk reminded Cllrs of the report submitted to the Annual Parish Meeting from Mrs Dugdale, the Treasurer of Anthorn Sports Club and Committee Member of Kirkbride Tennis Club. Following discussion, Cllrs acknowledged the work undertaken by local volunteers to provide this recreational resource for local residents and **agreed** to award a grant of £400 to assist with the tennis coaching.

4.6 Audit and Transparency Regime – new requirements.

The clerk briefed Cllrs on the new Transparency Code for smaller authorities. This requires Councils to publish a range of information on a publicly accessible website. This needed to be done in the first instance by 1st July 2015, and then subsequently each year. Cllrs noted the deadline and **agreed** that the clerk should work with the Chairman and Cllr Kirk to utilise the Kirkbride Community website in order to meet the new requirement. There was discussion as to the nature of the information that could be published in order to meet the legal requirement.

Cllr Taylor left the meeting at this point.

5 Correspondence

To review correspondence received and take any appropriate action.

5.1 Mc Donald memorial / Brighton House – update and discussion / approval of any required action.

Cllrs expressed their satisfaction of the work carried out at the McDonald Memorial site.

The latest letter from Mr and Mrs Taylor concerning the land at Brighton House was discussed with Cllrs deciding that more time was required for them to consider the matter. The clerk was instructed to include the matter on the agenda for the next meeting in July.

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

The clerk advised that there were no significant matters to report apart from the amount of grant support confirmed under item 6.1.8

5.3 HSBC confirmation of receipt of Allerdale BC payment.

The clerk advised that the bank had confirmed receipt of the payment.

5.4 Allerdale BC – election related correspondence.

The clerk confirmed details of the correspondence he had received from Allerdale BC and confirmed that he had put up all the requested information on the noticeboards. He reminded Cllrs of the forms they now needed to complete following the Election and to whom they should be sent. He offered to collect the documents and subsequently forward the ones he received to Allerdale before its deadline. This was **noted**.

5.5 Allerdale BC – Overview and Scrutiny Committee - opportunity to make suggestions.

The clerk outlined the correspondence received which was **noted without action**.

5.6 Adam Curtis web design – offer of services to build website.

The clerk provided details of the service offer which was **noted without action**.

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6 Finance

6.1 Information

6.1.1 **To approve accounts** to March 31st 2015 (circulated with this agenda) print-out of receipts & payments book; 3-year comparative summary;

bank reconciliation & explanation of variance; bank statements to 31st March 2015

All were carefully examined and **approved**.

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

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

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

The register was **noted and confirmed**.

6.1.5 **To approve** accounts to April 30th April 2015 (available at meeting).

The clerk produced the documents which were examined carefully and **approved**.

6.1.6 Information Commissioner: confirmation of registration renewal to 6/4/16. – **noted**.

6.1.7 VAT return: refund submitted for 2014/2015 **£1643.56 – noted**.

6.1.8 Allerdale BC: precept: instalment 1 including CTRS grant - **£5028.16**

The clerk informed Cllr that the Council Tax Reduction Scheme element had been confirmed as £178.16. – **noted**.

6.2 Payments to approve.

6.2.1-Clerk's salary: **£455.26 – approved**.

Expenses: postage etc £11.01; telephone £4.00/broadband £10.66 = £25.67,

travel 59m @ 36p= £21.12, total **£46.79 – 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- A N Other: chairman's allowance **£60.00 – approved**.

6.2.5- L Gauntlett: internal audit fee (**anticipated**) **£60.00 – approved**.

6.2.6 CALC: subscription renewal 2015/16 – **£157.00 – approved**.

6.2.7 - P L Gauntlett: share of invoice (£100) for PAYE services **£34.00 – approved**.

6.2.8 - Colvilles Grounds Maintenance – Payment for April grass cutting –

£56.79 + £11.36 VAT = **£68.15 – approved**.

6.2.9 Mrs A Kirk – repayment for expenses incurred for planter maintenance - **£14.29 – approved**.

6.2.10 Mr A Graham – Hedge cutting in the village - **£180.00 – approved**.

At this point 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. – **noted**.

7.2 Applications dealt with under standing order

None – **noted**.

7.3 Applications decided by Allerdale BC / Cumbria CC

None – **noted**.

7.4 Applications for consideration by this Parish Council meeting.

7.4.1 – 2/2015/0251 Proposed single storey extension to existing hanger etc., Hangar K1 Kirkbride Airfield. (Mr D Tweddle).

The papers, which had been circulated prior to the meeting, were examined carefully and Cllrs **agreed** that they had no objections. The clerk was instructed to advise Allerdale BC accordingly.

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8.1 Documents received for comment

8.1.1 Draft Cumbria Minerals and Waste Local Plan 2014 to 2029 – response required by 11th May 2015

Noted without action.

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

8.2.1 CALC Circular

8.2.2 Fields in Trust Annual Report.

8.2.3 Allerdale Planning Enforcement Plan.

8.2.4 Cumbria Community Foundation – Local grant making charitable trusts.

All the above were **noted**.

9 Claypit Charity

Nothing – **noted**.

10 Any items of information brought by...

1-members of the Council

2- the Borough Councillor

No matters were reported by the Cllr.

3-the County Councillor

The report had been given earlier.

4- the Clerk

The clerk mentioned that Bowness on Solway PC had received early notification of plans for a tidal lagoon and speculated that Kirkbride could be similarly notified in due course.

A letter from the Pensions Regulator had just been received which he would have to examine and take forward with the Chairman and Cllrs before the next meeting.

5-Police report

The report was given.

11 Meeting dates (Provisional on Item 1.6)

11.1 Date of next meeting: Parish Council Meeting:

Tuesday 14th July 2015 at 7.00 p.m. in Kirkbride School.

11.2 Future meetings: on Tuesdays:

Tuesday 8th September 2015 at 7.00 p.m. in Kirkbride School.

The dates were noted and the Chairman closed the meeting at 9.45p.m.