

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

**Held on Tuesday 9th May 2017 at 7.00pm in Kirkbride School following the Annual Parish Meeting.**

Present:

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

County Councillor: Fairbairn

Borough Councillor: Hedworth

Public attendance: None

Clerk: M Abbs

## 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.

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

The clerk gave apologies form Cllrs Day, Noblett and PCSO Donaughee

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.

No additional dispensation requests were made.

DECLARATIONS OF INTEREST

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

Cllr Hedworth affirmed his declaration of interest once again in the Townhead Farm and West End bungalow planning applications. – see items detailed in section 7.

No further declarations were made.

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 Kirk was unanimously elected vice chairman.

* 1. **To elect** representatives to BTC Neighbourhood Forum, Allerdale ALC

No representatives were elected to either body with doubt over the continuation of the Neighbourhood Forum.

* 1. **To consider re-adoption or amendment of standing orders**

The standing orders had been reviewed and amended during the year and were considered fit for purpose and **adopted.**

* 1. **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 14th March 2017 – 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

This item was considered later in the meeting – see item 4.5

3.1.2 Footpaths: (AN);

Current situation concerning the obstructed footpath.

Cllr Willis advised that the footpath with the obstruction was no longer a problem.

She would report a fallen sign to the authority.

3.1.3 Highways steward (SW)

Cllr Willis confirmed that some potholes had been reported to the Highways Authority and some remedial work carried out.

3.1.4 Newsletter group

Cllr Kirk advised that a planning meeting would be held before the next Parish Council meeting.

3.2- by the clerk

The clerk advised that action would be advised on items later in the agenda.

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

No members of the public were present and the Chairman invited County Cllr Fairbairn to give his report.

He confirmed that he was well aware of the local concern about speeding which had been voiced at the Annual Parish meeting. He would continue to raise the matter at the ‘Crash’ meetings he attended with other relevant bodies. The camera van was visiting the area on a regular basis and it was often locals who were the main offenders. The possibility of volunteers being trained to operate a laser gun to monitor speeding vehicles was mentioned.

Cllr Fairbairn then commented on the situation in schools across Cumbria. A number of these had numbers which were far lower than the national average. The management of enrolment in Cumbrian schools was very challenging and some schools were operating with large financial deficits.

He them commented on the nature of the current County Council following the election where no party hold an overall majority, and the delay this may cause in terms of the Administration. The on-going General Election would also affect this.

He was thanked by the Chairman for his report and left the meeting.

**4 New business**

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

To note completion of paperwork for 2016 -17.

Cllrs **noted** the completion and thanked Mrs Gauntlett for her work and **agreed** to her re-appointment.

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

Cllrs **agreed** to her re-appointment.

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

The clerk drew the attention of the Cllrs to the invoice (see item 6.2.10) for hedge cutting which was **agreed.** Cllr Hedworth was requested to arrange a further cut ahead of the annual Carnival. Cllrs expressed concern over the condition of hedges in the vicinity of the shop which were restricting movement along the footpath. The clerk was instructed to draft a letter which would be sent to households in the area asking them to address this problem.

4.4 Consideration of the situation concerning the introduction of Superfast Broadband to the Parish.

The clerk updated Cllrs on the latest communication from Mr Ruston. Cllrs still had concerns about the likelihood of a good turnout for the proposed information meeting. Cllrs supported a proposal to seek expressions of interest for such a meeting in the Parish Newsletter and local Social Media.

4.5 Playground - consideration of any required action arising from the Inspection Report. Consideration of painting quotation.

Cllrs **agreed** to accept the quotation from Mr B Johnstone given by the clerk for painting work. The clerk also produced the invoice from Allerdale BC for the Inspection Report for £67.20 payment for which was **agreed.**

There was some discussion of the Inspection Report which had recently been received by the clerk and would now be circulated for examination by all members. It was **noted** that the report did not highlight any items which needed urgent attention. However, Cllr Irving advised that there was a problem with the ‘spinner’ which required attention. This no longer worked but was not considered to be a danger. The problem would be investigated and the purchase of new equipment would be considered at the next meeting. Ahead of this, the possibility of installing adult fitness equipment would be investigated. Cllr Kirk was supported in her view that any new equipment should not encroach on the area used for football.

4.6 Possible reprinting of footpath maps.

It had not been possible to carry out a review of any required changes and the clerk was asked to include this item on the July agenda.

4.7 Complaints about noise at weekends from rally cars on the airfield.

Report on investigations.

Cllrs Irving and Little reported that all the users of the airfield had obtained permission to use the facility and the Council was not aware of any unauthorised users.

## 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.

The clerk advised that the anticipated report from Mr Cartmell had not yet been received and that he had been unsuccessful in locating the documents Mr Cartmel had enquired about in the Council’s archive. The clerk was instructed to write to solicitors who had previously been involved to ascertain if they were in possession of the documents. Mr and Mrs Taylor had requested access to some of the Council’s historical minutes and Mrs Maxwell of the school had agreed that the Learning Centre could be used by them to examine the minutes. The clerk was authorised to liaise with the relevant parties.

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

The clerk confirmed that the anticipated first payment had been received. – **noted.**

5.3 Pensions Regulator situation update.

The clerk updated Cllrs on the latest correspondence relating to the ‘staging date’ and advised Cllrs that he did not qualify for a pension under the regulations. – **noted.**

The clerk would submit the required declaration in due course within the deadline.

5.4 British Red Cross – request for support.

This was **noted** without action.

5.5 HMRC – New PAYE authorisation for PL Gauntlett.

The clerk advised that Mrs Gauntlett had advised that HMRC had ‘lost’ her previous authorisation. However, a new one had been obtained and processed with the agency.

5.6 Bull Lees – consideration of response from Mr Mawby.

The clerk provided details of Mr Mawby’s report. Following consideration, it was **agreed** that the clerk should make enquiries with Mr Mawby about some nest boxes that it may be possible to obtain from him using his connection with Watchtree Nature Reserve.

5.7 Farmers Flood Group – request for support.

The clerk provided details of the communication that had been received via CALC and Cllrs **agreed** that they were keen to offer their support to the group’s initiative.

## 6 Finance

**6.1 Information**

6.1.1 **To approve** annual return:governance statement. – **examined and approved.**

6.1.2 **To approve accounts** 31st March 2017

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

 bank reconciliation & explanation of variance;

bank statements to 31st March 2017

All were carefully **examined and approved.**

6.1.3 **To approve** annual return: accounting statements– **examined and approved.**

6.1.4 **To note** report of internal auditor. – **examined and approved.**

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

6.1.6 **To approve** accounts to April 30th April 2017 (available at meeting). – **approved.**

6.1.7 **To note** Information Commissioner: confirmation of registration renewal to 6/4/18. - **noted.**

6.1.8 **To note** VAT return: refund submitted for 2016/2017 **£244.94 -noted.**

6.1.9 **To note** Allerdale BC: precept: instalment 1 including CTRS grant of £79.58 - **£4929.58 – noted.**

6.1.10 **To note** Via CALC – confirmation of S.137 spending limit of £7.57 per elector for 2017/18**. – noted.**

### 6.2 Payments to approve.

### 6.2.1-Clerk’s salary: £498.93 – approved.

### Expenses: postage etc. £14.85; telephone and broadband £13.25 = £28.10,

### travel 13m @ 36p= £4.56, total £32.66 – 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 **£292.72 – approved.**

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

6.2.5- P L Gauntlett: internal audit fee **£50 – approved.**

6.2.6 CALC: subscription renewal 2017/18 **– £160.14 – approved.**

6.2.7 - P L Gauntlett: share of invoice (£100) for PAYE services **£33.00 – approved.**

6.2.8 - Colvilles Grounds Maintenance – Payment for grass cutting –

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

6.2.9 Dalston Aggregates – planter purchase (anticipated amount) **£66.99 – approved.**

6.2.10 Messrs. John Graham – hedge cutting (VAT £30.00) **£180.00 – approved.**

6.2.11 Toolstation purchase of litter pickers for the Community Litter Picking (VAT £13.32) – £**79.92 – approved.**

**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 – 2/2016/0362 diversion of bridleway 240005, Townhead Farm, Kirkbride.

(Mr A Hedworth and A&C Hedworth)

7.1.3 HOU/2017/0018 Side extension to form bedroom and bathroom, West End Bungalow, Kirkbride. (Ms J Hedworth).

The above were **noted.**

**7.2 Applications dealt with under standing order**

7.2.1 – 2/2016/0362 diversion of bridleway 240005, Townhead Farm, Kirkbride.

(Mr A Hedworth and A&C Hedworth)

The clerk confirmed that **no objections** had been raised to this planning application.

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

7.3.1 HOU/2017/0026 Two storey end extension, Red Barn, Wigton. (Mr P Castles) – permission granted. – **noted.**

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

7.4.1 HOU/2017/0099 Demolition of existing conservatory garage and off shoot and erection of two storey end extension, Red Barn, Wigton. (Mr P Castles) Resubmission of HOU/2017/0026.

Following examination of the paperwork and discussion it was **agreed** that there were no objections and the clerk was instructed to notify the authority.

**8.1 Documents received for comment**

8.1.1 Cumbria CC – Consultation on the draft Cumbria Minerals and Waste Local Plan Main Modifications and Sustainability Appraisal Update. – **noted without action.**

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

8.2.1 CALC Circular.

8.2.2 HAGS Product Information.

8.2.3 Wicksteed information.

All the above were **noted.**

##### 9 Claypit Charity

9.1.1 United Utilities – wayleave receipt **£115.55 – noted.**

9.1.2 Letter from Rt Hon. John Bercow MP concerning UK Parliament Week. – **noted without action.**

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

**1-**members of the Council

Cllr Willis advised of some graffiti that had appeared in the centre of the village and said she would report this to the Authority.

Cllr Kirk received support for enquiries to be made about ‘’ electronic speed indicators’ and the clerk was asked to include this on the July agenda.

**2-** the Borough Councillor

Cllr Hedworth had no items to report.

**3**-the County Councillor

The County Cllr had given his report earlier in the meeting.

**4-** the Clerk

No additional items were brought forward.

**5-**Police report

The clerk had incurred difficulty in obtaining the latest figures online and would forward details to the Cllrs after the meeting.

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

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

**Tuesday 11th July 2017 at 7.00 p.m. in Kirkbride School.**

**11.2 Future meetings: on Tuesdays:**

**Tuesday 12th September 2017 at 7.00 p.m. in Kirkbride School.**

**The dates were noted and the Chairman then closed the meeting at 9.30p.m.**