

Holme East Waver Parish Council

Minutes of the Annual Meeting of the Parish Council

Held in the Parish Hall, Newton Arlosh on Thursday 11th May 2017 following the Annual Parish Meeting.

Present: Chairman V Hodgson

Councillors: Bell, Logan, Roper, Stockdale and Wallace.

Also Present: County Cllr Markley and Borough Cllr Hedworth

Public attendance: None

Clerk: M Abbs

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

Cllr Hodgson was unanimously **elected** as Chairman. The form of acceptance of office was then **signed**.

1.2 Apologies for absence and declarations of interest.

The clerk advised that PCSO Nichol had sent his apologies.

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.

The clerk confirmed that none had been received or made at the meeting.

An on-going dispensation is in force with regard to the Precept.

DECLARATIONS OF INTEREST

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

No declarations of interest 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.

1.3 To elect vice chairman

Cllr Bell was unanimously elected.

1.4 To elect representatives to BTC Neighbourhood Forum and Allerdale ALC

Cllrs will try to send a representative to each meeting of the Forum, should a meeting be held, depending on Cllr availability.

No representative was appointed to the Allerdale ALC.

1.5 To consider re-adoption or amendment of standing orders

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

1.6 To appoint one member as Highways contact.

Cllr Logan was **re-appointed** as the contact.

2 Minutes

2.1 To approve the draft minutes of the meeting of the Parish Council held on Thursday 9th March 2017 – **approved and signed**.

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3 Report on action taken...

3.1 ...by members of the Council

Cllr Bell reported that she had reported a number of potholes to the Authority.

3.2 ...by the clerk

The clerk would provide details of action taken on some items later in the agenda.

3.3 Public participation. (At the chairman's discretion)

Cllr Hedworth had nothing to report due he felt to the recent County Council elections.

4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Newton Arlosh Community Committee - current situation and possible request for support.

Following confirmation given at the Annual Parish Meeting Cllrs **noted** that the Committee was active again and affirmed that they would consider giving their support to the organisation if approached.

4.2 Via CALC – NALC revised financial regulations.

The clerk informed Cllrs of the new regulations and the impact these could have on future Council audits. – **noted**.

4.3 Beaty & Co – Letter of enquiry concerning the estate of Mrs S Wilson.

The clerk updated Cllrs on the details of the received letter and the response that the Council had made. He believed no further action was necessary. – **noted**.

4.4 Connecting Cumbria – Promotion of Broadband.

The Council had received a communication asking it to promote the new Superfast service in Cumbria. As this had not yet reached the Parish it was **noted without action**. If no news was forthcoming on the arrival of the service to the Parish the clerk said he would make further enquiries.

4.5 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.

5 New business

5.1 Playground – report on developments since last meeting and current situation.

Consideration of the Inspection Report and any required action.

The clerk informed Cllrs that an invoice for £67.20 had been received from Allerdale BC for arranging the Inspection and Cllrs **agreed** to its payment. The Inspection Report was examined for urgent matters then handed over by the clerk for circulation and consideration by the Cllrs. The Chairman had seen the report ahead of the meeting and reported on some of the remedial work he had already undertaken. The Playground would be considered again at the July meeting and the clerk was instructed to include it on the agenda.

5.2 Parish Council Auditor and PAYE arrangements.

Cllrs **noted** the completion of paperwork for 2016/17 and recorded their thanks to Mrs Gauntlett for her work and **agreed** to her re-appointment in both capacities.

5.3 Audit and Transparency Regime – CALC update.

The clerk and Cllr Bell reported on the training they had received from the website designer and confirmed that the Kirkbride Community website was now being utilised. The clerk mentioned that accounting documents would need to be uploaded following the meeting. – **noted**.

5.4 Notice board – current situation and purchase decision.

Following discussion Cllrs realised that the possible re-location of the noticeboard would require the formal approval of the Parish Hall Committee. Cllrs Bell and Stockdale would arrange for this at the next meeting and the **clerk was instructed** to include the item again on the July agenda.

County Cllr Markley arrived and with the permission of the Chairman gave his report at this point.

Cllr Markley had very little to report due to the recent County Council elections – he was congratulated on his re-election by the Chairman. He promised to serve the Parish to the best of his ability and commented on the on-going process within the County Council to form an administration which is being affected by the forthcoming General Election. Cllrs mentioned a broken Chevron road sign at the western end of the village and he provided details of the appropriate person to report this to in the County Council.

Cllr Markley and Cllr Hedworth then left the meeting.

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6 Finance

6.1 Information

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

6.1.2 **To approve accounts** to March 31st 2017 (circulated with this agenda)
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 – **noted**.

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

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

6.1.7 **To note** VAT return: refund submitted for 2016/2017 **£246.70 – noted**.

6.1.8 **To note** Allerdale BC: precept and CTRS: instalment 1- **£3274.92**

The clerk advised that following receipt of the bank statement the amount had been **£3266.61**. This had been checked and found to be correct. – **noted**.

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

6.2 To approve the following payments

6.2.1 Clerk: salary **£317.50 – approved**.

6.2.2 Clerk: expenses: phone and broadband £13.25, postage etc. £14.85, mileage 41 miles at 36p /mile £14.64,
Total **£42.74 – approved**.

6.2.3 - CALC: subscription renewal 2017/18 – **£132.60 – approved**.

6.2.4 - CALC – Transparency Code Uploads

Invoice may be brought to the meeting.

The clerk advised that the anticipated invoice had not been received. – **noted**.

6.2.5 - AON Insurance renewal – **£378.30– approved**.

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

6.2.7 - P L Gauntlett: internal audit fee **£50.00 – approved**.

6.2.8 – Colvilles Grounds Maintenance £55.74 + £11.15 VAT = **£66.89 – approved**.

6.2.9 Newton Arlosh Parish Hall – Hall Hire **£125.00 – approved**.

7 Highways

7.1 Highways steward (report from PL).

Cllr Logan had no additional matters to report.

7.2 Consideration of the condition of 'fingerposts'.

Cllr Hodgson reported the poor condition of the highway 'fingerpost' signs near the Public House and at Raby Corner.

Following discussion, the clerk was **requested** to ask the Authority to re-furbish these. The Chevron sign damage, commented on earlier, would be mentioned at the same time

8 Planning.

8.1 Applications on which Allerdale BC decision is awaited.

8.1.1 – 2/2015/0470 Outline application for the erection of 10 dwellings etc. West Farm, Newton Arlosh. (Mr J Atkinson)

8.1.2 – 2/2017/0154 Conversion of barn to create 2 bed annex, Church House Farm, Newton Arlosh (Mr R Masters)

The above were **noted**.

8.2 Applications decided by Allerdale BC.

8.2.1 – 2/2016/0747 Outline application for residential development, Part Field 7800, Newton Arlosh. (Mr K Foster)

Permission refused. – **noted**.

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8.3 Applications dealt with under standing order.

8.3.1 – 2/2017/0154 Conversion of barn to create 2 bed annex, Church House Farm, Newton Arlosh (Mr R Masters)

8.3.2 – 2/2016/0747 Outline application for residential development, Part Field 7800, Newton Arlosh. (Mr K Foster)
Permission refused. Possible submission to the Development Panel.

The clerk confirmed that no further submission had been made to the development panel and the decision was **noted**.

8.4 Applications to be considered at this meeting.

None – noted.

9.1 Documents received for comment.

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

9.2 Documents received for information (available on request to clerk)

9.2.1 CALC Circulars for February and March.

9.2.2 Wicksteed Playground Information

The above were **noted**.

10.1 Any information brought by members of the Council

No matters were raised.

10.2 Any information brought by Borough Councillor.

His report had been given earlier.

10.3 Any information brought by County Councillor.

His report had been given earlier.

10.4 Any information from the clerk.

There were no matters reported.

10.5 Police report

The clerk gave the report which had recorded no incidents since the last meeting.

11 Meeting dates. (Provisional on item 1.5)

11.1 Date of next meeting Parish Council Meeting is **Thursday July 13th 2017 at 7. 30p.m in Newton Arlosh Parish Hall**

11.2 Future date: **Thursday 14th September 2017 at 7.30p.m. in Newton Arlosh Parish Hall**

The above dates were noted and the Chairman closed the meeting at 8.50p.m.