

Holme East Waver Parish Council

DRAFT Minutes of the Annual Meeting of the Parish Council Held in the Parish Hall, Newton Arlosh on Thursday 10th May 2018 following the Annual Parish Meeting.

Present: Chairman V Hodgson

Councillors: Bell, Graham, Roper, and Stockdale.

Also Present: Borough Cllr Hedworth

Public attendance: Mr T Elliot of United Utilities and Mr S Caunce of Bentleys Contractors.

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.

Apologies had been received from County Cllr Markley.

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.

No dispensation requests had been submitted to the clerk and none were made.

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 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. The clerk pointed out that it may be necessary, and advisable, to meet one week later in May next year. **Cllrs agreed** to this suggestion.

1.6 To appoint one member as Highways contact

Cllr Hodgson was nominated and agreed to be the contact.

2 Minutes

2.1 To approve the draft minutes of the meeting of the Parish Council held on Thursday 10th March 2018

The clerk apologised for the agenda error, the date of the previous meeting being 8th March 2018.

The minutes were then approved and signed.

Holme East Waver Parish Council

3 Report on action taken...

3.1 ...by members of the Council

No action was reported.

3.2 ...by the clerk

All relevant matters would be reported later in the Agenda.

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

Mr T Elliot of United Utilities and Mr S Caunce of Bentleys Contractors gave a presentation concerning the Raby Cote Outfall Pipeline. Cllrs asked questions and there was a general discussion about the project and its rationale.

Cllr Hedworth left the meeting along with Mr Caunce and Mr Bentley.

4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Newton Arlosh Community Committee – letter of thanks for grant support.

The clerk provided details which were **noted**.

4.2 Allerdale BC – footway lighting on poles latest situation and future stance on lighting provision.

The clerk updated Cllrs who then examined the letter received from Allerdale BC. Cllrs expressed their concern at the possible implications for Parish Council but for the time being the contents were **noted without action**.

4.3 ACTION for Communities – snow survey.

Cllrs discussed the period of heavy snowfall but felt that **no action** was necessary.

4.4 HMRC- Changes to VAT reclaim procedure.

The clerk explained that the claim procedure had been amended with the documents now needing to be submitted online.

The clerk would advise Cllrs of progress at the next meeting.- **noted**.

5 New business

5.1 Consideration of applications for the Councillor vacancy and possible appointment.

The clerk had previously circulated the letter of application from the candidate. Following consideration and discussion, it was **agreed** with the required majority that Revd. Ann Thompson be co-opted to the Council. The clerk was instructed to inform Revd. Thompson and arrange for the completion of the legally required paperwork at or before the next meeting.

5.2 Playground – report on developments since last meeting and current situation. Possible picnic table purchase.

Consideration of the Inspection Report and any required action.

The advised that the Inspection Report had not yet been received.

The clerk then presented a quotation from Solway Direct for a picnic table costing £570 including VAT. Following discussion of the specification this was **agreed**. Cllr Hodgson said he would speak to the contractor about the required work to the hedge. The drainage issue was discussed and Cllrs said they would monitor the situation now that drier weather had arrived.

5.3 Parish Council Auditor and PAYE arrangements for 2018 to 2019.

The clerk confirmed that all PAYE arrangements and the Annual Internal Audit had been carried out satisfactorily, and without problems, by P L Gauntlett Accounts Ltd. Cllrs expressed their gratitude to Mrs Gauntlett for her work and **agreed** her re-appointment in both roles for a further year.

5.4 Audit and Transparency Regime – CALC/Auditor update.

The clerk updated Cllrs on the current requirements of the legislation and advised that the requirements would be met satisfactorily. – **noted**.

5.5 United Utilities – consideration of the situation concerning the Raby Cote Outfall Pipeline.

Cllrs were appreciative of the earlier presentation and considered that **no action** was necessary.

5.6 Data Protection Policy - update and possible approval of documents required.

The clerk updated Cllrs on the current situation concerning the forthcoming legislation and produced a draft Data Protection Policy which had been circulated to Cllrs prior to the meeting for approval. Following discussion this was **agreed**.

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 2018 (circulated with this agenda)

Holme East Waver Parish Council

print-out of Receipts & payments book; 3-year comparative summary;
bank reconciliation & explanation of variance;
bank statements to 31st March 2018

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 examine and approve** the Certificate of Exemption from the Limited Assurance Review.
– examined and **approved**.

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

6.1.7 **To note** Information Commissioner: confirmation of registration renewal to 6/4/19 – **noted**.

6.1.8 **To note** VAT return situation.

See item 4.4.

6.1.9 **To note** Allerdale BC: £3250 precept and CTRS: £8.31 instalment 1- **£3258.31** – **noted**.

6.1.10 **To note** Via CALC – confirmation of S.137 spending limit of £7.86 per elector for 2018/19. - **noted**.

6.2 To approve the following payments

6.2.1 Clerk: salary **£323.84** – **approved**.

6.2.2 Clerk: expenses: phone and broadband £24.24, postage etc. £10.32, mileage 32 miles at 36p /mile £11.52,
Total **£46.08** – **approved**.

6.2.3 CALC: subscription renewal 2018/19 – **£137.00** – **approved**.

6.2.4 AON Insurance renewal – **£378.30**

Previous years shown provisionally the clerk will confirm the 2018/19 figure at the meeting.

The clerk confirmed that the previously notified transfer had occurred to BHIB Ltd insurance brokers who were now arranging cover with AVIVA for a reduced premium for the forthcoming year of **£340.47** – **approved**.

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

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

6.2.7 Colvilles Grounds Maintenance £55.74 + £11.15 VAT = **£66.89**

The clerk was aware that a cut had been carried out but no invoice had been received. Cllrs **agreed** with his recommendation to wait until this had been received before making a payment.

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

7 Highways

7.1 Highways steward

Cllrs discussed the items raised at the Annual Parish Meeting. Notably the road subsidence at Ellercar and the long awaited repair to the damaged chevron at Saltcoates. Cllr Hodgson said he would report these again; the clerk said he would also raise the chevron repair to County Cllr Markley.

A number of potholes needed to be reported and the footpath between the Acre and the Church was in poor condition.

8 Planning.

8.1 Applications on which Allerdale BC decision is awaited.

None – **noted**.

8.2 Applications decided by Allerdale BC.

None. - **noted**

8.3 Applications dealt with under standing order.

8.3.1 – HRN/2018/0002 Hedgerow Removal Notice for work associated with the Raby Cote Outfall.

The clerk reminded Cllrs of the details and confirmed that a response had not been deemed necessary. – **noted**.

8.4 Applications to be considered at this meeting.

None – **noted**.

Holme East Waver Parish Council

9.1 Documents received for comment.

None. – **noted.**

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

9.2.3 Zurich Insurance – service information.

All the above were **noted.**

10.1 Any information brought by members of the Council

Cllr Graham had observed a caravan near 'Sunnybank' and wondered if this required planning permission. Cllrs thought it was a temporary structure associated with nearby building works but would monitor the situation.

10.2 Any information brought by Borough Councillor.

No report had been given

10.3 Any information brought by County Councillor.

Absence

10.4 Any information from the clerk.

The clerk advised that a planning consultation 2/2018/0156 Part Field 7800 Newton Arlosh had just been received and needed to be handled by the Standing Order procedure.

10.5 Police report

No report was available.

11 Meeting dates. (Provisional on item 1.5)

11.1 Date of next meeting Parish Council Meeting is **Thursday July 12th 2018 at 7. 30p.m in Newton Arlosh Village Hall**

11.2 Future date: **Thursday 13th September 2018 at 7.30p.m. in Newton Arlosh Village Hall**

The dates were noted and the Chairman closed the meeting at 9.17 p.m.