

## Kirkbride Parish Council



### **DRAFT Minutes of the Annual Meeting of the Parish Council Held on Tuesday 8<sup>th</sup> May 2018 at 7.00pm in Kirkbride School following the Annual Parish Meeting.**

Present:

Councillors: Hedworth (Chair) Day, Irving, Little, Mostyn and Noblett.

County Councillor: Absent

Borough Councillor: Hedworth

Public attendance: Mrs A. Little, Mrs S Burke, Mrs S Benson, Mrs J Carruthers. Mr J Morris and Mrs D Schofield.

Clerk: M Abbs

#### **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.

#### **1.2 Apologies for absence and declarations of interest.**

The clerk had received apologies from County Cllr Fairbairn and Cllr Kirk.

##### 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 were made.

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.

#### **1.3 To elect vice chairman**

Cllr Kirk had indicated her willingness to continue in this role and **was unanimously elected**.

#### **1.4 To elect representatives to BTC Neighbourhood Forum, Allerdale ALC**

No representatives were elected to either body with the Neighbourhood Forum meeting infrequently now it was not considered necessary.

#### **1.5 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**.

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**1.6 To appoint:** One member as Highways contact.

No appointment was made to fill this post, but members said that defects would be reported when necessary.

**2 Minutes** (previously circulated).

**2.1 To approve** the draft minutes of the Meeting of the Parish Council held on Tuesday 13<sup>th</sup> March 2018 – **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: see item 4.4

3.1.2 Footpaths: (AN);

Current situation concerning the obstructed footpath. – Cllrs were not aware that there was still a problem, but Cllr Day said he would investigate. Cllr Noblett advised that some trimming of encroaching vegetation had been carried out.

3.1.3 Highways steward

Report from Cllrs and clerk on recent meeting with Highways Officers.

The clerk and Cllrs Day and Little updated members on a meeting they had attended in the village with two Cumbria CC officers. A number of traffic calming measures were discussed including the installation of a speed indicator device (SID). A report from the County Council was now awaited. – **noted.**

The clerk was aware that County Cllr Fairbairn was aware of the situation.

3.1.4 Newsletter group

No newsletter was planned. – **noted.**

3.2- by the clerk

The clerk advised that a letter from the bowling club had been received about the 'brown sign' and was being handled by County Cllr Markley. The clerk would update Cllrs again at the July meeting. – **noted.**

#### **3.3 Public participation** (at the Chairman's discretion)

Mrs Burke and Mrs Benson commented on obstructions in the village. Cllr Hedworth confirmed that the Council was aware of parking difficulties in the village. Mrs Little mentioned that it had become easier to get out of her drive since the garage closed. Cllrs stressed that were aware that it was essential to maintain the shop in the village and this made action on parked cars difficult.

Mrs Burke mentioned the ongoing situation concerning untidy/illegal hedges. Mrs Little commented that she considered that the matter had been handled badly and could have been resolved amicably.

Mrs Benson wished that she had been approached directly before receiving a letter. Cllr Hedworth and Day explained the procedure and why action had been taken by the Parish Council following receipt of complaints from other residents. Cllr Day stressed that the Council was keen to ensure that all households were treated fairly and equally to prevent any accusations of favouritism.

All members of the public left at this point with the exception of Mrs Carruthers.

### **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 2017 -18.

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

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4.3 Untidy Hedges in the village - latest situation and any required decision.

The clerk confirmed that letters about untidy hedges had been sent to a number of households in the village. The current situation was discussed, and it was **agreed** that the Cllrs would inspect the hedges again following which details of households which were still considered to be in contravention of the legal requirements would be supplied to the County Council by the clerk.

4.4 Playground - consideration of any required action arising from the Inspection Report.

Confirmation of receipt of grant and decision on spending plans.

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

The clerk then provided details of a few points that Cllr Kirk had notified him of following a recent inspection he had made. Cllrs **agreed** to investigate and rectify the matters raised. The clerk said he would report some untidy edges which the grass cutter had left following a recent cut. He would also chase the contractor who had been appointed some time ago to carry out some painting work. Cllr Day confirmed that the application to the National Lottery Awards for all had been successful and the clerk advised that an amount of £9995.98 had been paid into the bank account recently. Cllrs discussed and **agreed** a final selection of equipment, which Cllr Day said he would approach the contractor about to seek clarification on some remaining areas of uncertainty. Cllrs were aware that the total cost of the project would exceed the grant award and the impact this would have on the Council's financial situation.

4.5 To note the resignation of Mrs S Willis from the Council and notification from the clerk concerning the situation regarding the recruitment of a replacement.

Cllr Hedworth and the clerk confirmed that Cllr Willis had submitted a letter of resignation. Allerdale BC had been informed and had subsequently confirmed that an election would not be required, and the Parish Council was now required to fill the vacancy by co-option. A vacancy notice was **agreed**, and the clerk confirmed that he would put copies on the local noticeboards and the website.

4.6 Consideration of the dangerous tree close to a footpath no 240022.

Cllr Day said he would investigate the matter and advise further via the clerk. – **noted**.

4.7 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**.

## 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 latest documentation supplied by the solicitor was discussed and it was **agreed** that the clerk should liaise with the solicitor to clarify a few points prior to a final 'statement' being drawn up by the solicitor for signing. The clerk pointed out that under the requirements of the Standing Orders this should be signed by the Chairman and Vice Chairman. – **noted**.

5.2 Wigton Baths Trust – letter of thanks for donation.

The clerk informed Cllrs of the content which was **noted**.

5.3 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**.

5.4 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**.

## 6 Finance

### 6.1 Information

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

6.1.2 To **approve accounts** 31<sup>st</sup> March 2018

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

bank reconciliation & explanation of variance;

bank statements to 31<sup>st</sup> March 2018

All were – **examined and approved**.

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- 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 note and confirm** details of asset register. – **noted and confirmed.**
- 6.1.7 **To approve** accounts to April 30<sup>th</sup> April 2018 (available at meeting). – **approved.**
- 6.1.8 **To note** Information Commissioner: confirmation of registration renewal to 6/4/19. – **noted.**
- 6.1.9 **To note** VAT return procedure: refund submitted for 2017/2018 **£206.76**
- 6.1.10 **To note** Allerdale BC: precept: instalment 1 including CTRS grant of £39.79 - **£4889.79 – noted.**
- 6.1.11 **To note** Via CALC – confirmation of S.137 spending limit of £7.86 per elector for 2018/19 – **noted.**

### 6.2 Payments to approve.

6.2.1-Clerk's salary: **£508.89**

Expenses: postage etc. £10.32; telephone and broadband £24.24 = £34.56, travel 8m @ 36p= £2.88, total **£37.44 – approved.**

6.2.2- Information Commissioner: **£35.00** by direct debit and confirmation of renewal of registration. – **noted.**

6.2.3- Aon Insurance: renewal premium **£292.72**

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

**£260.14– approved.**

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

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

6.2.6 CALC: subscription renewal 2018/19 – **£165.00 – 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**

Additional invoices may be brought to the meeting,

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.

## 7 Planning

7.1 Applications outstanding with Allerdale Borough Council / Cumbria CC.

7.1.2 – 2/2018/0023 Conversion of traditional farm buildings to create two dwellings, Land at Powhill Farm, Kirkbride. (Mr Baird) - **noted.**

### 7.2 Applications dealt with under standing order

7.2.1 – 2/2018/0115 Variation of condition 2 of planning approval 2/2010/0408 for amendments to site layout, house types and elevations. Land adjacent to Rodway West Lane Kirkbride. (Tweddle Developments Ltd). – the clerk confirmed that there had been **no objections.**

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

7.3.1 – HOU/2018/0028 Replacement of workshop with annexe and garage/store linked with the main house. Oakfield, Kirkbride. (Mr and Mrs Steven Carruthers) – withdrawn.

7.3.2 - 2/2017/0529 Application to vary condition 2 on planning approval 2/2013/0729 to remove remote footpath link and removal of affordable housing requirement, Ivydene, Kirkbride.

(Mr Gordon). – withdrawn.

The above were **noted.**

Cllrs agreed to continue beyond 9.30pm in order to complete the agenda.

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

7.4.1 – 2/2018/0139 Variation of condition 2 on application 2/2014/0820 to encompass the rebuilding of an existing outbuilding to accommodate dependent parental annexe. Oakfield (adjacent Greenside Farm) Kirkbride. (Mr & Mrs Carruthers).

Councillors discussed the documents and **agreed that they had no objections** to this application.

However, the Council instructed the clerk to make the following observations in the response:

The Council noted the change of use from the original plans and also that it would exceed the settlement boundary.

The Council noted the provision in the applicant's submission that 'it is not intended that the replacement building be classed as a separate dwelling but as a legally tied adjunct to Oakfield itself'.

7.4.2 - 2/2018/0182 Outline application for the demolition of existing house and proposed residential development. Land at Ivydene, Kirkbride (A. Gordon)

Councillors discussed the documents and **agreed that they had no objections** to this application.

### **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 HAGS Product Information.

8.2.3 Wicksteed information.

8.2.4 Elovis Speed Signs information.

The above were **noted**.

## **9 Claypit Charity**

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

## **10 Any items of information brought by...**

1-members of the Council

Cllrs had noted that a development was taking place near the pub and Ivydene. The clerk confirmed that he had received no planning papers and Cllrs said that they would monitor the situation.

2- the Borough Councillor

No matters were raised.

3-the County Councillor

Absent.

4- the Clerk

There were no further matters.

5-Police report

The clerk confirmed that no report had been received.

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

11.1 Date of next meeting: Parish Council Meeting:

Tuesday 10th July 2018 at 7.00 p.m. in Kirkbride School.

**11.2 Future meetings: on Tuesdays:**

**Tuesday 11<sup>th</sup> September 2018 at 7.00 p.m. in Kirkbride School.**

**The dates were noted and the Chairman closed the meeting at 9.40p.m.**