

Kirkbride Parish Council



DRAFT Minutes of the Meeting of the Parish Council

Held on Tuesday 14th May 2019 at 7.00pm in Kirkbride School following the Annual Parish Meeting.

Present:

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

County Councillor: Absent

Borough Councillor: Hedworth

Public attendance: None

Clerk: M Abbs

Item 1.2 with Cllr Hedworth in the Chair was taken first

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

Cllr Kirk was proposed and seconded then unanimously **elected** as Chairman and signed the required acceptance of office.

Cllr Kirk took the Chair.

1.2 All Members to sign forms of acceptance of office.

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

1.3 Apologies for absence and declarations of interest.

The clerk advised that apologies had been received from Cllrs Noblett and Little.

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 dispensations requests had been/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.

1.4 To elect vice chairman

Cllr Irving was unanimously **elected** as vice chairman.

Kirkbride Parish Council

1.5 To elect representatives to BTC Neighbourhood Forum, Allerdale ALC

Nobody was appointed. Representatives would be considered when meetings were announced.

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 Mostyn was **appointed**.

2 Minutes (previously circulated).

2.1 To approve the draft minutes of the Meeting of the Parish Council held on Tuesday 12th March 2019 – **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);

Cllrs discussed the condition of a footpath near Kirkbride House and Cllr Hedworth said he would speak to the owner.

Cllr Noblett would be consulted regarding the condition of a footpath between Angerton and the west side of the village near the shop.

3.1.3 Highways steward

Possible update on planned works.

The clerk advised that the Speed Indicator Device SID was to be installed soon by Highways near the school. Cllr Mostyn had received an e-mail from a parishioner requesting permission to install a mirror opposite their house to make it safer to pull out. Cllrs **agreed** that they did not have the powers to authorise this. Cllr Mostyn said he would inform the applicant and suggest a way to advance this.

3.1.4 Newsletter group

Cllr Day said that a 'post-election' newsletter would be a good idea and items for inclusion were discussed.

3.2- by the clerk

The clerk confirmed that all legal postings relating to the Election had been made on the noticeboards and website. Other actions would be reported later.

3.3 Public participation (at the Chairman's discretion)

None

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 2018 -19.

Cllrs **noted the completion and 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.

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

Cllrs **agreed** that the usual contractor should be approached to trim the usual hedges in the village ahead of the carnival. Cllr Hedworth said he would arrange this.

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

Report on action taken on newly cleared area, seat purchase and decision on future action.

The clerk advised that the Inspection Report had not been received yet. Cllr Irving confirmed that he had repaired damage to a piece of equipment and was thanked. A playground inspection rota would be drawn up again.

Kirkbride Parish Council

Cllr Day then updated Cllrs on progress concerning the development of the additional seating/recreational area. The clerk confirmed that the two new seats, authorised under the Standing Order procedure had been ordered. Further plans for the area were discussed. It was **agreed** that a strimmer would be purchased and expenditure of up to £400 was authorised along with £200 for planters and additional plants. A site meeting was arranged to discuss the location of footpaths, it was anticipated that these would cost in the region of £600, a quotation was being sought.

4.5 Condition of bus shelter at the North end of the village; possible decision on action.

Following discussion Cllr Kirk said she would contact Mr R Taylor to obtain his opinion on the condition of the shelter and obtain a quote for any necessary remedial work. The clerk said he would put the item on the July agenda.

4.6 Councillor vacancy.

The clerk advised that the vacancy would now need to be advertised again seeking a suitable candidate for co-option. Cllr Day said he would also advertise the vacancy on social media. – **noted**.

5 Correspondence

To review correspondence received and take any appropriate action.

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

The situation and correspondence from the solicitor was discussed. Cllrs agreed to proceed with the transfer at the previously obtained land valuation. Other details were discussed, notably that the Parish Council wished to maintain responsibility for the boundary. The clerk was asked to arrange for the solicitor to prepare the required documentation for completion by the authorised signatories.

5.2 Wigton Baths Trust – letter of thanks for donation.

The letter was **noted**.

5.3 Village defibrillator provision – Village Hall Committee response and discussion of required action.

The clerk informed Cllrs of the initial written response from Mr A Kyrke and Cllr Day gave details of a conversation he had had with Mr Kyrke. The item would be considered again in July.

5.4 Kirkbride Primary School – request for grant support to replace/repair classroom conservatory.

The clerk advised Cllrs on the legal position, checked with CALC, concerning support for the request. Following discussion, a grant of £1000 was **agreed** in accordance with its powers under section 137 of the Local Government Act 1972. The expenditure, in the opinion of the council, being in the interest of the area and its inhabitants.

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 2019

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

bank reconciliation & explanation of variance;

bank statements to 31st March 2019

All were – **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 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. -**approved**.

6.1.7 **To approve** accounts to April 30th April 2019 (available at meeting). – **approved**.

6.1.8 **To note** Information Commissioner: confirmation of registration renewal to 6/4/20.

The clerk confirmed that payment had been taken but no certificate had been received yet. – **noted**.

6.1.9 **To note** VAT return procedure: refund to be submitted for 2018/2019 **£3374.09**

The clerk advised that the now agreed audited figure was **£3207.65**

6.1.10 **To note** Allerdale BC: precept: instalment 1- **£4850**

6.1.11 **To note** Via CALC – confirmation of S.137 spending limit of £8.12 per elector for 2019/20. – **noted**.

Kirkbride Parish Council

6.2 Payments to approve.

6.2.1-Clerk's salary: **£508.89**

The clerk advised that following a small increase in the national pay scales the figure was **£524.33**.

This was **approved**.

6.2.2Expenses: postage etc. £2.01; telephone and broadband £25.48, travel 65.3m @ 36p= £23.52 total **£51.01 - approved**.

6.2.3- Information Commissioner: £35.00 by direct debit and confirmation of renewal of **registration**. - **approved**.

6.2.4- BHIB Insurance: renewal premium **£259.70 - approved**.

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

6.2.6- L Gauntlett: internal audit fee **£50 - approved**.

6.2.7 CALC: subscription renewal 2019/20 – **£148.72 - approved**.

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

6.2.9 - Colvilles Grounds Maintenance – Payment for grass cutting –

£57.92 + £11.58 VAT = £69.50 - approved.

6.2.10 – B Day – Re-imburement of agreed expenses **£136.96 - approved**.

6.2.11 – Al Arborist D Ormerod – Site clearance etc. **£980 - approved**.

6.2.12 – A1 Arborist D Ormerod – Tree Maintenance **£360 - approved**.

6.2.13 – Messrs J. Graham – Hedge trimming (VAT £35.00) **£210.00 - approved**.

6.2.14 – Marmax Recycled Products – Seats Purchase (VAT £118.60) **£711.60 - approved**.

Cllrs agreed to continue in order to complete the Agenda.

7 Planning

7.1 Applications outstanding with Allerdale Borough Council / Cumbria CC.

None – **noted**.

7.2 Applications dealt with under standing order

None – **noted**.

7.3 Applications decided by Allerdale BC / Cumbria CC

7.3.1 – OUT/2019/0008 Outline application for the erection of 2no detached dwellings, Land adjacent West Lea, Kirkbride (Ms Julia Rudd) – outline application approved.

7.3.2 - 2/2018/0567 Listed building consent for renovation of Lilac House building and external works to rear land including erection of 2 no dwellings, subdivision of land, works to clay dabbin wall (forming carport) and formation of private road. Lilac House Kirkbride Wigton (Hunter Contracts North East Limited) – full plans refused.

All the above were **noted**.

7.4 Applications for consideration by this Parish Council meeting.

7.4.1 – FUL/2019/0069 Change of use from redundant agricultural barn to extension of existing house, Mount Pleasant, Kirkbride. (Mr P Stamper)

Following discussion, it was **agreed** that there were no objections and the clerk was instructed to notify the Authority accordingly.

8.1 Documents received for comment

8.1.1 Cumbria CC - Consultation on Speed Limit Review recommendations.

Following discussion, it was once again **agreed** that the Council should object to the proposal. The change considered to be detrimental on safety grounds to both pedestrians and vehicles. It was also not considered to take into consideration future housing developments in the village.

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

8.2.1 CALC Circular

8.2.2 Zurich Insurance service details.

8.2.3 Merchant Navy Day 3.9.19 information.

8.2.4 HAGS Product Information.

All the above were **noted**.

Kirkbride Parish Council

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 were aware that the noticeboard which had been difficult to open had been freed and Cllr Kirk said she would obtain a quote to upgrade both boards.

2- the Borough Councillor

Cllr Hedworth had no news to report.

3-the County Councillor

Absent

4- the Clerk

The clerk informed Cllrs that Mrs Gauntlett may be able to assist Councils with the recently revised VAT reclaim system. Cllrs requested further details and costs from him.

5-Police report

No report had been received.

11 Meeting dates (Provisional on Item 1.6)

11.1 Date of next meeting: Parish Council Meeting:

Tuesday 9th July 2019 at 7.00 p.m. in Kirkbride School.

The date was **noted**.

11.2 Future meetings: on Tuesdays:

Tuesday 10th September 2019 at 7.00 p.m. in Kirkbride School.

The date was noted.

The Chairman closed the meeting at 9.50 p.m.