

Kirkbride Parish Council



Minutes of the Annual Meeting of the Parish Council Held on Monday 24th May 2021 at 7.00pm in Kirkbride School.

Present:

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

County Councillor: Johnson

Borough Councillor: Hedworth

Public attendance: None

Clerk: M Abbs

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.

1.2 Apologies for absence and declarations of interest.

Cllr Day had sent 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.

An on-going dispensation is in force in respect of the Precept.

No requests were made.

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

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1.4 To consider re-adoption or amendment of standing orders.

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

2 Minutes (previously circulated).

2.1 To approve the draft minutes of the Meeting of the Parish Council held on Tuesday 9th March 2021. – **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

No matters were reported at this point.

3.1.1 Play area –

See item 4.4.

3.1.2 Footpaths –

The gate to the 'Turf Field' may be defective and would be investigated by Cllrs.

Some strimming on footpaths may be required.

These points were **noted.**

3.1.3 Highways steward –

Discussion of new signage required at the lane next to the playground.

Cllr Kirk advised that she had received a request from a resident for a sign advising 'no through road children playing' The clerk was instructed to approach Cumbria Highways about this and in the meantime the Council would source its own sign to be fixed onto the playground fence.

3.1.4 Newsletter group -

Cllr Day was drafting a newsletter and Cllrs would submit ideas and requests to him. The new defibrillator would feature.

3.2- by the clerk -

The clerk confirmed that a letter concerning the defective fencing had been sent to the business concerned but no response had been received. Cllrs confirmed that no remedial work had been carried out and the **clerk was requested** to send a further letter.

3.3 Public participation (at the Chairman's discretion)

Cllr Johnson explained how the County Council had been conducting its meetings now that virtual meetings were not permitted. All present welcomed the return to meeting in person but felt that virtual meetings had their place to enable business to be conducted quickly and efficiently.

Cllr Johnson advised that a response was expected soon from the Government concerning Local Government re-organisation.

The County Council had voted to increase its reserves by £10 million in preference to spending this money in the current financial year – a decision which had been opposed by a number of Cllrs.

Cllr Johnson was thanked for his contribution and left the meeting at 7.20p.m.

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 2020 -21.

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 Footpaths –

See item 3.1.2. It was **agreed** that no further discussion was required.

4.4 Playground -

Community Shelter installation report. Grasscutting update. Any related matters including the Woodland area.

The clerk confirmed that the Annual Inspection had been booked and would provide a 'lifetime assessment' of the equipment this year for a small additional charge.

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The community shelter was almost complete and Cllrs had received a number of positive comments about it. The clerk had not received the invoice but Cllrs **agreed** to its payment if it was for the previously authorised anticipated amount when received.

The required repairs and maintenance to the playpark equipment had now been carried out satisfactorily by the contractors concerned. Cllrs **agreed** that the playpark was now in good condition. The new 'Mouse Trail' had been very well received and had been used by the local school. Cllrs expressed their thanks to Cllrs Day and Mostyn along with Mrs Simpson for their work on this initiative. An invoice for timber used, and related material, by Cllr Day for £74.43 **was authorised for re-payment.**

4.5 Defibrillator update – Discussion of any action still required following the installation.

The clerk provided an update on the defibrillator and thanked Mr Sowerby of the church for all his assistance and co-operation. The defibrillator was now operational.

Regular inspections were required and Cllrs **agreed** how these would be carried out along with the positioning of the new additional signage.

4.6 Possible location for a bench at the South end of the village.

The land in question was not owned by the Parish Council and no decision was taken to pursue this further as Cllrs did not consider it to be necessary given the proximity of other seats.

4.7 Consideration of a possible sculpture/feature for the play or woodland areas. To be part funded by a parishioner contribution.

Cllrs **agreed** that they were willing to pursue the idea further and would check on the exact dimensions and then consider possible locations when this was known.

5 Correspondence

To review correspondence received and take any appropriate action.

5.1 Council vacancy – consideration of application.

The application from Mrs S Simson was considered and Cllrs unanimously **agreed to her co-option** onto the Council. The clerk was authorised to complete the required paperwork with her before or at the next meeting.

5.2 Response to an enquiry about a potential site for a football pitch.

The clerk reported a negative written response to the letter he had written following the last meeting. Cllrs discussed the situation and Cllr Hedworth said he would make further enquiries with a local farmer. The clerk was **instructed** to include the item on the July agenda.

5.3 Allerdale GDF Working Group – article for consideration.

The clerk appraised Cllrs of the correspondence that had been received and **Cllrs agreed to examine it closely to decide if it needed to be publicised locally at this point.**

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 2021.

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

bank reconciliation & explanation of variance;

bank statements to 31st March 2021

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 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. – **examined and approved.**

6.1.7 **To approve** accounts to 30th April 2021 (available at meeting). – **examined and approved.**

6.1.8 **To note** Information Commissioner: confirmation of registration renewal to 6/4/22. – **noted.**

6.1.9 **To note** VAT return procedure: refund to be submitted for 2020/2021 **£1171.40** – **noted.**

6.1.10 **To note** Allerdale BC: precept: instalment 1- **£4850.00**. – **noted.**

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6.2 Payments to approve.

6.2.1-Clerk's salary: **£538.63 - approved.**

6.2.2 -Expenses: postage etc. £6.42; telephone and broadband £38.22, travel 31.1m @ 36p= £11.20, total **£55.84 - approved.**

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

6.2.4 - BHIB Insurance: renewal premium **£263.63 - approved.**

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

6.2.6 - L Gauntlett: internal audit fee **£50 .00 – approved.**

6.2.7 - CALC: subscription renewal 2021/22 **£160.54 – approved.**

6.2.8 - P L Gauntlett: share of invoice (£100) for PAYE services **£40.00 - approved.**

6.2.9 – Messrs J. Graham – Hedge trimming (VAT £21.60) **£129.60 – approved.**

6.2.10 – B Day – Planter and Woodland Area Expenses **£19.76 – approved.**

6.2.11 – B Day – **Planter** expenses **£31.96 – approved.**

6.2.12 - GCS Fencing Ltd – anticipated invoice for the new Community Shelter.

The clerk may bring the invoice to the meeting.

See item 4.4.

7 Planning

7.1 Applications outstanding with Allerdale Borough Council / Cumbria CC.

None – noted.

7.2 Applications dealt with under standing order.

7.2.1 – HOU/2021/0072 Proposed raising of roof structure to existing sun room and associated alterations, Powhill Farm, Kirkbride, Wigton. CA7 5LF (Mr and Mrs King)

The clerk advised that there had been no objections. – **noted.**

7.3 Applications decided by Allerdale BC / Cumbria CC

7.3.1 – HOU/2021/0072 Proposed raising of roof structure to existing sun room and associated alterations, Powhill Farm, Kirkbride, Wigton. CA7 5LF (Mr and Mrs King) – approval granted. – **noted.**

7.4 Applications for consideration by this Parish Council meeting.

7.4.1 - HOU/2021/0105 Ground floor extension and private roof terrace with spiral staircase, Oak Lodge, Greenside Farm, Kirkbride, Wigton CA7 5JH

Following discussion Cllrs **agreed** that they had no objections but had concerns over future parking congestion.

7.4.2 – HOU/2021/0119 Proposed construction of single storey rear extension to property to create living room, downstairs shower room/sc and boiler room, The Old Mill, Kirkbride (Sandra Pringle)

Following discussion Cllrs **agreed** that they had no objections.

The clerk was instructed to advise the Authority of both decisions.

8.1 Documents received for comment

None

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

8.2.1 CALC Circular – **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

No matters were brought forward.

2- the Borough Councillor

Cllr Hedworth had no matters to bring to this meeting.

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3-the County Councillor

His report had been given earlier.

4- the Clerk

The clerk advised that he had received a letter of thanks for the grant support from Kirkbride Tennis Club.

5-Police report

No report had been received.

11 Meeting dates

11.1 Date of next meeting: Parish Council Meeting:

Cllr agreed that the next meeting should be on the **13th of July** at 7 p.m. in Kirkbride School.

The clerk said he would contact the school to check on availability.

To be agreed at this meeting – see item 1.4. Provisionally **Tuesday 14th September 2021 at 7.00 p.m. in Kirkbride School. – noted.**

The Chairman closed the meeting at 9.05p.m.