

## Kirkbride Parish Council



### Minutes of the Annual Meeting of the Parish Council Held on Tuesday 10<sup>th</sup> May 2022 at 7.00pm in Kirkbride School.

Present:

Councillors: Kirk (Chair), Benson, A Hedworth 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.**

The clerk had received apologies with reasons from Cllrs Day, Irving and Simson. The reasons given were accepted as fair reasons for absence. Cllr J Hedworth had also sent apologies for her enforced absence.

#### 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.

#### 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.

**1.3 To elect vice chairman**

Due to the absence of 4 Cllrs this item **was postponed** till the next meeting.

**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 8<sup>th</sup> March 2022. – **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 –

See item 4.3

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### 3.1.3 Highways steward –

Cllr Kirk mentioned the item raised by a parishioner at the Annual Parish Meeting concerning danger to children playing in The Lees area. She reminded Cllrs that the clerk had requested a warning sign near the playpark and Cllrs **agreed** that a sign for The Lees should also be requested.

Cllr Hedworth confirmed that he had reported the pothole near the Little's Farm. – **noted**.

### 3.1.4 Newsletter group -

Following discussion Cllrs **agreed** to defer the next newsletter until after the Queen's Platinum Jubilee celebrations.

### 3.2- by the clerk -

The clerk had no matters to report at this point.

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

County Cllr Mike Johnson commented on the recent Cumberland Council election and mentioned that the first meeting of the Council would take place on Tuesday 17<sup>th</sup> May. He explained the structure of the new Council.

He commented on the proposed removal of the of the 93/93A bus service by Stagecoach. He was not optimistic that the service could be saved but confirmed that he and his fellow County Cllr Tony Markley were working hard to provide an alternative service. He hoped that the new Cumberland Council would be willing to consider providing bus subsidies again.

Cllr Kirk thanked him for his report at which point he left the meeting.

## 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 2021 -22.

Cllrs **noted** the completion of the paperwork 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

Strimming of footpaths, possible consideration of quotation. Discussion of blocked footpaths.

The clerk notified Cllrs of the quotation he had received from Solway Garden and Landscapes to trim local footpaths when necessary. Following discussion Cllrs **agreed** to his proposed rate and to employ him for this additional work.

There were still problems with a blocked footpath at Angerton despite this being reported to the County Council by the clerk. Cllr Kirk advised that another footpath in the Parish of Holme East Waver between Gribbs Meadow and Longlands Head was also blocked. The clerk said he would mention these at the HEW Council meeting later in the week.

4.4 Playground and Woodland area. - Current condition and discussion of any required work.

Update on the progress concerning the rainbow sculpture. Damage to playpark by vehicle, an update and insurance situation.

The sculpture project had encountered a problem at the powder coating stage but Tweddle Engineering had now found an alternative and the project was now progressing.

Cllrs were aware of the incident where a car had gone through a hedge into the playpark. The clerk informed Cllrs of his discussions to date with the broker and Aviva the insurance company. A quotation to repair the damage was required by the insurance company and Cllr Hedworth said he would approach Gary Stamper to obtain this. The clerk advised that the policy had a claims 'excess' but understood that Aviva would help to recover these uninsured losses for the Council.

Cllr Kirk, during an inspection, had noticed that a toddler swing seat required attention. A temporary repair would be carried out and Cllrs **agreed** a budget of £400 + VAT for two cradle seats.

No other work was required in the playground. However, Cllrs **agreed** that a chain to fasten a bin to a fence would be purchased by Cllr Noblett.

4.5 Possible adoption of phone box at the Lees.

Transfer from the Community Heartbeat Trust and possible donation to the charity.

Future function and responsibility for administering its usage.

Due to the absence of 4 Cllrs this item **was postponed** till the next meeting.

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4.6 HSBC – update on the compensation claim and internet banking.

Following a lengthy meeting at the bank the clerk had secured £70 in compensation to bring matters to a conclusion. Cllrs **agreed** that they happy with this outcome.

Discussion on probable action to consider internet banking or a change of bank was deferred until the next meeting.

### 5 Correspondence

To review correspondence received and take any appropriate action.

5.1 Update on the future of the 93/93A Bus Service.

Cllrs had been informed of proposals to remove the above bus service and the clerk confirmed that the formal 'removal of service' notice had not been received. See also item 3.3. - **noted**.

5.2 Kirkbride PCC – application for a grass cutting grant.

Information and tender details from the Church Warden.

Churchwarden Mr Sowerby has spoken at the Annual Parish Meeting and had provided a written quotation to the clerk prior to the meeting. Following discussion, Cllrs **agreed** to award a grant of £500 to be used only for grass cutting. The award being for this financial year only..

### 6 Finance

#### 6.1 Information

6.1.1 **To note** report of internal auditor. – **the report was noted and approved**.

6.1.2 **To approve** annual return: governance statement. – **examined approved**.

6.1.3 **To approve accounts** 31<sup>st</sup> March 2022.

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

bank reconciliation & explanation of variance;

bank statements to 31<sup>st</sup> March 2022

**All of the documents were examined and approved.**

6.1.4 **To approve** annual return: accounting statements. – **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 approve** accounts to 30<sup>th</sup> April 2022 (available at meeting). - **examined and approved**.

6.1.7 **To note** Information Commissioner: confirmation of registration renewal to 6/4/23. – **noted**.

6.1.8 **To note** VAT return procedure: refund to be submitted for 2021/2022 **£1304.39** – **noted**.

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

#### 6.2 Payments to approve.

6.2.1-Clerk's salary: **£548.17 + backpay £57.20 = £605.37** – **approved**.

6.2.2 -Expenses: postage etc. £10.24; telephone and broadband £40.82, travel 31m @ 36p= £11.20, total **£62.26** – **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 **£290.61** - **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 2022/23 **£169.76** – **approved**.

6.2.8 - P L Gauntlett: PAYE services **£40.00** - **approved**.

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

Anticipated amount which may be corrected at the meeting by the clerk.

The clerk advised that no invoice had been received but **agreed** that it could be paid when received if it was for the anticipated amount.

6.2.10 – B Day – Planter and Woodland Area Expenses **£19.92** – **approved**.

6.2.11 – HSBC Bank Charges **£12.00** – **approved**.

Additional charges may be notified by the clerk at the meeting.

6.2.12 XMA Ltd – print cartridges (VAT £21.63) **£129.79** – **approved**.

### 7 Planning

#### 7.1 Applications outstanding with Allerdale Borough Council / Cumbria CC.

7.1.1 - FUL/2021/0258 New build dwelling, Vacant plot, formerly Ivy Dene, Angerton. (C Gordon) - **noted**

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7.1.2 FUL/2022/0060 Change of use of store room to dog grooming salon, The Cottage, Kirkbride CA7 5JH (Andrea Armstrong). - **noted.**

### **7.2 Applications dealt with under standing order**

7.2.1 FUL/2022/0060 Change of use of store room to dog grooming salon, The Cottage, Kirkbride CA7 5JH (Andrea Armstrong)

The clerk confirmed that there had been no objections overall but some concern about parking had been expressed. – **noted.**

7.2.2 HOU/2022/0057 Build an extension to add kitchen and loft conversion to add 3 bedrooms and bathroom, Meadow Cottage, Kirkbride (Stephen Little)

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

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

7.3.1 - FUL/2022/0043 Proposal: Single storey extension to front elevation to include entrance canopy, walkway and alterations to hard standing, Doctor's Surgery, The Croft, Kirkbride, Wigton, CA7 5JH (Gareth Smith) – permission granted. – **noted.**

7.3.2 HOU/2022/0057 Build an extension to add kitchen and loft conversion to add 3 bedrooms and bathroom, Meadow Cottage, Kirkbride (Stephen Little) – permission granted. – **noted.**

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

7.4.1 OUT/2022/0011 Outline application for erection of 2 detached dwellings including access, land adjacent to West Lea, West End, Kirkbride, Wigton CA7 5JU (Julia Rudd)

The clerk had obtained an extension to enable this to be discussed at this meeting. He and the Cllrs were therefore surprised to learn that the Authority had just notified the Council that they had granted permission with a number of conditions attached. – **noted.**

### **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 Elan City – product 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...**

10.1-members of the Council

No additional information was brought to the meeting.

10.2- the Borough Councillor

See item 3

10.3-the County Councillor

See item 3

10.4- the Clerk

The clerk advised that the annual invoice from The Community Heartbeat Trust for the defibrillator had been received and he would prepare a cheque to pay it, expenditure on this having been previously authorised.

10.5-Police report

No report had been received.

## **11 Meeting dates**

11.1 Date of next meeting: Parish Council Meeting:

To be agreed at this meeting – see item 1.4. Provisionally **Tuesday 12<sup>h</sup> July 2022 at 7.00 p.m. in Kirkbride School.**

**The date was noted and the Cllr Kirk closed the meeting at 9.30p.m.**