

KIRKANDREWS ON ESK PARISH COUNCIL

Clerk: Allison Riddell
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8th September 2020

A Virtual Meeting of the **KIRKANDREWS ON ESK PARISH COUNCIL** will be held on **MONDAY, 14th SEPTEMBER, 2020** at 7.00 p.m.

The meeting is accessible by logging on to www.zoom.us and using Meeting ID 889 8990 2754 with the password **121602**. The meeting can also be joined by telephone by dialling one of the following numbers - 0203 481 5240 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237. Please aim to arrive at the meeting by 6.50pm in case of connectivity problems.

Members of the public are welcome to attend.

Allison Riddell

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive apologies for absence and approve reasons for absence.
2. **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.
3. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
4. **MINUTES**
 - 4.1 **MINUTES OF THE MEETING HELD ON 13TH JULY 2020** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 13th July 2020. Minutes will be signed at the next face to face meeting. (copy herewith)
5. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. *(Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*
 - 5.1 **CITY AND COUNTY COUNCILLOR REPORTS** – To receive reports if applicable.
6. **TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered -
 - 6.1 **L/A RICHARDSON HOUSE, GRETNA LOANING, MILL HILL (20/0586)** – Creation of a lorry park up to 40 spaces including conversion of existing buildings to provide welfare facilities and storage unit; erection of commercial vehicles maintenance building and associated preparation yard.

(Information available from Carlisle City Council website)

7. FINANCIAL MATTERS -

7.1 BANK RECONCILIATION TO 28.08.20 – To note a report by the Clerk. (copy herewith)

7.2 EXPENDITURE TO APPROVE – To approve the following schedule of payments:-

Amount £	Payee	Detail	Cheque number
£629.03	A Riddell	Net wage to 30.9.20	100996
£8.26	One.com (A Riddell)	Website	100997
£240.00	PFK Littlejohn	External Audit	100998
£10,440.00	B&C Energy Solutions	Bus shelters	100998
£222.20	HMR&C	PAYE	100100

7.3 EXTERNAL AUDITOR'S REPORT AND CERTIFICATE 2019/20 – To note the conclusion of the audit for the year ending 31st March 2020. (copy herewith)

7.4 CLERK'S SALARY AWARD 2020 – To note the report from the Clerk and agree to implement the salary award. (copy herewith)

8. MATTERS TO BE RAISED BY COUNCILLORS – An opportunity for councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision.

9. PAROCHIAL CHURCH COUNCIL – To receive a report from Councillor Bundred regarding book publishing and widening of cattle grids.

10. PLAY AREAS –

10.1 MOAT PLAY AREA – To consider the required work to trees at Moat play area. Clerk to report.

10.2 PROPOSED PLAY AREA AT BLACKBANK/ROSETREES – To consider what action, if any, to be taken following the responses received from the play area consultation. (Deferred from previous meeting).

11. SUPERFAST BROADBAND – To receive a report from Councillor Bundred, and consider what action, if any, to be taken.

12. WEBSITE – To receive an update on the new website. Clerk to report.

13. DEER ON THE ROAD – To receive an update from Councillor Bundred.

14. GREENMILL DITCH – To receive an update from the Clerk.

15. INCINERATOR AT HESPIN WOOD – To consider submitting a monitoring request for the incinerator at Hespian Wood. Councillor Wilson to report.

16. SAND MARTINS – To receive an update from Councillor Bundred.

17. FLY TIPPING AT BLACKBANK WOODS – To receive a report from Councillor Z. Armstrong.

18. CALC – To receive, note and where applicable respond to the following correspondence, circulated prior to the meeting by email:-

18.1 GREAT BRITISH SEPTEMBER CLEAN

18.2 CUMBRIA EMERGENCY SUPPORT HELPLINE

18.3 LOCAL GOVERNMENT REORGANISATION CUMBRIA

18.4 DEVELOPING YOUR SKILLS PROGRAMME

18.5 COUNTY COUNCIL LOCAL GOVERNMENT REFORM

18.6 DEVOLUTION WHITE PAPER

18.7 CALC AGM

18.8 HIGHWAYS ASSET MANAGEMENT STRATEGY

19. CORRESPONDENCE RECEIVED BY THE CLERK - To note items of correspondence received since the last meeting and take actions as appropriate. (circulated prior to the meeting by email)

19.2 WHAT3WORDS – Email from Molly MacGregor

19.3 CLIMATE CHANGE CONSULTATION – Email from Policy and Communications Manager, Carlisle City Council

19.4 KENDON TO TONGLAND 132KV REINFORCEMENT PROJECT – Email from Community Relations Team.

20. LITERATURE AVAILABLE FROM CLERK - To note items of literature received since the last meeting:-

20.1 NOTIFICATION OF DECISIONS – 14th August 2020

21. AGENDA ITEMS FOR NEXT MEETING – To note that any items for the next agenda should be submitted to the Clerk by 2nd November 2020

22. DATE OF NEXT MEETING – To confirm that the next virtual meeting will be held on Monday 9th November 2020 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.

KIRKANDREWS ON ESK PARISH COUNCIL

MINUTES of a **VIRTUAL MEETING** of **KIRKANDREWS ON ESK PARISH COUNCIL** held on **MONDAY 13th JULY 2020** at 7.00pm.

Present: Cllrs W. Bundred (Chairman), S. Richardson, P. Armstrong , Z. Armstrong, J. Rutherford, L. Cragg and A. Hill.

In Attendance: Clerk
County Councillor V. Tarbitt
City Councillors J. Mallinson and D. Shepherd.

Action

017/20	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that there were no apologies for absence.</p>	
018/20	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
019/20	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that the following declarations of interest were made:-</p> <p>Councillors Z. Armstrong and Hill declared a non-pecuniary interest in item 026/20.2</p>	
020/20	<p>MINUTES</p> <p>MINUTES OF THE MEETING HELD ON 8TH JUNE 2020 WERE SUBMITTED.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 8th June 2020, confirmed as a true and accurate record. Minutes will be signed at the next face to face meeting.</p>	WB
021/20	<p>PUBLIC PARTICIPATION</p> <p>RESOLVED to note that no members of the public were present.</p> <p>CITY AND COUNTY COUNCILLOR REPORTS</p> <p>RESOLVED to note that Councillor Tarbitt updated members on the ongoing repairs to the bridge at Longtown and current road closures.</p>	
022/20	<p>TOWN AND COUNTRY PLANNING –</p> <p>RESOLVED to note there were no applications to be considered.</p>	
023/20	<p>FINANCIAL MATTERS -</p> <p>023/20.1 BANK RECONCILIATION TO 29.06.20</p> <p>There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.</p> <p>RESOLVED to receive and note the bank reconciliation and balance to 29th June 2020 of £34,035.54.</p>	

(Signed) Chairman
Date

023/20.2 EXPENDITURE TO APPROVE

There was submitted a report by the Clerk detailing expenditure to approve.

RESOLVED to authorise payment of the expenditure listed below amounting to £718.72.

Amount £	Payee	Detail	Cheque number
£523.12	A Riddell	Net wage to 29.7.20	100994
£195.60	HMR&C	PAYE	100995

023/20.3 MONITORING REPORT

RESOLVED to note the monitoring report submitted by the Clerk detailing the Council's income and expenditure against the budget to date.

024/20 ELECTRIC VEHICLE CHARGING POINTS

RESOLVED to note a report from the Clerk detailing electric vehicle charging points that were being installed in various locations through a collaboration with the City Council and Charge My Street.

025/20 MATTERS TO BE RAISED BY COUNCILLORS**025/20.1 NEW BUS SHELTERS**

RESOLVED to note that the Clerk would ask the company concerned when the new bus shelters would be installed.

026/20 PLAY AREAS –**026/20.1 MOAT PLAY AREA**

The Clerk had circulated a draft risk assessment and signage for members to consider in order to re-open the play area at Moat. The Clerk also queried who would carry out ongoing weekly inspections of the equipment.

RESOLVED to approve the risk assessment and signage and agree to re-open the play area at Moat. Councillor Richardson would carry out weekly inspections until another volunteer could be found.

026/20.2 PROPOSED PLAY AREA AT BLAKBANK/ROSETREES

RESOLVED to defer the matter until the next agenda as one questionnaire was still to be returned.

027/20 SUPERFAST BROADBAND

Councillor Bundred reported that he would be meeting virtually with hub co-ordinators next week. Funding through a voucher scheme to enable residents and businesses to install Superfast Broadband had been doubled which might make it more affordable to carry out additional schemes. Information had been circulated via the newsletter and local social media pages but there had been little response.

RESOLVED to note the report.

(Signed) Chairman

Date

028/20	<p>WEBSITE</p> <p>Members considered the information received to build an alternative website which would comply with the accessibility regulations coming into force in September or whether to continue with the current google website.</p> <p>RESOLVED to build a new more compliant website.</p>	Clerk
029/20	<p>CALC</p> <p>RESOLVED that the following correspondence from CALC was received and noted:-</p> <p>029/20.1 CODE OF CONDUCT CONSULTATION</p> <p>029/20.2 ON AND OFF STREET CAR PARKING ENFORCEMENT</p> <p>029/20.3 NALC LEGAL TOPIC UPDATE – Elections and co-options</p> <p>029/20.4 NALC LEGAL TOPIC UPDATE – Procurement</p>	
030/20	<p>CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>030/20.1 FORESTRY INVESTMENT ZONE PILOT NORTH EAST CUMBRIA SCHEME – Email from Implementation Officer.</p> <p>030/20.2 DRAFT OUTBREAK CONTROL PLAN – Email from Cumbria County Council.</p> <p>030/20.3 COVID-19 UPDATE – Email from Cumbria Police.</p>	
031/20	<p>LITERATURE AVAILABLE FROM CLERK –</p> <p>RESOLVED to note the following literature was available from the Clerk:-</p> <p>031/20.1 NOTICE OF EXECUTIVE KEY DECISIONS – 19th June 2020.</p>	
032/20	<p>DATE OF NEXT MEETING - To confirm that the next virtual meeting will be held on Monday 14th September 2020 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.</p> <p>Meeting closed at 7.45pm.</p>	

(Signed) Chairman

Date

KIRKANDREWS ON ESK PARISH COUNCIL

BANK RECONCILIATION AT 28th AUGUST 2020

Barclays Community Account - 40548464

Balance b/f at 29/06/20	33,245.40		
Income	0.00	Expenditure	661.52
		Balance c/f	32,583.88
	<u>33,245.40</u>		<u>33,245.40</u>

Bank Reconciliation

Balance per statement @ 28.08.20 32,583.88

Less o/s cheques

None

0.00

32,583.88

<u>Income</u>		<u>Expenditure</u>			
<u>Date</u>	<u>£</u>	<u>Date</u>	<u>Detail</u>		<u>£</u>
		15.7.20	A Riddell		523.12
		15.7.20	HMR&C		138.40
	<u>0.00</u>				<u>661.52</u>

Barclays Business Saver Account - 40548472 -

Balance b/f at 29/04/20	790.14		
		Expenditure	0.00
Interest rec'd	0.00	Balance c/f	790.14
	<u>790.14</u>		<u>790.14</u>

BANK BALANCES

	<u>B/F</u>	<u>C/F</u>
Community Account - 40548464	33,245.40	32,583.88
Business Saver Account - 40548472	790.14	790.14
	<u>£ 34,035.54</u>	<u>£ 33,374.02</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the month indicated.

Ms Allison Riddell
Kirkandrews on Esk Parish Council
Unit 2, The Old Brewery, Craw Hall
Brampton
CARLISLE
CA8 1TR

Our ref CU0138
SAAA ref SB04920

Email sba@pkf-littlejohn.com

28 August 2020

Dear Ms Riddell

Kirkandrews on Esk Parish Council

Completion of the limited assurance review for the year ended 31 March 2020

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Kirkandrews on Esk Parish Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

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PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference CU0138 or Kirkandrews on Esk Parish Council as a reference when paying by BACS.

Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Kirkandrews on Esk Parish Council – CU0138**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/08/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

CONDITIONS OF SERVICE CLERK'S SALARY AWARD 2020

1. SUMMARY OF REPORT

This report advises of the recent pay award which has been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1st April 2020 to 31st March 2021.

2. RECOMMENDATIONS

That the Committee

2.1 **NOTES** the award; and

2.2 **AGREES** to its implementation.

3. REPORT

3.1 Parish Council staff are employed (as are the majority of local authority employees in Britain) on terms and conditions agreed by the National Joint Council for Local Government Services. These conditions are reviewed regularly and wage and salary rates are agreed annually and recommended by the NJC and Society of Local Council Clerks for implementation.

3.2 The wage and salary structure consists of a scale of wage/salary rates (known as the spinal column) and employees' wage/salary rates are determined by reference to points on this scale. For Parish Councils the scale for the salary of Clerks commences at spinal column point (scp) 5 and normally terminates at scp 62. The Parish Council has already determined that the salary scale applicable to the post of Clerk to the Parish Council is scp 14.

3.3 The spinal column points relate to an annual salary based on a 37 hour week and where a Clerk works for less this, the actual salary is calculated by reference to the hourly rate. Accordingly, the salary for the Clerk to this Parish Council, working a 7 hour week will be:-

Spinal Column Point	Annual Full Time Salary	Hourly Rate
14	£4,368.00	£12.00 (previously £11.67)

3.4 Whilst the Clerk's conditions of service specify that the salary shall be on the NJC Salary Scale scp 14 and the Clerk has a legal right to be remunerated on that scale, Members are, nevertheless, asked to approve implementation of the new rates.