KIRKANDREWS ON ESK PARISH COUNCIL

MINUTES of a VIRTUAL MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held on MONDAY 9th NOVEMBER 2020 at 7.00pm.

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

In Attendance: Clerk

City Councillors J. Mallinson and D. Shepherd

Action

-		
055/20	APOLOGIES FOR ABSENCE	
	RESOLVED to note that apologies for absence were received and agreed from:-	
	Councillors P. Armstrong and J. Rutherford County Councillor V. Tarbitt.	
056/20	REQUESTS FOR DISPENSATION	
	RESOLVED to note that no requests for dispensation were received.	
057/20	DECLARATIONS OF INTEREST	
	RESOLVED to note that the following declarations of interest were made:-	
	Councillor Bundred declared a non-pecuniary interest in item 064/20 Councillors Z. Armstrong, Cragg and Hill declared a non-pecuniary interest in item 065/20	
058/20	MINUTES	
	MINUTES OF THE MEETING HELD ON 14 TH SEPTEMBER 2020 WERE SUBMITTED.	
	RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 14 th September 2020, confirmed as a true and accurate record. Minutes will be signed at the next face to face meeting.	WB
059/20	PUBLIC PARTICIPATION	
	RESOLVED to note that Councillor Richardson reported that she had been contacted by a resident who had objected to the planning application item 060/20.2.	
	CITY AND COUNTY COUNCILLOR REPORTS	
	RESOLVED to note that Councillor Mallinson had nothing of concern to report.	
060/20	TOWN AND COUNTRY PLANNING -	
	Applications for planning consent were considered.	
	RESOLVED to advise the appropriate Planning Authority of the Council's comments as follows:-	Clerk
	060/20.1 COCHRANE'S NURSERIES, LONGTOWN (20/0661) – Erection of 2 poly tunnels	
	RESOLVED to support the application.	

(Signed) Chairman	
Date	

CARWINLEY MILL HOUSE, CARWINLEY (20/0677) – Erection of building for use as a function room in support of self-catering holiday lets; erection of a timber-framed shelter for wedding ceremonies. (part retrospective)

OBJECT to the application on the grounds that the access road was not fit for increased use of vehicles, no additional parking was included in the application, an increase in noise would be detrimental to neighbouring properties and flooding was also a concern.

061/20 FINANCIAL MATTERS -

061/20.1 BANK RECONCILIATION TO 28.10.20

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.

RESOLVED to receive and note the bank reconciliation and balance to 28th October 2020 of £23,279.64.

061/20.2 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 £1,557.80.

Amount £	Payee	Detail	Cheque number
£604.80	A Riddell	Net wage to 30.11.20	101002
£930.00	W&E Carruthers	Grass cutting	101003
£23.00	British Legion	Wreath (sec137)	101004

061/20.3 PRECEPT 2021/22

A draft budget statement was submitted to the meeting in order that members could agree the precept for the financial year 2021/22.

RESOLVED unanimously after discussion, (proposed by Councillor Z. Armstrong and seconded by Councillor Richardson) that the precept for 2021/22 would remain the same at £8,471.00. The Clerk would inform the City Council.

Clerk

062/20 MATTERS TO BE RAISED BY COUNCILLORS

Councillors were given the opportunity to raise any unforeseen matters, with the consent of the Chair, that did not require a decision.

RESOLVED to note that no matters were raised.

063/20 | CLERK'S REPORT

RESOLVED to note the Clerk updated members on the following:-

RIDDING ROAD/NETHERBY ROAD AT MOAT – Missing road markings had been reported to Cumbria Highways. **ONGOING**

DEER SIGNS – A request for deer signs at Blackbank Wood had been passed from the County Council to Connect Roads for consideration. **ONGOING**

Councillor Z. Armstrong reported that another deer had been hit last week near the bus shelter on the A6071.

(Signed) Chairman
Date

SPEED INDICATION DEVICES (SID'S) AT MOAT VILLAGE – The request for SID's at Moat village had been approved and a meeting to discuss suitable locations and siting requirements with Cumbria Highways and a representative of the Parish Council would be held in due course when restrictions allowed. A request for a SID on the A7 had been turned down. **ONGOING**

ST. CUTHBERT'S GARDEN VILLAGE – A consultation on strategic design supplementary planning documents would be held from 10th November to 22nd December 2020. The Clerk would circulate the information following the meeting as it had just been received. **ONGOING**

Clerk

064/20 PARC

PAROCHIAL CHURCH COUNCIL (PCC)

Councillor Bundred reported that no meetings of the PCC had taken place but it would appear that the County Council were responsible for the cattle grids that required widening.

Councillor Bundred also reported that he would lay a wreath at the church at 11.00am on Wednesday 11th November 2020.

RESOLVED to note the report.

065/20

PROPOSED PLAY AREA AT BLACKBANK/ROSETREES

RESOLVED to note that the MOD representative was minded to recommend sale of land at Blackbank/Rosetrees for use as a play area but the matter was deferred until full costings from the MOD were received in order to make a more informed decision on the actual costs involved.

066/20 GI

GREENMILL DITCH

Councillor Bundred updated members on the continuing situation of flooding at Greenmill ditch. Councillors Bundred and Wilson had met with a representative from the Local Lead Flood Authority who was now in contact with the landowner, the MOD, to progress the matter.

RESOLVED to note the report.

067/20

SUPERFAST BROADBAND

RESOLVED to note that Councillor Bundred would contact all the property owners in the area referred to as 'Kirkandrews Middle' to ascertain whether they wanted him to pursue Superfast Broadband for each of the properties. The latest costing from Openreach was an average of £13,000.00 per property. Under the voucher scheme, small to medium sized businesses qualified for £7,000.00 and homes for £3,000.00 which left a substantial shortfall per property.

068/20

LONGTOWN FOODBANK

The Clerk read out a report from Arthuret Parish Council Clerk detailing the grant funding received, numbers of bags/lunches issued and the future model of the Longtown Foodbank. Kirkandrews on Esk Parish Council was thanked for its donation to the foodbank.

RESOLVED to note the report and that members would continue to support the foodbank.

069/20

MOSSBAND CLOCK

As Councillor Wilson was not in attendance, Councillor Bundred reported that the Mossband Clock was originally installed above Mossband House, one of the key buildings in the area for HM Factory Gretna. Following the demolition of the house several years ago the clock was saved and put in the care of the Devil's Porridge Museum. The museum tells the story of HM Factory Gretna. The clock is now being restored and will be installed within the Museum.

RESOLVED to note the report.

(Signed) Chairman		
Date	E-2020 E-	٠

070/20	CALC							
	RESOLVED that the following correspondence from CALC was received and noted:-							
	070/20.1 NALC RESPONSE TO PLANNING CONSULTATION							
	070/20.2	CPCA AGM DRAFT MINUTES						
	070/20.3	LED STREET LIGHTING REPLACEMENT PROGRAMME						
	070/20.4	COVID-19 UPDATE						
	070/20.5	BUCKINGHAMSHIRE COUNCIL						
,	070/20.6	UPDATE RE LOCAL GOVERNMENT REORGANISATION						
	070/20.7	CODE OF CONDUCT TRAINING						
	070/20.8	STANDARD MATTER 2: PUBLIC CONSULTATION & PUBLIC SECTOR SURVEYS						
	070/20.9	INFORMATION PACK FOR COMMUNITY LEADERS						
071/20	CORRES	PONDENCE RECEIVED BY THE CLERK						
	RESOLVI	ED to note the following correspondence had been received: -						
	071/20.1	HOW TO SAVE A LIFE – Email from North West Ambulance Service.						
	071/20.2	FORESTRY INVESTMENT ZONE UPDATE— Email from Implementation Officer.						
	071/20.3	WORKING TOGETHER SERVICE CARLISLE DISTRICT – Email from Service Officer.						
	071/20.4	BORDERS RAIL PRESS RELEASE – Email from Campaign for Borders Rail.						
072/20	LITERAT	URE AVAILABLE FROM CLERK –						
	RESOLV	ED to note the following literature was available from the Clerk:-						
	072/20.1	NOTICE OF EXECUTIVE KEY DECISIONS – 9th October 2020.						
073/20	AGENDA	ITEMS FOR THE NEXT MEETING						
	RESOLV 2020.	ED to note that agenda items for the next meeting should be submitted by 4th January						
074/20	11th Janu	F NEXT MEETING - To confirm that the next virtual meeting will be held on Monday lary 2021 at 7.00pm and will be called by electronic summons unless there are changes vid-19 regulations permitting public gatherings.						
	Meeting o	closed at 7.56pm.						

(Signed) Chairman	
Date	

TOWN AND COUNTRY PLANNING NOTIFICATION OF DECISIONS

1. SUMMARY OF REPORT

This report advises members of the decisions of the appropriate planning authority on applications on which the Parish Council has previously commented.

2. RECOMMENDATIONS

That the Council **NOTES** the information.

3. REPORT

Members are asked to note that Carlisle City Council has advised of their decision on planning applications on which the Parish Council has already commented as follows:-

Location	Proposal	Decision
Cochrane's Nurseries, Longtown	Erection of 2 polytunnels	Granted subject to conditions regarding commencement of work & approved documents.



KIRKANDREWS ON ESK PARISH COUNCIL

BANK RECONCILIATION AT 30th DECEMBER 2020

Barclays Community Account - 40548464				
Balance b/f at 31/10/20	22,489.39			
Income	0.00	Expenditure	1,557.80)
	20 400 20	Balance c/f	20,931.59	=
Bank Reconciliation Balance per statement @ 30.12.20	22,489.39	20,931.59		
Less o/s cheques None				
		20,931.59		
Income Date	<u>2</u>	Expenditure Date 9.11.20 9.11.20 9.11.20	<u>Detail</u> A Riddell W Carruthers Poppy Appeal	£ 604.80 930.00 23.00
	0.00			1,557.80
Barclays Business Saver Account - 4054	8472 -			_
Balance b/f at 31/10/20	790.25			
		Expenditure	0.0	00
Interest rec'd 7.12.20	0.02	Balance c/f	790.2	27
	790.27		790.2	27
BANK BALANCES Community Account - 40548464 Business Saver Account - 40548472	B/F 22,489.39 790.25	C/F 20,931.5 790.2	27	

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

£

23,279.64

21,721.86



KIRKANDREWS ON ESK PARISH COUNCIL RISK ASSESSMENT SCHEDULE 2020/21

Definition of Risk Management

Risk is the threat that an event of action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structure and processes, standards of conduct and service delivery arrangements.

Audit Commission - Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- · Identifies the subject
- · Identifies what the risk may be
- · Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- · Reviews, assesses and revises procedures if required

MANAGEMENT						
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise		
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All current files and records are kept at the office of Brampton Parish Council. The Clerk makes both a daily & monthly back up of files. Word files are stored remotely in OneDrive In the event of the Clerk being indisposed the Chairman to contact CALC for advice and Brampton Rural Housing Society (016977 2323) for access to office.	Review when necessary. Ensure procedures detailed are undertaken.		
Councillors	Insufficient Council members to function legally	M	When a vacancy arises there is a legal process to follow. This either leads to a by-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 8 vacancies at any one time on the Council it becomes inquorate. The legal process of Carlisle District Council appointing members takes place	Existing procedures adequate. Council to actively recruit new volunteers Procedures of another body are adequate		
Meeting location	Adequacy Health and Safety	L	Meetings are held in Moat Village Hall. Councillor Bundred or Richardson collect the keys for access for meetings. The Hall and facilities are considered to be adequate for the Clerk, Councillors and any	Existing procedure adequate		

			Public who attend, from a health and safety and comfort aspect.	
Council Records	Loss through theft, fire or damage	L	The Parish Council's current records are stored at the office of Brampton Parish Council. The building is alarmed.	Damage or theft is unlikely and so provision adequate
Council Records - electronic	Loss through theft, fire, damage or corruption of computer	LM	The Parish Council's electronic records are stored on the office computer and on onedrive. Back-ups of the files are taken daily & monthly on a usb pen which is stored in a locked cabinet	Existing procedure adequate
Transparency	Not publishing required information	L	Smaller authorities should publish on a website: a. all items of expenditure above £100, b. end of year accounts, c. annual governance statement, d. internal audit report, e. list of councillors or member responsibilities, and f. the details of public land and building assets, g. Minutes, agendas and meeting papers of formal meetings. The required information is uploaded onto the website by a volunteer who manages the website. Clerk and Chair also have access to the website.	Existing procedure adequate
FINANCE				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk The precept is an agenda item	Review/Assess/Revise Existing procedure adequate
Precept	Adequacy of precept Requirements not submitted to CCC Amount not received by CCC	L	usually at the November or January meeting. To determine the precept amount required, the Parish Council receives budget update report, including actual position and projected position to end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. This figure is submitted by the Clerk in writing to CCC. The Clerk informs Council when the monies are received (approx April/May time).	
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L M	An annual review is taken (before the time of the policy renewal) of all insurance arrangements in place. Employers/Employee Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Ensure	Existing procedure adequate. Review insurance provision annually. Review compliance annually.

		Ĩ	compliance measures and fidelity checks are in place.	
Banking	Inadequate checks Bank mistakes Loss Charges	L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of account.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary especially after an AGM and an election. Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. The Council has no petty cash or float. Any cash transactions made by the Clerk, are fully receipted and then reimbursed by cheque on receipt of an invoice.	Existing procedure adequate. Review the Financial Regulations when necessary
Financial controls and records	Inadequate checks	L	Bi-monthly reconciliation prepared by RFO and checked at meeting and signed by a member of the Parish Council. Two signatories on cheques. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted before any commitment. Any s137 payments must be recorded at time of approval.	Existing procedure adequate.
Freedom of Information Act	Policy Provision	M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.
Clerk	Loss of Clerk	M	A contingency fund should be established to enable training for the Cilca qualification in the event of the Clerk resigning.	Include in financial statement when setting precept.
	Fraud	Ł	The requirements of the Fidelity Guarantee insurance must be adhered to.	
	Actions Undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice	Membership of CALC maintained. Purchase revised books. Monitor working conditions.
	Salary paid incorrectly	L	The Clerks salary is set by a formula agreed with NALC and the SLCC and is reviewed annually.	Existing payment scheme is adequate.

			Tax is calculated using an Inland Revenue computer programme updated by HMR&C on a regular basis. All tax payment are submitted as required and detailed in the Inland Revenue Annual Return.	Existing procedures adequate
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing then checked and sent out to the External Auditor within time limit.	Existing procedures adequate
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. Parish Councillors request a copy of S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council doesn't receive an annual grant. Any one-off grants awarded would come with terms and conditions to be satisfied. The Beck Burn community grant is allocated as per conditions from the Cumbria Community Foundation.	Existing procedures adequate
Best value Accountability	Work awarded incorrectly Overspend on services	M	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.

ASSETS

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise		
Assets	Loss or damage Risk/damage to third part(ies)/property	L L	An annual review is undertaken for insurance provision, storage and maintenance provision.	Existing procedures adequate		
LIABILITY		1		D. I.		
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise		
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings, including a reference to the power used.	Existing procedures adequate		

Minutes/Agendas/ Statutory Documents	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at next meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	М	Insurance is in place.	Existing procedures adequate
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from CALC or CCC.	Existing procedures adequate
Legal Liability	Legality of activities	М	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of a meeting.	Existing procedures adequate
	Register of Members Interests	L	Register of Members Interest form should be reviewed regularly by Councillors.	Members to take responsibility to update their register
Election Costs	Risk of election cost	LM	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process. When an election is due the Clerk will obtain an estimate of costs from CCC for a full election and an uncontested election.	Existing procedure adequate
Play area	Inadequate maintenance of records Inadequate insurance cover Inadequate budget provision	L L	Ensure that proper records of all complaints/injuries are maintained Include all relevant risks on the councils insurance policy Ensure that service requirements are detailed in annual budget process	Existing procedure adequate
	Personal Injury	L	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces. Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Children's play area inspected weekly and report submitted to Clerk. Annual RoPSA safety inspection undertaken by Carlisle City Council and report submitted. Any required action undertaken promptly.

Village Hall	Damage/Injury	L	Village Hall Committee is responsible for the Village Hall.	Existing procedure adequate
			Adequate insurance cover	
			Parish Council representation on Management Committee (Management Committee to ensure proper procedures with regard to Health and Safety are followed.)	Councillor Richardson is the Parish Council's representative on the Committee and regularly reports to the Parish Council.
Open Spaces/bus shelters	Vandalism	L	Regular inspections are undertaken and any vandalism to be reported to the local police and appropriate action taken against offenders	Existing procedure adequate
	Fly tipping	L	Regular inspections are carried out and reported to the appropriate authority.	
	Inadequate budget provision	L	Service income/expenditure to be detailed in budgetary process.	
	Property maintenance	L	Property is maintained through regular inspection/servicing	
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner	Ensure annual renewal of registration

COVID-19						
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise		
Members & staff	pers & staff Exposure to virus in confined spaces H The Parish Council uses Zoo for all meetings.		The Parish Council uses Zoom for all meetings. Post all information on website			
Members of the public	Exposure to virus in play areas/green spaces	Н	Play areas to be closed in specific alert levels. Parents to retain responsibility for hand cleaning after use of equipment. Council acts in accordance with current government guidelines Adequate signage posted	Existing procedures adequate Clerk and members will keep updated with current guidelines and act as quickly as possible		
Clerk	Inability of Clerk to host meeting due to ill health	М	The Parish Council to appoint a second host as and when required.	Existing procedures adequate		
Members	Non-attendance of members due to ill health	Н	Clerk is in electronic contact with members Quorum is 4 Remote meetings can be altered as necessary	Existing procedures adequate		

The information given above was agreed as being a correct record.

Signed Dated

Chairman

Clerk



the play inspection company

Annual Inspection

Carlisle City Council

Moat Play Area

Longtown, Carlisle, CA6 5PJ











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RPII Inspection Methodology

This document outlines the RPII position on inspections undertaken by the Inspectors listed on the RPII Register of Inspectors for Indoor Annual, Outdoor Operational and Outdoor Routine.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it the date of the standard will be that current at the time of inspection with the exception of where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this would include public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below);

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, including ancillary items).

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance within the inspection will still refer to BS EN 1176.

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 - Free access multi-sports equipment

BS EN 14974 - Skateparks

BS EN 16630 - Permanently installed outdoor fitness equipment

BS EN 16899 - Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area up to 3.0 metres around, or the fence line if closer.

Operational inspections only take into consideration defects related to wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include for any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all standing surfaces as necessary on the equipment and assess all parts up to 2.5m above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on-site ladders may not be used to access the equipment.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

Where planting or trees are mentioned in the report no aboricultural or horticultural assessments of toxicity, suitability or condition are undertaken; the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/ or that of the inspection company. The owner/operator should seek the advice of the manufacturer or a competent person at all times when undertaking repairs and/or modifications to equipment.

A full copy of the Play Inspection Company Ltd. Terms & Conditions is available on our website (www.playinspections.co.uk)

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Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual Outdoor/ Fully enclosed Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	>	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	~	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	~	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	~	✓ [3]
6.1 d) Effects of weather	~	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	~	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	~	×
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	V	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	×

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

- [1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.
- [2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.
- [3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.
- [4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance
- [5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
					Sev	erity>>		
	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
Likelihood	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
		•		Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
	PI		No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
					Severity>>			

Note 1: The total risk scores included within our reports are a multipication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

Equipment has been assessed to the following standards where relevant:

- BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
- BS EN 14974 (Facilities for users of roller sports equipment)
- BS EN 15312 (Free access multi-sports equipment)
- BS EN 16899 (Parkour Equipment)
- BS EN 16630 (Outdoor Fitness Equipment).



Moat Play Area

Inspection Ref: 1227613 Site Ref: 38429

Inspected: 10-November-2020 - 08:29 by Matt Hall RPII Annual Inspector

Risk Assessment: 8 Low Risk



Location

The site is partially overlooked by properties in the local community **Disabled Access:**

Generally accessible; an area accessible to most.





6 - Low Risk

Item:Site GeneralManufacturer:Owner/Operator

Surface Type: N/A Item Quantity: 1
Equipment Compliance: N/A Surface Area Compliance: N/A

Total Findings: 1



Finding 1

Signs have been secured to the equipment - Relocate signs



8 - Low Risk

Item: Gate

Manufacturer: Owner/Operator

Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are openings that are less than 12mm that could trap or crush fingers - Where possible a 12mm gap should be maintained on both sides or between the gate leafs



6 - Low Risk

Item:

Maintenance Gate

Manufacturer:

Owner/Operator

Surface Type: **Item Quantity:** N/A

Equipment Compliance: Surface Area Compliance: N/A

1 N/A

Total Findings:

1



Finding 1

There is no padlock on the maintenance gate - Provide a padlock to secure the gate

8 - Lew Risk

Item:

Fencing - Timber

Manufacturer:

Owner/Operator All Weather Surface

Surface Type: **Item Quantity:**

1

Equipment Compliance: Surface Area Compliance: N/A

N/A

Total Findings:

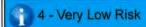
1



Finding 1

There are a number of loose posts around the fence - Repair





Item: Fence - Steel Mesh
Manufacturer: Owner/Operator

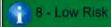
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



Item: Stile

Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The timber on this item has severe rot - Remove and replace all affected timber sections



8 - Low Risk

Item:

Picnic Table

Manufacturer:

Owner/Operator

Surface Type:

N/A

Item Part Number:

Item Quantity:

2

Equipment Compliance:

N/A

Surface Area Compliance: N/A **Total Findings:**

2



Finding 2

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

The table is not secured to the ground and there is some potential for the item to be moved within falling spaces of equipment - Secure the item to the ground



4 - Very Low Risk

Item:

Bench

Manufacturer:

Owner/Operator

Surface Type:

N/A

Item Part Number:

Item Quantity:

3

Equipment Compliance: N/A Surface Area Compliance: N/A

Total Findings:

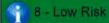
1

Finding 1

This item is satisfactory - no work required -







Stile Item:

Not Applicable Manufacturer:

N/A Surface Type: **Item Quantity:** 1 **Equipment Compliance:** N/A Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is algae or moss on the surface of the equipment - Clean and treat appropriately

4 - Very Low Risk

Fence - Chainlink Item: Manufacturer: Owner/Operator

Surface Type: N/A **Item Quantity:** 1 **Equipment Compliance:** N/A Surface Area Compliance: N/A

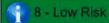
1 **Total Findings:**



Finding 1

This item is satisfactory - no work required -





Item: Seating Area
Manufacturer: Owner/Operator

Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

6 - Low Risk

Item:Climbing FrameManufacturer:Kompan LtdSurface Type:Grass Matrix Tiles

Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

Finding 2

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required





6 - Low Risk

Item:

Basket Swing - Type 1

Manufacturer:

Kompan Ltd

Surface Type:

Grass Matrix Tiles

Item Quantity: 1 **Equipment Compliance:** No Surface Area Compliance: Yes

Total Findings:

3



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 3

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 2

The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13. Chains - Monitor - No remedial work recommended



6 - Low Risk

Item:

Multi Play (Junior)

Manufacturer:

Kompan Ltd

Surface Type:

Grass Matrix Tiles

Item Quantity: Equipment Compliance:

Yes

Surface Area Compliance: Yes

Total Findings:

3



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the any further deterioration and replace when 40% worn timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 3

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 2

There is some notable evidence of chain wear - Monitor for





4 - Very Low Risk

Spring Snail Item: Manufacturer: Kompan Ltd

Surface Type: **Grass Matrix Tiles**

Item Quantity: 1 **Equipment Compliance:** Yes Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



4 - Very Low Risk

Item: Manufacturer: Spring Bird

Surface Type:

Kompan Ltd **Grass Matrix Tiles**

Item Quantity:

1

Equipment Compliance: Surface Area Compliance: Yes

Total Findings:

Yes

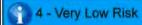
1



Finding 1

This item is satisfactory - no work required -





Item:5 a side GoalsManufacturer:Not Identified

Surface Type:GrassItem Quantity:1Equipment Compliance:N/ASurface Area Compliance:N/A

Total Findings: 1



Finding 1

The netting is damaged in places - Repair as required

6 - Low Risk

Item: Willow Tunnel
Manufacturer: Owner/Operator

Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

New growth is projecting towards users eyes - Tuck back projections



5 - Very Low Risk

Item:

Sign

Manufacturer:

Owner/Operator

Surface Type:

N/A

Item Quantity:

1

Equipment Compliance: Surface Area Compliance: N/A

N/A

Total Findings:

1



Finding 1

It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations





Findings information









Item: Ancillary Items - Gate
Manufacturer: Owner/Operator

Risk Level:

vel: L - Low Risk

Surface: N/A



Finding: There are openings that are less than 12mm that could trap or crush fingers



Action: Where possible a 12mm gap should be maintained on both sides or between the gate leafs

6 - Low Risk (Finding 1)

Item: Ancillary Items - Maintenance Gate

Manufacturer: Owner/Operator

Risk Level: L - Low Risk Surface: N/A



Finding: There is no padlock on the maintenance gate



Action: Provide a padlock to secure the gate















Item: Ancillary Items - Picnic Table

Manufacturer: Owner/Operator

Risk Level:

L - Low Risk

Surface: N/A



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process



Action: Monitor for any deterioration (rot) and replace as required

8 - Low Risk (Finding 2)

Item: Ancillary Items - Picnic Table Ri

Manufacturer: Owner/Operator

Risk Level: L - Low Risk Surface: N/A





Finding: The table is not secured to the ground and there is **Action:** Secure the item to the ground some potential for the item to be moved within falling spaces of equipment







Item: Ancillary Items - Stile

Manufacturer: Not Applicable

Risk Level: L - Low Risk Surface: N/A



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

() () () () ()

8 - Low Risk (Finding 1)

Item: Ancillary Items - Seating Area

Manufacturer: Owner/Operator

Risk Level: L - Low Risk Surface: N/A





Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap



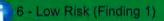












Swings - Basket Swing - Type 1 Item:

Kompan Ltd Manufacturer:

Risk Level: Surface:

L - Low Risk **Grass Matrix Tiles**



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process



Action: Monitor for any deterioration (rot) and replace as required

5 - Very Low Risk (Finding 2)

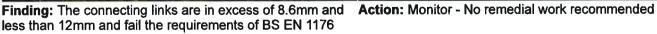
Swings - Basket Swing - Type 1 Item:

Kompan Ltd Manufacturer:

Risk Level: Surface:

V - Very Low Risk **Grass Matrix Tiles**





Part 1; clause 4.2.13, Chains













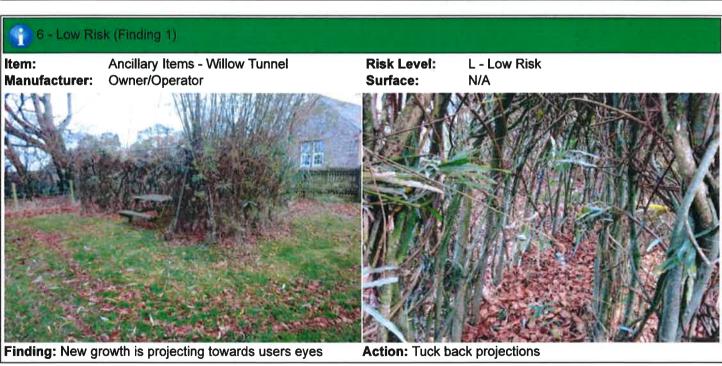














5 - Very Low Risk (Finding 1)

Ancillary Items - Sign Item: Manufacturer:

Owner/Operator

Risk Level:

V - Very Low Risk

Surface: N/A





Finding: It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility

Action: Provide in accordance with the recommendations

THE COUNCIL OF THE CITY OF CARLISLE

NOTICE OF INTENTION TO MAKE A PUBLIC SPACES PROTECTION ORDER ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014, SECTIONS 59 - 68 THE CITY COUNCIL OF CARLISLE (PUBLIC SPACES PROTECTION ORDER (NO. 1)) 2021

NOTICE is hereby given that the City Council of Carlisle ("the Council") proposes to make an Order under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 because the Council is satisfied on reasonable grounds that (a) Activities carried on in the Restricted Areas have had a detrimental effect on the quality of life of those in the locality, or (b) it is likely that these activities will be carried on in the public place and they will have such an effect. The draft text of the Order is as follows:

The City Council of Carlisle ("the Council") hereby makes the following Order under the Anti-Social Behaviour, Crime and Policing Act 2014 Section 59 ("the Act").

- 1. This Order applies to the public areas shown on the plans annexed to this Order In Schedule 1 and Schedule 2 (the Restricted Areas):
- a) Challenging anti-social behaviour by groups or individuals in the City Centre, open and Public Spaces and Car Parks in the district.
- b) No person shall beg.
- c) No person shall camp or sleep overnight with or without a tent, where their behaviour, and the behaviour of their visitors or associates, causes or attracts anti-social behaviour and/or has a detrimental effect on the quality of life of those in the locality.
- d) A code of conduct for Buskers is currently in place, therefore, no person shall breach this by causing a nuisance to nearby premises or members of the public. This includes obstructing the highway, pavement or shop entrances, or using street furniture including public seats, lamp posts and railings.
- e) No selling of goods, no canvassing of services or charities (without prior written consent from the Council, this must be presented to the authorised officer upon request, failure to do so will result in a breach of the PSPO).
- f) No person shall refuse to stop drinking alcohol or hand over any containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer in order to prevent public nuisance or disorder.

Where a Police Officer, Police Community Support Officer or a person duly authorised by the Council reasonably believes that a person has been consuming alcohol, or that a person intends to consume alcohol in circumstances in which doing so would be a breach of that prohibition, the person may be required:

- Not to consume alcohol or anything reasonably believed to be alcohol
- To surrender anything in that person's possession which is, or which may reasonably believe to be alcohol or a container for alcohol.

Anything surrendered to him or her as a result of a requirement imposed may be disposed of by the authorised officer in whatever way he or she thinks appropriate.

A Police Officer or an authorised person who imposes such a requirement must tell the person that failing without reasonable excuse to comply with the requirement is an offence.

A requirement imposed by an authorised person is not valid if the authorised person is asked to show evidence of his or her authorisation but fails to do so.

- g) Cyclists must dismount and push their bikes during the restricted period in the City Centre. At all other times, cyclists must ride responsibly giving consideration and priority to pedestrians.
- h)The above restriction (g) applies to riders of scooters / E-Scooters, Skateboards and Motor Propelled vehicles (mobility scooters are exempt) being used on footpaths so as to cause nuisance and annoyance.
- i) A person shall be guilty of an offence if, at any time on any open space, park, pedestrianised area, car park within the District to which this Order applies if they are carrying out any of the following activities:
 - driving or permitting a vehicle to be used in a manner that causes or is likely to cause harassment, alarm, risk or distress to any person;
 - Running or revving of engines in such a manner as to cause a nuisance;
 - · Racing or driving around the location at speed;
 - sounding the horn;
 - playing loud music;
 - congregating in a car park for the purposes of socialisation without permission; and or
 - any variation of the above unless:
 - (i) they have a reasonable excuse for doing so; or
 - (ii) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to their doing so
- j) Any person in charge of a dog within the restricted area shall be in breach of this Order if he/she:
 - fails to keep the dog on a lead and under physical control at all time on any land which has been designated as a dog on lead area,
 - fails to put a dog on lead by direction
 - allows the dog to foul in a public place and then fails to remove the waste and dispose of it in an appropriate receptacle.
 - takes a dog onto, or permits the dog to enter or remain on, any land which has been designated as an enclosed play area ("enclosed play area")

The provisions of this order relating to the control of dogs shall not apply to any person who is registered blind in accordance with section 29 of The National Assistance Act 1948, to any person and to any person suffering a disability and in sole charge of a dog trained to assist with his/her mobility, manual dexterity, physical coordination or ability to lift and carry everyday objects and the said dog has been trained by a prescribed charity.

Appeals

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who visits the restricted area. This means that only those who are directly affected by the restrictions have the right to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds; 1) that the Council did not have the power to make the order or to include particular prohibitions or requirements or that 2) one of the requirements of the legislation has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or totality. The High Court has the ability to uphold the order, quash it, or vary it.

This Order will come into force on day 22 March 2021 and may be cited as The City Council of Carlisle (Public Spaces Protection Order (No. 1) 2021.

This Order shall remain in force until 21 March 2024

- 1. A person who is guilty of an offence under the Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- The Order shall come into force on 22 March 2021 and shall remain in force until 21 March 2024.
- 3. The Order and Plan showing the extent of the restrictions may be inspected at the Customer Contact Centre, Ground Floor, Civic Centre, Rickergate, Carlisle CA3 8QG between the hours of 9.00 a.m. and 5.00 p.m. Tuesdays to Thursdays and between 9.00 a.m. and 4.00 p.m. on Fridays up to close of business on Friday 22 January 2021 by appointment only and on the Council's website www.carlisle.gov.uk.
- Any person aggrieved by the making of the intended Public Spaces Protection Order should make representations in writing to Carlisle City Council, Legal Services, Governance Directorate, Civic Centre, Carlisle, CA3 8QG not later than Friday 22 January 2021.

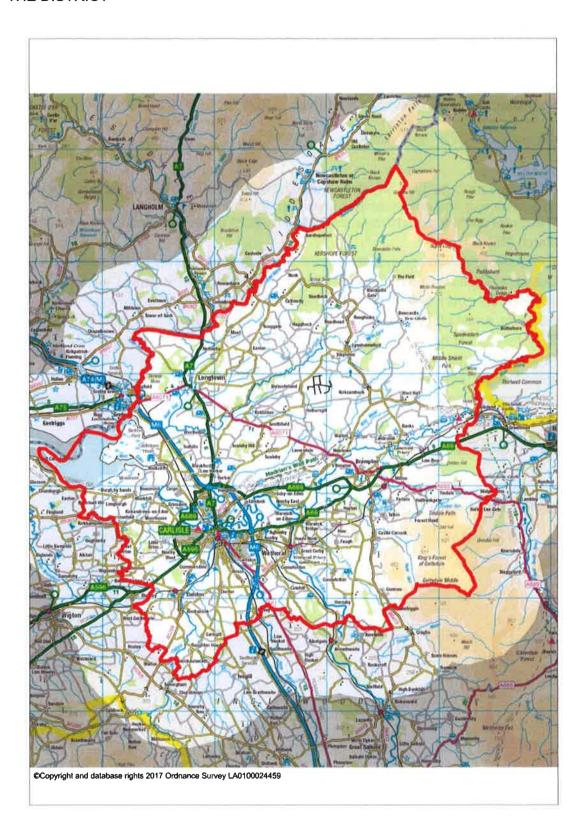
Dated this 16 December 2020

M D LAMBERT

CORPORATE DIRECTOR OF GOVERNANCE & REGULATORY SERVICES
CARLISLE CITY COUNCIL, CIVIC CENTRE, CARLISLE, CA3 8QG

SCHEDULE 1

THE DISTRICT



SCHEDULE 2

DESIGNATED DOG ON LEAD

1. All that part of the land and buildings at Talkin Tarn County Park, Brampton shown edged red on the plan annexed hereto and marked "Talkin Tarn Country Park".

Talkin Tarn Country Park

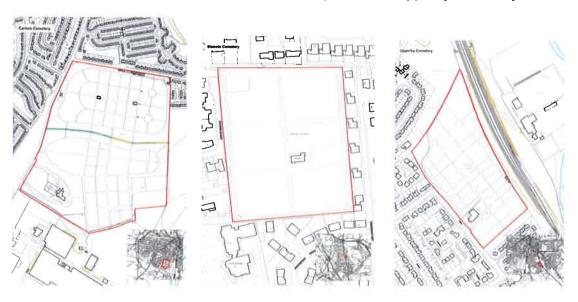


- 2. All those Cemeteries in the District known as:
 - Carlisle Cemetery and Crematorium shown edged red on the plan attached hereto and marked "Carlisle Cemetery".
 - Stanwix Cemetery shown edged red on the plan annexed hereto and marked "Stanwix Cemetery".
 - Upperby Cemetery, Manor Park Road shown edged red on the plan annexed hereto and marked "Upperby Cemetery".

Carlisle Cemetery

Stanwix Cemetery

Upperby Cemetery



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