

# KIRKANDREWS ON ESK PARISH COUNCIL

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11th May 2021

Dear Councillor,

You are summoned to the Annual Meeting of **KIRKANDREWS ON ESK PARISH COUNCIL** that will be held in **MOAT VILLAGE HALL**, on **MONDAY 17th MAY 2021**, at 7.30pm.

The meeting is open to members of the public, however, social distancing measures will be in place and seats are limited. Masks must be worn. If you would rather not attend the meeting but have a matter to raise, please email the Clerk before midday on 17<sup>th</sup> May.

Please do not attend the meeting if you have Covid-19 symptoms.

Face to face meeting protocols and risk assessments are available on the website.



## AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (*The Public Participation period will last 15 minutes and members of the public are permitted to speak for up to 3 minutes. 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. **APOLOGIES FOR ABSENCE** – To receive apologies for absence and approve reasons for absence.
6. **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.
7. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

**8. MINUTES**

**8.1 MINUTE OF THE MEETING HELD ON 8TH MARCH 2021** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 8th March 2021. (copy herewith)

**9. REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on outside bodies. (Report by Clerk herewith).

**10. STANDING ORDERS AND FINANCIAL REGULATIONS** – To re-adopt standing orders and financial regulations. (no change from 2020/21 – available on council's website)

**11. ASSETS** – To review and update, if required, the assets register. (copy herewith)

**12. INSURANCE** – To confirm the parish council has insurance cover in respect of all risks. (Invitation to renew from BHIB Insurance circulated by email)

**13. SUBSCRIPTIONS** – To review the Parish council's subscriptions -

**13.1 CALC** – To consider an invitation to renew the CALC annual subscription for 2021/22 in the sum of £153.52. (copy herewith)

**13.2 SLCC** - To consider continuation of contributing towards the Clerk's subscription to SLCC. This is not due for renewal until December 2021 and costs approximately £38.00.

**14. POLICY REVIEW** – To review the council's core policies. (No change from 2020/21)

(copies available on the parish council's website)

**15. GENERAL DATA PROTECTION REGULATIONS (GDPR) –**

**15.1 DATA PROTECTION OFFICER** – To consider the appointment of the Clerk as Data Protection Officer for 2021/22.

**15.2 GDPR POLICY REVIEW** - To review the council's GDPR core policies. (No change from 2020/21)

(copies available on the parish council's website)

**16. MEETING CALENDAR** – To note a report from the Clerk. (copy herewith)

**17. REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.

**18. TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered

**18.1 WOOD VILLA, GRETNA LOANING, GRETNA (21/0256)** – Erection of walls and roof to existing outside dog boarding kennels to provide enclosure including French doors and windows; addition of 1 family kennel.

**19. NOTIFICATION OF DECISIONS** – To note a report from the Clerk. (copy herewith)

**20. FINANCIAL MATTERS**

**20.1 BANK RECONCILIATION TO 29.04.21** – Report by Clerk. (copy herewith)

**20.2 EXPENDITURE TO APPROVE** –

- £621.60 A. Riddell – net wage to 26.05.21 – cheque number 101013
- £75.00 J. Batey – Internal audit – cheque number 101014
- £250.00 Scottish Borders Council – TA127 – cheque number 101015

**20.3 S137 SPENDING** – To review the spending incurred under s137 in the financial year to 31<sup>st</sup> March 2021 and consider any further spending in the current financial year.

**20.4 INTERNAL AUDITOR** – To consider the appointment of the internal auditor for 2021/22.

**20.5 INTERNAL AUDITORS REPORT** – To note the internal auditors report. (copy herewith)

**20.6 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021 AND EXEMPTION CERTIFICATE**–

**20.6.1** To consider the approval of the Annual Governance Statement for year ending 31<sup>st</sup> March 2021.

**20.6.2** To consider the approval of the Statement of Accounts for year ending 31<sup>st</sup> March 2021

**20.6.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31<sup>st</sup> March 2021.

**20.6.4** To agree that Kirkandrews on Esk Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

(copy of Accounts, AGAR and Exemption Certificate herewith)

**21. GREENMILL DITCH** – To receive an update from Councillor Bundred and consider what action, if any, to be taken.

**22. BLACKBANK PLAY AREA** – To receive an update from the Clerk and consider what action, if any, to be taken.

**23. PARISH FOOTPATHS** – To receive a report from Councillor Bundred and consider what action, if any, to be taken.

**24. LOCAL GOVERNMENT REVIEW** – To confirm that no response was submitted by Kirkandrews on Esk Parish Council to the consultation as no comments were received prior to the closing date of 19<sup>th</sup> April.

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

**25.1 CALC CIRCULARS** – April & May 2021.

**25.1 COASTAL ACCESS UPDATE**

**25.2 PREPARING FOR FACE TO FACE MEETINGS**

**25.3 ACT NEWS UPDATE**

**25.4 MHCLG ELECTRONIC COMMUNICATIONS INFRASTRUCTURE CONSULTATION**

**25.5 OPEN SPACES SOCIETY'S GRANT A GREEN CAMPAIGN**

**25.6 DCMS RURAL BROADBAND CONSULTATION**

**25.7 GREAT CUMBRIAN LITTER PICK**

**25.8 NALC RESPONSE TO GOVERNMENT CONSULTATION ON LGR**

**25.9 HIGH COURT JUDGEMENT ON VIRTUAL MEETINGS**

**25.10 CLIMATE CHANGE 90 MINUTE INTERACTIVE SESSIONS**

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

**26.1 HIGHWAYS FEEDBACK REPORT** – Email from Highways Project Team, Cumbria County Council.

- 26.2 CUMBRIA CYCLING AND WALKING** - Email from Cumbria County Council regarding a public consultation on Local Cycling and Walking Infrastructure Plans (LCWIP's).
- 26.3 CARLISLE EDUCATION CHARITY** – Email from Carlisle City Council with information on applying for grants from the charity.
- 27. LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-
- 27.2 NOTICE OF EXECUTIVE KEY DECISIONS** – 4<sup>th</sup> May 2021.
- 28. AGENDA ITEMS FOR NEXT MEETING** - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 5th July 2021.
- 29. DATE OF NEXT MEETING** –Monday 12th July 2021 – Moat Village Hall, 7.30pm.