

KIRKANDREWS ON ESK PARISH COUNCIL

MINUTES of the ANNUAL MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 17th MAY 2021 at 7.30pm.

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

IN ATTENDANCE: Clerk
County Councillor J. Mallinson
1 member of the public

001/21 ELECTION OF CHAIRMAN

Councillor S. Richardson, seconded by Councillor P. Armstrong, moved that Councillor W. Bundred be elected to the office of Chairman of the Council.

There were no other nominations.

RESOLVED unanimously to the election of W. Bundred as Chairman of the Council for the ensuing year.

002/21 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

RESOLVED to note that Councillor Bundred duly signed the Declaration of Acceptance of Office of Chairman of the Council in the presence of members and the Clerk.

003/21 ELECTION OF VICE CHAIRMAN

Councillor W. Bundred, seconded by Councillor Z. Armstrong, moved that Councillor S. Richardson be elected to the office of Vice Chairman of the Council

There were no other nominations.

RESOLVED, unanimously, to the election of S. Richardson as Vice Chairman of the Council for the ensuing year.

004/21 PUBLIC PARTICIPATION –

Member of the public in attendance thanked the Chairman for the work he does on behalf of the Council.

005/21 APOLOGIES FOR ABSENCE

RESOLVED to note apologies for absence were received and accepted from Councillor Rutherford.

006/21 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

007/21 DECLARATIONS OF INTEREST

RESOLVED to note that Councillor Hill declared a non-pecuniary interest in Blackbank play area.

008/21 MINUTES

008/21.1 MINUTE OF THE MEETING HELD ON 8TH MARCH 2021 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 8th March 2021, confirmed as a true and accurate record.

ACTION: WB

009/21 OUTSIDE BODIES - REPRESENTATION

There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.

RESOLVED that the following appointments be made:-

CARLISLE PARISH COUNCILS ASSOCIATION (CPCA)	Councillor W. Bundred
CPCA EXECUTIVE COMMITTEE	Councillor W. Bundred
BECK BURN WIND TURBINE GRANTS PANEL	Councillor W. Bundred
HALLBURN WIND TURBINE GRANTS PANEL	Councillor W. Bundred

010/21 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to re-adopt standing orders and financial regulations with no amendments.

011/21 ASSETS

Members reviewed the assets held by the council.

RESOLVED that all assets were included in the asset register and no additions or amendments were required.

012/21 INSURANCE

The insurance renewal quote from BHIB insurance for 2021/22 was submitted to the meeting.

RESOLVED to accept the quote in the sum of £314.07.

013/21 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

013/21.1 Renew the CALC subscription for 2021/22 in the sum of £153.52, which was submitted to the meeting.

013/21.2 Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £38.00.

014/21 POLICY REVIEW

RESOLVED to note the core policies were reviewed with no amendments and were all available on the website.

015/21 GENERAL DATA PROTECTION REGULATIONS (GDPR)**015/21.1 DATA PROTECTION OFFICER (DPO)**

RESOLVED to appoint the Clerk as DPO for 2021/22.

015/21.2 GDPR POLICY REVIEW

RESOLVED to note that members reviewed and agreed the policies relating to GDPR with no amendments.

016/21 MEETING CALENDAR 2021/22

RESOLVED to agree the meeting calendar dates for 2021/22.

017/21 REPRESENTATIVES' REPORTS

RESOLVED to note that Councillor Bundred reported on the following:-

- **WIND FARM PANEL MEETINGS** – Had taken place remotely, nothing funded within the parish.
- **CPCA EXECUTIVE COMMITTEE** – Nothing particularly relevant to report
- **BROADBAND HUB CO-ORDINATORS** – Unable to apply for grants at the minute, watch this space.

018/21 TOWN AND COUNTRY PLANNING – APPLICATIONS -

Applications for planning consent were considered.

RESOLVED to advise the appropriate Planning Authority of the Council's comments as follows:-

018/18.1 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.

No observations.

ACTION: Clerk

019/21 NOTIFICATION OF DECISIONS

RESOLVED to note the report submitted by the Clerk, advising members of the decisions of the appropriate planning authority on applications on which the Parish Council had previously commented.

020/21 FINANCIAL MATTERS**020/21.1 BANK RECONCILIATION to 29.04.21**

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 balances to 29th April 2021 of £20,436.43.

020/21.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

- £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

020/21.3 S137 SPENDING

Consideration was given to s137 spending for the current and previous financial year.

RESOLVED to note the spending under s137 for the year ending 31st March 2021 totalled £23.00 for a poppy wreath. Similar projected spending under s137 for the current financial year was expected.

020/21.4 INTERNAL AUDITOR

RESOLVED to appoint Mrs J. Batey MAAT as internal auditor for the current financial year.

020/21.5 INTERNAL AUDITORS REPORT

RESOLVED to note the internal auditors report and that there were no matters of concern.

020/21.6 EXTERNAL AUDITOR Annual GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021 AND EXEMPTION CERTIFICATE–

020/21.6.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2021.

RESOLVED to approve the Annual Governance Statement for year ending 31st March 2021.

020/21.6.2 To consider the approval of the Statement of Accounts for year ending 31st March 2021.

RESOLVED to approve the Statement of Accounts for year ending 31st March 2021.

020/21.6.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2021.

RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2021.

020/21.6.4 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.

RESOLVED that the Parish Council can certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor having confirmed that gross income or gross expenditure did not exceed £25,000 in the year ending 31st March 2021.

ACTION: Clerk/WB

021/21 GREENMILL DITCH

RESOLVED to note that no meeting had yet taken place involving representatives from the Parish Council, City Council and MOD. The matter was ongoing.

022/21 BLACKBANK PLAY AREA

RESOLVED to note that no further information had been received since 9th March 2021 despite additional requests for information. The Clerk would chase things up again.

023/21 PARISH FOOTPATHS

Members reported on queries raised regarding signage at the cattle grid leading to the church, (which had now been amended), rights of way across the suspension bridge, a footpath being marked running across a lake, improvements to circular walks to attract tourists and signs being removed informing walkers that it was lambing season.

RESOLVED that the Clerk would contact the local Footpaths Officer about the concerns raised and Councillor Bundred would look in the archives at which paths were originally registered with the County Council.

ACTION: Clerk/WB

024/21 LOCAL GOVERNMENT REVIEW

RESOLVED to note that no response was submitted by Kirkandrews on Esk Parish Council as no comments were received from members prior to the closing date of 19th April 2021.

025/21 CALC

The following correspondence from CALC was received and noted:-

025/21.1 CALC CIRCULAR – April/May 2021

025/21.2 COASTAL ACCESS UPDATE

025/21.3 PREPARING FOR FACE TO FACE MEETINGS & NALC ONLINE EVENT

025/21.4 MHCLG ELECTRONIC COMMUNICATIONS INFRASTRUCTURE CONSULTATION

025/21.5 OPEN SPACES SOCIETY'S GRANT A GREEN CAMPAIGN

025/21.6 DCMS RURAL BROADBAND CONSULTATION

025/21.7 GREAT CUMBRIAN LITTER PICK

025/21.8 NALC RESPONSE TO GOVERNMENT CONSULTATION ON LGR

025/21.9 HIGH COURT JUDGEMENT ON VIRTUAL MEETINGS

025/21.10 CLIMATE CHANGE 90 MINUTE INTERACTIVE SESSIONS

026/21 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence had been received: -

026/21.1 HIGHWAYS FEEDBACK REPORT – Email from Highways Project Team, Cumbria County Council.

026/21.2 CUMBRIA CYCLING AND WALKING – Email from Cumbria County Council regarding a public consultation on Local Cycling and Walking Infrastructure Plans (LCWIP's).

026/21.3 CARLISLE EDUCATION CHARITY – Email from Carlisle City Council with information on applying for grants from the charity.

027/21 LITERATURE AVAILABLE FROM CLERK –

026/21.1 NOTICE OF EXECUTIVE KEY DECISIONS – 4th May 2021.

028/21 AGENDA ITEMS FOR NEXT MEETING

- **Co-option of councillor**
- **Greenmill bus shelter**
- **Deer signage**
- **Commemorative plaque re foot & mouth**

Any further items for consideration should be submitted to the Clerk on or before 5th July 2021.

029/21 DATE OF NEXT MEETING – Monday 12th July 2021, Moat Village Hall, 7.30pm. Please note that Covid-19 restrictions may still be in place.

Meeting closed at 8.07pm

KIRKANDREWS ON ESK PARISH COUNCIL

BANK RECONCILIATION AT 29th JUNE 2021

Barclays Community Account - 40548464

Balance b/f at 29/04/21	19,646.14		
Income	8,471.00	Expenditure	1,330.19
		Balance c/f	26,786.95
	28,117.14		28,117.14

Bank Reconciliation

Balance per statement @ 29.06.21 26,786.95

Less o/s cheques

None

0.00

26,786.95

Income

<u>Date</u>		<u>£</u>
11.5.21	Carlisle City Council	8471.00
		8,471.00

Expenditure

<u>Date</u>	<u>Detail</u>	<u>£</u>
17.5.21	A Riddell	537.60
17.5.21	J. Batey (auditor)	75.00
17.5.21	Scottish Borders Council	250.00
17.5.21	BHiB Insurance	314.07
17.5.21	CALC - subs	153.52
		1,330.19

Barclays Business Saver Account - 40548472 -

Balance b/f at 29/04/21	790.29		
Interest rec'd 7.6.21	0.02	Expenditure	0.00
		Balance c/f	790.31
	790.31		790.31

BANK BALANCES

	<u>B/F</u>	<u>C/F</u>
Community Account - 40548464	19,646.14	26,786.95
Business Saver Account - 40548472	790.29	790.31
	£ 20,436.43	£ 27,577.26

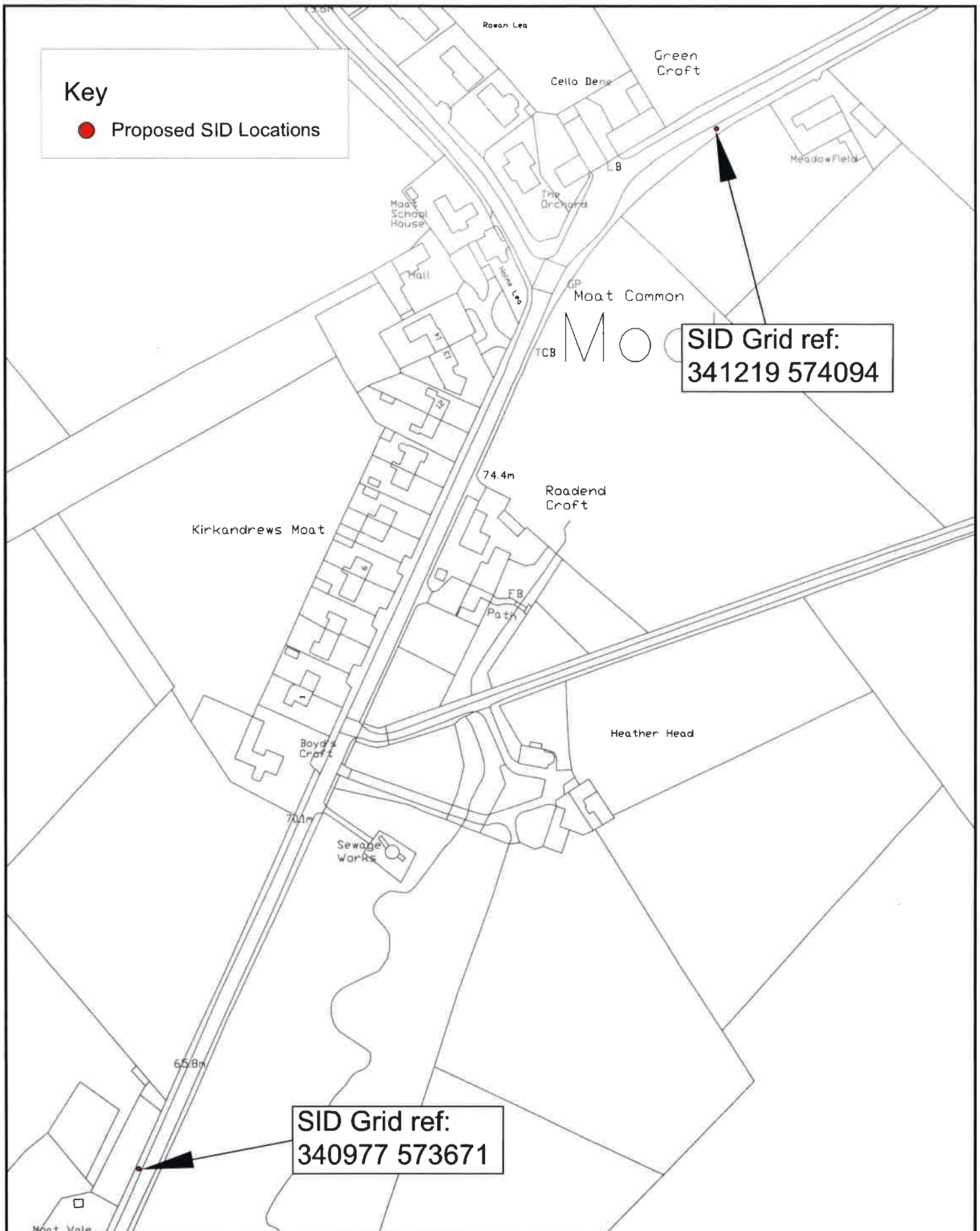
I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the month indicated.

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept		8471.00											8471.00	8,471.00	0.00	
City Council grants													0.00	0.00	0.00	
County Council grants													0.00	0.00	0.00	
Other grants													0.00	0.00	0.00	
CCF - community pot money													0.00	5,200.00	-5200.00	
Grantscape													0.00	0.00	0.00	
Village Hall grants			0.02										0.02	0.55	-0.53	
Interest Received													0.00	0.00	0.00	
VAT																
	0.00	8471.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,471.02	13,671.55	-5,200.53	

Expenditure

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Clerks wages/HMR&C		537.00		823.20									1360.80	4456.00	-3095.20	
Village Hall grants/donations													0.00	250.00	-250.00	
Grants from BB comm pot		250.00											250.00	5200.00	-4950.00	Scottish Borders Council
SID maintenance													0.00	0.00	0.00	
Grass cutting													0.00	975.00	-975.00	
Insurance		314.07											314.07	350.00	-35.93	
adverts													0.00	0.00	0.00	
CALC & SLCC subs		153.52											153.52	200.00	-46.48	
Members & training													0.00	100.00	-100.00	
Hall hire													0.00	75.00	-75.00	
Audit Fees		75.00											75.00	275.00	-200.00	
Admin/newsletter costs													0.00	375.00	-375.00	
ICD													0.00	35.00	-35.00	
Website				69.87									69.87	50.00	19.87	Includes domain renewal
Burial ground maintenance													0.00	0.00	0.00	
Bus shelter maintenance													0.00	250.00	-250.00	
Cairn near churchyard													0.00	50.00	-50.00	
Tree risk assessment/maintenance													0.00	500.00	-500.00	
Misc repairs													0.00	150.00	-150.00	
s137													0.00	23.00	-23.00	
Assets													0.00	0.00	0.00	
Superfast Broadband Projects													0.00	0.00	0.00	
Play area													0.00	500.00	-500.00	
Special Projects													0.00	0.00	0.00	
Sub total	0.00	1330.19	0.00	893.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,223.26	13,814.00	-11590.74	
VAT				13.97												
Total	0.00	1,330.19	0.00	907.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,237.23	Total including VAT		



Key
 ● Proposed SID Locations

SID Grid ref:
341219 574094

SID Grid ref:
340977 573671



**Moat - Speed indicator Device (SID)
 location plan**

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Figure No.

Drawn by **AJ**

Scale **NTS**

Date **23/03/2021**