

# KIRKANDREWS ON ESK PARISH COUNCIL

Clerk: Allison Riddell

Unit 2

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5th July 2022

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 11th JULY 2022** at 7.30pm.

The meeting is open to members of the public.

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

*Allison Riddell*

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence and accept reasons for absence.

### 2. REQUESTS FOR DISPENSATIONS & DECLARATIONS OF INTEREST

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.

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

### 3. MINUTES -

**3.1 MINUTES OF THE MEETING HELD ON 9TH MAY 2022** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 9<sup>th</sup> May 2022. (copy herewith)

### 4. LOCAL GOVERNMENT ACT 1972 – RESIGNATION

To note the resignation of Mrs. Jane Rutherford.

### 5. PUBLIC PARTICIPATION SESSION

**5.1 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).*

**5.2 CITY AND COUNTY COUNCILLOR REPORTS** – To receive reports, if applicable.

### 6. REPRESENTATIVES' REPORTS

To receive reports by representatives on Outside Bodies.

**7. TOWN AND COUNTRY PLANNING APPLICATIONS - To be considered:-**

- 7.1 BECKLEES FARM, LONGTOWN (22/0466)** – Variation of condition 2 (approved documents) of previously approved permission 22/0027 (change of use of part field to form a horse riding arena for private and domestic purposes) to increase number of floodlights from 4 to 6 and to reduce height of poles to 5.97m.

(information available from Carlisle City Council website)

**8. FINANCIAL MATTERS**

- 8.1 BANK RECONCILIATION TO 30.06.22** – To receive a report by the Clerk. (copy herewith)

- 8.2 EXPENDITURE TO APPROVE** – Schedule of payments below

Amount £	Payee	Detail	Cheque number
£615.63	A Riddell	Net wage to 27.07.22	101047
£221.80	HMRC	PAYE	101048
£22.00	J Robb	Bus shelter cleaning	101049
£85.04	One.com (A Riddell)	Domain renewal	101050

- 8.3 MONITORING REPORT** – To receive a report by the Clerk (copy herewith)

- 8.4 COMMUNITY POT GRANT REQUESTS** – To consider the following:-

- 8.4.1 MOAT VILLAGE HALL** – To consider a request for funding towards new electric sockets. (No further information received at time of agenda circulation)
- 8.4.2 MOAT VILLAGE HALL** – To consider a retrospective request for funding towards the jubilee tea party. (No further information received at time of agenda circulation)
- 8.4.3 LONGTOWN PRIMARY SCHOOL PARENTS** – To consider a request towards funding for a boogie bus as part of the Year 6 leavers party. (Correspondence from applicant and CCF circulated to members prior to the meeting)

**9. TRAINING POLICY**

To consider (and amend if required) the draft training policy for staff and members. (copy herewith)

**10. PLATINUM JUBILEE –**

- 10.1 BEACON LIGHTING** - To receive an update from the beacon lighting event. Clerk and Chairman to report.

- 10.2 PLAQUE AND BENCH INSTALLATION** – To consider the quotes received for plaque and bench installation.

**11. SPEED INDICATION DEVICE (SID)**

To receive an update on installation.

**12. FINGERPOST AT MOAT VILLAGE**

To receive a report on the condition of the fingerpost and consider what action to be taken.

**13. MOAT PLAY AREA**

To receive a report from Councillor Richardson on the overgrown shrubbery at the play area and consider what action to be taken.

**14. CALC**

To note that all CALC emails had been circulated to members. Any emails requiring a decision are listed below:-

**14.1 CUMBRIA'S BEE PLAN**

**14.2 EMERGENCY PLAN FOR YOUR AREA**

**15. 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 unless otherwise indicated)

**None to date.**

**16. 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 September 2022.

**17. DATE OF NEXT MEETING**

Monday 12th September 2022 – Moat Village Hall, 7.30pm.

Please note this will include the Annual Parish Meeting and the Annual Meeting of the Parish Council.



## KIRKANDREWS ON ESK PARISH COUNCIL

**MINUTES of the ANNUAL MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 9th MAY 2022 at 7.30pm.**

**PRESENT:** Cllrs W. Bundred (Chairman), P. Armstrong, L. Cragg, S. Richardson and D. Wilson.

**IN ATTENDANCE:** Clerk

### 001/22 ELECTION OF CHAIRMAN

Councillor D. Wilson, seconded by Councillor S. Richardson, 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.

### 002/22 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.

### 003/22 ELECTION OF VICE CHAIRMAN

Councillor P. Armstrong, seconded by Councillor L. Cragg, 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.

### 004/22 PUBLIC PARTICIPATION –

**RESOLVED** to note there were no members of the public present.

**RESOLVED** to note that Councillor Richardson raised concern at the blocked access road from the third lodge on the Netherby Estate to the Churchyard which had previously been open for public use. As the access in question was not in the parish of Kirkandrews on Esk, Councillor Richardson was directed to Arthuret PC and/or Kirkandrews Parochial Church Council to raise the matter.

### 005/22 APOLOGIES FOR ABSENCE

**RESOLVED** to note apologies for absence were received and accepted from Councillors Z. Armstrong, Rutherford and Wallis.

### 006/22 REQUESTS FOR DISPENSATION

**RESOLVED** to note that no requests for dispensation were received.

### 007/22 DECLARATIONS OF INTEREST

**RESOLVED** to note there were no declarations of interest made.

Signed (Chairman).....

Date.....

**008/22 MINUTES****008/22.1 MINUTE OF THE MEETING HELD ON 14TH MARCH 2022 WAS SUBMITTED.**

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 14th March 2022, confirmed as a true and accurate record.

**ACTION:** WB

**009/22 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:-

<b>CARLISLE PARISH COUNCILS ASSOCIATION (CPCA)</b>	Councillor W. Bundred
<b>CPCA EXECUTIVE COMMITTEE</b>	Councillor W. Bundred
<b>BECK BURN WIND TURBINE GRANTS PANEL</b>	Councillor W. Bundred
<b>HALLBURN WIND TURBINE GRANTS PANEL</b>	Councillor W. Bundred
<b>MOAT VILAGE HALL COMMITTEE</b>	Councillor S. Richardson

Councillor Bundred reported that it was possible for a reserve representative to attend wind turbine grants panel meetings.

**010/22 STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED** to re-adopt standing orders and financial regulations. An amendment to SO18 was reported by the Clerk, however some of the information had been found to be incorrect. A formal amendment to SO18 would be made once confirmation had been received from CALC.

**011/22 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.

**012/22 INSURANCE**

The insurance renewal quote from BHIB insurance for 2022/23 was submitted to the meeting.

**RESOLVED** to accept the quote in the sum of £346.68 and that all areas for insurance were covered.

**013/22 SUBSCRIPTIONS**

Members reviewed the parish council's current subscriptions.

**RESOLVED** to:-

**013/22.1** Renew the CALC subscription for 2022/23 in the sum of £164.52, which was submitted to the meeting.

**013/22.2** Renew the SLCC subscription, due later in the financial year, cost to be confirmed but approximately £35.00.

Signed (Chairman).....

Date.....



**014/22 POLICY REVIEW INCLUDING GENERAL DATA PROTECTION REGULATIONS (GDPR)**

**RESOLVED** to note the core policies including GDPR were reviewed with no amendments and were all available on the website. The Clerk was requested to draft a training policy for consideration at the next meeting.

**015/22 MEETING CALENDAR 2022/23**

**RESOLVED** to agree the meeting calendar dates for 2022/23.

**016/22 REPRESENTATIVES' REPORTS**

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

- **BECK BURN GRANTS PANEL MEETING** – Another round of funding would take place in the autumn.
- **CPCA EXECUTIVE COMMITTEE** – Next meeting scheduled for September

**017/22 TOWN AND COUNTRY PLANNING – APPLICATIONS –**

**RESOLVED** to note the following and that members had no further comments to make:-

- 017/22.1 LAND ADJACENT FOREST GATE, BLACKBANK (21/0617)** – Erection of 1 dwelling (outline). An appeal has been made to the Secretary of State in respect of the application.

**018/22 FINANCIAL MATTERS****018/22.1 BANK RECONCILIATION to 19.04.22**

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 19<sup>th</sup> April 2022 of £35,606.43.

**018/22.2 EXPENDITURE TO APPROVE**

**RESOLVED** to authorise/ratify\* the following expenditure for payment:-

- £547.36 A. Riddell – net wage to 27.05.22 – cheque number 101038
- £80.00 J. Batey – Internal audit – cheque number 101039
- £250.00 Scottish Borders Council – TA127 – cheque number 101040
- £22.00 J. Robb – bus shelters – cheque number 101041
- £500.00 R. Farrimond – play area – cheque number 101042
- £39.00 Moat Village Hall – hall hire – cheque number 101043
- £223.83 Brampton PC – copier/subs – cheque number 101036\*

**018/22.3 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 31<sup>st</sup> March 2022 totalled £23.00 for a poppy wreath. Similar projected spending under s137 for the current financial year was expected.

**018/22.4 INTERNAL AUDITOR**

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

Signed (Chairman).....

Date.....



**018/22.5 INTERNAL AUDITORS REPORT**

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

**018/22.6 EXTERNAL AUDITOR Annual GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022 AND EXEMPTION CERTIFICATE–**

**018/22.6.1 RESOLVED** to approve the Annual Governance Statement for year ending 31<sup>st</sup> March 2022.

**018/22.6.2 RESOLVED** to approve the Statement of Accounts for year ending 31<sup>st</sup> March 2022.

**018/22.6.3 RESOLVED** to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31<sup>st</sup> March 2022.

**018/22.6.4 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 31<sup>st</sup> March 2022.

**018/22.6.5 RESOLVED** to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31<sup>st</sup> March 2022 as Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022

**ACTION:** Clerk/WB

**019/22 PARISH FOOTPATHS**

Councillor Bundred reported on the following regarding rights of way:-

- Across the suspension bridge from Netherby to the church – Councillor Bundred reported on communications with Natural England who had suggested meeting with Netherby Estate and that it would also be helpful if Arthuret Parish Council would come on board to create some sort of a circular walk.
- A footpath being marked running across a pond near the Auction Mart – the Clerk read out the response from the County Councils footpaths officer from December 2019 regarding the matter, no further correspondence had been received - *I've started to look into the history of the gravel pits at Longtown. The quick answer is that the path has never been diverted around the ponds and is obstructed. The more detailed but convoluted answer is that the route was originally claimed in 1953 as a continuous path which linked to a more extensive network to the south west, records indicate that a short length of path between the two ponds was deleted from the definitive map in the first review in 1967. At the same time the extensive network to the south west was also deleted likely due to request from the MOD. A little bit of a tricky one to say the least and a bit more research required.*
- Upgrading of the cattle grid near the church – Kirkandrews on Esk PCC is keen to have the work carried out
- Crossing the River Esk to St. Andrews Church via the disused railway line – as there was no other option to cross the river, was this considered trespass

**RESOLVED** that the Clerk would contact the local Footpaths Officer about the concerns raised and ask Arthuret PC to consider the problematic rights of way access across the River Esk.

**ACTION:** Clerk

Signed (Chairman).....

Date.....

**020/22 LAND AT MOAT VILLAGE HALL**

Councillor Richardson reported on ownership of the grassed area outside the village hall. The village hall committee, per conveyance documents, believed it owned the whole area to the boundary wall, however, Riverside had registered part of the grassed area including areas that the parish council maintained through the grass cutting contract.

**RESOLVED** to note that the parish council would review the annual grass cutting contract in September.

**021/22 LETTER TO LOCAL MP**

Councillor Wilson submitted a request for a letter to the local MP airing concerns over the increasing cost of fuel for the rural population.

During consideration of additional funding to Longtown Food Bank from the community pot, it was reported that out of date food had been given to users and that the food bank was currently out of use as there was no letter box (due to a damaged door) for users to post food request forms.

**RESOLVED** that:-

**021/22.1** the Clerk would write a letter to the local MP, Dr. Neil Hudson, regarding the concerns raised at rising costs; and

**021/22.2** the Clerk would inform the Longtown Food Bank co-ordinators of the complaints raised.

**022/22 QUEEN'S GREEN CANOPY PLAQUE**

**RESOLVED** to note that Councillors Bundred and Wilson would undertake a site visit at the church to consider the best location for a plaque for the recent tree planting to commemorate the Platinum Jubilee.

**023/22 CALC**

**RESOLVED** to note that all CALC emails had been circulated to members and that none required a formal decision.

**024/22 CORRESPONDENCE RECEIVED BY THE CLERK –**

**RESOLVED** to note there was no correspondence to consider.

**025/22 LITERATURE AVAILABLE FROM CLERK –**

**025/22.1 NOTICE OF EXECUTIVE KEY DECISIONS – 22nd April 2022.**

**026/22 AGENDA ITEMS FOR NEXT MEETING**

**RESOLVED** to note that any items for consideration should be submitted to the Clerk on or before 4<sup>th</sup> July 2022.

**027/22 DATE OF NEXT MEETING - Monday 11th July 2022, Moat Village Hall, 7.30pm.**

Signed (Chairman).....

Date.....



# KIRKANDREWS ON ESK PARISH COUNCIL

## BANK RECONCILIATION AT 30th JUNE 2022

### Barclays Community Account - 40548464

Balance b/f at 19/04/22	34,816.06		
Income		Expenditure	2,537.56
		Balance c/f	32,278.50
	<u>34,816.06</u>		<u>34,816.06</u>

### Bank Reconciliation

Balance per statement @ 30.06.22 32,300.50

### Less o/s cheques

J Robb	101041	22.00	
			22.00
			<u>32,278.50</u>

Income		Expenditure			
Date	£	Date	Detail		£
		6.5.22	Bullfinch Ltd		588.00
		9.5.22	A Riddell		547.36
		9.5.22	J Batey		80.00
		9.5.22	Scottish Borders Council		250.00
		9.5.22	J Robb		22.00
		9.5.22	R Farrimond		500.00
		9.5.22	Moat village hall		39.00
		9.5.22	CALC		164.52
		9.5.22	BHiB Ltd		346.68
	<u>0.00</u>				<u>2,537.56</u>

### Barclays Business Saver Account - 40548472 -

Balance b/f at 19/04/22	790.37		
		Expenditure	0.00
Interest rec'd 6.6.22	0.06	Balance c/f	790.43
	<u>790.43</u>		<u>790.43</u>

### BANK BALANCES

	B/F	C/F
Community Account - 40548464	34,816.06	32,278.50
Business Saver Account - 40548472	790.37	790.43
	<u>£ 35,606.43</u>	<u>£ 33,068.93</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.

### Expenditure

Agenda Item 8.3





## KIRKANDREWS ON ESK PARISH COUNCIL

### TRAINING & DEVELOPMENT POLICY

#### 1. INTRODUCTION

Kirkandrews on Esk Parish Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring the Council is kept up to date with all new legislation. To support this funds are allocated to a training budget annually to enable Councillors and staff to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them.

#### 2. POLICY STATEMENT

Kirkandrews on Esk Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors and staff are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practises.

The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be regarded as an integral part of the Council's business.

#### 3. TRAINING AND DEVELOPMENT ACTIVITY

Kirkandrews on Esk Parish Council consists of up to twelve elected or co-opted Councillors and employs one part time Parish Clerk who is also the Responsible Financial Officer. In addition, volunteers from within Kirkandrews on Esk parish provide support for the parish's work.

Training and development for each of the Councillors will be reviewed regularly but will contain, as a minimum requirement:

##### Councillors

- a) Attendance at induction sessions explaining the roles and responsibilities of a councillor, legal compliance, a good council etc such as CALC's 'The Effective Councillor' training course for new councillors – within six months of the date on which they are elected or co-opted.
- b) Provision of a Councillor Information Pack which includes copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant. This pack is to be provided within seven days of the date on which they are elected or co-opted.
- c) Councillor's with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role. For instance,



those responsible for finance will receive basic finance training, those responsible for planning will receive basic planning training.

d) The Chair of the Council (and of any sub-committee) shall receive Chairmanship skills training as soon as possible but within six months of the date on which they are elected as Chair.

e) Attendance at relevant courses provided by external bodies, such as Cumbria County Association of Local Councils (CALC) related to the Council's aims and objectives, as and when required and within three months of a training need being identified.

#### Clerk/Responsible Financial officer

a) Induction sessions explaining the role of Clerk, such as attendance at a 'New Clerks' training course, or similar – within three months of the date on which they are employed.

b) Provision of a Councillor Information pack which contains copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant – to be This is to be provided within seven days of the date on which they are employed.

c) Gaining the Certificate of Local Council Administration (CiLCA) **\*members to consider whether there should be a time limit on this**

d) Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs and assessments – within three (3) months of the need being identified.

e) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), Cumbria County Association of Local Councils (CALC), County and District Councils.

The Council will meet (or make a contribution if the Clerk is also employed by other councils) the costs of all pre-approved training undertaken or meetings attended, including mileage and parking costs involved.

The Council will pay (or make a contribution if the Clerk is also employed by other councils) for pre-approved subscriptions to relevant publications and advice services, including the purchase of the approved handbook, Local Council Administration.

#### **4. TRAINING NEEDS IDENTIFIED**

Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chair and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

Annually the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council.

Training needs for the Clerk will be identified initially through the recruitment process for new Clerks, including the application form and interview, and then through formal and informal discussions and annual staff appraisals.

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.



## **5. RESOURCING TRAINING**

Annually an allocation will be made in the budget, each year as required, to enable necessary training and development.

Annually the Council will consider an allocation in the budget for the payment and/or contribution of a subscription to the Society of Local Council Clerks and Cumbria County Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

Purchase of relevant resources such as publications will be considered on an ongoing basis.

## **6. EVALUATION AND REVIEW OF TRAINING**

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process stated in section 4 above.

Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the Council: This will include requirements for new qualifications; new equipment; complaints received; incidents which highlight training needs; requests from the Clerk, Councillors or volunteers.

The Clerk will maintain a record of training attended by themselves and Councillors.

**Adopted on .....**

**To be reviewed annually**