

# KIRKANDREWS ON ESK PARISH COUNCIL

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20th September 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 26th SEPTEMBER 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 11TH JULY 2022** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 11<sup>th</sup> July 2022. (copy herewith)
4. **PUBLIC PARTICIPATION SESSION**
  - 4.1 **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).*
  - 4.2 **CITY AND COUNTY COUNCILLOR REPORTS** – To receive reports, if applicable.
5. **LONGTOWN PLACE PLAN**  
To receive a brief on the Longtown Place Plan from Carlisle City Council officers.  
To ratify that Councillor Bundred will act as the Steering Group representative for the Longtown Place Plan.
6. **REPRESENTATIVES' REPORTS**  
To receive reports by representatives on Outside Bodies.

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

- 7.1 MOD LONGTOWN, LONGTOWN (22/0670)** – Engineering works and erection of 1 warehouse unit (with ancillary office) with associated vehicular access (from internal estate road), parking, service yard, landscaping and boundary treatment.
- 7.2 HIGH PLAINS FARM, LONGTOWN (22/0721)** – Demolition of existing stone barn; erection of replacement agricultural shed; re-grading of adjacent farmyard area.

(Information available on Carlisle City Council website)

**8. FINANCIAL MATTERS**

- 8.1 BANK RECONCILIATION TO 30.08.22** – To receive a report by the Clerk. (copy herewith)
- 8.2 EXPENDITURE TO APPROVE** – Schedule of payments below

Amount £	Payee	Detail	Cheque number
£5,400.00	Elancity	2 x SID's	101046
£615.63	A Riddell	Net wage to 27.09.22	101052
£22.00	J Robb	Bus shelter cleaning	101053

- 8.3 COMMUNITY POT GRANT REQUESTS** – To consider any requests.  
None to date.
- 8.4 SAAA 2022 OPT-OUT COMMUNICATION** – To consider opting out of the next round of 5-year audit appointments. (email circulated to members)

**9. PARISH COUNCIL ELECTIONS 2023**

To note that the parish council may have to fund election costs for 2023 should the election for parish councillors be contested. Costs are estimated to be £2,000.00 and further information will be available in due course.

**10. PLATINUM JUBILEE –**

- 10.1 PLAQUE AND BENCH INSTALLATION** – To confirm the cost of a bench from Ian Ogilvie and agree installation.

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

To receive an update on installation.

**12. CIVILITY AND RESPECT PLEDGE**

To consider signing the Civility and Respect Pledge. (Information from NALC circulated to members)

**13. PLAY AREA AT BLACKBANK**

To receive an update from Councillor Hill.

**14. CALC**

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

- 14.1 CUMBERLAND PLAN ENGAGEMENT SESSION 16/9/22** – To consider attending.
- 14.2 CUMBRIA'S BEE PLAN** – To consider responding to the consultation.
- 14.3 20MPH SPEED LIMIT REVIEW** - To consider responding to the consultation.
- 14.4 CLIMATE CHANGE** – To consider taking action.

**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)

**15.1 NEIL HUDSON MP** – Summer Newsletter

**15.2 NOTICE OF EXECUTIVE KEY DECISIONS 26/8/22** – Email from Carlisle City Council.

**15.3 DRAFT LOCAL FLOOD RISK MANAGEMENT CONSULTATION** – Email from Cumbria County Council.

(Circulated to members by email)

**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 7th November 2022.

**17. DATE OF NEXT MEETING**

Monday 14th November 2022 – Moat Village Hall, 7.30pm.

# **KIRKANDREWS ON ESK PARISH COUNCIL**

**MINUTES of the MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 11th JULY 2022 at 7.30pm.**

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

**IN ATTENDANCE:** Clerk  
City Councillor Pickstone  
2 co-ordinators of Longtown Food Bank/Pop up Pantry (left after item 033/22)

## **028/22 APOLOGIES FOR ABSENCE**

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

## **029/22 REQUESTS FOR DISPENSATION**

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

## **030/22 DECLARATIONS OF INTEREST**

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

## **031/22 MINUTES**

### **031/22.1 MINUTE OF THE MEETING HELD ON 9TH MAY 2022 WAS SUBMITTED.**

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 9th May 2022, confirmed as a true and accurate record.

**ACTION:** WB

## **032/22 LOCAL GOVERNMENT ACT 1972 – RESIGNATION**

**RESOLVED** to note the resignation of Ms. J. Rutherford.

## **033/22 PUBLIC PARTICIPATION –**

**RESOLVED** to note 2 co-ordinators from Longtown Foodbank/Pop up Pantry attended the meeting and gave a report highlighting the following:-

- Background information – how/why/when the food bank was set up.
- Minute 021/22 from previous meeting – Disappointment and surprise at a complaint being made about the food bank at a meeting of Kirkandrews on Esk Parish Council, when no complaint had been received directly or to Arthuret Parish Council.
- Support – Wanted to clarify the situation as the food bank had been well supported by Kirkandrews on Esk Parish Council and used by local residents.
- Out of date food – explained how out of date food, or food close to its sell by date, had been previously available at the food bank through Bookers but that a decision had been made several months ago to discontinue this as it was too much for the 2 co-ordinators that were left running the food bank to collect from Bookers, sort and then advertise for collection every week on top of working full time and delivering regular and emergency food bags.
- Investigation – Now going through a process of determining where and when the complaint occurred. Confirmed that it was not from a resident of Kirkandrews on Esk parish.
- Thanked members for the opportunity to speak and for their support.

Signed (Chairman).....

Date.....

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

- Becoming a Unitary Council
- Borderlands Place Deal for Longtown
- Bus service review for rural area

#### 034/22 REPRESENTATIVES' REPORTS

##### 034/22.1 LONGTOWN PLACE PLAN

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

- Funding - £3 million of funding was available
- Meetings – 6 in total, 5<sup>th</sup> to take place on 14<sup>th</sup> July 2022
- Projects – A call for project ideas has been made
- Parish Council – The PC needs to have some input

#### 035/22 TOWN AND COUNTRY PLANNING – APPLICATIONS –

**RESOLVED** to note the following application was considered:-

**035/22.1 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.

No observations.

#### 036/22 FINANCIAL MATTERS

##### 036/22.1 BANK RECONCILIATION to 30.06.22

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 30<sup>th</sup> June 2022 of £33,068.93.

##### 036/22.2 EXPENDITURE TO APPROVE

**RESOLVED** to authorise the following expenditure for payment:-

- £615.63 A. Riddell – net wage to 27.07.22 – cheque number 101047
- £221.80 HMRC – PAYE – cheque number 101048
- £22.00 J. Robb – bus shelters – cheque number 101049
- £85.04 One.com (A Riddell) – website – cheque number 101050

##### 036/22.3 MONITORING REPORT

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

**NB:** Councillor Richardson left the room while grants for Moat Village Hall were considered.

##### 036/22.4 COMMUNITY POT GRANT REQUESTS -

Consideration was given to the following grant applications:-

**036/22.4.1 MOAT VILLAGE HALL** – Grant towards new electric sockets.

**RESOLVED** to donate £308.00.

Signed (Chairman).....

Date.....

**036/22.4.2 MOAT VILLAGE HALL** – Retrospective grant towards jubilee tea party.

**RESOLVED** not to donate as the grant was retrospective.

**036/22.4.3 LONGTOWN PRIMARY SCHOOL PARENTS** – Grant towards funding for the boogie bus as part of the Year 6 leavers party.

**RESOLVED** not to donate as the request did not fit the criteria for the community pot grants as confirmed by Cumbria Community Foundation.

## **037/22 TRAINING POLICY**

**RESOLVED** to adopt the draft training policy after agreeing that 3 years should be given for a new clerk to complete the CiLCA qualification and clarifying that the Chairman did not have to attend yearly Chairmanship training unless there was a change in the councillor elected as Chairman.

## **038/22 PLATINUM JUBILEE**

### **038/22.1 BEACON LIGHTING**

**RESOLVED** to note that the beacon lighting did not go ahead as planned on Thursday 5<sup>th</sup> June 2022, but that the beacon had been used at a church event on 8<sup>th</sup> June 2022.

### **038/22.2 PLAQUE AND BENCH INSTALLATION**

**RESOLVED** to install a brass plaque manufactured by Ward Signs on the cairn at the church.

**RESOLVED** to install a Platinum Jubilee bench manufactured by David Ogilvie on confirmation of cost.

**ACTION:** Clerk

## **039/22 SPEED INDICATION DEVICE (SID)**

The Clerk updated members on the installation of SID's for Moat village. A list of preferred contractors had still not been received from the County Council and the Clerk had been directed to the 'Street Works East' team for help in progressing the installation. Updated costings were required for the SID's.

**RESOLVED** to note the update.

**ACTION:** Clerk

## **040/22 FINGERPOST AT MOAT VILLAGE**

**RESOLVED** to note that repairs to the fingerpost at Moat should be directed to highways.

**ACTION:** Clerk

## **041/22 MOAT PLAY AREA**

Councillor Richardson reported on overgrown shrubbery at the Moat play area.

**RESOLVED** that Councillor Bundred would send the Clerk a plan detailing the shrubbery that belonged to the parish council and the Clerk would then arrange a local contractor to carry out the work required.

**ACTION:** WB/Clerk

Signed (Chairman).....

Date.....

**042/22 CALC**

**RESOLVED** to note that all CALC emails had been circulated to members and that the following required a formal decision:-

**042/22.1 CUMBRIA'S PLAN BEE**

**RESOLVED** to become a stakeholder in the plan.

**042/22.2 EMERGENCY PLAN FOR YOUR AREA**

**RESOLVED** not to be involved with emergency planning.

**043/22 CORRESPONDENCE RECEIVED BY THE CLERK –**

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

**044/22 AGENDA ITEMS FOR NEXT MEETING**

- Bus shelters
- Speed Indication devices
- Grit bins

**RESOLVED** to note that any further items for consideration should be submitted to the Clerk on or before 5<sup>th</sup> September 2022.

**045/22 DATE OF NEXT MEETING - Monday 12th September 2022, Moat Village Hall, 7.30pm.**

Meeting closed at 9.00pm.

Signed (Chairman).....

Date.....

KIRKANDREWS ON ESK PARISH COUNCIL

BANK RECONCILIATION AT 30th AUGUST 2022

Barclays Community Account - 40548464

Balance b/f at 30/06/22	32,278.50		
Income		Expenditure	1,252.47
		Balance c/f	31,026.03
	<u>32,278.50</u>		<u>32,278.50</u>

Bank Reconciliation

Balance per statement @ 30.08.22 31,048.03

Less o/s cheques

J Robb	101049	22.00	
			22.00
			<u>31,026.03</u>

Income		Expenditure			
Date	£	Date	Detail		£
		11.7.22	A Riddell		615.63
		11.7.22	HMRC		221.80
		11.7.22	J Robb		22.00
		11.7.22	A Riddell (one.com)		85.04
		11.7.22	Moat village hall		308.00
	<u>0.00</u>				<u>1,252.47</u>

Barclays Business Saver Account - 40548472 -

Balance b/f at 30/06/22	790.43		
		Expenditure	0.00
Interest rec'd		Balance c/f	790.43
	<u>790.43</u>		<u>790.43</u>

BANK BALANCES

	B/F	C/F
Community Account - 40548464	32,278.50	31,026.03
Business Saver Account - 40548472	790.43	790.43
	<u>£ 33,068.93</u>	<u>£ 31,816.46</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.