

KIRKANDREWS ON ESK PARISH COUNCIL

Clerk: Allison Riddell

Unit 2

The Old Brewery

Craw Hall

Brampton

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5th July 2023

Dear Councillor,

You are summoned to a Meeting of **KIRKANDREWS ON ESK PARISH COUNCIL** that will be held in **MOAT VILLAGE HALL** on **MONDAY 10th JULY 2023** 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 approve reasons for absence.

2. 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.

3. 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.)

4. MINUTES

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 15th May 2023. (copy herewith)

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 CUMBERLAND COUNCIL REPORT – To receive a report from Councillor Pickstone.

6. REPRESENTATIVES' REPORTS

To receive reports by representatives on Outside Bodies.

7. TOWN AND COUNTRY PLANNING APPLICATIONS

To consider the following:-

- 7.1 FRANKSTOWN, LONGTOWN (23/0455)** – Incorporation of adjoining barn to be used as additional living accommodation on ground floor; erection of porches to north and south elevations; reconfiguration of existing living accommodation; change from pitched roof to higher hipped roof on existing east extension; use of detached barn from domestic storage to domestic garaging.

To note that comments were not submitted on the following applications as only 2 councillors responded.

- 7.2 JOHN DAVIDSON PIPES LTD., TOWNFOOT, LONGTOWN (23/0281)** – Full exterior and interior upgrade comprising brickwork over clad with a composite cladding system; new openings formed and new glazing and doors throughout; insulation package added; realignment of the car park entrance.

- 7.3 BOBBYS FIELD, GAITLE BRIDGE, GAITLE, LONGTOWN (23/0388)** – Removal of condition 1 (occupancy restriction) of previously approved application 08/0349 to allow unrestricted occupancy of the property.

(Information available on Cumberland Council website)

8. FINANCIAL MATTERS

- 8.1 BANK RECONCILIATION TO 27.06.23** – Report by Clerk. (copy herewith)

8.2 EXPENDITURE TO APPROVE/RATIFY* –

- £240.00 HMRC - PAYE – cheque number 101082
- £641.40 A. Riddell – net wage to 31.07.23 – cheque number 101083
- £450.00 R. Farrimond – play area repairs – cheque number 101084
- £85.04 One.com (A Riddell) – website – cheque number 101085

- 8.3 MONITORING REPORT** – To note the income and expenditure to 30.6.23 against the council's budget. (Copy herewith)

9. SPEED INDICATION DEVICES

To receive an update from Councillor Bundred.

10. COMMEMORATIVE SEATING AND PLAQUES

To receive an update from Councillor Bundred and agree installation costs.

11. BUS SHELTERS

To receive an update from Councillor Z. Armstrong and the Clerk.

12. HIGHWAY ISSUES

12.1 OVERHANGING VERGES

To note the response from Highways relating to the area on the left hand side leaving Moat towards Longtown, and consider any other areas to be reported.

12.2 DOUBLE WHITE LINES ON A7

To receive a report from Councillor Bundred on the lack of double white lines to prevent overtaking near the Glinger junction (signposted Corries Mill) on the A7, and consider what action to take.

12.3 SPEED INDICATION DEVICE (SID) ON A7

To consider submitting another request to Highways for permission for a SID on the A7 (west of the Esk bridge) after the previous request in 2020 was not supported by the CRASH team.

13. USE OF PERSONAL EMAIL ADDRESSES

To receive a report from the Clerk.

14

CALC

To note that all CALC emails have been circulated to members. Emails requiring a decision are as follows:-

14.1 CUMBRIA'S PLAN BEE – To consider signing the Cumbria Plan Bee pledge.

15.

CORRESPONDENCE RECEIVED BY THE CLERK

To note items of correspondence received since the last meeting requiring a decision:-

None at time of agenda publication.

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 4th September 2023.

17.

DATE OF NEXT MEETING

Monday 11th September 2023 – Moat Village Hall, 7.30pm.

KIRKANDREWS ON ESK PARISH COUNCIL

MINUTES of the ANNUAL MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 15th MAY 2023 at 7.30pm.

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

IN ATTENDANCE: Clerk

001/23 ELECTION OF CHAIRMAN

Councillor Richardson, seconded by Councillor Wilson, moved that Councillor Bundred be elected to the office of Chairman of the Council.

There were no other nominations.

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

002/23 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.

003/23 ELECTION OF VICE CHAIRMAN

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

There were no other nominations.

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

004/23 PUBLIC PARTICIPATION –

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

005/23 APOLOGIES FOR ABSENCE

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

Cumberland Councillor Pickstone also submitted apologies.

006/23 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

007/23 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest made.

008/23 MINUTES

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 13th March 2023, confirmed as a true and accurate record.

ACTION: WB

Signed (Chairman).....

Date.....

009/23 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
MOAT VILLAGE HALL COMMITTEE	Councillor S. Richardson

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

010/23 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to re-adopt standing orders and financial regulations without amendment.

011/23 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.

012/23 INSURANCE

The insurance renewal quote from BHIB insurance for 2023/24 was submitted to the meeting and members reviewed insurance cover in respect of all risks.

RESOLVED to accept the quote in the sum of £391.41.

013/23 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

013/23.1 Renew the CALC subscription for 2023/24 in the sum of £179.61, which was submitted to the meeting.

013/23.2 Renew the SLCC subscription, due later in the financial year, cost to be confirmed but approximately £44.00.

014/23 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.

015/23 MEETING CALENDAR 2023/24

RESOLVED to agree the meeting calendar dates for 2023/24.

Signed (Chairman).....

Date.....

016/23 REPRESENTATIVES' REPORTS

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

- **BECK BURN GRANTS PANEL MEETING** – Still funding left which included education bursaries.

017/23 TOWN AND COUNTRY PLANNING

There were no applications for consideration.

018/23 FINANCIAL MATTERS**018/23.1 BANK RECONCILIATION to 27.04.23**

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 27th April 2023 of £32,593.66.

018/23.2 EXPENDITURE TO APPROVE

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

- £641.40 A. Riddell – net wage to 31.05.23 – cheque number 101073
- £80.00 J. Batey – Internal audit – cheque number 101074
- £250.00 Scottish Borders Council – TA127 – cheque number 101075
- £22.00 J. Robb – bus shelters – cheque number 101076
- £22.00 J. Robb – bus shelters – cheque number 101077
- £255.80 HMRC – PAYE – cheque number 101072*

018/23.3 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 2023 totalled £23.00 for a poppy wreath. Similar projected spending under s137 for the current financial year was expected.

018/23.4 INTERNAL AUDITOR

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

018/23.5 INTERNAL AUDITORS REPORT

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

018/23.6 EXTERNAL AUDITOR Annual GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023, EXEMPTION CERTIFICATE AND NOTICE OF PUBLIC RIGHTS–

018/23.6.1 RESOLVED to approve the Annual Governance Statement for year ending 31st March 2023.

018/23.6.2 RESOLVED to approve the Statement of Accounts for year ending 31st March 2023.

018/23.6.3 RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2023.

Signed (Chairman).....

Date.....

018/23.6.4 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 31st March 2023.

018/23.6.5 RESOLVED to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2023 as Monday 5th June to Friday 14th July 2023.

ACTION: Clerk/WB

018/23.7 BECK BURN COMMUNITY POT

RESOLVED to note that proposed changes to future grant applications from the community pot were under discussion. Proposals included additional forms such as an application form (Kirkandrews on Esk already had this in place) and safeguarding policy (Scottish Community Councils are currently not required to have a safeguarding policy) with referrals back to Cumbria Community Foundation prior to any council agreeing funding.

019/23 SPEED INDICATION DEVICES (SIDS)

Councillor Bundred reported that despite contact with Elan City, he had still not got to the bottom of why one of the SIDS was not working.

RESOLVED to note the report and that the matter was ongoing and would be reported on at the next meeting.

ACTION: WB

020/23 CORONATION MEDALS

RESOLVED to note that most of the coronation medals had been given out with only a handful left. A thank you email with photos from Longtown Primary School had been circulated to members.

021/23 PLACEMENT OF COMMEMORATIVE SEATS

RESOLVED after discussion, that:-

021/23.1 The Clerk would order 3 seats – Platinum Jubilee (David Ogilvie), Queen Elizabeth II commemorative and King Charles III coronation (Roll and Scroll), total cost £4,414.40 with £2,000 coming from the community pot funds and the remainder from council reserves.

021/23.2 the seats would be located at Moat play area (2) and Kirkandrews Church (1).

022/23 BUS SHELTERS

Vandalism to the Blackbank/Greenmill bus shelters was reported.

RESOLVED that:-

022/23.1 Councillors Cragg and Z. Armstrong would arrange for 1 piece of Perspex to be placed in each bus shelter from those previously ordered. (Greenmill shelter may need to be measured up if the opening differs from the shelters at Blackbank)

022/23.2 The Clerk would ask for quotes from local joiners to board up the remaining window openings on each shelter.

ACTION: ZA/LC/Clerk

Signed (Chairman).....

Date.....

023/23 CALC

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

024/23 CORRESPONDENCE RECEIVED BY THE CLERK –

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

025/23 AGENDA ITEMS FOR NEXT MEETING

- Solway Moss (response from Edwin Thompson regarding restoration work)
- Roadside verge leaving Moat heading to Longtown (response from highways)

RESOLVED to note that any further items for consideration should be submitted to the Clerk on or before 3rd July 2023.

026/23 DATE OF NEXT MEETING

Monday 10th July 2023, Moat Village Hall, 7.30pm.

027/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED, that, in view of the confidential nature of the business to be transacted (contract terms), that the public be temporarily excluded and that they be instructed to withdraw for the following agenda item.

028/23 PLAY AREA REPAIRS

Consideration was given to the quote received for the play area repairs.

RESOLVED, unanimously, to accept the quote submitted by R. Farrimond in the sum of £450.00.

Meeting closed at 8.16pm.

Signed (Chairman).....

Date.....

KIRKANDREWS ON ESK PARISH COUNCIL

BANK RECONCILIATION AT 29th JUNE 2023

Barclays Community Account - 40548464

Balance b/f at 27/04/23	31,801.59		
Income	0.00	Expenditure	6,001.32
		Balance c/f	25,800.27
	<u>31,801.59</u>		<u>31,801.59</u>

Bank Reconciliation

Balance per statement @29.6.23 25,844.27

Less o/s cheques

J Robb	101076	22.00	
J Robb	101077	22.00	
			44.00
			<u>25,800.27</u>

Income		Expenditure			
Date	£	Date	Detail	£	
		15.5.23	A Riddell	641.40	
		15.5.23	J Batey	80.00	
		15.5.23	Scottish Borders Council	250.00	
		15.5.23	J Robb (March)	22.00	
		15.5.23	J Robb (May)	22.00	
		15.5.23	BHiB	391.91	
		15.5.23	CALC	179.61	
		2.6.23	Roll & Scroll	2900.00	
		2.6.23	David Ogilvie	1514.40	
	<u>0.00</u>			<u>6,001.32</u>	

BANK RECONCILIATION AT 29th JUNE 2023

Barclays Business Saver Account - 40548472 -

Balance b/f at 27/04/23	792.09		
		Expenditure	0.00
Interest rec'd 5.6.23	1.65	Balance c/f	793.74
	<u>793.74</u>		<u>793.74</u>

BANK BALANCES

	B/F	C/F
Community Account - 40548464	31,801.59	25,800.27
Business Saver Account - 40548472	792.09	793.74
	<u>£ 32,593.68</u>	<u>£ 26,594.01</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 date indicated.

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept	9119.00												9119.00	9,119.00	0.00	Received as requested
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	0.00	0.00	
Grantscape													0.00	0.00	0.00	
Village Hall grants													0.00	0.00	0.00	
Interest Received													0.00	0.00	0.00	
VAT													0.00	0.15	-0.15	
													0.00	0.00	0.00	
	9119.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,119.00	9,119.15	-0.15	
Expenditure																
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	
Clerks wages/HMRC	255.80	641.40											897.20	4904.61	-4007.41	Bus & seating
Village Hall grants/donations													0.00	0.00	0.00	
Spending from BB comm pot		250.00	2000.00										2250.00	8896.70	-6646.70	
SiD maintenance													0.00	250.00	-250.00	
Grass cutting													0.00	850.00	-850.00	
Insurance		391.91											391.91	385.00	6.91	
adverts													0.00	0.00	0.00	
CALC & SLCC subs		179.61											179.61	211.00	-31.39	
Members & training													0.00	200.00	-200.00	
Hall hire													0.00	115.00	-115.00	
Audit Fees		80.00											80.00	80.00	0.00	Seating
Admin/newsletter costs													0.00	375.00	-375.00	
ICO													0.00	35.00	-35.00	
Website													0.00	75.00	-75.00	
Election costs													0.00	2000.00	-2000.00	
Bus shelter maintenance		44.00											44.00	300.00	-256.00	
Cairn near churchyard													0.00	50.00	-50.00	
Tree risk assessment/maintenance													0.00	500.00	-500.00	
Misc repairs													0.00	250.00	-250.00	
s137													0.00	23.00	-23.00	
Assets		2162.00											2162.00	0.00	2162.00	
Superfast Broadband Project													0.00	0.00	0.00	
Play area													0.00	550.00	-550.00	
Special Projects													0.00	0.00	0.00	
Sub total	255.80	3748.92	2000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,004.72	20,050.31	-14045.59	
VAT		252.40														
Total	255.80	4,001.32	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,257.12	Total including VAT		