

# KIRKANDREWS ON ESK PARISH COUNCIL

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8th November 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 13th NOVEMBER 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 11th September 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. Items actioned to Councillor Pickstone from the last meeting are listed below:-

- Request for double white lines on A7 near Glinger junction
- Review of the installation of a SID on the A7 (west of the Esk bridge) as no response to an email sent to highways/police had been received

**6. REPRESENTATIVES' REPORTS**

To receive reports by representatives on Outside Bodies.

**6.1 LONGTOWN DEVELOPMENT GROUP**

To receive a report and information from Councillor Bundred. (information circulated by email to members)

**6.2 BORDERLANDS TOWN INVESTMENT PLAN – LONGTOWN**

To receive a report and information from Councillor Bundred. (information circulated by email to members)

**6.3 BECK BURN WIND FARM PANEL**

To receive a report from Councillor Bundred.

**7. TOWN AND COUNTRY PLANNING APPLICATIONS**

None at time of agenda publication

**8. NOTIFICATION OF DECISIONS**

To note the following decision by Cumberland Council on an application on which the Parish Council has previously commented:-

- **23/0127 – Frankstown Farm, Longtown** – Construction of a new slurry lagoon, protective fence and access track.  
**GRANTED**

**9. FINANCIAL MATTERS -**

**9.1 BANK RECONCILIATION TO 27.08.23**

To note a Report by the Clerk. (copy herewith)

**9.2 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023-24**

To receive a report by the Clerk. (copy herewith, information from NALC circulated to members by email)

**9.2 EXPENDITURE TO APPROVE/RATIFY\***

To approve/ratify\* the expenditure detailed below and any other payments that are received between the time of agenda publication and the meeting:-

- £56.45 Elancity – packaging for return of SID - cheque number 101089\*
- £35.00 ICO – Data Protection Fee - Direct debit\*
- £835.52 A. Riddell – net wage to 30.11.23 – cheque number 101090
- £5.00 CALC – Chairs Forum Course - cheque number 101091
- £1110.00 W&E Carruthers– grass contract - cheque number 101092

**9.3 BUDGET 2024/25**

To consider the draft budget for the financial year 2024/25. (copy to follow)

**9.4 BECK BURN WIND FARM COMMUNITY POT -**

**9.4.1** To consider any current grant applications.  
(None received at time of agenda publication).

**9.4.2** To receive updates on the following:-

**9.4.2.1 COSTS FOR COASTAL PATH ROUTE SIGNAGE**

**9.4.2.2 COSTS FOR REPLACEMENT OF CLIMBING EQUIPMENT AT MOAT PLAY AREA**

**9.4.2.3 COSTS FOR INFORMATION PANELS**

**9.4.3** To consider the replacement of Jubilee trees from the Community Pot.

**10. GREENMILL –**

**10.1 DITCH MAINTENANCE**

To receive a report from Councillor Bundred and consider what action, if any to take.

**10.2 WOOD DITCH POLLUTION**

To receive an update from Councillor Bundred following the report to the Environment Agency of water seeping from the old tip at Greenmill.

**11. COMMEMORATIVE SEATING AND PLAQUES**

To receive an update from the Clerk and Councillors Bundred and Wilson.

**12. BUS SHELTERS**

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

**13. HIGHWAY ISSUES -**

**13.1 SPEED INDICATION DEVICE (SID) AT MOAT**

To note that the matter of re-installing the SID has been passed to Abigail Dodds by David Turner but no response has been received.

**13.2 GRIT BINS**

To note that David Turner from Highways contacted the Clerk and 5 grit bins have been ordered for the previously agreed locations as follows:-

U1001-101 – Entrance to Batenbush and further along the road on the hill

U1263-101 – Between Blackbank and A6071 junction

C1010 – Sark Hall to Scottish border

2 grit bins for the top of the hill leading down to The Inch – what3words location –  
spectacle.land.committed

The grit bins would be paid for by the Parish Council (£132 excl. VAT per grit bin) as previously agreed and filled by Cumberland Council.

**13.2 A6071 AT JUNCTION 45 OF THE M6**

To receive an update from Councillor Bundred following a meeting with a Highways representative.

**14. MASS TRESPASS**

To receive a report from Councillor Bundred on mass trespass in the parish and consider what action, if any, to take.

**15. GREтна GREEN BATTERY ENERGY STORAGE SYSTEM**

To note that Gresham House Devco Pipeline Ltd is preparing proposals for a Battery Energy Storage System (BESS) site on land south of Gretna 400KV substation, Gretna Green, DG16 5HR. The BESS will have a storage capacity of up to 456MW.

A public consultation event will take place at the Solway Lodge Hotel, Gretna on December 5<sup>th</sup> from 2-7pm for local residents to learn more about the project, view plans and speak to team members.

**16. USE OF PERSONAL EMAIL ADDRESSES**

To receive an update from the Clerk.

**17. BIODIVERSITY POLICY**

To note the information from SLCC and to agree a draft policy should be drawn up. (Information circulated to members by email)

**18. CALC**

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

**18.1 GOVT. CONSULTATION ON VERY HARD TO REACH BROADBAND AREAS – To**

consider the draft response from NALC and whether to submit any specific evidence.  
(NB: As the email was only received on 6<sup>th</sup> November, requesting a response by the 7<sup>th</sup> November, the Clerk has requested an extension to submit evidence)

**19. CORRESPONDENCE RECEIVED BY THE CLERK**

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

**19.2 COMMUNITY PANEL NETWORK EVENT** – To confirm attendance at the event being held on Thursday 23<sup>rd</sup> November, 6-8pm, Down-a- gate Community Centre, Warwick Bridge

**20. 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 1st January 2024.

- Precept 2024/25

**21. DATE OF NEXT MEETING**

Monday 8th January 2024 – Moat Village Hall, 7.30pm.

**22. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted (contract terms), it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

**23. GRASS CUTTING**

To consider the quotes received for the 2024 grass cutting contract. (Quotes received will be tabled at the meeting).

## KIRKANDREWS ON ESK PARISH COUNCIL

**MINUTES of the MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 11th SEPTEMBER 2023 at 7.30pm.**

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

**IN ATTENDANCE:** Clerk  
Cumberland Councillor T. Pickstone

### 046/23 APOLOGIES FOR ABSENCE

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

### 047/23 REQUESTS FOR DISPENSATION

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

### 048/23 DECLARATIONS OF INTEREST

**RESOLVED** to note that Councillor Richardson declared a non-pecuniary interest in item 055/23.4.

### 049/23 MINUTES

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 10th July 2023, confirmed as a true and accurate record.

**ACTION:** WB

### 050/23 PUBLIC PARTICIPATION SESSION –

#### 050/23.1 PUBLIC PARTICIPATION

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

#### 050/23.2 CUMBERLAND COUNCILLOR REPORT

**RESOLVED** to note that Cumberland Councillor Pickstone updated members on the following:-

- Grant availability – Councillor Pickstone had £5k grant available for his ward area.
- Wind Farm Panels – Had attended recent meetings of both panels.
- Highways issues – Would chase up the following items from the last meeting – grit bins and a request for double white lines on the A7 near the Glinger junction.

### 051/23 REPRESENTATIVES' REPORTS

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

- **BECK BURN WIND PANEL (6/9/23)** – All funding spent. Grant recipients circulated to members.
- **HALLBURN WIND PANEL 22/8/23)** – Grant recipients circulated to members.
- **CPCA AGM (7/7/23)** – Likely to fall due to the new unitary authority, some funding left.
- **CHAIR'S FORUM (25/9/23)** – Will attend.

### 052/23 TOWN AND COUNTRY PLANNING

There were no applications for planning consent to be considered.

Signed (Chairman).....

Date.....

**053/23 NOTIFICATION OF DECISIONS**

**RESOLVED** to note the following decisions by Cumberland Council:-

- **23/0455 – Frankstown, Longtown** – 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 n existing east extension; use of detached barn from domestic storage to domestic garaging  
**GRANTED**

**054/23 FINANCIAL MATTERS****054/23.1 BANK RECONCILIATION to 27.08.23**

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 27<sup>th</sup> August 2023 of £24,993.37.

**054/23.2 EXPENDITURE TO APPROVE**

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

- |           |                                   |                         |
|-----------|-----------------------------------|-------------------------|
| • £184.20 | Ward signs - plaque               | – cheque number 101086* |
| • £641.40 | A. Riddell – net wage to 30.09.23 | – cheque number 101087  |
| • £240.00 | HMRC – PAYE                       | – cheque number 101088  |
| • £56.45  | Elan City – SID return packaging  | – cheque number 101089  |

**054/23.3 BUDGET 2024/25**

**RESOLVED** to note that members would give consideration to any future projects/proposals that would have a financial impact on the 2024/25 budget and inform the Clerk prior to the next meeting.

**055/23.4 MOAT VILLAGE HALL**

**RESOLVED** to note that the Hall trustees would submit a grant application form for the following items to be funded through the Beck Burn Community Pot, any shortfall would be covered from the Parish Council's funds :-

- Dropdown screen
- Wi-fi

**054/23.5 BECK BURN WIND FARM COMMUNITY POT****054/23.5.1 GRANT APPLICATIONS**

**RESOLVED** to note there were no grant applications to consider.

Signed (Chairman).....

Date.....

**054/23.5.2 PROJECTS**

Members gave consideration to parish projects that could be funded through the Beck Burn Community Pot.

**RESOLVED** that:-

- 054/23.5.2.1** Councillor Bundred would investigate costs for signage and parking for the coastal path route.
- 054/23.5.2.2** Clerk to request costs for repair of the climbing equipment in Moat play area.
- 054/23.5.2.3** Councillor Bundred and the Clerk to investigate costs of information panels.

**ACTION:** WB/Clerk

**055/23 MOAT SPEED INDICATION DEVICES (SIDS)**

Councillor Bundred reported that the SID had been returned but there had been no response from Highways with a request for re-installation.

**RESOLVED** to note the matter was passed to Councillor Pickstone for action.

**ACTION:** TP

**056/23 COMMEMORATIVE SEATING AND PLAQUES**

**RESOLVED:-**

**056/23.1** To note that members were still waiting for confirmation from Kirkandrews on Esk PCC for a seat to be installed at the Church. Once confirmation had been received, Cut n' Edge would install all the seats at once. Councillor Bundred would chase the matter with the PCC.

**056 /23.2** That Councillor Wilson would speak to the local stonemason in order to prepare the cairn for installation of the plaques, one of which had been ordered. A design for the second plaque was still to be agreed.

**ACTION:** WB/DW

**057/23 BUS SHELTERS**

**RESOLVED** to defer the item to the next meeting as Councillor Z. Armstrong was not in attendance.

**058/23 HIGHWAY ISSUES –**

Members considered the following highway issues:-

**058/23.1 SPEED INDICATION DEVICE (SID) ON A7**

The Clerk reported that there had been no response to an email sent on 18<sup>th</sup> July requesting a review of the installation of a SID on the A7 (west of the Esk bridge).

**RESOLVED** to note the matter was passed to Councillor Pickstone for action.

**ACTION:** TP

Signed (Chairman).....

Date.....



**058/23.2 M6 JUNCTION 45**

Consideration was given to requests for improvements to junction 45 following the recent fatality. Members felt that visibility was an issue due to vegetation needing to be cut back and a dip in the road from driver level that made oncoming traffic difficult to see.

**RESOLVED** that Councillor Pickstone would progress the matter.

**ACTION:** TP

**058/23.3 REPLACEMENT FENCING AT A6071 AND A7, LONGTOWN**

A request was submitted from landowners for a letter of support from the Parish Council for replacement fencing (like for like) as previously agreed with Highways.

**RESOLVED** that the Clerk would write a letter of support.

**ACTION:** Clerk

**059/23 USE OF PERSONAL EMAILS**

The Clerk reported on information relating to the use of personal emails from the Joint Panel on Accountability and Governance Practitioners Guide.

**RESOLVED** that the Clerk would consult with the website provider regarding setting up councillor email addresses through the PC website, and report again at the next meeting.

**ACTION:** Clerk

**060/23 CALC**

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

**060/23.1 D-DAY 80**

**RESOLVED** to defer a decision on taking part to a future meeting.

**060/23.2 HOW TO DECLARE A CLIMATE AND ECOLOGICAL EMERGENCY**

**RESOLVED** to defer a decision on taking part to a future meeting.

**061/23 CORRESPONDENCE RECEIVED BY THE CLERK –**

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

**062/23 AGENDA ITEMS FOR NEXT MEETING**

- Budget 2024/25 and Precept
- Use of personal email addresses
- Updates on highway issues

**RESOLVED** to note that any further items for consideration should be submitted to the Clerk on or before 6th November 2023.

**063/23 DATE OF NEXT MEETING**

Monday 13th November 2023, Moat Village Hall, 7.30pm.

Meeting closed 9.06pm

Signed (Chairman).....

Date.....



# KIRKANDREWS ON ESK PARISH COUNCIL

## BANK RECONCILIATIONS AT 30th OCTOBER 2023

### Barclays Community Account - 40548464

Balance b/f at 30/08/23	24,199.63		
Income	0.00	Expenditure	972.85
		Balance c/f	23,226.78
	<u>24,199.63</u>		<u>24,199.63</u>

### Bank Reconciliation

Balance per statement @30.10.23 23,226.78

Less o/s cheques

	0.00
<u>23,226.78</u>	

<u>Income</u>		<u>Expenditure</u>			
<u>Date</u>	<u>£</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	
		11.9.23	A Riddell	641.40	
		11.9.23	HMRC	240.00	
		11.9.23	Elancity	56.45	
		6.10.23	ICO	35.00	
	<u>0.00</u>			<u>972.85</u>	

### Barclays Business Saver Account - 40548472 -

Balance b/f at 30/08/23	793.74		
		Expenditure	0.00
Interest rec'd 4.9.23	2.13	Balance c/f	795.87
	<u>795.87</u>		<u>795.87</u>

### BANK BALANCES

	<u>B/F</u>	<u>C/F</u>
Community Account - 40548464	24,199.63	23,226.78
Business Saver Account - 40548472	793.74	795.87
<u>£</u>	<u>24,993.37</u>	<u>£ 24,022.65</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.

## CONDITIONS OF SERVICE CLERK'S SALARY AWARD 2023-24

### 1. SUMMARY OF REPORT

This report advises of the recent pay award which has been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1st April 2023 to 31st March 2024.

### 2. RECOMMENDATIONS

That the Council

2.1 **NOTES** the award; and

2.2 **AGREES** to its implementation.

### 3. REPORT

3.1 Parish Council staff are employed (as are the majority of local authority employees in Britain) on terms and conditions agreed by the National Joint Council for Local Government Services. These conditions are reviewed regularly and wage and salary rates are agreed annually and recommended by the NJC and Society of Local Council Clerks for implementation.

3.2 The wage and salary structure consists of a scale of wage/salary rates (known as the spinal column) and employees' wage/salary rates are determined by reference to points on this scale. For Parish Councils the scale for the salary of Clerks commences at spinal column point (scp) 5 and normally terminates at scp 62. The Parish Council has already determined that the salary scale applicable to the post of Clerk to the Parish Council is scp 14.

3.3 The spinal column points relate to an annual salary based on a 37 hour week and where a Clerk works for less this, the actual salary is calculated by reference to the hourly rate. Accordingly, the salary for the Clerk to this Parish Council, working a 7 hour week will be:-

Spinal Column Point	Annual Salary	Hourly Rate
14	£5,172.44	£14.21 (previously £13.21)

3.4 Whilst the Clerk's conditions of service specify that the salary shall be on the NJC Salary Scale scp 14 and the Clerk has a legal right to be remunerated on that scale, Members are, nevertheless, asked to approve implementation of the new rates.