

KIRKANDREWS ON ESK PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Moat Village Hall on 14th May 2018.

PRESENT

Councillors W. Bundred (Chairman, in the Chair)
Councillor D. Wilson
Councillor Z. Armstrong

Councillor S. Richardson
Councillor P. Armstrong
Councillor C. Ritson

IN ATTENDANCE – Clerk

ALSO ATTENDING – City Councillor J. Mallinson
1 member of the public

1/18 ELECTION OF CHAIRMAN

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

There were no other nominations.

AGREED unanimously to the election of W. Bundred as Chairman of the Council.

2/18 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Councillor Bundred in the presence of the Council, signed the Declaration of Acceptance of Office of Chairman of the Council and the Declaration was witnessed by the Clerk.

3/18 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.

AGREED, unanimously, to the election of S. Richardson as Vice Chairman of the Council.

4/18 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from:-

Councillor B. Thomlinson
County Councillor Tarbitt
City Councillor Bloxham

5/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

6/18 DECLARATIONS OF INTEREST

Councillors were invited to record their interests in the register.

RESOLVED to note the following declarations of interest were made:-

Councillor Richardson – item 20/18.9.1
Councillor Z. Armstrong – item 21/18

7/18 MINUTES**7/18.1 MINUTE OF THE MEETING HELD ON 12TH MARCH 2018 WAS SUBMITTED.**

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 12th March 2018, confirmed as a true and accurate record.

8/18 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

9/18 STANDING ORDERS AND FINANCIAL REGULATIONS

2018 NALC model standing orders and the council's financial regulations were circulated prior to the meeting for review and adoption.

RESOLVED to adopt the new model standing orders following confirmation of items under rules of debate, meetings generally, extraordinary meetings, previous resolutions, proper officer and standing orders generally. The new standing orders will be uploaded to the website. Financial regulations were reviewed and no amendments required.

10/18 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.

11/18 INSURANCE

The insurance quote from BHIB insurance for 2018/19 was submitted to the meeting.

RESOLVED to accept the quote in the sum of £297.11

12/18 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

12/18.1 Renew the CALC subscription for 18/19 in the sum of £165.00, which was submitted to the meeting.

12/18.2 Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £25.00.

13/18 POLICY REVIEW

The following core policies were circulated prior to the meeting and reviewed:-

- Complaints procedure – no amendments
- Publication scheme/Freedom of Information Policy – no amendments
- Media and Press Policy – no amendments
- Health and Safety Policy – no amendments
- Equality and Diversity Policy – no amendments
- Equal Opportunities Policy – no amendments
- Document Retention Policy – no amendments
- Fraud/corruption Detection & Prevention Policy – no amendments

RESOLVED to note the core policies and that no amendments were required. All policies will be uploaded to the website.

14/18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

14/18.1 DATA PROTECTION OFFICER (DPO)

Members gave consideration to the appointment of a Data Protection Officer after receiving information from CALC that parish councils could have the Clerk acting as DPO and information from the Local Councils Advisory Service (LCAS) detailing the service they offer as DPO and cost.

RESOLVED to appoint the LCAS as DPO for 18/19 at a cost of £150.00 for the year which included a site visit. The following services would be covered in the agreement:-

- Inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; advise staff on training and conduct internal audits and compliance checks
- Be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, members of the public etc).
- Monitor ongoing compliance
- Provide up to date guidance including unlimited helpline calls and emails
- Help manage access requests or requests made under the other powers for individuals
- Report and manage breaches
- Visit at least annually to check compliance and IT security and provide a report on further compliance
- Provide It recommendations and identify solutions for data security

14/18.2 EMAIL CONSENT AND PRIVACY POLICIES

Members gave consideration to various policies introduced to comply with the new GDPR.

RESOLVED to approve and adopt the following policies:-

- Data Protection Policy
- Privacy Notice for Staff/Councillors/Role Holders
- General Privacy Notice
- Email Consent Log

14/18.3 GDPR UPDATE

The Clerk reported that there were still further policies to be drafted, reviewed and adopted by the parish council. These would be submitted to a future meeting in due course.

RESOLVED to note the report.

15/18 MEETING CALENDAR

A report advising of the scheduled meeting dates for 2018/19 was submitted to the meeting.

RESOLVED to note the report and agree the meeting dates.

16/18 PUBLIC PARTICIPATION

One member of the public attended the meeting to raise concerns at the road to Millhill. The road was difficult to walk along with increased traffic and as the bus no longer used this road, residents were having to walk to Blackbank to catch a bus. A request for a weight limit on the road to Millhill and a footpath on the road to Blackbank was suggested by the member of the public.

The matter was considered further and Councillor Mallinson explained that weight restrictions were not put on a road as a traffic management tool but only on roads that were incapable of carrying the weight.

RESOLVED to note that the Clerk would write to highways regarding the suggestions raised for a footpath to Blackbank.

17/18 REPRESENTATIVES' REPORTS –**17/18.1 WIND TURBINE GRANTS PANELS**

Councillor Bundred reported that he had attended the grants panels for Beck Burn and Hallburn. Decisions from both meetings would be circulated to members.

RESOLVED to note the report.

18/18 TOWN AND COUNTRY PLANNING - APPLICATIONS –

RESOLVED to note there were no planning applications to be considered.

19/18 NOTIFICATION OF DECISIONS

A report on the decisions of the appropriate planning authority on applications on which the Parish Council had previously been consulted was submitted.

RESOLVED to note the notification of decisions.

20/18 FINANCIAL MATTERS**20/18.1 Bank Reconciliation to 27.04.18**

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 balance to 27th April 2018 of £21,186.75.

20/18.2 Approval of Expenditure

RESOLVED to authorise the following expenditure for payment:-

- £568.28 A. Riddell – net wage to 30.05.18

20/18.3 s137 Spending

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

RESOLVED to note that the spending under s137 for the year ending 31st March 2018 was £20.00 for a poppy wreath. The same expenditure for spending under s137 was projected for the current financial year.

20/18.4 National Salary Award 2018

A report was submitted from the Clerk advising of the recent pay award which has been agreed at the National Joint Council for Local Government Services for the financial year 1st April 2018 to 31st March 2019.

RESOLVED to note the award and approve its implementation.

20/18.5 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018 AND EXEMPTION CERTIFICATE–

20/18.5.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2018.

RESOLVED to approve the Annual Governance Statement for year ending 31st March 2018.

20/18.5.2 To consider the approval of the Statement of Accounts for year ending 31st March 2018.

RESOLVED to approve the Statement of Accounts for year ending 31st March 2018.

20/18.5.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2018.

RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2018.

20/18.5.4 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 2018.

20/18.6 YEAR END BALANCES

There was submitted a report by the Clerk regarding the cash balances at 31st March 2018 and recommending their allocation to various funds.

RESOLVED to agree to the allocation of the balances as follows:-

Superfast Broadband Fund	£7,000.00
Surplus Account	£6,918.26
Total	£13,918.26

20/18.7 INTERNAL AUDITOR

RESOLVED that Mrs. J. Batey MAAT, would act as internal auditor for 2018/19.

20/18.8 SAVER ACCOUNT

RESOLVED to transfer the balance of the Saver Account (£786.92) to the Current Account.

20/18.9 BECK BURN COMMUNITY POT GRANTS –**20/18.9.1 MOAT VILLAGE HALL**

Consideration was given to an application for funding through the Beck Burn community pot Grant.

RESOLVED to donate £1,000.00 once the funding from Beck Burn had been received.

21/18 SUPERFAST BROADBAND

Councillor Bundred gave an update on the progress with the Superfast Broadband scheme for the parish.

RESOLVED that Councillor Mallinson would chase up why funding agreed through the wind farms had not been received.

22/18 SPEED SIGNS FOR MOAT VILLAGE

Consideration was given to speed signs being erected in Moat village.

RESOLVED that the Clerk would speak to Brenda Hebson at the County Council regarding possible funding and Councillor Bundred would investigate funding through the wind farm grants.

23/18 HERITAGE CENTRE

RESOLVED to note the email from the Clerk at Arthuret Parish Council and that she would be in touch with proposals to take the project forward in due course.

24/18 CALC

The following correspondence from CALC was received and noted:-

24/18.1 CALC CIRCULARS – April and May 2018.

24/18.2 CUMBRIA COMMUNITY FOUNDATION – Email from S. Bagshaw

24/18.3 SNOW SURVEY – Email from S. Hutchinson

24/18.4 UNAUTHORISED DEVELOPMENTS AND ENCAMPMENTS – Email from S. Bagshaw.

25/18 CORRESPONDENCE RECEIVED BY THE CLERK –

None to date.

26/18 LITERATURE AVAILABLE FROM CLERK –

RESOLVED to note the following literature was available from the Clerk:-

26/18.1 NOTICE OF EXECUTIVE KEY DECISIONS – 1st May 2018

27/18 AGENDA ITEMS FOR NEXT MEETING

RESOLVED to note that items for consideration should be submitted to the Clerk on or before 2nd July 2018.

28/18 DATE OF NEXT MEETING - Monday 9th July 2018, Moat Village Hall, 7.30pm

KIRKANDREWS ON ESK PARISH COUNCIL

Minutes of the Parish Council Meeting held at Moat Village Hall on 9th July 2018.

PRESENT

Councillors W. Bundred (Chairman, in the Chair)
Councillor D. Wilson

Councillor S. Richardson
Councillor Z. Armstrong

IN ATTENDANCE – Clerk

ALSO ATTENDING – City Councillors J. Mallinson and R. Bloxham
County Councillor V. Tarbitt

29/18 APOLOGIES FOR ABSENCE

RESOLVED to note that no apologies for absence were received.

30/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

31/18 DECLARATIONS OF INTEREST

Councillors were invited to record their interests in the register.

RESOLVED to note the following declarations of interest were made:-

Councillor Richardson – item 39/18.2
Councillor Z. Armstrong – item 38/18

32/18 MINUTES

32/18.1 MINUTE OF THE MEETING HELD ON 8TH MAY 2018 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 8th May 2018, confirmed as a true and accurate record.

33/18 GENERAL DATA PROTECTION REGULATIONS (GDPR) -

RESOLVED to note that members noted and approved the following documentation regarding GDPR:-

33/18.1 PERSONAL DATA BREACH POLICY – Procedures and policy for dealing with a personal data breach.

33/18.2 PERSONAL DATA ASSESSMENT – Information held by Kirkandrews on Esk Parish Council

33/18.3 AWARENESS CHECKLIST FOR COUNCILLORS – Information to help members comply with GDPR (members in attendance signed a copy to be kept on file)

33/18.4 GDPR RISK ASSESSMENT – Risk assessment for Kirkandrews on Esk Parish Council

34/18 PUBLIC PARTICIPATION

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

RESOLVED to note that there were 3 resignations from the Parish Council which were too late to be detailed on the agenda and would be formally acknowledged at the next meeting. In the meantime, as councillor numbers were low, posters and information on being a councillor would be put on local noticeboards and in the next parish magazine.

35/18 REPRESENTATIVES' REPORTS –**35/18.1 BORDERS RAILS**

Notes from the meeting held on Monday 18th June were submitted to the meeting. Councillor Bundred circulated further information and went over the meeting notes.

RESOLVED to note the report and information.

36/18 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:-

36/18.1 HAZEL CROFT, MOAT (18/0523) – Erection of single storey sun room extension.

No observations

36/18.2 SMALMSTOWN FARM, LONGTOWN (18/0590) – Extension to existing livestock building.

No observations

36/18.3 LONGTOWN AUCTION MART, TOWNFOOT, LONGTOWN (18/0495) – Erection of single storey ancillary office accommodation (revised application)

RESOLVED to note that this application was considered under the expedited procedure and member had no observations to make.

37/18 FINANCIAL MATTERS**37/18.1 BANK RECONCILIATION TO 27.05.18**

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 balance to 27th May 2018 of £20,006.36.

37/18.2 APPROVAL OF EXPENDITURE

RESOLVED to authorise the following expenditure for payment:-

- £568.28 A. Riddell – net wage to 31.07.18
- £205.00 HMR&C – PAYE
- £167.00 S. Barton – repairs to bus shelter
- £75.00 J. Batey – internal audit

37/18.3 YEAR END ACCOUNTS TO MARCH 2018

The internal Auditor's report for the Accounts for the year ending March 2018 was submitted.

RESOLVED to note the report and that no issues had been raised.

37/18.4 BECK BURN COMMUNITY POT GRANTS –**37/18.4.1 KIRKANDREWS ON ESK PCC**

Consideration was given to an application for funding through the Beck Burn community pot Grant for car park resurfacing.

RESOLVED to donate £1,000.00 once all required financial information had been received.

38/18 SUPERFAST BROADBAND

Councillor Bundred gave an update on the progress with the Superfast Broadband scheme for the parish.

RESOLVED to note the update.

39/18 SPEED SIGNS FOR MOAT VILLAGE

Consideration was given to the installation of solar powered speed signs at Moat village.

RESOLVED after discussion that the Clerk would confirm what permission was required from highways before a grant application would be submitted

40/18 PLAY AREAS –**40/18.1 BLACKBANK**

Consideration was given to a request from a resident for a play area at Blackbank.

RESOLVED that the Clerk would forward Councillor Z. Armstrong's contact details to the resident who could clarify exactly where the resident wanted the play area to be located and report back at the next meeting.

40/18.2 MOAT PLAY AREA

Consideration was given as to what action should be taken regarding the recent vandalism to one of the picnic benches at the play area.

RESOLVED that the Clerk would look into costs for a recycled plastic table.

41/18 CALC

The following correspondence from CALC was received and noted:-

41/18.1 CALC CIRCULARS – June and July 2018.

41/18.2 UPDATE ON GDPR & DATA PROTECTION BILL – Email from S. Bagshaw

41/18.3 REMEMBRANCE DAY SILHOUETTE GRANT SCHEME – Email from S. Hutchinson

41/18.4 THE GREAT CUMBRIAN LITTER PICK – Email from S. Bagshaw

41/18.5 SUPPORTING VULNERABLE PEOPLE DURING EMERGENCIES – Email from S. Hutchinson

41/18.6 NORTH WEST COASTAL ACCESS UPDATE – Email from S. Hutchinson

41/18.7 ACTION FOR HEALTH NETWORK – Email from S. Bagshaw.

41/18.8 PLANNING TRAINING EVENTS – Email from S. Hutchinson.

42/18 CORRESPONDENCE RECEIVED BY THE CLERK –

42/18.1 POLICE NEWSLETTER – May 2018

42/18.2 CONNECTING CUMBRIA – New services in the Carlisle area (Penton Bridge)

43/18 LITERATURE AVAILABLE FROM CLERK –

RESOLVED to note the following literature was available from the Clerk:-

43/18.1 NOTICE OF EXECUTIVE KEY DECISIONS – 22nd June 2018

43/18.2 COUNCILS AND CLERK DIRECT – July 2018

44/18 AGENDA ITEMS FOR NEXT MEETING

RESOLVED to note that items for consideration should be submitted to the Clerk on or before 3rd September 2018.

45/18 DATE OF NEXT MEETING - Monday 10th September 2018, Moat Village Hall, 7.30pm.

KIRKANDREWS ON ESK PARISH COUNCIL

Minutes of the Parish Council Meeting held at Moat Village Hall on 10th September 2018.

PRESENT – Councillors W. Bundred, S. Richardson, P. Armstrong, C. Ritson and D. Wilson.

IN ATTENDING – Clerk

ALSO ATTENDING – Councillor V. Tarbitt, Cumbria County Council
Councillor R. Bloxham, Carlisle City Council

46/18 APOLOGIES FOR ABSENCE – Councillor Z. Armstrong.

47/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

48/18 DECLARATIONS OF INTEREST

Councillors were invited to record their interests in the register.

RESOLVED to note:-

Councillor Richardson declared an interest in items 58/18.2

49/18 MINUTES

49/18.1 MINUTE OF THE MEETING HELD ON 9TH JULY 2018 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 9th July 2018, confirmed as true and accurate record.

50/18 LOCAL GOVERNMENT ACT 1972 – RESIGNATIONS

It was reported that Mrs. P. Lowrie, Mr. B. Thomlinson and Mr. M. Thomlinson had resigned from membership of the Parish Council. The statutory advertisement would be published.

Councillor Bundred expressed thanks to all of the above for their contribution to the Parish Council.

RESOLVED to note the resignations.

51/18 PUBLIC PARTICIPATION

RESOLVED to note that no members of the public were present, however Councillor Bundred reported that highways had been contacted requesting the overgrown walls at Junction 45 of the M6 be maintained.

52/18 REPRESENTATIVES' REPORTS

52/18.1 WIND FARM GRANT PANELS

Councillor Bundred reported that he had attended both recent meeting of the Hallburn and Beck Burn wind farm grant panels. Information from the meetings would be circulated to members in due course. There was an educational bursary available from the Beck Burn fund which Councillor Tarbitt has circulated information on to William Howard School and University students.

RESOLVED to note the report.

53/18 TOWN AND COUNTRY PLANNING - APPLICATIONS –

NONE

54/18 NOTIFICATION OF DECISIONS

A report of the decisions of the appropriate planning authority on applications on which the Parish Council had previously been consulted was submitted.

RESOLVED to note the report.

55/18 FINANCIAL MATTERS**55/18.1 BANK RECONCILIATION TO 30.08.18**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statement.

RESOLVED to receive and note the bank reconciliation and balance to 30th August 2018 of £59,983.47.

55/18.2 APPROVAL OF EXPENDITURE

RESOLVED to authorise the following expenditure for payment:-

- £505.16 A. Riddell – net wage to 30.09.18
- £205.20 HMR&C – PAYE
- £3.34 S. Richardson – expenses for refreshments for meeting with MOD.

55/18.3 GRANTS

RESOLVED to note there were no grant applications submitted through the Beck Burn Community Pot.

56/18 SUPERFAST BROADBAND

Councillor Bundred reported that contracts, on behalf of the Parish Council, were waiting to be signed. Funding for the initial phases of installation was in place. Household grants would cease, however, business grants of £3,000 were available and had been claimed for 2 businesses that fall within the installation areas after they have agreed to future Superfast Broadband Services.

RESOLVED to note the report.

57/18 SPEED SIGNS FOR MOAT VILLAGE

Consideration was given to a response from Cumbria Highways regarding proposed speed signs at the Moat.

RESOLVED that the Clerk would ask what financial contribution the parish would be expected to make towards a mobile sign, how frequent would the sign be in place at the Moat and how many other parishes would be involved.

58/18 PLAY AREAS -**58/18.1 BLACKBANK/GREENMILL**

Further consideration was given to a request from a resident for a play area at Blackbank.

Consideration was also given to a play area at Greenmill.

RESOLVED that:-

58/18.1.1 Councillor Bundred would establish permission for a play area on MOD land

58/18.1.2 Councillors Z. Armstrong and Wilson would establish what type of equipment would be suitable for the play areas

58/18.2 MOAT PLAY AREA

Consideration was given to the costs for repairs to the Moat play area and whether to purchase a solid hardwood or recycled plastic picnic bench.

RESOLVED that all repairs to the play area could go ahead except those to the willow tunnel and that a recycled plastic bench should be purchased at a cost of approximately £494.00, fixing costs would be confirmed in due course.

59/18 HIGHWAYS ISSUES

Councillor Bundred raised concerns at the lack of information for motorists regarding recent and future closures of the A7.

RESOLVED to note that Councillor Tarbitt would speak to the Assistant Director at Highways.

60/18 BUS SHELTERS

Consideration was given to a request for additional bus shelters outside Longtown Auction Mart on both sides of the road to be passed to Highways.

RESOLVED to note that permission for a bus shelter/s at Longtown Auction Mart would be requested from Highways and costs for bus shelters similar to those in Longtown would be investigated.

61/18 BORDERLANDS INITIATIVE

The Clerk reported that no response had been received from John Stevenson MP regarding the Borderlands Initiative. Other lines of enquiry had resulted in being directed to the website for the project www.borderlandsgrowth.com.

RESOLVED to note the report.

62/18 CALC

RESOLVED that the following correspondence from CALC was received and noted:-

62/18.1 CALC CIRCULAR –September 2018

62/18.2 ANNUAL GENERAL MEETING – Email from S. Bagshaw

62/18.3 CALC TRAINING – Email from S. Hutchinson.

62/18.4 COMMUNITY BEE AND BUTTERFLY PROJECT – Email from S. Bagshaw.

62/18.5 CARLISLE FUNDING FAIR – Email from S. Bagshaw

62/18.6 2018 PUBLIC CONSULTATION SURVEY – Email from S. Hutchinson.

62/18.7 NORTH WEST COASTAL ACCESS UPDATE – Email from S. Hutchinson.

62/18.8 CALC SUBSCRIPTION REVIEW – Letter from S. Bagshaw.

63/18 CORRESPONDENCE RECEIVED BY THE CLERK -

63/18.1 GARDEN ORGANIC – Email from Emma Lynch, Cumbria Master Composter Project.

63/18.2 ELECTORAL REVIEW OF CARLISLE – Email from The Boundary Commission.

RESOLVED to make no further comment on the draft proposals.

64/18 LITERATURE AVAILABLE FROM CLERK

RESOLVED to note that the following literature was available from the Clerk:-

64/18.1 NOTICE OF EXECUTIVE KEY DECISIONS – 17th August 2018

64/18.2 CLERKS AND COUNCILS DIRECT – September 2018

64/18.3 ACT GAZETTE – Summer 2018

65/18 AGENDA ITEMS FOR NEXT MEETING

- Banking mandate review
- Solway Moss reinstatement work

66/18 DATE OF NEXT MEETING - Monday 12th November 2018, Moat Village Hall, 7.30pm.

KIRKANDREWS ON ESK PARISH COUNCIL

Minutes of the Parish Council Meeting held at Moat Village Hall on 12th November 2018.

PRESENT – Councillors W. Bundred (Chairman), S. Richardson, P. Armstrong, Z. Armstrong and D. Wilson.

IN ATTENDANCE - Clerk

ALSO ATTENDING -

67/18 APOLOGIES FOR ABSENCE – Councillors Bloxham, Mallinson and Tarbitt.

68/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

69/18 DECLARATIONS OF INTEREST

Councillors were invited to record their interests in the register.

RESOLVED to note:-

Councillor Richardson declared an interest in item 75/18.2

Councillor Z. Armstrong declared an interest in item 78/18

70/18 MINUTES

70/18.1 MINUTE OF THE MEETING HELD ON 10TH SEPTEMBER 2018 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 10th September 2018, confirmed as true and accurate record.

71/18 PUBLIC PARTICIPATION

RESOLVED to note that no members of the public were present and no issues were raised.

72/18 REPRESENTATIVES' REPORTS

72/18.1 CPCA AGM MEETING

RESOLVED to note that Councillor Bundred had attended the CALC AGM meeting which had dealt mainly with s106 agreements. Councillor Bundred had been voted on to the CPCA Executive Committee for another year and had brought up the issue of non-notification of highway closures to members of the public.

73/18 TOWN AND COUNTRY PLANNING - APPLICATIONS –

RESOLVED to note there were no applications to consider.

74/18 INCINERATOR AT ROCKCLIFFE

Councillor Wilson queried the lack of consultation with Kirkandrews on Esk Parish Council regarding the construction and operation of a building for the processing of waste to produce Refuse Derived Fuel, and processing of co-mingled recyclable material at Hespian Wood and also whether there would be an independent monitoring body for neighbouring parishes.

RESOLVED to note that the Clerk would speak with the case officer for the planning application and report back at the next meeting.

75/18 FINANCIAL MATTERS -**75/18.1 BANK RECONCILIATION TO 30.10.18**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statement.

RESOLVED to receive and note the bank reconciliation and balance to 30th October 2018 of £35,866.66.

75/18.2 APPROVAL OF EXPENDITURE

RESOLVED to authorise the following expenditure for payment:-

- £505.16 A. Riddell – net wage to 30.11.18
- £850.00 W&E Carruthers – grass cutting

75/18.3 GRANT APPLICATIONS – From Cumbria Community Foundation Funds

RESOLVED to note there were no grant applications to consider.

75/18.4 FINANCIAL ASSISTANCE

Consideration was given to requests for financial assistance from the following groups -

75/18.4.1 KIRKANDREWS ON ESK PCC

Information from NALC was submitted to the meeting regarding the legality of a parish council donating funds to a parochial church council for grass cutting and other expenditure.

Councillor Bundred had received an email regarding the matter giving differing views but the details were not submitted to the meeting. Councillor Bundred had been invited to attend a future meeting of the parochial church council.

RESOLVED after further discussion that a decision would be made at the next meeting as to what donation would be given by the parish council to cover church expenditure. The Clerk would ask for further information from CALC.

75/18.4.2 MOAT VILLAGE HALL

RESOLVED to donate £500.00 towards new blinds.

76/18 SUPERFAST BROADBAND

RESOLVED to note an update from Councillor Bundred on Superfast Broadband covering project costs, commencement of work, quotations for other areas in the parish and submission of grants.

77/18 SPEED SIGNS FOR MOAT VILLAGE

The Clerk reported that the County Council officer dealing with the matter had flagged the Parish Council's request and would respond in due course.

RESOLVED to note the update.

78/18 PLAY AREAS

RESOLVED to note that Councillor Bundred would chase up a response from the land owner to the possibility of play areas being installed by the Parish Council at Blackbank and Greenmill.

79/18 BUS SHELTERS

The Clerk reported that Highways England had no objections to bus shelters being installed outside Longtown Auction Mart as long as they did not restrict visibility for those leaving the trading estate. Local businesses were being contacted at the proposed site and once a response was received a report would be forwarded to a senior manager for approval.

RESOLVED to note the update and that the Clerk would look into designs and costs for a bus shelter with perspex windows.

80/18 CALC -

RESOLVED that the following correspondence from CALC was received and noted:-

80/18.1 CALC CIRCULARS – October and November 2018

80/18.2 LCAS RISK TOPIC UPDATE – Email from S. Hutchinson.

RESOLVED to note that the Clerk would enquire with the Council's insurers as to how often tree inspections were required.

80/18.3 STROKE PREVENTION - Email from S. Bagshaw

81/18 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence had been received by the Clerk:-

81/18.1 POLICE NEWSLETTER – Email from PCSO Woods.

81/18.2 GLENLEE SUBSTATION EXTENSION UPDATE – Email from the Community Relations Team.

81/18.3 PRIORITY SERVICES REGISTER – Email from Rural Services Network.

82/18 LITERATURE AVAILABLE FROM CLERK

RESOLVED to note that the following literature was available from the Clerk:-

82/18.1 NOTICE OF EXECUTIVE KEY DECISIONS – 9th November 2018

82/18.2 CLERKS AND COUNCILS DIRECT – November 2018

82/18.3 ACT GAZETTE – Winter 2018

83/18 AGENDA ITEMS FOR NEXT MEETING

- Precept 2019/20
- Bank mandate
- PCC funding

84/18 DATE OF NEXT MEETING - Monday 14th January 2019, Moat Village Hall, 7.30pm

KIRKANDREWS ON ESK PARISH COUNCIL

Minutes of the Parish Council Meeting held at Moat Village Hall on 14th January 2019.

PRESENT – Councillors W. Bundred (Chairman), P. Armstrong, Z. Armstrong and D. Wilson.

IN ATTENDANCE - Clerk

ALSO ATTENDING – Councillor Tarbitt, Cumbria County Council
1 member of the public

85/18 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies were received and agreed from:-

Councillor Richardson
Councillor Bloxham, Carlisle City Council

86/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

87/18 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest.

88/18 MINUTES

88/18.1 MINUTE OF THE MEETING HELD ON 12TH NOVEMBER 2018 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 12th November 2018, confirmed as a true and accurate record.

89/18 PUBLIC PARTICIPATION

A member of the public requested that the parish council give consideration to a young member of the parish helping out doing tasks such as litter picking etc around the parish as part of a project for the Duke of Edinburgh Awards.

RESOLVED that the Clerk would contact the council's insurers as to what voluntary work could be carried out.

90/18 POLICE MATTERS

Members considered any items of concern to be passed to PCSO Woods.

RESOLVED to note that youths gathering at the local church had been reported.

91/18 REPRESENTATIVES' REPORTS

RESOLVED to note that Councillor Bundred had attended a recent meeting of hub co-ordinators but that there was nothing to report. Upcoming meetings of the CPCA Executive and wind farm grants panels were detailed.

92/18 TOWN AND COUNTRY PLANNING - APPLICATIONS –

APPLICATIONS – Applications for planning consent were considered.

RESOLVED to note the following application had been considered using the expedited procedure and the appropriate Planning Authority had been advised of the Council's comments as follows:-

92/18.1 COCHRANE'S NURSERIES, LONGTOWN (18/1050) – Erection of replacement building for greengrocers/florists.

Comment – support the application.

93/18 NOTIFICATION OF DECISIONS

A note of the decisions of the appropriate planning authority on applications on which the Committee or Parish Council had previously been consulted was submitted.

RESOLVED to note the notification of decisions.

94/18 FINANCIAL MATTERS -**94/18.1 BANK RECONCILIATION TO 28.12.18**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statement.

RESOLVED to receive and note the bank reconciliation and balance to 28th December 2018 of £34,511.89.

94/18.2 APPROVAL OF EXPENDITURE

RESOLVED to authorise the following expenditure for payment:-

- £568.28 A. Riddell – net wage to 30.10.19
- £205.20 HMR&C – PAYE
- £20.00 Royal British Legion Poppy Appeal – poppy wreath
- £60.00 Carlisle City Council – play area inspection fee

94/18.3 PRECEPT 2019/20

A draft budget statement was submitted to the meeting in order that members could agree the precept for the financial year 2019/20.

RESOLVED unanimously after discussion, to increase the precept by 5% to £8,471.00. The Clerk would inform the City Council.

94/18.5 BANK MANDATE

Consideration was given to amending the current bank mandate and agree the use of online banking.

RESOLVED that Councillor Bundred would speak to the bank in order to confirm a change of address for correspondence, confirmation of signatories and approve online banking. The Clerk would amend standing orders to agree the use of online banking.

94/18.6 GRANT APPLICATIONS – From Beck Burn Community Grant Pot.

RESOLVED to note there were no grant applications to consider.

94/18.4 FINANCIAL ASSISTANCE TO KIRKANDREWS ON ESK PCC

RESOLVED to note that Councillor Bundred would attend the next meeting of the PCC and the Clerk would confirm what church expenditure could be financed by the parish council.

95/18 INCINERATOR AT ROCKCLIFFE

Further to last month's consideration of this item, the Clerk spoke with Cumbria County Council, the planning authority for this application. The case officer stated that the parish of Kirkandrews on Esk was to the north of the development and hadn't been consulted as it was too far away. The major concern for the application had been the movement of traffic which was to the south of the application and therefore not affecting the parish of Kirkandrews on Esk. The case officer went on to state that there had been a lot of scare mongering regarding this application which had been wrongly compared to another proposal for waste incinerator at Kingmoor. The consultation was public and if members of the parish council wanted to make a comment then they should do so within the permitted timeframe. The County Council would carry out annual monitoring at the site and if anyone had any concerns, they should bring them to the County Council's attention.

Members disagreed with the above comments stating that the parish had been involved with previous applications at the site, the parish boundary was approximately a mile from the site and that an independent body should carry out monitoring.

RESOLVED to note the response received and the ongoing concerns. Councillor Tarbitt confirmed she would raise the concerns at a future meeting at the site.

96/18 LITTER ON A7 VERGES

Consideration was given to the collection of litter in lay-bys on the A7.

RESOLVED to note that Councillor Tarbitt would liaise with Councillor Bloxham and Mallinson and see what could be done about the matter.

97/18 SUPERFAST BROADBAND

Councillor Bundred gave an update on Superfast Broadband highlighting the following points:-

- Completion of current schemes
- Submission of revised quote
- Grant availability for farms

RESOLVED to note the update.

98/18 TREE MANAGEMENT

The Clerk reported that the parish council's insurers required a risk assessment for trees on parish council land or trees planted by the parish council.

Members confirmed that there were trees in the play area at Moat village and at Kettleholme.

RESOLVED that the Clerk would liaise with Mike Lowther to undertake the risk assessment.

99/18 JUNCTION IMPROVEMENTS AT BLACKBANK

Councillor Bundred reported on the junction at Blackbank that after being repaired, the road studs had not been reinstated which was making it difficult to see the junction at night.

Further discussion took place on the numbering and classification of roads in the parish.

RESOLVED to note that Councillor Tarbitt would investigate the matter of the studs at the junction and reclassification of the road itself from a C road to a B road.

100/18 SPEED INDICATOR SIGNS –**100/18.1 A7 AT TOWNFOOT**

Councillor Bundred reported that Arthuret Parish Council had received funding for 3 speed indicator signs and that consideration should be given to Kirkandrews on Esk Parish Council installing a similar device at Townfoot, Longtown.

RESOLVED that the Clerk would investigate costings for a speed indicator sign.

100/18.2 SPEED SIGNS FOR MOAT VILLAGE

The response from Cumbria County Council regarding a mobile speed indicator device was considered by members.

Members did not want a device that might only be available for a couple of weeks per annum.

RESOLVED that the Clerk would investigate costings for a permanent device and confirm any permissions required.

101/18 MOAT PLAY AREA

The annual play area inspection report was submitted to the meeting for consideration.

Some required repairs had already been carried out.

RESOLVED to note the repairs required and that the Clerk would organise the work with Kompan and local repairman.

102/18 BUS SHELTERS

Councillor Richardson had raised concerns at the poor state of repair of the bus shelter roof at Moat.

RESOLVED that the Clerk would ask the local repairman to have a look and advise on what action should be taken.

103/18 CALC -

RESOLVED that the following correspondence from CALC was received and noted:-

103/18.1 CALC CIRCULARS – December 2018/January 2019

103/18.2 NORTH WEST COASTAL ACCESS – Email from CALC

103/18.3 DEVELOPING YOUR SKILLS - Email from CALC

103/18.4 CUMBRIA ACTION FOR HEALTH BULLETIN – Email from CALC

103/18.5 VAS POLICY – Email from CALC

103/18.6 UPDATE TO NALC'S MODEL STANDING ORDERS – Email from CALC

RESOLVED to adopt the update to standing orders.

103/18.7 PRINCE'S COUNTRYSIDE FUND – Email from CALC

RESOLVED to note that Councillor Bundred would ask whether any parish council projects were eligible for funding.

103/18.8 POLICE & CRIME COMMISSIONER COUNCIL TAX CONSULTATION – Email from CALC

RESOLVED that members would respond on an individual basis to the consultation.

103/18.9 S137 RATE – Email from CALC

104/18 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence had been received by the Clerk:-

104/18.1 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE SCHEME – Email from Implementation Officer.

RESOLVED that the Clerk would ask for an overview of vehicle movements.

104/18.2 KENDON TO TONGLAND REINFORCEMENT PROJECT – Update from the Community Relations Team.

105/18 LITERATURE AVAILABLE FROM CLERK

RESOLVED to note that the following literature was available from the Clerk:-

105/18.1 NOTICE OF EXECUTIVE KEY DECISIONS – 11th January 2019

106/18 AGENDA ITEMS FOR NEXT MEETING

- Risk assessment 2018/19

107/18 DATE OF NEXT MEETING - Monday 11th March 2019, Moat Village Hall, 7.30pm.

108/18 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, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

109/18 GRASS CUTTING 2019 CONTRACT

There was submitted a report by the Clerk on the tenders invited and received for the grass cutting contract 2019.

RESOLVED, unanimously, to accept the tender submitted by W & E Carruthers in the sum of £800.00, proposed by Councillor Bundred seconded by Councillor P. Armstrong. There were no other proposals.

KIRKANDREWS ON ESK PARISH COUNCIL

Minutes of the Parish Council Meeting held at Moat Village Hall on 11th March 2019.

PRESENT – Councillors W. Bundred (Chairman), S. Richardson, Z. Armstrong and D. Wilson.

IN ATTENDANCE - Clerk

ALSO ATTENDING –

110/18 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies were received and agreed from:-

Councillor P. Armstrong
Councillor Bloxham, Carlisle City Council
Councillor Tarbitt, Cumbria County Council

111/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

112/18 DECLARATIONS OF INTEREST

RESOLVED to note that declarations of interest were received from:-

Councillor Richardson – Items 118/18.5, 119/18.3, 131/18 and 117/18.2
Councillor Z. Armstrong – item 121/18.

113/18 MINUTES

113/18.1 MINUTE OF THE MEETING HELD ON 14TH JANUARY 2019 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 14th January 2019, confirmed as a true and accurate record.

114/18 PUBLIC PARTICIPATION

RESOLVED to note there were no members of the public present and no matters raised on behalf of the public.

115/18 POLICE MATTERS

RESOLVED to note that no police newsletter had been received and that there were no matters of concern to report.

116/18 REPRESENTATIVES' REPORTS

116/18.1 HALL BURN WIND FARM PANEL

RESOLVED to note that Councillor Bundred had attended a recent meeting of the Hall Burn wind panel to decide on submitted grants which would be detailed in due course. Councillor Bundred circulated information to Councillor Wilson from the panel for the Dumfries and Galloway Fisheries Trust to submit a grant application.

117/18 TOWN AND COUNTRY PLANNING - APPLICATIONS –

APPLICATIONS – Applications for planning consent were considered.

117/18.1 **SMALMSTOWN FARM, LONGTOWN (19/0140)** – Erection of slurry tank above ground.

No observations.

RESOLVED to note the following application had been considered using the expedited procedure and the appropriate Planning Authority had been advised of the Council's comments as follows:-

117/18.2 **5 KIRKANDREWS MOAT, LONGTOWN (19/0100)** – Single storey rear extension to provide sunroom.

No observations.

118/18 FINANCIAL MATTERS -

118/18.1 **BANK RECONCILIATION TO 28.02.19**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statement.

RESOLVED to receive and note the bank reconciliation and balance to 28th February 2019 of £33,158.41.

118/18.2 **APPROVAL OF EXPENDITURE**

RESOLVED to authorise the following expenditure for payment:-

- £505.16 A. Riddell – net wage to 31.03.19
- £253.18 Brampton PC – photocopier/stny/internet/SLCC/ALCC costs
- £1039.23 Stuart Barton – maintenance repairs to bus shelter and play area
- £205.20 HMR&C – PAYE

118/18.3 **GRANT APPLICATIONS**

RESOLVED to note there were no grant applications for the Beck Burn Community Pot to be considered.

118/18.4 **BANK MANDATE**

RESOLVED to note that the amended bank mandate agreed at the last meeting would be completed after the meeting and sent to the Parish Council's bank to be updated.

118/18.5 **FINANCIAL ASSISTANCE TO KIRKANDREWS ON ESK PCC**

RESOLVED to note that Councillor Bundred had not been invited to attend the last meeting of Kirandrews

PCC. As no request for funding had been received from the PCC, the Chairman of the Parish Council would speak to the Chairman of the PCC to discuss what funding could be given in the future.

119/18 COUNTY COUNCILLOR UPDATE

Councillor Tarbitt was unable to attend the meeting and submitted an update on the following items by email:-

119/18.1 **LITTER ON ROADSIDE VERGES** – Major roads had been cleared and minor roads would follow. Signs would be erected in areas that had been cleared to remind drivers not to leave litter.

RESOLVED that the Clerk would contact the City Council regarding the roadside verge on the C1002 which still required to be cleared of litter.

119/18.2 JUNCTION IMPROVEMENTS AT BLACKBANK – No update, matter still being pursued.

RESOLVED to request that Councillor Tarbitt continues to chase the matter and also requests that the road should be looked at being reclassified to a B road and included on junction signage.

119/18.3 SIGN FOR ST. ANDREW'S CHURCH – suggestion of a brown sign for the church.

RESOLVED to ask for further clarification as there were already two signs in place.

120/18 DUKE OF EDINBURGH AWARD PROJECTS

RESOLVED to note that the Clerk would inform the applicant that the lower age limit covered by the Parish Council's insurers was 16, therefore the applicant was too young, however members were grateful for the interest in volunteering for the parish and would be happy to consider a future request once the applicant was 16.

121/18 BUS SHELTER AT TOWNFOOT, LONGTOWN

The bus panel report regarding the proposed bus shelters at Townfoot, Longtown was submitted to the meeting.

The Clerk submitted costings for various types of bus shelters for consideration.

121/18.1 RESOLVED to note permission for the bus shelters had been given.

121/18.2 RESOLVED that the Clerk would ask the bus panel as to which bus shelter type they would recommend.

121/18.3 RESOLVED that the Clerk would write to the Auction Mart and ask for a contribution towards the cost of the bus shelters.

122/18 SPEED INDICATOR SIGNS

The Clerk submitted costings for various speed indicator signs for Kirkandrews Moat.

RESOLVED to purchase 2 DF11 fixed speed indicator signs, solar powered and that would collect data. Grant applications for funding would be submitted in due course.

123/18 RISK ASSESSMENT

The Clerk submitted the Parish Council's risk assessment for 2018/19 for consideration.

RESOLVED to note and approve the 2018/19 risk assessment.

124/18 LONGTOWN COMMUNITY CENTRE

RESOLVED to note that members would let any interested parishioners know that Longtown Community Centre was looking for trustees.

125/18 CALC -

RESOLVED that the following correspondence from CALC was received and noted:-

125/18.1 CALC CIRCULARS – February and March 2019

125/18.2 CARLISLE CULTURE – Email from CALC.

125/18.3 LOCAL COMMITTEE WORKING TOGETHER - Email from CALC.

RESOLVED to note that members felt there should be more public information adverts.

125/18.4 TOUR OF CUMBRIA EVENT – Email from CALC.

125/18.5 LAKE DISTRICT WORLD HERITAGE STATUS – Email from CALC.

125/18.6 PARKING SURVEY– Email from CALC.

RESOLVED to note that members would complete the survey individually.

126/18 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence had been received by the Clerk:-

126/18.1 PARISH MAP – Email from Images by Hand.

RESOLVED to note that members would report ideas for a parish trip at the next meeting.

127/18 LITERATURE AVAILABLE FROM CLERK

RESOLVED to note that the following literature was available from the Clerk:-

127/18.1 NOTICE OF EXECUTIVE KEY DECISIONS – 1st March 2019

127/18.2 CLERK AND COUNCILS DIRECT – March 2019

128/18 AGENDA ITEMS FOR NEXT MEETING

- Superfast Broadband
- Incinerator

129/18 DATE OF NEXT MEETING - Monday 13th May 2019, Moat Village Hall, 7.30pm.

130/18 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, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

131/18 BUS SHELTER AT MOAT

One costing had been received in time for the meeting. The Clerk reported that another contractor would make a site visit on Friday 15th March.

RESOLVED to note the report and that additional costings would be submitted at the next meeting. The Clerk would also contact Morton Gardens for the price of a new wooden bus shelter in order to compare costs.