

**MINUTE of the ANNUAL MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 13<sup>th</sup> MAY 2019 at 7.30pm.**

**Present:** Cllrs W Bundred (Chairman), P Armstrong, Z Armstrong, R, S Richardson, and D Wilson

**In Attendance:** Clerk

Action

<b>001/19</b>	<p><b>ELECTION OF CHAIRMAN</b></p> <p>The previous Chairman Councillor W Bundred took the Chair.</p> <p>Councillor Wilson, seconded by Councillor Richardson, moved that Councillor Bundred be elected to the office of Chairman of the Council.</p> <p>There were no other nominations.</p> <p><b>RESOLVED</b> unanimously to elect Councillor Bundred as Chairman for the Council Year 2019/20.</p>	
<b>002/19</b>	<p><b>DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN</b></p> <p><b>RESOLVED</b> to note that 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.</p>	
<b>003/19</b>	<p><b>ELECTION OF VICE CHAIRMAN</b></p> <p>Councillor Bundred, seconded by Councillor Z Armstrong, moved that Councillor Richardson be elected to the office of Vice Chairman of the Council</p> <p>There were no other nominations.</p> <p><b>RESOLVED</b>, unanimously, to the election of Councillor Richardson as Vice Chairman of the Council.</p> <p>Councillor Wilson addressed the meeting to thank Councillors Bundred and Richardson for their hard work as members of the council.</p>	
<b>004/19</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> to note that apologies for absence were received from:-</p> <p>Councillor Tarbitt, Cumbria County Council and Carlisle City Council.</p>	
<b>005/19</b>	<p><b>REQUESTS FOR DISPENSATION</b></p> <p><b>RESOLVED</b> to note that no requests for dispensation were received.</p>	
<b>006/19</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Councillors were invited to record their interests in the register.</p> <p><b>RESOLVED</b> to note that Councillor Z. Armstrong declared a personal interest in the following items:-</p> <p>Item 029/19 - Townfoot bus stops</p> <p>Item 025/19 - Derelict house at Blackbank</p>	

(Signed) Chairman .....

8<sup>th</sup> July 2019

<p><b>007/19</b></p> <p><b>007/19.1</b></p> <p><b>008/19</b></p> <p><b>008/19.1</b></p> <p><b>009/19</b></p> <p><b>010/19</b></p> <p><b>011/19</b></p> <p><b>012/19</b></p> <p><b>013/19</b></p>	<p><b>MINUTES</b></p> <p><b>007/19.1 MINUTE OF THE MEETING HELD ON 11TH MARCH 2019 WAS SUBMITTED.</b></p> <p><b>RESOLVED</b> to authorise the Chairman to sign the minutes of the meeting held on 11<sup>th</sup> March 2019, confirmed as a true and accurate record.</p> <p><b>LOCAL GOVERNMENT ACT 1972 –</b></p> <p><b>FILLING OF VACANCY</b></p> <p>An email of interest was submitted from Mr. P. Armstrong who was in attendance.</p> <p><b>RESOLVED</b>, after a unanimous vote, that Mr. Armstrong be co-opted to the Parish Council. Mr. Armstrong signed the Declaration of Acceptance of Office and took his place in the meeting.</p> <p><b>REPRESENTATION ON OUTSIDE BODIES</b></p> <p><b>RESOLVED</b> that the following appointments be made:-</p> <p>Beck Burn Wind Turbine Grants Panel – Cllr Bundred Hallburn Wind Turbine Grants Panel – Cllr Bundred Carlisle Parish Councils Association – Cllr Bundred</p> <p><b>STANDING ORDERS AND FINANCIAL REGULATIONS</b></p> <p>2018 revised NALC model standing orders and the council’s financial regulations were circulated prior to the meeting for review and adoption.</p> <p><b>RESOLVED</b> to adopt the revised model standing orders and financial regulations with the following amendments:-</p> <p>Standing Order 3f – 3 minutes per speaker Financial Regulations – 11h – Lower value to be £500.00</p> <p><b>ASSETS</b></p> <p>Members reviewed the assets held by the council.</p> <p><b>RESOLVED</b> that the assets held were a true record after amending for the play area equipment to be listed separately at cost rather than a lump sum.</p> <p><b>INSURANCE</b></p> <p>The insurance quote from BhlB insurance for 2019/20 was submitted to the meeting at a cost of £307.95 and members reviewed the policy to confirm the council had cover in respect of all risks</p> <p><b>RESOLVED</b> to accept the quote from BhlB in the sum of £307.95 and authorised payment by cheque number 100960.</p> <p><b>SUBSCRIPTIONS</b></p> <p>Members reviewed the parish council’s current subscriptions.</p> <p><b>013/19.1 RESOLVED</b> to renew the CALC subscription for 19/20 in the sum of £146.97, which was submitted to the meeting. Payment made by cheque number 100959</p> <p><b>013/19.2 RESOLVED</b> to renew the SLCC subscription due for renewal in December 2019, approximate cost £25.00.</p>	<p><b>WB</b></p>
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(Signed) Chairman .....

8<sup>th</sup> July 2019

014/19	<p><b>POLICY REVIEW</b></p> <p>The following core policies were circulated prior to the meeting and adopted/reviewed accordingly:-</p> <ul style="list-style-type: none"> <li>● Complaints procedure</li> <li>● Publication scheme/Freedom of Information Policy</li> <li>● Media and Press Policy</li> <li>● Health and Safety Policy</li> <li>● Equality and Diversity Policy</li> <li>● Equal Opportunities Policy</li> <li>● Document Retention Policy</li> <li>● Fraud/corruption Detection &amp; Prevention Policy</li> <li>● Filming Policy</li> </ul> <p><b>RESOLVED</b> to note the core policies and that no amendments were required.</p>	
015/19	<p><b>GENERAL DATA PROTECTION REGULATIONS (GDPR)</b></p> <p><b>15/19.1 DATA PROTECTION OFFICER (DPO)</b></p> <p>Members gave consideration to the appointment of a Data Protection Officer.</p> <p><b>RESOLVED</b> to appoint the Clerk as DPO for 2019/20.</p> <p><b>15/19.2 GDPR POLICY REVIEW</b></p> <p>The following GDPR related policies were circulated prior to the meeting and reviewed:-</p> <p><b>RESOLVED</b> to approve and adopt the following policies with no amendments:-</p> <ul style="list-style-type: none"> <li>● Data Protection Policy</li> <li>● Privacy Notice for Staff/Councillors/Role Holders/General Privacy Notice</li> <li>● Personal Data Breach Policy</li> <li>● Email Consent Log</li> </ul>	
016/19	<p><b>MEETING CALENDAR</b></p> <p>Consideration was given to meeting dates for 2019/20 for the council.</p> <p><b>RESOLVED</b> to note the future meeting dates.</p>	
017/19	<p><b>PUBLIC PARTICIPATION -</b></p> <p><b>RESOLVED</b> to note that no members of the public were present.</p>	
018/19	<p><b>REPRESENTATIVES' REPORTS</b></p> <p><b>018/19.1 HUB CO-ORDINATOR</b></p> <p>Councillor Bundred reported from a hub co-ordinator's meeting that all parishes that would have little superfast broadband cover had been identified and would be contacted and advised if required. Connecting Cumbria staff was now down to 3 and funding would only be given for fibre to the premises now. 92% of Cumbria has coverage which is not as high as the rest of the country.</p> <p><b>RESOLVED</b> to note the report.</p>	

(Signed) Chairman .....

8<sup>th</sup> July 2019

<p><b>019/19</b></p> <p><b>020/19</b></p> <p><b>021/19</b></p>	<p><b>TOWN AND COUNTRY PLANNING - APPLICATIONS</b></p> <p><b>RESOLVED</b> to note there were no applications to be considered.</p> <p><b>NOTIFICATION OF DECISIONS</b></p> <p>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.</p> <p><b>RESOLVED</b> to note the notification of decisions</p> <p><b>FINANCIAL MATTERS</b></p> <p><b>021/19.1 BANK RECONCILIATION TO 27.04.19</b></p> <p>There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank and Building Society accounts statements.</p> <p><b>RESOLVED</b> to receive and note the bank reconciliation and balances to 27th April 2019 of £39,739.44</p> <p><b>021/19.2 APPROVAL OF EXPENDITURE</b></p> <p><b>RESOLVED</b> to authorise the following expenditure for payment:-</p> <ul style="list-style-type: none"> <li>● £588.41 – A Riddell – net wage to 29.05.19 – chq number 100958</li> <li>● £75.00 - J Batey – internal audit – chq number 100961</li> <li>● £33.26 – Moat Village Hall – room hire – chq number 100962</li> </ul> <p><b>021/19.3 S137 SPENDING</b></p> <p>Consideration was given to s137 spending for the current and previous financial year.</p> <p><b>RESOLVED</b> to note that the only spending under s137 for the year ending 31st March 2019 was £20.00 for a poppy wreath and the same amount was projected expenditure for spending under s137 for the current financial year.</p> <p><b>021/19.4 NATIONAL SALARY AWARD</b></p> <p><b>RESOLVED</b> to note the salary award.</p> <p><b>021/19.5 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019 AND EXEMPTION CERTIFICATE–</b></p> <p>There were submitted Section 1, Annual Governance Statement, and 2, Statement of Accounts, of the Annual Return, Receipts and Payments Accounts, Balance Sheet and Supporting Notes for the year ended 31st March, 2019.</p> <p><b>021/19.5.1 RESOLVED</b> to approve the Annual Governance Statement for the year ending 31st March 2019.</p> <p><b>021/19.5.2 RESOLVED</b> to approve the Statement of Accounts for the year ending 31st March 2019.</p> <p><b>021/19.5.3 RESOLVED</b> to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for 31st March 2019.</p>	
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(Signed) Chairman .....

8<sup>th</sup> July 2019

	<p><b>021/19.5.4 RESOLVED</b> to note that the notification of Public Rights &amp; Publication of Unaudited Annual Governance &amp; Accountability Return for accounts year ending 31st March 2019 as Monday 17th June to Friday 27th July 2019.</p> <p><b>021/19.5.5 RESOLVED</b> to agree that the Accounts, Balance Sheet and Supporting Notes reflected the Parish Council's financial position at 31st March 2019.</p> <p><b>021/19.6 YEAR END BALANCES</b></p> <p>There was submitted a report by the Clerk regarding the cash balances at 31st March 2019 and recommending their allocation to various funds.</p> <p><b>RESOLVED</b> to agree to the allocation of the balances as follows:-</p> <table data-bbox="336 611 877 703"> <tr> <td>Superfast Broadband Fund</td> <td>£24,698.50</td> </tr> <tr> <td>Surplus Account</td> <td>£6,666.73</td> </tr> <tr> <td>Total</td> <td>£31,361.23</td> </tr> </table> <p><b>021/19.7 APPOINTMENT OF INTERNAL AUDITOR</b></p> <p>Consideration was given to the appointment of an internal auditor for 2019/20.</p> <p><b>RESOLVED</b> to appoint Mrs. Joanne Batey, MAAT, as internal auditor for 2019/20</p> <p><b>021/19.8 GRANTS</b></p> <p><b>RESOLVED</b> to note that no requests for grants had been submitted.</p>	Superfast Broadband Fund	£24,698.50	Surplus Account	£6,666.73	Total	£31,361.23	
Superfast Broadband Fund	£24,698.50							
Surplus Account	£6,666.73							
Total	£31,361.23							
022/19	<p><b>SUPERFAST BROADBAND</b></p> <p>Councillor Bundred gave an update on the Superfast Broadband projects in the parish. A revised costing has been requested for the area referred to as Kirkandrews middle as some properties were now being supplied by a green cabinet. Blackbank and Rosetrees Lane areas would have to be 2 separate projects as they were on 2 separate exchanges. Telegraph poles had been installed along the A7. Councillor Bundred had been invited to the House of Commons by Openreach for a lunchtime reception but would not attend. Openreach confirmed that all work would be completed by October 2019.</p> <p><b>RESOLVED</b> to note the project.</p>	DW/Clerk						
023/19	<p><b>DUST FROM PEAT WORKS</b></p> <p>Councillor Wilson reported that dust from the peat works was an ongoing problem for neighbouring properties. The area used to be dampened down but doesn't seem to happen now.</p> <p><b>RESOLVED</b> that the Clerk would write to the company concerned (Councillor Wilson to pass on the details).</p>	Clerk						
024/19	<p><b>RICHARDSON HOUSE DEVELOPMENT</b></p> <p>Councillor Z Armstrong reported that the City Council's enforcement officer had visited the site and spoken to the owners. The site had been tidied and made more secure, the owners stated that no further work would be carried out until a planning application had been submitted and approved.</p> <p><b>RESOLVED</b> to note the report.</p>							

(Signed) Chairman .....

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025/19	<p><b>DERELICT HOUSE AT BLACKBANK</b></p> <p>Concerns had been raised from nearby residents at the dilapidated state that a house, formerly used by Murrays Haulage, had fallen into.</p> <p><b>RESOLVED</b> that Councillor Bundred would ask his contact at the MOD for any information on the building.</p>	WB
026/19	<p><b>C1002 ROAD NEAR LONGTOWN</b></p> <p>Cumbria Highways had responded to the request for re-classification of the C1002 near Longtown, stating that reclassification does not change the route or provide any maintenance improvement or change the HGV usage.</p> <p><b>RESOLVED</b> to note the response from highways and that the Clerk would write and request that the number of the road itself is added to the sign on the A6071.</p>	Clerk
027/19	<p><b>PLAY AREAS</b></p> <p><b>RESOLVED</b> to defer the item and Councillor Bundred would chase the MOD for a firm response.</p>	WB
028/19	<p><b>INCINERATOR AT ROCKCLIFFE</b></p> <p><b>RESOLVED</b> to note that members would wait for a response from the Environment Agency as they had already been contacted regarding the monitoring of outputs by Irthington Parish Council.</p>	
029/19	<p><b>BUS SHELTERS AT TOWNFOOT, LONGTOWN</b></p> <p>Councillors Bundred and Wilson reported that the parish council had been given permission from Thompson, Ruddick and Lawrie to extend the base for a bus shelter at Townfoot, Longtown, who would also pay for the cost of the bus shelter base. The base would be moved away from the wash area.</p> <p><b>RESOLVED</b> that the Clerk would confirm with the bus panel, approval for the slight adjustment of the bus shelter site and get quotes for both timber and Perspex bus shelters.</p>	Clerk
030/19	<p><b>CALC</b></p> <p>The following correspondence from CALC was received and noted:-</p> <p><b>030/19.1 CALC CIRCULARS – April and May 2019.</b></p> <p><b>030/19.2 COMMUNITY INFRASTRUCTURE LEVY BRIEFING NOTE</b></p> <p><b>030/19.3 CUMBRIA PARTNERSHIP NHS MERGER</b></p> <p><b>030/19.4 NORTH WEST COASTAL ACCESS UPDATE</b></p> <p><b>030/19.5 TRAINING</b></p> <p><b>030/19.6 CALC SUMMER CONFERENCE</b></p>	
031/19	<p><b>CORRESPONDENCE RECEIVED BY THE CLERK</b></p> <p><b>RESOLVED</b> to note the following correspondence had been received: -</p> <p><b>031/19.1 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE – Email from Implementation Officer.</b></p> <p><b>RESOLVED</b> that the Clerk would ask if the Information Officer could attend a future meeting.</p>	Clerk

(Signed) Chairman .....

8<sup>th</sup> July 2019

<p><b>032/19</b></p> <p><b>033/19</b></p> <p><b>034/19</b></p> <p><b>035/19</b></p> <p><b>036/19</b></p>	<p><b>LITERATURE AVAILABLE FROM CLERK –</b></p> <p><b>RESOLVED</b> to note the following literature was available from the Clerk:-</p> <p><b>032/19.1 LOCAL COUNCIL REVIEW –</b> Spring 2019</p> <p><b>032/19.2 NOTICE OF EXECUTIVE KEY DECISIONS –</b> 30th April 2019</p> <p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p><b>RESOLVED</b> to note that any further items for consideration should be submitted to the Clerk on or before 1st July 2019.</p> <p><b>DATE OF NEXT MEETING -</b> Monday 8th July 2019, Moat Village Hall, 7.30pm.</p> <p><b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 -</b> 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</p> <p><b>BUS SHELTER AT MOAT</b></p> <p><b>RESOLVED</b>, after discussion, not to undertake a full renovation of the bus shelter, therefore a quote to repair the roof and treat the timber was agreed in the sum of £692.24.</p>	<p><b>Clerk</b></p>
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(Signed) Chairman .....

8<sup>th</sup> July 2019