

KIRKANDREWS ON ESK PARISH COUNCIL

MINUTES of the ANNUAL MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 9th MAY 2022 at 7.30pm.

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

IN ATTENDANCE: Clerk

001/22 ELECTION OF CHAIRMAN

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

There were no other nominations.

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

002/22 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.

003/22 ELECTION OF VICE CHAIRMAN

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

There were no other nominations.

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

004/22 PUBLIC PARTICIPATION –

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

RESOLVED to note that Councillor Richardson raised concern at the blocked access road from the third lodge on the Netherby Estate to the Churchyard which had previously been open for public use. As the access in question was not in the parish of Kirkandrews on Esk, Councillor Richardson was directed to Arthuret PC and/or Kirkandrews Parochial Church Council to raise the matter.

005/22 APOLOGIES FOR ABSENCE

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

006/22 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

007/22 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest made.

Signed (Chairman).....

Date.....

008/22 MINUTES**008/22.1 MINUTE OF THE MEETING HELD ON 14TH MARCH 2022 WAS SUBMITTED.**

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 14th March 2022, confirmed as a true and accurate record.

ACTION: WB

009/22 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 VILAGE HALL COMMITTEE	Councillor S. Richardson

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

010/22 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to re-adopt standing orders and financial regulations. An amendment to SO18 was reported by the Clerk, however some of the information had been found to be incorrect. A formal amendment to SO18 would be made once confirmation had been received from CALC.

011/22 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.

012/22 INSURANCE

The insurance renewal quote from BHIB insurance for 2022/23 was submitted to the meeting.

RESOLVED to accept the quote in the sum of £346.68 and that all areas for insurance were covered.

013/22 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

013/22.1 Renew the CALC subscription for 2022/23 in the sum of £164.52, which was submitted to the meeting.

013/22.2 Renew the SLCC subscription, due later in the financial year, cost to be confirmed but approximately £35.00.

Signed (Chairman).....

Date.....

014/22 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. The Clerk was requested to draft a training policy for consideration at the next meeting.

015/22 MEETING CALENDAR 2022/23

RESOLVED to agree the meeting calendar dates for 2022/23.

016/22 REPRESENTATIVES' REPORTS

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

- **BECK BURN GRANTS PANEL MEETING** – Another round of funding would take place in the autumn.
- **CPCA EXECUTIVE COMMITTEE** – Next meeting scheduled for September

017/22 TOWN AND COUNTRY PLANNING – APPLICATIONS –

RESOLVED to note the following and that members had no further comments to make:-

017/22.1 LAND ADJACENT FOREST GATE, BLACKBANK (21/0617) – Erection of 1 dwelling (outline). An appeal has been made to the Secretary of State in respect of the application.

018/22 FINANCIAL MATTERS**018/22.1 BANK RECONCILIATION to 19.04.22**

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

RESOLVED to receive and note the bank reconciliation and balances to 19th April 2022 of £35,606.43.

018/22.2 EXPENDITURE TO APPROVE

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

- £547.36 A. Riddell – net wage to 27.05.22 – cheque number 101038
- £80.00 J. Batey – Internal audit – cheque number 101039
- £250.00 Scottish Borders Council – TA127 – cheque number 101040
- £22.00 J. Robb – bus shelters – cheque number 101041
- £500.00 R. Farrimond – play area – cheque number 101042
- £39.00 Moat Village Hall –hall hire – cheque number 101043
- £223.83 Brampton PC – copier/subs – cheque number 101036*

018/22.3 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 2022 totalled £23.00 for a poppy wreath. Similar projected spending under s137 for the current financial year was expected.

018/22.4 INTERNAL AUDITOR

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

Signed (Chairman).....

Date.....

018/22.5 INTERNAL AUDITORS REPORT

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

018/22.6 EXTERNAL AUDITOR Annual GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022 AND EXEMPTION CERTIFICATE–

018/22.6.1 RESOLVED to approve the Annual Governance Statement for year ending 31st March 2022.

018/22.6.2 RESOLVED to approve the Statement of Accounts for year ending 31st March 2022.

018/22.6.3 RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2022.

018/22.6.4 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 2022.

018/22.6.5 RESOLVED to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2022 as Monday 13th June to Friday 22nd July 2022

ACTION: Clerk/WB

019/22 PARISH FOOTPATHS

Councillor Bundred reported on the following regarding rights of way:-

- Across the suspension bridge from Netherby to the church – Councillor Bundred reported on communications with Natural England who had suggested meeting with Netherby Estate and that it would also be helpful if Arthuret Parish Council would come on board to create some sort of a circular walk.
- A footpath being marked running across a pond near the Auction Mart – the Clerk read out the response from the County Councils footpaths officer from December 2019 regarding the matter, no further correspondence had been received - *I've started to look into the history of the gravel pits at Longtown. The quick answer is that the path has never been diverted around the ponds and is obstructed. The more detailed but convoluted answer is that the route was originally claimed in 1953 as a continuous path which linked to a more extensive network to the south west, records indicate that a short length of path between the two ponds was deleted from the definitive map in the first review in 1967. At the same time the extensive network to the south west was also deleted likely due to request from the MOD. A little bit of a tricky one to say the least and a bit more research required.*
- Upgrading of the cattle grid near the church – Kirkandrews on Esk PCC is keen to have the work carried out
- Crossing the River Esk to St. Andrews Church via the disused railway line – as there was no other option to cross the river, was this considered trespass

RESOLVED that the Clerk would contact the local Footpaths Officer about the concerns raised and ask Arthuret PC to consider the problematic rights of way access across the River Esk.

ACTION: Clerk

Signed (Chairman).....

Date.....

020/22 LAND AT MOAT VILLAGE HALL

Councillor Richardson reported on ownership of the grassed area outside the village hall. The village hall committee, per conveyance documents, believed it owned the whole area to the boundary wall, however, Riverside had registered part of the grassed area including areas that the parish council maintained through the grass cutting contract.

RESOLVED to note that the parish council would review the annual grass cutting contract in September.

021/22 LETTER TO LOCAL MP

Councillor Wilson submitted a request for a letter to the local MP airing concerns over the increasing cost of fuel for the rural population.

During consideration of additional funding to Longtown Food Bank from the community pot, it was reported that out of date food had been given to users and that the food bank was currently out of use as there was no letter box (due to a damaged door) for users to post food request forms.

RESOLVED that:-

021/22.1 the Clerk would write a letter to the local MP, Dr. Neil Hudson, regarding the concerns raised at rising costs; and

021/22.2 the Clerk would inform the Longtown Food Bank co-ordinators of the complaints raised.

022/22 QUEEN'S GREEN CANOPY PLAQUE

RESOLVED to note that Councillors Bundred and Wilson would undertake a site visit at the church to consider the best location for a plaque for the recent tree planting to commemorate the Platinum Jubilee.

023/22 CALC

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

024/22 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note there was no correspondence to consider.

025/22 LITERATURE AVAILABLE FROM CLERK –

025/22.1 NOTICE OF EXECUTIVE KEY DECISIONS – 22nd April 2022.

026/22 AGENDA ITEMS FOR NEXT MEETING

RESOLVED to note that any items for consideration should be submitted to the Clerk on or before 4th July 2022.

027/22 DATE OF NEXT MEETING - Monday 11th July 2022, Moat Village Hall, 7.30pm.

Signed (Chairman).....

Date.....