



Chairman: Cllr Alison Sisson

Clerk: Sarah Kyle
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16th July 2019

A Meeting of Hethersgill Parish Council will be held on Tuesday 23rd July 2019 in the Parish Hall, Hethersgill at 7.30pm.

This is a public meeting and all are welcome to attend.

Sarah Kyle, Clerk and Responsible Financial Officer

Agenda

1. **Apologies for Absence**
To receive and accept reasons for apologies for absence
2. **Cllr N Elliott**
To pay respect to the late Cllr Norman Elliott
3. **Minutes of the meeting of the Parish Council held on 21st May 2019**
To receive and agree the minutes of the Annual Meeting of the Parish Council - [attached](#)
4. **Request 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
5. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
6. **Public Participation**
 - 6.1 To receive comments and representations from members of the public in relation to any item on the Agenda, at the discretion of the Chairman
 - 6.2 To receive reports from City and County Councillors.
7. **Administrative Matters**
 - 7.1 **Broadband**
To receive and consider any updates regarding matters in the parish
 - 7.2 **Kirklington Hall**
To further consider complaints received and correspondence subsequently exchanged with the Planning Authority
 - 7.3 **Public Participation at Meetings**
To consider how to increase the above
 - 7.4 **New Householder Pack**
To consider production of the above

- 7.5 Vacancies**
To consider the above
- 7.6 Clerk's Computer**
To consider authorisation of expenditure of £332.50 plus VAT on a replacement laptop
- 7.7 The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**
To consider compliance with the above
- 7.8 Natural Nature Reserve, Bolton Fell Moss**
To note the designated status of the above and to consider the installation of an interpretation panel
- 8. Planning Matters**
19/0490 Land East of Hethersgill Village Hall, Hethersgill, Carlisle, CA6 6EP - Erection of Agricultural Building
To consider the Parish Council response
- 19/0549 Lodge Hill, Hethersgill, Carlisle, CA6 6HW** - Erection of Agricultural Building for Cattle
To consider the Parish Council response
- 9. Highways Matters**
9.1 Updates
To review on-going Highways issues and give an opportunity for Councillors to bring to the attention of the Clerk any new issues to be reported.
- 10. Finance Matters**
10.1 Statement of Accounts to 30th June 2019
To receive and note the statement of accounts to date and the reconciled bank balance - **attached**
- 10.2 Payments**
To consider approving payments in accordance with the payment schedule and authorise two councillors to sign – **attached**
- 10.3 Bank Mandate/Signatories**
To agree an update to the above
- 11. Councillor matters**
An opportunity for Councillors to raise issues on behalf of residents.
Note: no decisions can be made on these matters, but they may be placed on a future agenda of the Council.
Future agenda items should be sent to the Clerk no later than 9th September 2019
- 12. Schedule of Correspondence, notices and publications**
To note correspondence, notices and publications received since the last meeting
- Temporary Road Closure - C1012, Smithfield to Hethersgill - 22.07.19.
 - May/June CALC Newsletter
 - Cumbria Master Composter Volunteer Project
 - CPCA Exec Agenda 11 July 2019
 - ACT Gazette Summer 2019
 - Carlisle City Council Community Group Funding Opportunities
 - Town & Parish Councils - VE Day 75 - 8th May 2020
 - CSFP Independent Chair Recruitment Campaign
- 13. Date of the next meeting:**
To resolve that the next meeting of the Parish Council will take place on 17 September 2019 in Hethersgill Parish Hall at 7.30pm

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.

HETHERSGILL PARISH COUNCIL

Minutes of the Annual Meeting held on Tuesday 21st May 2019 in the Parish Hall, Hethersgill at 7.32pm

Present H Kay (Retiring Chairman), A Sisson (Chairman), S Barrett, F Heaton, A Oswin, and C Williams.

In Attendance City Cllrs D Shepherd and V Tarbitt (entered at 7.43pm). County/City Cllr J Mallinson.

ACTION

886/19 Election of Chairman for the Council Year 2019/20

Resolved that Cllr Sisson be elected as Chairman for the Council Year 2019/20. Cllr Sisson signed the Declaration of Acceptance of Office.

Cllr Sisson offered sincere thanks to outgoing Chairman H Kay for this lengthy service, on behalf of Cllrs and the electorate. She also welcomed the newly elected City Cllrs and congratulated Cllr Mallinson on his recent election to Leader of Carlisle City Council.

887/19 Appointment of Vice-Chairman

Resolved that Cllr Williams be appointed as Vice-Chairman for the Council Year 2019/20.

888/19 Declaration of Acceptance of Office Forms

Noted that all Cllrs present, along with Cllr Gash, had signed the above in the presence of the Clerk. Arrangements are to be made for Cllr Elliott to meet with the Clerk to sign the required paperwork within the statutory timescales.

NE

889/19 Apologies for Absence

Apologies for absence were received and accepted from Cllr N Elliott and A Gash.

890/19 Minutes of the meeting of the Parish Council held on 19th March 2019

Resolved that the Chairman be authorised to sign the minutes of the last Parish Council meeting as a true record.

891/19 Request for Dispensations

No requests were received.

892/19 Declarations of Interest

No declarations of interest were made.

893/19 Public Participation

893.1 No members of the public were present. It was agreed that measures need to be considered as to how to encourage more members of the public to attend Council meetings. The matter will be discussed at a future meeting.

Clerk

893.2 City Cllr Shepherd reported that Moss Cottage (min. 869.2/18 refers) has been made subject to a demolition order. Cllr Sisson thanked him for his assistance in the matter. It was noted that the official notice is not clearly visible; City Cllr Shepherd to ensure the matter is rectified.

894/19 Administrative Matters

894.1 Programme of Meetings

Resolved to agree the calendar of meeting dates for the council year 2019/20 as:

- Tuesday 23 July 2019 (note later than normal date)
- Tuesday 17 September 2019
- Tuesday 19 November 2019
- Tuesday 21 January 2020
- Tuesday 17 March 2020
- Tuesday 19 May 2020 - TBC (New Council Year)

Signed (Chairman).....

23rd July 2019

City Cllr Tarbitt entered the meeting at 7.43pm.

894.2 Broadband

Cllr Oswin noted that works had taken place adjacent to her home involving broadband and Cllr Williams noted the installation of numerous new poles, also believed to be connected to improving the network. City Cllr Tarbitt noted that the Cumbria County Council broadband representative was currently in Westminster discussing a new scheme and she will report back any relevant developments regarding this in due course.

894.3 Kirklington Hall

It was reported that a meeting involving the planning officer, to discuss various issues including noise and other planning considerations, was scheduled for Wednesday 22nd May, therefore a report should be available by the next meeting.

894.4 War Memorial

It was reported that funding had been secured through the Hallburn Wind Farm scheme for most of the cost of restoration of the war memorial. The works had therefore been ordered and will be completed in due course.

894.5 Hallburn Wind Farm Grant Scheme

It was reported that four groups from the Hethersgill area, including the Parish Council, had been successful at the last round of grant funding. A reminder of the scheme will continue to be advertised in the Gill. It was noted that the Church may still apply to the Parish Council for support with the grass cutting.

894.6 Review of Policies and Procedures

Resolved that the following policies and procedures have been reviewed with no changes required:

- Standing Orders
- Financial Regulations
- General Data Protection Regulations (numerous policies)
- Freedom of Information (numerous policies including the Publication Schedule)

Also **resolved** to adopt:

- Complaints Procedure
- Press and Media Policy

894.7 General Power of Competence

Resolved from 21st May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

894.8 Vacancies

Resolved to proceed with the required procedure to advertise the two vacancies following the election and to consider any potential candidates at the July meeting. Cllrs are to consider any suitable residents in the meantime.

894.9 Clerk's Computer

It was noted that the above had ceased working and that a replacement laptop would be beneficial for the Clerk. City Cllr Shepherd potentially offered assistance with the cost.

Resolved to consider agreement of funding a laptop at the July meeting.

895/19 Planning Matters

No matters were considered.

Signed (Chairman).....
23rd July 2019

896/19 Highways Matters**896.1 Updates**

No matters were raised although it was noted that Cllrs can register faults using the online mapping service using the link previously circulated by the Clerk.

897/19 Finance Matters**897.1 Insurance 2019/20**

Resolved to accept a quotation from Came and Company for the Council insurance for the Council year 2019/20 for £218.00.

897.2 SLCC Membership

Resolved to donate £7 towards the Clerk's membership of the Society of Local Council Clerks.

897.3 Internal Audit Report

Resolved to receive and accept the end of year internal auditors report for the financial year 2019/20 with no matters brought to the attention of the Council.

897.4 Annual Governance and Accountability Return (AGAR) Certificate of Exemption

Resolved that the Parish Council wish to certify themselves 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 following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019 and that all criteria had been met.

897.5 Annual Governance Statement for the Year Ended 31st March 2019

Resolved to approve the Annual Governance Statement and authorise the Chairman to sign the Annual return.

897.6 Statement of Accounts to Year Ended 31st March 2019

Resolved to approve the Statement of Accounts and authorise the Chairman to sign the annual return.

897.7 CALC Subscription

Resolved to authorise the 2019/20 subscription payment to CALC of £132.45.

897.8 Payments

Resolved to approve authorise two councillors to sign to approve payments as follows:

- Sarah Kyle, May salary, £223.08
- Sarah Kyle, June salary, £223.08
- HMRC, May/June PAYE, £111.60
- Sarah Kyle, Reimbursements, £122.00
- Came & Company, Insurance, £218.00
- CALC, Subscriptions, £132.45
- Stanwix Rural Parish Council, SLCC donation, £7.00
- Bluezon, Newsletter, £96.00

897.9 Receipts

Resolved to note the receipt of £7,000 from Carlisle City Council (Precept).

897.10 Internet Banking

Resolved to reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue.

Signed (Chairman).....

23rd July 2019

897.11 Bank Mandate/Signatories

Resolved to remove H Kay and G Houston from the mandate and include Cllr Sisson as an authorised signatory. Cllr Oswin will be authorised to sign in the future if a fourth official is deemed necessary.

Clerk

898/19 Councillor Matters

Cllr Sisson requested consideration be given to a Welcome Pack for new residents moving into the parish. The matter will be considered further in July.

Clerk

899/19 Schedule of Correspondence, notices and publications

A schedule of notices and publications received since the last meeting and not otherwise on the agenda were received and noted.

900/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Tuesday 23rd July 2019 in the Parish Hall, Hethersgill at 7.30pm.

There being no further business the Chairman closed the meeting at 8.16pm.

Signed (Chairman).....
23rd July 2019

Hethersgill Parish Council

Income and Expenditure against Budget 2019/20

	Budget 2019 2020	MONTHLY ACTUAL'S							Total	%	2018 2019
		April	May	July	Sept	Nov	Jan	Mar			
Income											
Brought Forward	£ 5,734.73								£ 5,734.73		
Precept	£ 7,000.00	£ 7,000.00							£ 7,000.00	100%	£ 6,781.17
CTRS Grant	£ -								£ -	-	£ 218.83
Grants									£ -	-	
	Cumbria County Council								£ -	-	
	Carlisle City Council								£ -	-	
	Others								£ -	-	
Gill Adverts									£ -	-	
VAT Reclaim									£ -	-	
Other								£ -	£ -	-	
TOTAL	£ 7,000.00	£ 7,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 7,000.00	100%	£ 7,000.00
Expenditure											
Clerk	Gross Salary	£ 3,350	£ 278.88	£ 557.76					£ 836.64	25%	£ 3,198.88
	Expenses & Subs	£ 15		£ 7.00					£ 7.00	47%	£ 10.00
Administration	CALC Membership	£ 126		£ 132.45					£ 132.45	105%	£ 165.00
	Data Protection	£ 35							£ -	0%	£ 35.00
	Postages/Stationary/Misc	£ 69		£ 21.96					£ 21.96	32%	£ 42.10
	Equipment	£ 100							£ -	0%	£ 99.99
The Gill		£ 400		£ 196.04					£ 196.04	49%	£ 368.32
Donations	Parish Hall	£ 1,000							£ -	0%	
	Church	£ 1,000							£ -	0%	
	GNAA	£ 200							£ -	0%	£ 200.00
	Social Committee	£ 1,000							£ -	0%	
	Others	£ 200							£ -	0%	
Insurance		£ 230		£ 218.00					£ 218.00	95%	£ 218.00
Audit		£ -							£ -	-	
Training		£ 100							£ -	0%	£ 30.00
Website		£ 76							£ -	0%	-£ 240.00
Projects	Sandholes	£ -							£ -	-	
	Broadband	£ -							£ -	-	
	Parish Hall	£ -							£ -	-	
	Others	£ 750							£ -	0%	
Grants Payable	Parish Hall (CCC & City Council)								£ -	-	
Maintenance	Includes carry-forward	£ 100							£ -	0%	
Grass Cutting	Includes carry-forward	£ 150							£ -	0%	£ 280.00
Contingency		£ 500							£ -	0%	
Ringfenced Transparency		£ 21							£ -	0%	
VAT Incurred		£ -		£ -					£ -	-	£ 20.00
TOTAL	£ 9,422	£ 279	£ 1,133	£ -	£ -	£ -	£ -	£ -	£ 1,412	15%	£ 4,427.29

Bank Reconciliation 30.06.19

Brought Forward	£	5,734.73
Total Receipts	£	7,000.00
Total Expenditure	£	1,412.09
Balance 30.06.19	£	11,322.64
Bank Balance 30.06.19	£	11,322.64

HETHERSGILL PARISH COUNCIL

SCHEDULE OF PAYMENTS

23rd July 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	N/a	Salary July 2019	£223.08	BACS
Sarah Kyle	n/a	Salary August 2019	£223.08	BACS
HMRC	n/a	PAYE July/August 2019	£111.60	BACS
Sarah Kyle	n/a	Reimbursements	£40.93	BACS
At Home PC	n/a	Laptop and software	£399.00	BACS

Authorised by:

Signatory

1:.....

Signatory

2:.....