



Chairman: Cllr Alison Sisson

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12<sup>th</sup> November 2019

**A Meeting of Hethersgill Parish Council will be held on Tuesday 19<sup>th</sup> November 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. **Minutes of the meeting of the Parish Council held on 17 September 2019**  
To receive and agree the minutes of the last meeting of the Parish Council
3. **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
4. **Declarations of Interest**  
To receive declarations by members of interests in respect of items on this agenda
5. **Public Participation**
  - 5.1 To receive comments and representations from members of the public in relation to any item on the Agenda, at the discretion of the Chairman
  - 5.2 To receive reports from City and County Councillors.
6. **Administrative Matters**
  - 6.1 **Broadband**  
To receive and consider any updates regarding matters in the parish
  - 6.2 **New Householder Pack**  
To consider progress
  - 6.3 **VE Day Commemorations 8<sup>th</sup> May 2020**  
To consider the above following a meeting with the social committee
  - 6.4 **Collage**  
To note the donation of a collage and consider arrangements for display
7. **Planning Matters**  
**19/0573 Hallfoot Farm Cottage, Kirklington, Carlisle, CA6 6DZ - Single Storey Extension to Provide 1no. en-suite Bedroom, Lounge, Utility & Study; Erection of Front Porch**  
To note permission has been granted

**19/0646 R Copper Beeches, Sikeside, Kirklington, Carlisle, CA6 6DR - Replacement Windows and Doors (LBC)**

To note permission has been granted

**19/0582 Castanea, Kirklington, Carlisle, CA6 6DX - Change of Use from Agricultural Field to Domestic Curtilage**

To note that the Clerk responded under delegated powers with "no representation" and that permission has been granted

**19/0782 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection of Agricultural Building for Cattle**

To note that the Clerk responded under delegated powers with "no representation" however the application was subsequently withdrawn

**8. Highways Matters**

**8.1 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.

**9. Finance Matters**

**9.1 Statement of Accounts to 31<sup>st</sup> October 2019**

To receive and note the statement of accounts to date and the reconciled bank balance

**9.2 Payments**

To consider approving payments in accordance with the payment schedule and authorise two councillors to sign

**9.3 Donation Requests**

To consider a donation request from the Great North Air Ambulance

**9.4 Budget and Precept 2020/21**

To consider the proposed draft budget for 2021 and set the precept accordingly

**10. 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 13<sup>th</sup> January 2020

**11. Schedule of Correspondence, notices and publications**

To note correspondence, notices and publications received since the last meeting:

- CALC Annual Report 2019 and AGM Papers
- CPCA AGM 11th September 2019 Draft minutes
- Non-native Invasive Species - Water Primrose

**12. Date of the next meeting:**

To resolve that the next meeting of the Parish Council will take place on 21<sup>st</sup> January 2020 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 a Meeting held on Tuesday 17<sup>th</sup> September 2019 in the Parish Hall, Hethersgill at 7.30pm

**Present** Cllrs A Sisson (Chair), S Barrett, M Irving, A Gash, F Heaton, A Oswin, A Smith, C Williams as well as the Clerk, S Kyle.

#### ACTION

**914/19 Apologies for Absence**

Apologies were received and accepted from Cllr S Barrett. City Cllr V Tarbitt and County/City Cllr J Mallinson also sent apologies.

**915/19 Co-option of New Councillors**

**Resolved** unanimously to co-opt Ms M Irving and Mr A Smith to the Parish Council with immediate effect. Both Cllrs signed their Declaration of Acceptance of Office forms. The newly appointed Cllrs were encouraged to attend a local CALC training course at their convenience.

**916/19 Minutes of a Meeting of the Parish Council held on 23<sup>rd</sup> July 2019**

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

**917/19 Request for Dispensations**

No requests were received.

**918/19 Declarations of Interest**

No declarations of interest were made.

**919/19 Public Participation**

No members of the public, City or County Council were present.

**920/19 Administrative Matters**

**920.1 Broadband**

No update on progress in the area was available. It was noted that any householders who believe they are within a short distance of a fibre cabinet and have still not upgraded to superfast broadband should contact a range of suppliers for information on connectivity.

**920.2 Kirklington Hall**

This matter remains ongoing with no progress notified to the Council.

**920.3 New Householder Pack**

A working group had been held consisting of Cllrs Sisson, Oswin, Barrett, Gash and Williams as well as the Clerk. A list of topics for inclusion had been allocated to each member, to be completed by Christmas. It is hoped that the booklet can be published in the new year for a spring launch/delivery. Cllr Irving volunteered to be involved. A further working group meeting will be arranged for January 2020.

**AS/CW/  
TG/AO/  
SB/MI/  
SK**

**920.4 VE Day Commemorations 8<sup>th</sup> May 2020**

It was agreed to hold a working group meeting in conjunction with the social committee to formulate plans for the above. The meeting will be held on Thursday 7<sup>th</sup> November in the Parish Hall.

**SK**

**920.5 Natural Nature Reserve, Bolton Fell Moss**

Despite numerous efforts to assist in the erection of an interpretation board for the Moss, it was noted that the project had been abandoned by Natural England due to difficulties with their timescales for funding.

Signed (Chairman).....  
19 November 2019

**920.6 BT Phone Box Removal**

Consideration was given to the proposal by BT to remove the payphone near to the crossroads. Only four calls had been made from the phone over the last year. It was noted that the criteria for objection according to BT could not be met, however it was felt that mobile reception and internet coverage was troublesome and therefore an objection should be made.

**Resolved** to object to the removal of the public payphone. Also resolved not to adopt the box should the objection fail.

SK

**920.7 Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage in Rural Areas**

The policy consultation documentation had been circulated to Cllrs prior to the meeting and consideration was given to the amendments to planning proposals suggested.

**Resolved** to support any amendments to enable the coverage of 5g to be increased. Any further comments to be emailed to the Clerk before 7<sup>th</sup> October.

SK

**920.8 Financial Regulations**

**Resolved** to adopt the above with immediate effect, having been previously circulated to all Cllrs.

**921/19 Planning Matters**

**19/0490 Land East of Hethersgill Village Hall, Hethersgill, Carlisle, CA6 6EP** - Erection of Agricultural Building

**Noted** that permission has been granted.

**19/0573 Hallfoot Farm Cottage, Kirklington, Carlisle, CA6 6DZ** - Single Storey Extension to Provide 1no. En-suite Bedroom, Lounge, Utility & Study; Erection of Front Porch

**Noted** that the Clerk responded under delegated powers with no representations.

**19/0646 Copper Beeches, Sikeside, Kirklington, Carlisle, CA6 6DR** - Replacement Windows and Doors (LBC)

This application had arrived prior to the meeting and it was **noted** that the Clerk will respond under delegated powers with no representations.

SK

**922/19 Highways Matters**

**Cllr Gash** noted a large pothole in between Uppertown and Henrys Hill.

TG

**Cllr Heaton** noted that the road from Bolton Fell to Kirklington Church needed repair for its whole length.

FH

Both Cllrs will report the matters directly to Highways. Cllr Heaton also noted repairs needed towards Smithfield and these are to be reported as a resident.

**923/19 Finance Matters****923.1 Statement of Accounts to 31<sup>st</sup> August 2019**

**Resolved** to receive and note the statement of accounts to date which had been circulated alongside the agenda.

The balance at bank at 31 August was £10,309.95. The budget update and bank statement were to be signed by Cllr Gash following the meeting.

**923.2 Payments**

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

- Sarah Kyle, September salary, £223.08
- Sarah Kyle, October salary, £223.08

Signed (Chairman).....  
19 November 2019

- HRMC, PAYE Sept/Oct, £111.60
- A Corps-Bell, grass cutting, £6.90
- Kierweb, domain name renewal, £16.00
- Beattie Memorials, war memorial restoration, £206.28
- ICO, data protection, £35.00

It was noted that the previously signed bank mandate required amendments and a new form was to be completed by the appointed Cllrs following the meeting.

### **923.3 Donation Requests**

**Resolved** to donate £500 towards Kirklington with Hethersgill PCC for grass cutting and churchyard maintenance. The payment to be made by BACS.

### **924/19 Councillor Matters**

No matters were raised.

### **925/19 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.

### **926/19 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council be held on Tuesday 18<sup>th</sup> November 2019 in the Parish Hall, Hethersgill at 7.30pm.

There being no further business the Chairman closed the meeting at 8.31pm.

Signed (Chairman).....  
19 November 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			
<b>Income</b>												
Brought Forward		£ 5,734.73								£ 5,734.73		
Precept		£ 7,000.00	£ 7,000.00							£ 7,000.00	100%	
CTRS Grant		£ -								£ -	£ 218.83	
Grants	Cumbria County Council									£ -		
	Carlisle City Council									£ -		
	Others					£ 171.90				£ 171.90		
Gill Adverts										£ -		
VAT Reclaim										£ -		
Other										£ -		
<b>TOTAL</b>		£ 7,000.00	£ 7,000.00	£ -	£ -	£ -	£ 171.90	£ -	£ -	£ 7,171.90	102%	
<b>Expenditure</b>												
Clerk	Gross Salary	£ 3,350	£ 278.88	£ 557.76	£ 557.76	£ 557.76				£ 1,952.16	58%	
	Expenses & Subs	£ 15		£ 7.00						£ 7.00	47%	
Administration	CALC Membership	£ 126		£ 132.45						£ 132.45	105%	
	Data Protection	£ 35				£ 35.00				£ 35.00	100%	
	Postages/Stationary/Misc	£ 69		£ 21.96	£ 40.93					£ 62.89	91%	
	Equipment	£ 100			£ 100.00					£ 100.00	100%	
The Gill		£ 400		£ 196.04						£ 196.04	49%	
Donations	Parish Hall	£ 1,000								£ -	0%	
	Church	£ 1,000				£ 500.00				£ 500.00	50%	
	GNAA	£ 200								£ -	0%	
	Social Committee	£ 1,000								£ -	0%	
	Others	£ 200								£ -	0%	
Insurance		£ 230	£ 218.00							£ 218.00	95%	
Audit		£ -								£ -		
Training		£ 100								£ -	0%	
Website		£ 76			£ 15.00	£ 16.00				£ 31.00	41%	
Projects	Sandholes	£ -								£ -		
	Broadband	£ -								£ -		
	Parish Hall	£ -								£ -		
	Others	£ 750				£ 171.90				£ 171.90	23%	
Grants Payable	Parish Hall (CCC & City Council)									£ -		
Maintenance	Includes carry-forward	£ 100								£ -	0%	
Grass Cutting	Includes carry-forward	£ 150				£ 6.90				£ 6.90	5%	
Contingency		£ 500			£ 211.50					£ 211.50	42%	
Ringfenced Transparency		£ 21			£ 21.00					£ 21.00	101%	
VAT Incurred		£ -		£ -	£ 66.50	£ 34.38				£ 100.88		
<b>TOTAL</b>		£ 9,422	£ 278.88	£ 1,133.21	£ 1,012.69	£ 1,321.94	£ -	£ -	£ -	£ 3,746.72	40%	

Bank Reconciliation 31.10.19

Brought Forward	£	5,734.73
Total Receipts	£	7,171.90
Total Expenditure	£	3,746.72
<b>Balance 31.10.19</b>	£	<b>9,159.91</b>
<b>Bank Balance 31.10.19</b>	£	<b>9,159.91</b>

HETHERSGILL PARISH COUNCIL

SCHEDULE OF PAYMENTS

19 November 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	N/a	Salary November 2019	£223.08	BACS
Sarah Kyle	n/a	Salary December 2019	£223.08	BACS
HMRC	n/a	PAYE November/December 2019	£111.60	BACS
Sarah Kyle	n/a	Reimbursements (Stamps and website hosting)	£83.92	BACS
Great North Air Ambulance	n/a	Donation to be considered	TBC	BACS
W & E Carruthers	6	Grass Cutting Sand Hole	£210.00	TBC

Authorised by:

Signatory

1:.....

Signatory

2:.....

# HETHERSGILL PARISH COUNCIL BUDGET AND PRECEPT FOR 2020/21

## Introduction

Members will see from the financial statement to 31<sup>st</sup> October 2019 that a very healthy reserve remains in the Council's bank account. This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2020/21.

## Expected end of year outcome to 31<sup>st</sup> March 2020

The bank balance is currently £9,160. The only income anticipated is the VAT return, currently estimated at £101 (contingent upon expenditure still to be made). No other income is expected.

Expenditure still to be made and worthy of discussion include:

- Donations to Village Hall and Social Committee £1000 budgeted for each. Both groups were awarded significant windfarm grant funding and it is unknown whether they will require additional financial support this year due to this. Any application received will be considered in January or March.
- Donation to Great North Air Ambulance - £200 budgeted. To be considered at the November meeting.
- Website –£66 for 2019/20 still to pay at the November meeting.
- The Gill – £200 for an edition to go out before Christmas. The next edition will go out in April/May 2020 and will fall under the 2020/21 budget.
- £118 approximately on postages and stationery. This is variable but should not be significantly different and includes replacement printer inks (which may not be required).
- £150 budgeted for grass cutting and due to be paid at the January meeting.
- £135 budgeted for training.
- £300 needed for potentially pre-payments on VE day spending?
- £200 needed for printing of the householder pack and on a launch event?

Other expenditure will be on the Clerks salary. Should there be no unexpected further expenditure the year-end balance will be approx. £4,517. Between three and twelve months expenditure is to be held in reserve; based upon the actual expenditure in 2018/19 this would be £1,107 to £4,428 which means the Council is sitting in a very healthy financial position and at the maximum level of reserves expected.

## Budget for 2020/21

A project budget has been set at £1,000. Cllrs are asked to give consideration as to what this budget could be spent on as it is to cover any suitable project in the Parish. It is anticipated that a grant application will be made to the windfarm fund for any project to be carried out, therefore meaning this budget may be not wholly required.

No budget allocation has been made for broadband, in line with previous years.

A maintenance budget needs to be considered and a figure of £100 has been included for any needs that may arise, be it on signage, defibrillator or notice boards etc. This is in addition to the £160 budgeted for the maintenance of the Sand Hole Common Land/crossroads grass.

No budget has been allowed for the external audit due to the reduced expenditure; monies remain budgeted for insurance and CALC subscriptions, with small increases allowed for both. With regards to other administrative costs, salary costs are expected to rise nationally, likely to be 2% if previous increases are representative. Allowance is made as normal for a contribution towards the Clerk's Society of Local Council Clerk's membership. The data protection budget remains static at £35 due to the reduction allowed for paying by direct debit. A budget of £100 is expected to cover the stationery and postage costs with a £100 equipment budget in case of any need.



The cost of the Gill has been budgeted for but only allowing for two editions over the year; £420 should be adequate for this purpose.

The grant fund for Community projects has been set for all groups at £1,900. Amounts have been pre-allocated to the regular community groups (PCC £500, Parish Hall £500, Social Committee £500). As all groups have recently been awarded considerable sums from the Windfarm fund, it is recommended that it is not a requirement this financial year to have them apply before the Parish Council consider their application. The amount budgeted for the Great North Air Ambulance remains at £200. Additional donation(s) would be available of up to £200 for either other community groups or for re-allocation to top up the above amounts. Any other donations would need to be taken from the contingency budget of £250 or from the £1,000 project budget if not spent.

### **Income expected for 2020/21**

The expected income is:-

Carry forward:	£4,517
Precept/CTRS Grant	£7,000
The Gill Adverts	£0
VAT	£0
<b>Total</b>	<b>£11,517</b>

A small amount of additional VAT reclaim money may also be received but this has not been included in the expenditure either.

### **Budget Proposal for 2020/21**

The following reflects comments above:-

Clerk's salary	£3,413
Administration	£461
The Gill	£420
Web site	£66
Maintenance	£260
Insurance	£230
Projects	£1,000
Grants Fund	£1,900
Contingency	£250
<b>Total</b>	<b>£8,000</b>

**Income will exceed the proposed budget by an amount of £3,518 leaving this amount in reserve.** The amount is above the minimum reserve amount and leaves the Council in a stable financial position.

### **Precept for 2020/21**

If the above budget is accepted there would appear no need to increase the precept for the forthcoming financial year. The Clerk therefore recommends that the precept is maintained at its current level of £7,000.

### **Recommendations**

The Council is asked to consider the following recommendations: -

**The budget for 2020/21 be £8,000**

**The Precept for 2020/21 be £7,000**

Sarah Kyle, Clerk and Responsible Financial Officer, 12.11.19

Hethersgill Parish Council

Income and Expenditure against Budget 2019/20

		Budget 2019 2020	MONTHLY ACTUAL'S							Projected Total	Projected %	Budget 2020 21	2018 2019
			April	May	July	Sept	Nov	Jan	Mar				
<b>Income</b>													
Brought Forward		£ 5,734.73								£ 5,734.73		£ 4,517.47	
Precept		£ 7,000.00	£ 7,000.00							£ 7,000.00	100%	£ 7,000.00	£ 6,781.17
CTRS Grant		£ -								£ -			£ 218.83
Grants	Cumbria County Council									£ -			
	Carlisle City Council									£ -			
	Others						£ 171.90			£ 171.90			
Gill Adverts										£ -			
VAT Reclaim										£ -			
Other									£ 120.88	£ 120.88			
<b>TOTAL</b>		<b>£ 7,000.00</b>	<b>£ 7,000.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 171.90</b>	<b>£ -</b>	<b>£ 120.88</b>	<b>£ 7,292.78</b>	<b>104%</b>	<b>£ 11,517.47</b>	<b>£ 7,000.00</b>
<b>Expenditure</b>													
Clerk	Gross Salary	£ 3,350	£ 278.88	£ 557.76	£ 557.76	£ 557.76	£ 557.76	£ 557.76	£ 278.88	£ 3,346.56	100%	£ 3,413	£ 3,198.88
	Expenses & Subs	£ 15	£ 7.00							£ 7.00	47%	£ 9	£ 10.00
Administration	CALC Membership	£ 126	£ 132.45							£ 132.45	105%	£ 136	£ 165.00
	Data Protection	£ 35				£ 35.00				£ 35.00	100%	£ 35	£ 35.00
	Postages/Stationary/Misc	£ 69	£ 21.96	£ 40.93			£ 17.92		£ 100.00	£ 180.81	262%	£ 100	£ 42.10
	Equipment	£ 100		£ 100.00						£ 100.00	100%	£ 100	£ 99.99
The Gill		£ 400	£ 196.04						£ 200.00	£ 396.04	99%	£ 420	£ 368.32
Donations	Parish Hall	£ 1,000							£ 1,000.00	£ 1,000.00	100%	£ 500	
	Church	£ 1,000				£ 500.00				£ 500.00	50%	£ 500	
	GNAA	£ 200					£ 200.00		£ -	£ 200.00	100%	£ 200	£ 200.00
	Social Committee	£ 1,000							£ 1,000.00	£ 1,000.00	100%	£ 500	
	Others	£ 200								£ -	0%	£ 200	
Insurance		£ 230	£ 218.00							£ 218.00	95%	£ 230	£ 218.00
Audit		£ -								£ -			
Training		£ 100						£ 135.00		£ 135.00	135%	£ 80	£ 30.00
Website		£ 76		£ 15.00	£ 16.00	£ 66.00				£ 97.00	128%	£ 66	-£ 240.00
Projects	Sandholes	£ -								£ -			
	Broadband	£ -								£ -			
	Parish Hall	£ -								£ -			
	Others	£ 750				£ 171.90			£ 500.00	£ 671.90	90%	£ 1,000	
Grants Payable	Parish Hall (CCC & City Council)									£ -			
Maintenance	Includes carry-forward	£ 100								£ -	0%	£ 100	
Grass Cutting	Includes carry-forward	£ 150				£ 6.90		£ 150.00		£ 156.90	105%	£ 160	£ 280.00
Contingency		£ 500			£ 211.50					£ 211.50	42%	£ 250	
Ringfenced Transparency		£ 21			£ 21.00					£ 21.00	101%	£ -	
VAT Incurred		£ -	£ -	£ 66.50	£ 34.38					£ 100.88		£ -	£ 20.00
<b>TOTAL</b>		<b>£ 9,422</b>	<b>£ 278.88</b>	<b>£ 1,133.21</b>	<b>£ 1,012.69</b>	<b>£ 1,321.94</b>	<b>£ 842</b>	<b>£ 843</b>	<b>£ 3,079</b>	<b>£ 8,510.04</b>	<b>90%</b>	<b>£ 8,000</b>	<b>£ 4,427.29</b>

Estimated Bank Reconciliation 31.03.20

Brought Forward	£	5,734.73
Total Receipts	£	7,292.78
Total Expenditure	£	8,510.04
<b>Expected 31.03.20</b>	<b>£</b>	<b>4,517.47</b>

Estimated Bank Reconciliation 31.03.21

Brought Forward	£	4,517
Total Receipts	£	11,517
Total Expenditure	£	8,000
<b>Expected 31.03.21</b>	<b>£</b>	<b>3,518</b>