



Chairman: Cllr Alison Sisson

Clerk: Sarah Kyle
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10th September 2019

A Meeting of Hethersgill Parish Council will be held on 17th September 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. **Co-option**
To consider the co-option of Mr A Smith and Ms M Irving to the Council with immediate effect. The two successful candidates will complete their Declaration of Acceptance of Office.
3. **Minutes of the meeting of the Parish Council held on 23 July 2019**
To receive and agree the minutes of the last meeting of the Parish Council
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 **New Householder Pack**
To consider production of the above
 - 7.4 **VE Day Commemorations 8th May 2020**
To consider the above
 - 7.5 **Natural Nature Reserve, Bolton Fell Moss**
To note an update with the proposed interpretation board

- 7.6 BT Phone Box Removal**
To consider the proposed removal of the phone
- 7.7 Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage in Rural Areas**
To consider the above consultation
- 7.8 Financial Regulations**
To consider the adoption of updated financial regulations
- 8. Planning Matters**
19/0490 Land East of Hethersgill Village Hall, Hethersgill, Carlisle, CA6 6EP - Erection of Agricultural Building
To note 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**
To note the Clerk responded under delegated powers with no representations
- 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 31st August 2019
To receive and note the statement of accounts to date and the reconciled bank balance
- 10.2 Payments**
To consider approving payments in accordance with the payment schedule and authorise two councillors to sign
- 10.3 Donation Requests**
To consider a donation request from Kirklington with Hethersgill PCC towards churchyard maintenance
- 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 8th November 2019
- 12. Schedule of Correspondence, notices and publications**
To note correspondence, notices and publications received since the last meeting:
- CALC Newsletter July/August/September
 - CPCA Executive Minutes 11 July 2019
 - Working Together, Cumbria County Council
 - CCTV, Cumbria Police
 - Funding Fair Notification
 - CPCA AGM Notification
 - Census Rehearsal, Carlisle District
 - St Cuthbert's Garden Village Consultation
- 13. Date of the next meeting:**
To resolve that the next meeting of the Parish Council will take place on 19 November 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 a Meeting held on Tuesday 23rd July 2019 in the Parish Hall, Hethersgill at 7.30pm

Present A Sisson (Chair), S Barrett, A Gash, F Heaton, A Oswin, and C Williams

ACTION

901/19 Apologies for Absence

Apologies were received from City Cllrs D Shepherd and V Tarbitt. County/City Cllr J Mallinson.

902/19 Cllr N Elliott

A minute's silence was held to pay respect to the late Cllr N Elliott who passed away suddenly. Flowers had been sent from the Council to his widow and his contribution to the Parish Council and to many organisations within the community of Hethersgill, was acknowledged.

903/19 Minutes of the Annual Meeting of the Parish Council held on 21st May 2019

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

904/19 Request for Dispensations

No requests were received.

905/19 Declarations of Interest

No declarations of interest were made.

906/19 Public Participation

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

907/19 Administrative Matters

907.1 Broadband

Cllr Barret informed members that a community fibre partnership request had been submitted from nineteen houses, four of which that are within the Hethersgill parish boundary. The figure also includes nine businesses. An estimate for the installation of fibre broadband will be provided for the group and a voucher scheme for contribution for each house will be available.

907.2 Kirklington Hall

It was noted that the planning officer at Carlisle City Council remains in contact with the owners and is pressing for a meeting to discuss planning considerations. It was noted that no further complaints had been received and that the Council hopes that matters can be resolved successfully soon.

907.3 Public Participation at Meetings

The lack of attendance at meetings by members of the public was noted as disappointing although it was confirmed it was not unusual. It was agreed that the householder pack, as discussed below, might be one way of increasing participation and further ideas are to be formulated.

907.4 New Householder Pack

Consideration was given to the production of the above, to be given to any new residents when moving into the parish, and for display on the website. A launch evening could be held to showcase the booklet when completed.

Resolved: To proceed with the publication of the above. An initial planning meeting to be held on Thursday 12 September at 7.30pm. Non-Cllrs are welcome to be involved.

**AS, CW,
AG, AO,
SK**

Signed (Chairman).....
17 September 2019

907.5 Vacancies

It was agreed that Cllrs should approach suitable residents and ask them to contact the Clerk prior to 9th September should they wish to stand.

Resolved: Clerk to proceed with the display of the official vacancy notification documentation. **SK**

907.6 Clerk's Computer

Resolved: To proceed with the purchase of a replacement laptop for the Clerk at a cost of £399 inclusive of VAT. **SK**

907.7 The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

It was noted that the above regulations require compliance. Work had been authorised to amend the website and the Clerk will continue to work on a necessary accessibility statement. **SK**

907.8 Natural Nature Reserve, Bolton Fell Moss

It was noted that the above status has now been officially declared and an event was held for the press to launch the new boardwalk area installed. It was noted that Natural England planned to place an interpretation panel in the area to advertise the Nature Reserve and had requested assistance in its placement.

Resolved: To suggest that the interpretation panel be considered in conjunction with the Village Hall Management Committee, with directional signage indicating its position at the crossroads. **SK**

908/19 Planning Matters

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

Resolved that no representations be submitted.

19/0549 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection of Agricultural Building for Cattle **SK**

Resolved that no representations be submitted.

909/19 Highways Matters

No matters were raised to report. It was requested that a schedule of works be provided from Highways so that unnecessary complaints can be avoided.

Resolved: To request a copy of planned maintenance works in the area, should one be available. **SK**

910/19 Finance Matters**910.1 Statement of Accounts to 30th June 2019**

Resolved: To receive and note the statement of accounts to date which had been circulated alongside the agenda. The balance at bank at 30 June was £11,322.64.

910.2 Payments

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

Sarah Kyle, July salary, £223.08

Sarah Kyle, August salary, £223.08

HMRC, July/August PAYE, £111.60

Kierweb, website amendments, £15.00

At Home PC, laptop plus software, £399.00

Sarah Kyle, reimbursements, £40.93

910.3 Bank Mandate/Signatories

Resolved to remove H Kay, G Houston and N Elliott from the mandate and include Cllr Sisson and Cllr Oswin, along with Cllr Heaton as authorised signatories. **SK**

Signed (Chairman).....
17 September 2019

911/19 Councillor Matters

Cllr Oswin informed members that the Brampton and Beyond Community Trust were holding a "Friends Event" on 29th July and that Cllrs could attend should they wish.

912/19 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. The Clerk to circulate information on composting and VE day.

SK**913/19 Date of Next Meeting**

Resolved that the next meeting of the Parish Council be held on Tuesday 17th September 2019 in the Parish Hall, Hethersgill at 7.30pm.

There being no further business the Chairman closed the meeting at 8.25pm.

Signed (Chairman).....
17 September 2019

Hethersgill Parish Council
Income and Expenditure against Budget 2019/20

Income	Budget 2019 2020	MONTHLY ACTUAL'S								Total	%	2018 2019
		April	May	July	Sept	Nov	Jan	Mar				
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	£ 557.76					£ 1,394.40	42%	£ 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	£ 40.93					£ 62.89	91%	£ 42.10
	Equipment	£ 100			£ 100.00					£ 100.00	100%	£ 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			£ 15.00					£ 15.00	20%	£ 240.00
Projects												
	Sandholes	£ -								£ -	-	
	Broadband	£ -								£ -	-	
	Parish Hall	£ -								£ -	-	
	Others	£ 750								£ -	0%	
Grants Payable												
	Parish Hall (CCC & City Council)									£ -	-	
Maintenance		£ 100								£ -	0%	
Grass Cutting		£ 150								£ -	0%	£ 280.00
Contingency		£ 500			£ 211.50					£ 211.50	42%	
Ringfenced Transparency		£ 21			£ 21.00					£ 21.00	101%	
VAT Incurred		£ -		£ -	£ 66.50					£ 66.50	-	£ 20.00
TOTAL	£ 9,422	£ 278.88	£ 1,133.21	£ 1,012.69	£ -	£ -	£ -	£ -	£ -	£ 2,424.78	26%	£ 4,427.29

Bank Reconciliation 31.08.19		
Brought Forward	£	5,734.73
Total Receipts	£	7,000.00
Total Expenditure	£	2,424.78
Balance 31.08.19	£	10,309.95
Bank Balance 31.08.19	£	10,309.95

HETHERSGILL PARISH COUNCIL

SCHEDULE OF PAYMENTS

17 September 2019

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	N/a	Salary September 2019	£223.08	BACS
Sarah Kyle	n/a	Salary October 2019	£223.08	BACS
HMRC	n/a	PAYE September/October 2019	£111.60	BACS
Beattie Memorials	16287	War memorial restoration	£206.28	BACS
A Corps Bell	n/a	Reimbursement for petrol	£6.90	BACS
ICO	n/a	Data Protection	£35.00	DD

Authorised by:

Signatory

1:.....

Signatory

2:.....