

**CULGAITH PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING**  
**Held on 7 September 2015 at 7.30 pm at Kirkland & Blencarn Recreation Room**

**Present:** Councillors: Caroline Richardson (Chair), Jill Hay, Pauline Toppin, Marjorie Helm, Laura Wilson, David Witney, Philip Hemingway, Ken Phillipson.

Clerk: Kathryn Binney.

**71/15 Apologies**

Councillors: Pam Jago and John Slann

**72/15 Declarations of interest**

It was recorded that Caroline Richardson and Marjorie Helm made declarations of interest in relation to the grant funding applications.

**73/15 Minutes**

The Chair signed as a correct record the Minutes of the previous meeting held 6 July 2015, at Skirwith Village Hall, as a true record.

**74/15 Progress Reports**

To receive for information and/or determine action, as appropriate, on the items in the following reports;

**Parish Clerk's report:**

A pensions Workshop has been identified at the end of the year. We continue to await further updates regarding compliance with this matter.

Further comparison of the defibrillator schemes and funding is needed. It is hoped that this will be available for the next meeting.

Updates are to be provided to the Memo, mid-Eden magazine in accordance with their deadline for inclusion. The Clerk is to receive a copy from now on.

**Chairs report:**

The Chair reported how useful the Good Councillor session was that she attended, along with a number of the other councillors. It made good economic sense to attend this locally with the Ousby councillors.

**75/15 Public Participation / Open session**

No residents were in attendance.

**76/15 County and District Councillors reports**

Sheila Orchard and Mary Robinson were not in attendance.

It was reported that Sheila had progressed a matter escalated by a member of the public around the green waste skips. The result was confirmation again that there isn't enough funding for kerb side collection in all areas. It was suggested that best practice for assisting the vulnerable people in the communities should be looked at.

**77/15 Planning**

One planning application was considered for 7 South Esk, Culgaith, and no objections were heard.

**78/15 Finance**

It was agreed to pay;

- Ousby Parish Council (Good Councillor Training) 105.00
- G Anderson (Web) 80.24
- Playsafety Ltd (Playground Inspections) 170.40
- Clerks Expenses 38.52
- Mark Binney (Grass cutting) 667.50
- C Wakefield (Skirwith Tree Works) (once complete £50)
- Memo 6.00

- Kirkland & Blencarn Recreation Room (room hire) 10.00

To receive and note the bank reconciliation statement

- Total cash and investments at 25 August 2015 - £14946.28
- A transfer request to the PC current account of £2500 from the NSI savings account was agreed to cover unpresented grant cheques and the latest expenses.

To consider the Budget Comparison Report

- It was noted that the CALC subs were nearly £40 more expensive than last year.
- It is expected that the room hire will be less than budgeted as no hire has been made for Clerk meetings.
- Training funding was budgeted to allow the Clerks CiLCA training. Enrolment is to be carried out shortly.

Compliance with Audit process for 2014/15

- A copy of the submission is to be resent with original signatures as it appears to have gone missing.

Further consideration was given to an application from Kirkland & Blencarn Recreation Room, for grant support. It was agreed to give them £200. It was also agreed to support the Memo, mid-Eden Magazine with £65 sponsorship.

**79/15 Schedule of Correspondence, Notices and Publications**

Councillors reported that they were happier with the circulation of the emails now they are done indicating priority messages and those just of interest.

We have been asked to print and put posters up by EDC – but given the high colour content we asked if it was possible to have in hard copy. Printer ink usage was reported to be high by the Clerk. One black ink jet cartridge was nearly used in the production of the meeting documentation. It was agreed all did find it useful to have the hard copies. The Clerk is to look at the projected costs and compare the options available to the Parish Council.

Several commercial flyers / magazines were received and made available to the councillors if they wished to read them.

**80/15 Review system of internal control**

The current systems were reviewed. Section B to be amended to show the correct tender date of 2015 for the grass cutting contract.

It was agreed that the Minute circulation should be within 14 days of the meeting the draft should be approved by the chair and circulated to the other councillors via email. It was agreed that Draft minutes should go on the website – clearly annotated as ‘Draft, for approval at the next meeting’.

**81/15 Training**

A detailed list of training opportunities had been circulated prior to the meeting and can be found on - <http://www.calc.org.uk> . Bookings are to go through the Clerk. It was agreed the the Chair and Clerk would be attending Local Council Finance on 10.9.15. The Clerk is to enrol and undertake the CiLCA training now as planned.

**82/15 Councillor Matters**

It was heard that the footpaths at Skirwith were badly overgrown between cuts. The councillors agreed to meet with the contractor at the site to discuss options. POST MEETING NOTE; this meeting will take place Saturday 12 September

Approved 2 November 2015

2015. It was reported that there is no problem with the Ash trees in Skirwith and the last two diseased Alders will be removed. This should conclude the tree works in Skirwith.

The road subsidence on the Skirwith road is still poor. There is also a grating that is blocked on the right hand side towards Langwathby from Skirwith. Jill Hay agreed to progress this with highways again.

**83/15 Date of next meeting**

To note that the next Parish Council meeting is on:

**2 Nov 2015, Culgaith Victoria Institute at 1930hrs.**