

**CULGAITH PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING**

Held at Kirkland and Blencarn Recreation Room, on Monday 7 March 2016 at 7.30pm

Present: Councillors: Caroline Richardson (Chair), Pauline Toppin, Marjorie Helm, Laura Wilson, David Witney, Ken Phillipson, Pam Jago, Jill Hay, Clerk: Kathryn Binney.

Also present: Residents Amanda Coates and Bob Porter.

17/16 Apologies

Apologies were received by Philip Hemingway and Sheila Orchard.

18/16 Declarations of interest

Declarations of interest were heard by Caroline Richardson, Marjorie Helm and Laura Wilson in respect of the Grant applications received.

19/16 Minutes

It was resolved that the Chairman sign the Minutes of the meeting held 11 January 2016 at 7.30 pm at Skirwith Village Hall, as a true record with one correction to show Jill Hay in attendance.

20/16 Vacancy Culgaith Councillor

It was confirmed that no interest had been recorded by Eden District Council in regards to this vacancy. So far no interest has been received locally either. It was resolved to repeat the advertisement in the memo and the update for The Herald and Councillors locally are asked to help raise interest in the recruitment where possible.

21/16 Progress Reports

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

Parish Clerk's report

Printer Funded by the transparency code grant we have the agreed Brother DCP-9020CDW – it is quick and efficient. The duplex copying capability has reduced the volume of the paper used and increased the speed and ease of assembly of the meeting packages.

Certificate in Local Council Administration (CiLCA) The first training date was postponed but then went ahead on 24 February. I was pleased that I had good familiarity to the portfolio and had made a good start down the right track with work so far. The learner agreement from Cumbria Association of Local Councils (CALC) was signed in support of this learning and development for the clerk. The next CiLCA date is 23 March with an expectation to have completed 4 sections by that date.

Other Clerk Training

- Website / Media training pending
- Pension's workshop was postponed – but this is to be covered 1:1 via CALC.
- General Power of Competence pending

Chairs report

Following a request for a path to be laid to the entrance to Kirkland church – Andrew Morton has been asked for clearer specifications. He is to discuss with the Church Committee and will report back to the Parish Council. **POST MEETING NOTE;** It was heard that the Church Committee would like Turf Protection Mesh paving and a check around the permissions needed and research into options is to be made.

The Chair spoke to Mark Binney regarding putting up the sign up on tarn, regarding the prohibition on use of weed killers. Which he has agreed to do.

Thanks were extended to Jill Hay for resolving the pothole on the road from Cross How to Blencarn. This has been patched temporarily with a full repair to follow.

22/16 Public Participation / Open session (15 mins allowed)

Resident Bob Porter spoke in support of the Kirkland and Blencarn Playground grant application. Confirmation of the circulated letter was given. Mr Porter advised that the Eden Waste Management grant application had been unsuccessful this year but that they were hopeful of success with an early application in the next financial year. When resubmitting the application they have been asked to demonstrate the commitment from

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local people and community groups. Local approval from the Parish Council would also give strength to the application. They have been advised that they need to make up the money first, although the smaller proportion and if successful the grant will then cover the remaining figure. They are hopeful of local businesses donations around £2000, with £14500 needed and 80% max through Eden Waste (£11600) giving a potential shortfall of £900.

23/16 **County and District Councillors reports**

No County and District Councillors were present and no reports given.

24/16 **Planning**

To decide on new planning applications and report on planning decisions made since the last meeting.

16/0118 Cert of Lawful - Lowin Cottage Langwathby. (Confirmed as Langwathby Parish on EDC website) However no objections were heard.

25/16 **Finance**

The following schedule of payments were approved;

| | |
|-------------------------|--------|
| Viking, printer and ink | 531.54 |
| CALC CiLCA part 1 | 39.50 |
| Clerks Expenses | 16.20 |
| Room Hire | 10.00 |
| Memo (estimated) | 12.00 |

The bank reconciliation statement was shared confirming the total cash and investments at 29 February 2016 as £10382.44.

The Budget Comparison Report had been revised and showed that we raised an extra £299.24 income via the Transparency grant. The anticipated expenditure to the year end is £9187.49 and we budgeted for £10110.80 (leaving the £1000 contingency in reserve).

Grant applications from Skirwith Village Hall for further funding towards the toilets and Kirkland and Blencarn Recreation Room for support towards playground equipment were both discussed. The Parish Council confirmed that they would like to invite grant applications to come in together so that each could be considered fairly in a block and an even distribution of funds could be shared across the wards where applicable. This is to be invited for determination at the July meeting.

Both applicants are to be written to explaining that this is the case and that we will hold their application for consideration then. In the case of the Kirkland and Blencarn Playground Equipment an additional letter will be written in support of the grant application, recognising the strong support and the evidence in the community plan that this has been a desired development for some time. Jill Hay said some funding may be available through the East Fell Side fund and that we could approach the Culgaith Play Equipment Trustees to find out where their funding came from. It was also noted that Mary Robinson had said some funding may be available for different projects and this is to be explored.

26/16 **Schedule of Correspondence, Notices and Publications**

All correspondence and notices have been shared in advance of the meeting via email or have been discussed within the agenda. It was noted that the volume of email traffic was too high. It was agreed that only local issue emails are to be forwarded via the Clerk and other emails of note should just go to the Chair.

27/16 **Training**

The Clerks training was noted as per the clerks report. All were reminded of the opportunities via the CALC website / brochure.

28/16 ***Councillor Matters**

Culgaith Tarn is not receding. Pam Jago reported that a commissioners meeting had been held and the situation was just being monitored. However it was felt this is compromising the surround properties and the Guardians of the tarn had invested in planting for the area which would be wasted. The area flooded is thought to be worse than ever recorded with two areas effected never been known to flood before.

Jill Hay advised that the Metcalfes has previously unblocked a drain near the Tarn. Jill Hay

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agreed to contact Cumbria Highways and ask them to check the drains as it was thought one beyond the tarn may be adding to the problem. This will be done first and then a call for the Environment Agency to assess further action will be made if this does not help the situation.

It was confirmed that the Green Waste Skip contracts have been prepared and we are just waiting for confirmation that this scheme will go ahead again. Green bins were confirmed as not possible.

29/16 Playground Inspections

Three quotes were discussed and it was agreed to go with 'Play Inspections' as they were recommended and competitively priced.

30/16 Website review

A best practice example of a Parish Council website was shared. An audit of our own website in line with the Transparency Code is to be made before the next meeting.

31/16 External Audit

The Smaller Authorities' Audit Appointments Limited (SAAA) have put in place external audit arrangements complying with the Local Audit (Smaller Authorities) Regulations 2015. By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed. It was proposed that we opt in and all were in agreement. Culgaith Parish Council will be regarded as opted-in for the five-year period beginning on 1 April 2017 and ending on 31 March 2022. With effect from 2017/18 it is unlikely that we will be required to undergo a limited assurance audit review or to pay any audit fee.

We will still need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities. We will also need to complete an annual exemption form by an agreed date, certifying that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question.

If we wish to have a limited assurance audit review, SAAA will then appoint an auditor to undertake the review, for which a fee of £200 will be payable.

32/16 Date of next meeting

To note that the next meeting is the Annual Parish Meeting, on 18 April 2016.

At Skirwith Village Hall - 1930hrs. The theme will be Community Emergency Planning.