

St Cuthbert Without Parish Council

Parish Clerk/RFO: Hazel Broatch Glasden Cottage Newtown Irthington Carlisle CA6 4NX
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16 May 2019

Dear Councillor

You are summoned to attend the **COUNCIL MEETING** that will be held at Carleton Day Centre on **Thursday 23 May 2019 at 7.30pm. This is a public meeting and all are welcome to attend.**



Clerk

AGENDA

01. NOMINATIONS FOR AND ELECTION OF A CHAIRMAN

02. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Chairman's Acceptance of office.

03. NOMINATIONS FOR AND ELECTION OF A VICE CHAIRMAN

04. APOLOGIES FOR ABSENCE

To receive apologies for absence; approve reasons for absence; and welcome members of the public or press.

To resolve that if any Councillors have good reason for absence and have not signed their Declaration of Acceptance of Office that they can do so at or before the next Council Meeting.

05. MINUTES

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 28 March 2019.

06. REQUEST FOR DISPENSATIONS BY MEMBERS

To note any requests for dispensation made to either the full Council or to the Clerk

07. DECLARATION OF INTERESTS

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

08. CO-OPTION

To note that following the uncontested election that there is a vacancy for Speckled Wood Ward and to resolve whether to seek nominations.

09. COUNCIL MEETING DATES 2019/20

To note attached calendar of meetings.

10. PUBLIC PARTICIPATION

Members of the public to be invited to make any comments or representations

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COUNTY COUNCILLOR AND DISTRICT COUNCILLOR'S REPORTS

To receive and note information items relevant for the Parish.

12. REVIEW OF COUNCIL POLICIES/PROCEDURES

To resolve whether to adopt Model Financial Regulation (as recommended by Internal Auditor) and the Practitioners Annual Guide to Governance and Accountability 2019/20.

To note other policies and procedures have been reviewed and no changes are recommended.

13. YEAR END ACCOUNTS 2018/19

To note the attached year end accounts.

14. INTERNAL AUDITOR'S REPORT 2018/19

To review and note the attached report

To resolve to appoint Jean Airey to do Internal Audit 2019/20 at Fee of £50.00 plus any travel expenses.

15. ANNUAL RETURN 2018/19

15.1 To note the Council does not qualify for exemption as Receipts in 2018/19 exceeded £25,000 and therefore will be externally audited.

15.2 To resolve whether to authorise the Chairman to sign the attached Annual Governance Statement 2018/19

15.3 To resolve whether to authorise the Chairman to sign the attached Accounting Statement for 2018/19.

16. ST CUTHBERT'S GARDEN VILLAGE

To note no updates.

17. CARLISLE SOUTH LINK ROAD

To note the consultation proposals (attached) and to resolve attendance at events.

18. PLANNING APPLICATIONS

18.1 to note the applications that were granted permission by the Planning Authority:

19/0090	35 Watermans Walk CA1 3TJ	Erection of single Storey Rear Extension to provide Dining Room and Utility Room
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18.2 to note that no observations were submitted to the Planning Authorities by the Clerk (under delegated powers following consultation with Members) on the following applications:

19/0019	Carleton Farms Mews CA1 3EB (LBC)	To replace windows and doors with energy and sound reducing replacements
19/0297	Ratten Row Taupin Skail Durdar CA5 7AY	Single Storey and Side Extension to Provide Kitchen and Family Room, Erection of Replacement Garage
19/0299 (LBC)	Ratten Row Taupin Skail Durdar CA5 7AY	Single Storey and Side Extension to Provide Kitchen and Family Room, Erection of Replacement Garage (LBC) without Compliance With Condition 2 (approved documentation) Imposed on Planning Permission 18/0819 for Extension To Be Repositioned 300m to the Link Section and Minor Horizontal Positioning of the Main Room Windows
19/0010/TPO	Carleton Clinic Cumwhinton Drive CA1 3SX	Removal of 2No Sycamore Trees and dead wooding of Trees

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18.3 to resolve whether to submit observations to the Planning Authority on the following applications:

19/0185	Land Bounded by Hammonds Pond, Oaklands Drive, and Durder Road	Erection of 104 No Dwellings (Revision of Previously Approved Permission 12/0793 Phase 3b to Increase No of Dwellings from 89no to 104No and Reconfiguration of Layout)
19/0066 (amended)	L/A to The Green Wreay CA4 ORL	Amended Details/Further information Erection of 2 No Detached Dwellings (Revised Application)
19/0011/TPO	10 Pennine View CA1 3GY	Removal of 2No Sycamore Trees Subject to TPO no 148 (T135 and T136)

19. ELECTION 2019

To note that the City Council has asked that the Clerk to remind all Councillors that your Declaration as to Election Expenses and Return of Expenses Forms, including “Nil” returns, must be completed and returned to Ian Dixon, Carlisle City Council, Civic Centre, Carlisle CA3 8QG by **30 May 2019**.

To note that the Clerk will give out to each Councillor a Privacy Notice for Parish Councillors (from the City Council) for their information.

20. CLERK’S PROGRESS REPORT – to note attached report

21. RISK MANAGEMENT AND LIABILITIES – to note verbal reports from Chairman & Clerk.

22. FINANCE

22.1 To note income received- £25,100 (£24,500 Precept and £600 Grant Cumbria County Council)

22.2 Schedule of Payments – to authorise payment and sign off by cheque signatories of accounts listed below totalling £4292.52

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £
1	30/4/19	Colville Grounds Maintenance	S/O	Grounds Maintenance	624.00
2	30/4/19	Colville Grounds Maintenance	201020	Grounds Maintenance	14.98
3	2/4/19	EON	D/D	Electrical Supply	53.75
4	3/4/19	DM Payroll Services	201021	Payroll Services 2019/20	73.00
5	4/4/19	Mally Douglas Ltd	201022	Repairs to Blackwell Common Play Area	2040.00
6	April 19	Cumbria Association Local Councils	201023	Annual Subs 2019/20 for CALC and NALC	473.80
7	30/4/19	H Broatch	S/O	Salary April 19	563.62
8	30/4/19	HMRC	201024	PAYE April 19	140.80
9	1/5/19	EON	D/D	Electrical Supply	52.01
10	1/5/19	Jean Airey	201025	Internal Audit 18/19	70.70
11	16/5/19	Hayton Parish Council	201026	Photocopying 15/11 – 16/5	59.14
12	16/5/19	H Broatch	201027	Clerk Expenses	126.72

22.3 Monthly Bank Reconciliation – to receive attached for 31 March 2019 and 30 April 2019 **and note** the reconciliation and balances authorised by Cllr A Smith, Internal Finance Auditor

22.4 Energy Costs /Great Annual Savings Ltd

To note that Members (in light of three price increases from supplier) authorised the Clerk/RFO to research alternatives. She has found a group (Great Annual Savings Ltd) who bulk purchase utilities for Parish Councils particularly for street lighting which is an unmetered supply which make negotiations with suppliers difficult. Having installed LED bulbs use is also relatively low but being aggregated into a contract with a number of others could reduce the cost and also enable the Parish Council to fix the price

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for a period of time. The Clerk/RFO will report at the meeting and will make a recommendation whether to change supplier or not. The existing supplier will be invited along with others to quote.

22.5 NALC Pay Scales 2019/20 – to note the new scales and that the Clerk was appointed on SP21 which is now called SP11. The Clerk's hourly rate increases to £11 per hour from 1 April 2019. This change will be actioned from 1 June 2016. The Clerk will claim back pay for April and May in July 2019.

22.6 CGM – to note that CGM (in line with their contract) have increased their prices by inflation and the monthly cost of Grounds Maintenance has increased from 1 April 2019.

22.7 to authorise that two bank signatories sign letter to HSBC to change Standing Orders for both the Clerk's salary and CGM to reflect increases in 22.5 and 22.6 above.

23. CORRESPONDENCE – to note schedule

24. AREAS OF CONCERN

No decisions can be taken on any matters raised but the Clerk may make investigations and/or they may be placed on the Agenda for a future meeting of this Parish Council

25. DATE OF NEXT MEETING

Thursday **25 July 2019** at 7.30pm at Wreay Village Hall.

Any agenda items to be submitted to Clerk by 12 Noon on Tuesday 16 July 2019.