

# St Cuthbert Without Parish Council

Parish Clerk/RFO: Hazel Broatch Glasden Cottage Newtown Irthington Carlisle CA6 4NX  
Tel: 016977 41766 Email: clerk@stcuthbertwithout.org.uk Website: www.stcuthbertwithout.org.uk

23 July 2020

Dear Councillor

You are summoned to attend the **COUNCIL MEETING** on **Thursday 30 July 2020 at 7.30pm in the Virtual Meeting Room**. Members of the public and press are also invited to attend the meeting.



Clerk/RFO

**Please note** that Councillors and Parishioners are agreeing to the rules below by joining the virtual meeting:

- a) Meetings may be recorded for the purpose of minute taking/ any recording will be disposed of within 24hrs.
- b) All microphones to be on mute.
- c) The Chairman will ask at the start of an agenda item and/or at the end if those Councillors using “audio only” have any comments they wish to make.
- d) If using video Councillors are asked to put up their hands if they wish to speak.
- e) Councillors will only unmute when they have been invited to speak by the Chairman.
- f) Respond to the Chairman when your name is called. Councillors and Members of Public will introduce themselves to the meeting when raising a point.
- g) Adhere to the Councils Code of Conduct, General Standing Orders and Supplementary Standing Orders
- h) Speak clearly and look into the camera.
- i) Be aware of time lags and allow time for participants to respond.
- j) The Chairman will invite members of the public and County/City Cllrs (who have registered with the Clerk that they wish to speak under Agenda Item on Public Participation) to unmute and speak to the meeting.
- k) The Chairman will mute your microphone after you have spoken.
- l) Turn phones to silent and reduce background noises as far as possible.
- m) The Chairman will ask those Councillors who are **not** supportive of a resolution to put their hands up. He will then ask those on “audio only” if they are supportive or not. The Clerk will do the count for the voting.

**Members of the public and press** who would like to join the meeting in the virtual meeting room are asked to contact the Clerk by 1730 on the 29 July 2020 to get the joining instructions. You can join the virtual meeting room by using your computer, ipad, mobile phone or landline. If you use landline you will be able to hear the meeting but will not be seen by other participants.

## AGENDA

### 19. VACANCY FOR PARISH COUNCILLOR (St Cuthbert Without Ward)

**To note** that following the resignation of Cllr P Cherry that the statutory vacancy notice has been displayed and the Clerk is awaiting advice from Carlisle City Council as to whether there is to be a by election or not.

### 20. APOLOGIES FOR ABSENCE

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

### 21. MINUTES OF MEETING HELD 25 JUNE 2020 (Minutes of previous meetings on website)

**To authorise** the Chairman to sign, as a correct record, the minutes of the meeting (Attached).

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## 22. REQUEST FOR DISPENSATIONS BY MEMBERS

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

## 23. DECLARATION OF INTERESTS

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda and to register these with the Clerk/RFO by email in advance of the meeting.

## 24. PUBLIC PARTICIPATION

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

Please contact the Clerk/RFO and submit any comments or representations you would like to raise at this meeting in writing or by email (with your name and address) by **1730 on 29 July 2020**. The contact details for Clerk/RFO are above. Please also let her know if you wish to speak at the meeting as this agenda item will be the only opportunity to so. The Clerk will advise you how to join the virtual meeting room and the rules/protocols that apply.

## COUNTY COUNCILLOR AND DISTRICT COUNCILLOR'S REPORTS

To receive and note information items relevant to the Parish. Please raise these in writing or by email with the Clerk by **1730 on 29 July 2020**.

## 25. PLANNING APPLICATIONS

25.1 To note no observations were submitted by the Clerk (in consultation with the Members) on the following applications:

20/0336	Holly House Nurseries, Durdar Rd, CA2 4TR	Variation of Condition 1(Discharge Pre-Commencement Conditions) And 2 (Approved Documents) of Previously Approved Application 16/0831 (Erection of 9No Dwellings) To Substitute The Housetypes and Amend the Layout.  Revised plans
20/0436	Plot 2 Land North of Glebe House (St Mary's Court) Wreay CA4 0RG	Revised House Type Relating to Previously Approved Permission 14/0875

25.2 To note that the following application was granted permission by Carlisle City Council – the Planning Authority:

20/0329	475 Durdar Road CA2 4TU	Erection of Detached Double Door Garage (Part Retrospective)
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25.3 To resolve whether to submit any observations on the following planning application:

20/0403	Motorway Maintenance Compound Low Hurst, Wreay CA4 0RH	Demolition of existing office & salt barn; erection of salt barn, office & welfare building; demolition of existing office accommodation adjacent to the central storage building; extension of existing garage building; construction of roof over existing storage structure;
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		<p>creation of new parking areas, cycle storage; erection of a 3m high acoustic fence; lighting and ancillary development.</p> <p>Amended plan adds “and rationalisation of existing parking and internal road layout”</p>
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## 26. CARLISLE SOUTH LINK ROAD

**To note** that the Clerk has received no updates from Cumbria County Council.

## 27. ST CUTHBERT’S GARDEN VILLAGE

**To note** that the Clerk has received no updates from Carlisle City Council.

## 28. FINANCE (financial information is also available on the website)

**28.1 Income – to receive and note** the income received and banked totalling £1529.28 (£5.25 Bank Interest and £1524.03 VAT Refund).

**28.2 To authorise** payment of the accounts listed below. The Clerk/RFO will meet with Chairman and Cllr J Westmorland to get the cheques and schedule signed.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT Included £
21	30/6/20	Ian Rumney	S/O	Grass Cutting	630.88	N/A
22	2/7/20	EON	D/D	Electrical Supply	63.75	3.04
23	23/7/20	H Broatch	201061	Clerks Expenses	78.44	2.23
24	30/7/20	H Broatch	S/O	Salary July 20	580.60	N/A
25	30/7/20	HMRC	201062	PAYE July 20	145.20	N/A
		<b>TOTAL</b>			<b>1498.87</b>	<b>5.27</b>

**28.3 Monthly Reconciliations (June 2020) – to receive and note** the reconciliations and balances audited by Cllr A Smith (attached).

**28.4 To note** the 1<sup>st</sup> Quarter Accounts April to June 2020 (attached)

## 29. RISK MANAGEMENT AND LIABILITIES

**To note** verbal reports from Chairman and Clerk/RFO.

## 30. ANNUAL REVIEW OF ASSET REGISTER; POLICIES/PROCEDURES AND RISK ASSESSMENT.

**To resolve** whether to adopt the recommendations in the Clerk/RFOs report (attached).

## 31. CLERK’S REPORT

**To note and to resolve** whether to adopt the recommendations in the attached report.

## 32. DATE OF NEXT MEETING

**To note** that the next meeting will be on Thursday 24 September 2020 at 1930 and the working assumption is that this will be held in the virtual meeting room.

Agenda Items to be with the Clerk by 1200 on Tuesday 15 September 2020.