

St Cuthbert Without Parish Council

Parish Clerk/RFO: Hazel Broatch Glasden Cottage Newtown Irthington Carlisle CA6 4NX
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19 June 2020

Dear Councillor

You are summoned to attend the **COUNCIL MEETING** on **Thursday 25 June 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.

AGENDA

01. APOLOGIES FOR ABSENCE

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

Members of the public and press who would like to join the virtual meeting room are asked to contact the Clerk by 1730 on the 25 June 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.

02. SUPPLEMENTARY STANDING ORDERS

To resolve to adopt Supplementary Standing Orders on a temporary basis until 7 May 2021 (Attached). These would be in addition to the existing Standing Orders.

03. MINUTES OF MEETING HELD 30 JANUARY 2020

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

St Cuthbert Without Parish Council

04. REQUEST FOR DISPENSATIONS BY MEMBERS

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

05. 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.

06. COUNCIL MEETING DATES FOR THE YEAR 2020/21

To resolve whether to agree the proposed meeting dates. These will be virtual meetings whilst lockdown restrictions on public meetings remain in place. Lockdown has meant that the Parish Council has not met since 30 January 2020. It is proposed that the Parish Council meet in July, September, October, November 2020 and January, February, March and May 2021. This should enable the Parish Council to have shorter meetings whilst using the virtual meeting room and replace the two cancelled meetings (March and May 2020). (Attached)

07. 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 24 June 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 24 June 2020**.

08. YEAR END ACCOUNTS 2019/20

To note the accounts (Attached)

09. INTERNAL AUDITORS REPORT 2019/20

To review and note the Internal Auditor's Report for year ending 31 March 2020 (attached) – please note signed version received but not available online for security and privacy reasons.

10. ANNUAL RETURN (AGAR) 2019/20

To note that AGAR will be published on website (without signatures as above) along with Internal Auditor's Report; Bank Reconciliation and Explanation of Variances. A Statutory Notice will also be published on the website advising that the public have the right to inspect and copy accounting records for 2019/20 during the period 29 June 20 to 7 August 20.

To resolve whether to:

1. **Authorise** the Chairman to sign Annual Governance Statement 2019/20 (Attached)
2. **Authorise** the Chairman to sign Accounting Statement 2019/20 (Attached).
3. **Note** the Clerk/RFO has signed hard copy on 17 May 2020 certifying the Accounting Statement for the year ended 31 March 2020.

11. PLANNING APPLICATIONS

11.1 To note that the Clerk/RFO has used her delegated powers to submit observations to the Planning Authority. She is doing this in consultation with the Parish Councillors. The observations made under her delegated powers can be found on the website.

St Cuthbert Without Parish Council

11.2 To note that application 20/0148_484 Durdar Road was granted permission.

12. CARLISLE SOUTH LINK ROAD

To note that Cllr S Reed will give an update when he reports below on the City Council's latest Members Advisory Group Meeting.

13. ST CUTHBERT'S GARDEN VILLAGE

13.1 To note that the planned consultation exercise has not progressed because of Coronavirus Lockdown. The Clerk will bring a report to the next meeting.

13.2 To note that the Parish Council had a representative at the City Council's latest Members Advisory Group on 11 June 2020. Cllr S Reed attended and will give an update. The notes of the previous meeting and the latest update are attached.

To resolve whether to make any comments or take any action.

14. FINANCE

14.1 Income – to receive and note the income received and banked since 1 April 2020 totalling £25,500.00 (Precept 20/21).

14.2 Schedule of Payments – to note the Clerk/RFO has authorised payments since 1 April 2020 using her delegated powers. The Chairman and Cllr J Westmorland have signed cheques. The schedules of payments can be found on the website.

14.3 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 £
15	30/5/20	Ian Rumney	S/O	Grass Cutting	630.88	
16	3/6/20	EON	D/D	Electrical Supply	65.88	3.14
17	17/6/20	Cumbria Software Systems	201058	6 months ICT Support	94.80	15.80
18	25/6/20	H Broatch	S/O	Salary June 20	580.60	
19	25/6/20	HMRC	201059	PAYE June 20	145.20	
20	19/6/20	H Broatch	201060	Clerk Expenses	33.21	

14.4 Monthly Reconciliations (April and May 2020) – to receive and note the reconciliations and balances audited by Cllr A Smith (attached).

14.5 To note that HSBC UK advised of interest rate reduction from 1 June 2020 to 0.01%.

14.6 To resolve whether to appoint J Airey as Internal Auditor for 2020/21 Accounts at a fee of £50.00 plus travel expenses.

15. RISK MANAGEMENT AND LIABILITIES

To note verbal reports from Chairman & Clerk and that Chairman and Clerk have responded to advice from Police and others regarding closure and opening of Carlton Picnic Area and Blackwell Common Play Area. Advice Notices on Coronavirus safety have been displayed at both locations.

16. BLACKWELL COMMON

16.1 To note that the Parish Council (as landowner) advised a number of Travellers that the Parish Council could not give them permission to park on the Common and therefore they had to leave the Common (where they had parked up caravans and vehicles). The Clerk/RFO served this notice with the Police in attendance who then gave the Travellers 2-3 hours to move off the Common and monitored that this happened.

16.2 To note that the local community then voluntarily collected the litter left and bagged it up for collection by Carlisle City Council Waste Collection Authority.

St Cuthbert Without Parish Council

16.3 To note that the Grounds Maintenance Contractor inspected the Common and did not advise that any remedial action was necessary.

17. TRAFFIC SPEED CONCERNS

17.1 To note the request from County Cllr T Allison and **to resolve** whether to contribute to the cost of £130.00 plus VAT to undertake a traffic count at Burthwaite following concerns about speeding.

17.2 To note that the Clerk received complaints about speeding on Durdar Road from a local resident which she passed onto the Police along with advising them that the local resident was interested in setting up a community speed watch scheme.

18. DATE OF NEXT MEETING

To note that the next meeting will be on Thursday 30 July 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 21 July 2020.