

# St Cuthbert Without Parish Council

**Minutes of the meeting of St Cuthbert Without Parish Council held on Thursday 25 June 2020 at 7.30pm in a virtual meeting room.**

**Present:** Cllrs D Pearson (Chairman), R Taylor (Vice Chairman), B Dodd, T Gear, J Hayton, S Reed, A Smith, C. Stringfellow and J Westmorland.

The Clerk/RFO H Broatch. County Cllr N Marriner and City Cllr A McKerrell

Cllr D Pearson (Chairman) confirmed before starting the meeting that all those in attendance agreed to the following rules in joining the meeting in a virtual meeting room. **Noted** that all in agreement.

- 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

**RECEIVED** apologies for absence from Cllr P Cherry and **approved** reason for absence.

**RECEIVED** apologies for absence from County and City Cllr T Allison; City Cllrs J Collier and N McNulty.

### 02. SUPPLEMENTARY STANDING ORDERS

**RESOLVED** to adopt Supplementary Standing Orders on a temporary basis until 7 May 2021 or earlier if repealed in response to Coronavirus restrictions. These would be in addition to the existing Standing Orders. Proposed by Cllr A Smith and seconded by Cllr S Reed.

### 03. MINUTES OF MEETING HELD 30 JANUARY 2020

**AUTHORISED** the Chairman to sign, as a correct record, the minutes of the meeting on 30 January 2020. Proposed by Cllr B Dodd and seconded by Cllr A Smith.

### 04. REQUEST FOR DISPENSATIONS BY MEMBERS

**NOTED** there were no requests for dispensation made to either the full Council or to the Clerk

### 05. DECLARATION OF INTERESTS

**NOTED** that there were no declarations of any personal and/or prejudicial interests relating to items on the agenda.

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## **06. COUNCIL MEETING DATES FOR THE YEAR 2020/21**

**RESOLVED** to agree the proposed meeting dates. These will be held in a virtual meeting room whilst lockdown restrictions on public meetings remain in place.

**NOTED** that the increase in the number of meetings would enable them to be much shorter; that March and May meetings had both had to be cancelled due to Coronavirus restrictions; and that the meetings would resort to being every second month once Coronavirus restrictions are lifted.

## **07. PUBLIC PARTICIPATION**

**NOTED** Members of the public had been invited to join the meeting and to speak under this agenda item. No members of the public attended the meeting

## **COUNTY COUNCILLOR AND DISTRICT COUNCILLOR'S REPORTS**

**RECEIVED AND NOTED.** County Cllr N Marriner advised that he could support the setting up of community speed schemes and noted the interest reported at agenda item 17.2. The Clerk was asked to pass on the contact details of the resident interested in progressing this for Durdar Road. He advised that the local resident would need to be confident she could get 4-6 volunteers as experience had shown that fewer people did not work.

## **08. YEAR END ACCOUNTS 2019/20**

**NOTED** the accounts.

## **09. INTERNAL AUDITORS REPORT 2019/20**

**REVIEWED AND NOTED** the Internal Auditor's Report for year ending 31 March 2020.

## **10. ANNUAL RETURN (AGAR) 2019/20**

**NOTED** 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.

**RESOLVED** to:

1. **Authorise** the Chairman to sign Annual Governance Statement 2019/20. Proposed Cllr A Smith seconded Cllr T Gear.
2. **Authorise** the Chairman to sign Accounting Statement 2019/20. Proposed Cllr A Smith Seconded Cllr J Westmorland.

**NOTED** the Clerk/RFO signed hard copy on 17 May 2020 certifying the Accounting Statement for the year ended 31 March 2020.

## **11. PLANNING APPLICATIONS**

**11.1 NOTED** that the Clerk/RFO (during Coronavirus restrictions) had used her delegated powers to submit observations to the Planning Authority. She had done this in consultation with all the Parish Councillors. The observations made under her delegated powers are recorded on the planning page on the website.

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

## **12. CARLISLE SOUTH LINK ROAD**

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

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## 13. ST CUTHBERT'S GARDEN VILLAGE

**13.1 NOTED** that the planned consultation exercise has not progressed because of Coronavirus restrictions. The Clerk will bring a report to the next meeting.

**13.2 NOTED** that the Parish Council had a representative at the City Council's latest Members Advisory Group on 11 June 2020. Cllr S Reed reported the issue of setting up innovative proposals for different delivery models including development corporations was essential to pulling everything together. The City Council were applying for a grant to enable the work needed to be progressed. The aim was to develop a bespoke model that would draw on best practice from elsewhere. He advised that a panel of independent experts chaired by Homes England would assess the 2<sup>nd</sup> design review. He reported that he had made representations about how local residents and local Parish Councillors were being involved in the partnership and in the Design Group. Cllr D Pearson reported that G. Legg (who had led on the Garden Village proposals) had left the City Council. He also drew attention to the article that Cllrs E Wallace and S Reed along with County and City Cllr T Allison had sent to the Clerk for circulation. This article identified concerns about the lack of infrastructure changes where Garden Villages had been developed. Cllr S Reed drew attention to the City Council request for ideas about how to continue effective community consultation during Coronavirus restrictions.

**RESOLVED** to ask Clerk to talk with Members about City Council's request for ideas about community consultation and bring a report to the next meeting.

## 14. FINANCE

**14.1 Income - NOTED** the income received and banked since 1 April 2020 totalling £25,500.00 (Precept 20/21).

**14.2 Schedule of Payments – NOTED** 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 Finance and Budget page on the website.

**14.3 AUTHORISED** payment of the accounts listed below. Moved by Cllr J Hayton and seconded by Cllr T Gear.

**NOTED** 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) – **RECEIVED AND NOTED** the reconciliations and balances audited by Cllr A Smith.

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

**14.6 RESOLVED** to appoint J Airey as Internal Auditor for 2020/21 Accounts at a fee of £50.00 plus travel expenses. Moved by Cllr A Smith and seconded by Cllr T Gear.

## 15. RISK MANAGEMENT AND LIABILITIES

**NOTED** verbal reports from Chairman & Clerk. Cllr D Pearson (Chairman) continues to inspect the playground on a minimum two weekly basis. The Clerk will make arrangements (now social distancing relaxed to 1metre) to get quotes and instruct the installation of the cradle seat. Cllr D Pearson (Chairman) also advised that he had 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. The Clerk reported that she had not been able to inspect all the trees but would do so now that social and movement restrictions had been reduced and report to next meeting.

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**NOTED** that Cllr J Westmorland was thanked for his invaluable help in closing and re-opening the Carleton Picnic Area.

**NOTED** that Cllr D Pearson (Chairman) advised that his accreditation to undertake playground inspections would run out soon. He suggested that this be put on a future agenda (he would confirm to the Clerk exactly when his certificate expires) and that he and another be trained to do inspections.

## **16. BLACKWELL COMMON**

**16.1 NOTED** 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 NOTED** that the local community then voluntarily collected the litter left and bagged it up for collection by Carlisle City Council Waste Collection Authority. The Parish Council are extremely grateful to the local community for doing this and thank them for their help.

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

## **17. TRAFFIC SPEED CONCERNS**

**17.1 RESOLVED** to contribute to the cost of £130.00 plus VAT to enable a traffic count at Burthwaite following concerns about speeding and to also contribute to the cost of doing an additional traffic count at Durdar (estimated at £130 plus VAT) following concerns raised by Cllr A Smith about speeding. The Clerk to liaise with County and City Cllr T Allison who indicated he might be able to contribute and report back to the next meeting.

**17.2 NOTED** 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.

**17.3 NOTED** other concerns raised by Parish Councillors. Clerk to find about road closures in Durdar Area. The Clerk advised that she had not received any notifications of temporary road closures.

## **18. DATE OF NEXT MEETING**

**NOTED** that the next meeting will be on Thursday 30 July 2020 at 1930 and that this will be held in the virtual meeting room.

**NOTED** that Agenda Items to be with the Clerk by 1200 on Tuesday 21 July 2020.

**Meeting closed at 8.10pm**