

St Cuthbert Without Parish Council

Minutes of the meeting of St Cuthbert Without Parish Council held on Thursday 30 July 2020 at 7.30pm in Virtual Meeting Room.

Present: Cllrs D Pearson (Chairman), B Dodd, T Gear, S Reed and A Smith.

Also present: H Broatch Clerk/RFO; City Cllr A McKerrell; County and City Cllr T Allison and County Cllr N Marriner.

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.

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

NOTED that ten plus parishioners have requested a by-election but due to Coronavirus restrictions this cannot take place until 6 May 2021. The City Council will advise the Parishioners. The Parish Council would be liable for any costs associated with the by-election and that this could cost up to £5000.00.

20. APOLOGIES FOR ABSENCE

RECEIVED apologies for absence from Cllrs S.Bird, J Hayton, I Stewart, C Stringfellow, E Wallace and J Westmorland and reasons for absence approved.

Apologies for absence were received from City Cllrs J Collier, J Ellis-Williams, and N McNulty.

21. MINUTES OF MEETING HELD 25 JUNE 2020

Noted amendments from Cllr S Reed. Clerk will amend and re-submit for approval at next meeting.

22. REQUEST FOR DISPENSATIONS BY MEMBERS

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

23. DECLARATION OF INTERESTS

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

24. PUBLIC PARTICIPATION - No Members of the Public were present.

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COUNTY COUNCILLOR AND DISTRICT COUNCILLOR'S REPORTS

RECEIVED AND NOTED the reports from:

County and City Cllr T Allison who advised Members about the consultation regarding the proposed changes to Sewell Lane to make it two-way traffic; widen entrance and exit; and impose 7.5t weight limit. The Parish Council advised they had not been consulted. Cllr T Gear reported that residents in Speckled Wood had been informally consulted. The Clerk was asked to write to Highways Authority and to ask why the Parish Council had not been consulted and to enquire why it was necessary to make these alterations. It was noted that the Clerk and Local Members would liaise with County and City Cllr T Allison about the proposals for traffic counting at Burthwaite and Durdar and about the installation of speed indicator at Brisco.

County Cllr N Marriner raised his disappointment that residents on Durdar Road had been so concerned about reprisals that they had no signed-up to volunteering for speed awareness training and action.

25. PLANNING APPLICATIONS

25.1 NOTED 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 NOTED that the following application was granted permission by Carlisle City Council:

20/0329	475 Durdar Road CA2 4TU	Erection of Detached Double Door Garage (Part Retrospective)
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25.3 RESOLVED to submit no 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; creation of new parking areas, cycle storage; erection of a 3m high acoustic fence; lighting and ancillary development. Amended plan adds "and rationalisation of existing parking and internal road layout"
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RESOLVED to submit observations on Application 20/0004/HDG for hedgerow removal at land east of Chestnut Cottage, Dalston CA5 7AZ. The Clerk to submit in consultation with the Chairman.

26. CARLISLE SOUTH LINK ROAD

NOTED that the Clerk has received no updates from Cumbria County Council.

27. ST CUTHBERT'S GARDEN VILLAGE

NOTED that the Clerk has received no updates from Carlisle City Council and that Cllr S Reed would attend the next City Council MAG Meeting which was being held in middle of August 2020.

28. FINANCE

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

28.2 AUTHORISED payment of the accounts listed below.

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
		TOTAL			1498.87	5.27

28.3 Monthly Reconciliations (June 2020) – **NOTED** the reconciliations and balances audited by Cllr A Smith

28.4 NOTED the 1st Quarter Accounts April to June 2020.

29. RISK MANAGEMENT AND LIABILITIES

NOTED verbal reports from Chairman and Clerk/RFO.

The Clerk advised that she was still waiting to hear back from the Church Commissioners about reaching an agreement on the respective liabilities for Wreay Village Green. She advised she was going to contact their local Agent and try to progress through him. She also advised that she had inspected all the woodlands and the other sites owned by the Parish Council and had no issues to report. The Clerk would continue to inspect on a bi-monthly basis.

The Chairman reported that he was inspecting the play area at Blackwell Common on a fortnightly basis and that the ROSPA annual external inspection was to take place in October 2020. He reminded Members that the play area was a major liability for the Parish Council. He stated that records of inspections and works undertaken needed to be kept for at least 21 years.

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

RESOLVED to adopt the recommendations in the Clerk/RFOs report and approved the Risk Management Matrix for 2020/21; Risk Assessment Template (in response to Coronavirus Risk) for Blackwell Common Play Area; and noted that the Clerk had reviewed policies and procedures and had no recommendations for change. The Clerk advised that she was reviewing the Asset Register and would report back to the next meeting.

31. CLERK'S REPORT

NOTED the progress updates from the Clerk; **noted** that there would be an insignificant annual cost of between £3-6 for energy usage for the AED to be located on a County Council owned lighting column at Blackwell Play Area; **noted** that the Parish Council would contribute £280.00 to the costs of installing traffic count technology at Durdar and at Burthwaite and would seek grant funding for installing traffic speed indicator at Brisco. Clerk to talk with other Parish Councils who had installed the devices and learn from their experience; get quotes and then liaise with County Cllrs T Allison and N Marriner on grant funding applications to the County Council; and to explore other sources of funding and report back to the next meeting.

Members agreed that the Clerk could report on the quote from the grounds maintenance contractor on cleaning and clearing up the 5 bus shelters owned by the Parish Council (Durdar X roads, Blackwell Common; opposite entrance to Border Gate Hotel opposite Carleton Day Centre and at junction of Garlands Road with Sycamore Lane in Parklands).

RESOLVED to instruct contractor to clean and clear up litter, leaves etc on a bi-monthly basis at a charge of £600.00 for 12 months and to review frequency and specification in 12 months' time. The additional charge would be met from the Grass Cutting Budget.

Cllr A Smith raised concerns about fly-tipping and the fact that she had seen waste from drug misuse around her local area. The Clerk was asked to advise Cumbria Police about this.

32. DATE OF NEXT MEETING

NOTED 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.

The Meeting ended at 2013.