

St Cuthbert Without Parish Council

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

Dear Councillor

You are summoned to attend the **COUNCIL MEETING** on **Thursday 29 October 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 28 October 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 your phone you will be able to hear the meeting but will not be seen by other participants.

AGENDA

49. APOLOGIES FOR ABSENCE

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

50. MINUTES OF MEETINGS HELD ON 24 SEPTEMBER 2020

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

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51. REQUEST FOR DISPENSATIONS BY MEMBERS

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

52. 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.

53. 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 28 October 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 do 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 28 October 2020**.

54. PLANNING APPLICATIONS

To resolve whether to submit any observations on the following applications:

20/0682 LBC	Townhead Farmhouse, Ratten Row CA5 7AY	Replacement of Existing Door and Window
20/0056/SNBN	Development Holly House Nursery Durdar	Proposed name – 1-9 Equine Close

55. CARLISLE SOUTH LINK ROAD

To note that the Carlisle South Link Road was granted planning permission by Cumbria County Council (Attached)

56. ST CUTHBERT'S GARDEN VILLAGE

56.1 To note that Carlisle City Council's Members Advisory Group are meeting on 22 October 2020 and that Cllr S Reed will give an update at the meeting.

56.2 To note the notes from the Workshop held with representatives of Carlisle City Council about progress to-date and next steps.

56.3 To resolve whether to make any suggestions about how Carlisle City Council should engage and consult with Parishioners about the next stages in light of the restrictions currently in place and likely to be in place for near future because of Coronavirus.

56.4 To resolve whether to agree the proposals in the attached report from the Clerk (following consultation with the Chairman) about how the Parish Council organises itself during Coronavirus to ensure it keeps up-to-date with details as they emerge and draws together responses for agreement or otherwise Parish Council Meetings.

57. FINANCE

57.1 To note receipt of bank interest of £0.28.

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57.2 To note accounts paid as authorised at Meeting on 24 September 2020 (Minute 43.5). The supplier will confirm when installation will take place and after this has been done to the Council's satisfaction cheque number 201067 will be sent to the supplier.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	GROSS AMOUNT £	VAT INCLUDED £
36	16/8/20	Noticeboards Online Ltd	201066	Purchase and Installation of Noticeboards – Durdar and Blackwell Play Area/Common	1973.73	328.93
37	16/8/20	Noticeboards Online Ltd	201067	As above – one third held back until delivered and installed	986.67	164.47

57.3 To authorise payment of the accounts listed below totalling £2217.80.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	GROSS AMOUNT £	VAT INCLUDED £
38	3/10/20	Ian Rumney Solway Garden & Landscaping	S/O	Grounds Maintenance Sept 20	630.88	
39	29/9/20	Signpost Restoration Ltd	201068	Carleton Fingerpost Restoration	692.40	115.40
40	3/10/20	EON	D/D	Electrical Supply	63.75	3.04
41	22/10/20	H Broatch	201069	Clerk's Expenses & Disbursements	99.07	
42	30/10/20	H Broatch	S/O	Salary Oct 20	580.60	
43	30/10/20	HMRC	201070	PAYE& NI Oct 20	151.10	

57.4 To resolve that the Standing Order Instruction to HSBC for the Clerk's monthly salary be updated to reflect the recent salary award to £596.60 to be paid on the last working day of each month from (and including) 30 November 2020 and **to authorise** the two cheque signatories to sign the letter to HSBC.

57.5 Monthly Bank Reconciliations (September 2020) – **to receive and note** the reconciliation and balances (attached) (audited by Cllr A Smith).

57.6 2ND Quarterly Accounts (April – Sept 2020) - to receive and note attached.

57.7 To note that the Parish Council submitted a grant application to the Wetheral Grants Panel for £1500.00 towards the cost of purchasing a speed indicator device for Brisco. The Grants Panel met on 22/10/20 and the Clerk will update at meeting. The balance of the cost was budgeted for in 20/21 Budget and Members are asked **to resolve** whether to authorise (if the grant application is successful) the Clerk to purchase the speed indicator device and come back to the next meeting with proposals for deployment (in consultation with Cumbria County Council).

57.8 To note that Carlisle City Council has asked when the Parish Council will set its budget and decide on its Precept for 21/22. Members are asked **to resolve** whether to do this at its next meeting on 26 November 2020.

57.9 To note the Great North Air Ambulance Service has written outlining the challenges the pandemic is throwing their way (because of need to cancel fundraising events) and asking if the Parish Council would consider making a donation to allow them "to continue saving local lives". Members are asked **to resolve** whether they want to donate and if so, how much.

57.10 To note that Fellrunner Village Bus wrote to thank the Parish Council of its donation towards the bus services, They also asked the Parish Council to encourage Parishioners to use their services and Members are asked **to resolve** whether the Clerk should put something on the website.

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58. RISK MANAGEMENT AND LIABILITIES

58.1 To note verbal reports from Chairman, Cllr J Westmorland & Clerk.

58.2 To note that the Clerk identified some minor low risk concerns at the Blackwell Play Area and has actioned getting advice on repairs.

58.2 To note that the Clerk identified a more serious risk at the older cradle seat. The seat needs to be replaced due to age and corrosion. Members are asked **to resolve** whether to purchase a new cradle seat. Members will recall that the other cradle seat was replaced a few months ago. The Clerk has authorised that parts (recycled from the old seat) be used to do repair until new seat is authorised and installed.

59. ENTRANCE THROUGH HEDGE (WREAY)

To note Clerk's report following concerns raised at the last meeting and **to resolve** whether to take any further action.

60. BRISCO CONSERVATION UPDATE

To note Final Notice confirming Brisco conservation status based on the wider boundary (attached).

61. CLERK'S REPORT – To note

62. AREAS OF CONCERN

To note no decisions can be taken at the meeting but the Clerk can be asked to investigate and report back to a future meeting or, if appropriate, to report to the relevant authority.

63. DATE OF NEXT MEETING

To note that the next meeting will be on Thursday 26 November 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 17 November 2020.