**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**

# 18 February 2021

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** on **Thursday 25 February 2021 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:

1. Meetings may be recorded for the purpose of minute taking/ any recording will be disposed of within 24hrs.
2. All microphones to be on mute.
3. 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.
4. If using video Councillors are asked to put up their hands if they wish to speak.
5. Councillors will only unmute when they have been invited to speak by the Chairman.
6. Respond to the Chairman when your name is called. Councillors and Members of Public will introduce themselves to the meeting when raising a point.
7. Adhere to the Councils Code of Conduct, General Standing Orders and Supplementary Standing Orders
8. Speak clearly and look into the camera.
9. Be aware of time lags and allow time for participants to respond.
10. 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.
11. The Chairman will mute your microphone after you have spoken.
12. Turn phones to silent and reduce background noises are far as possible.
13. 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 24 February 2021 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

98. APOLOGIES FOR ABSENCE

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

99. MINUTES OF MEETINGS HELD ON 28 JANAURY 2021

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

100. DECLARATIONS 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.

101. REQUEST FOR DISPENSATIONS BY MEMBERS

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

102. PUBLIC PARTICIPATION

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

To note reports from County and City Councillors.

103. CARLISLE SOUTH LINK ROAD

To note any updates. The Clerk submitted the questions raised at the last meeting and is awaiting a response from Cumbria County Council.

104. ST CUTHBERT’S GARDEN VILLAGE

To note the Clerk raised the concerns raised at the last meeting about Cumwhinton Drive with Carlisle City Council and has provided photographs of the current state of the unadopted road. To resolve whether to reply/ ask further questions in response to reply from the City Council (attached).

105. RETURN TO FACE-TO-FACE MEETINGS FROM 7 MAY 2021

To note attached report and to resolve whether to approve any of the options in it or to propose an alternate option.

106. BY-ELECTION FOR ST CUTHBERT WITHOUT WARD 6 MAY 2021

To note that local elections are to go ahead on 6 May 2021. This means that the by-election requested by Parishioners in the St Cuthbert Without Ward will go ahead on 6 May 2021. However Members will recall that the process involves Parishioners standing for the election and if uncontested whoever stands will automatically be appointed without an election. If contested it will go to by-election on 6 May 2021.

107. PLANNING – To resolve whether to submit any observations on the following applications:

|  |  |  |
| --- | --- | --- |
| 21/0088 | 34 St Ninnians Rd  | Erection of 5no Dwellings and Modification to Existing Access |
| 21/0109 | Former Thistle Café, Carleton CA4 0AN | Demolition of Former Thistle Café. Building Proposed Extension To HGV Park to Provide 8No Additional HGV Bays With New Mounding And 2metre High Fencing. |
| 21/0107 | Land Bounded By Hammonds Pond, Oaklands Drive, & Durdar Road | Variation of Condition 3 (Landscape Scheme) of Previously Approved Permission 12/0793 Phase 3b to Increase Number of Dwellings from 89No to 104No and Reconfigure the Layout To Remove Damaged Tree & Replant |
| 21/0138 | L/A 52 Durdar Road Carlisle | Erection of 1No Detached Dwelling and Garage |

108. FIRST YEAR REVIEW OF GROUNDS MAINTENANCE CONTRACTORS PERFORMANCE ON GRASS CUTTING CONTRACT

To resolve whether the contractor’s performance was satisfactory in the first year of the Contract (6 April 20 – 4 April 21).

109. FINANCE

1. To note the receipt received for Wayleave - £6.90.

2. To authorise payment of the accounts listed below totalling £1323.40

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **61**  | **4/1/21** | **Ian Rumney Solway Gardens & Landscapes** | **S/0** | **Bus Shelter Cleaning** | **100.00** |  |
| **62** | **2/4/21** | **EON** | **D/D** | **Electrical Supply** | **65.88** | **3.14** |
| **63** | **10/2/21** | **Hayton Parish Council** | **201080** | **Photocopying** | **48.83** |  |
| **64** | **18/2/21** | **H Broatch** | **201082** | **Laptop and Expenses** | **361.19** | **49.83** |
| **65** | **28/2/21** | **H Broatch** | **S/O** | **Salary Feb 21** | **596.60** |  |
| **66** | **28/2/21** | **HMRC** | **201081** | **PAYE Feb 21** | **150.90** |  |

3. Monthly Bank Reconciliation (January 2021) –

a. to receive and note the reconciliation and balance for January 2021 (internally audited by Cllr A Smith)

b. to appoint a Councillor who is not a bank signatory to take over the reconciliations from 1 April 2021. Making an appointment now will enable Cllr A Smith and Clerk to do handover/training.

4. To note that the grounds maintenance contractor has registered for VAT and to authorise the Chairman and Cllr J Westmorland to sign amended Standing Orders (Grass Cutting £630.88 (6 payments in Season April- September) and Bus Shelter Cleaning £100.00 (every second month) to increase them both by 20% for VAT (which the Parish Council will claim back).

110. RISK MANAGEMENT AND LIABILITIES

To note the reports from the Chairman and the Clerk.

To resolve whether the Clerk should bring a report to the next meeting on the proposal that the Grounds Maintenance Contractor should take-over the Blackwell Play Area Regular Inspections.

111. HIGHWAYS CUSTOMER FEEDBACK SURVEY

To resolve whether to respond to the survey – <https://cumbria.citizenspace/cumbria-county-council/highways-feedback-survey>. The Clerk has emailed the information to Members.

112. CLERK’S REPORT

To note the report.

113. 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.

114. DATE OF NEXT MEETING

To note the next meeting of the Parish Council shall be on Thursday 25 March 2021 at 1930 and agenda items should be with the Clerk by 1200 on 16 March 2021. The meeting will be held in the virtual meeting room.