

KIRKBAMPTON PARISH COUNCIL

**Minutes of the Meeting of Kirkbampton Parish Council held on
Monday 12th March 2018 in Kirkbampton Village Hall at 7:30 p.m.**

- 70/03/18 Apologies for absence** **Actions**
Apologies received from Cllr. D. Fairburn, Cllr. M Cunliffe, Cllr. L Brown
It was noted that Cllr. Brown has resigned due to ill health.
- 71/03/18 Present**
The Chairwoman Cllr J Alexander, Cllrs E Newstead, Cllr. J Heaney, and Cllr S Bertram
- 72/03/18 In Attendance**
Borough Cllr V Hodgson
- 73/03/18 Declarations of Interest or Requests for Dispensations**
Cllr. Scott declared an interest in agenda item 11.1
- 74/03/18 Minutes of the meeting of the Parish Council held on 8th January 2018**
The minutes of the meeting held on the 8th January 2018 were approved by members and duly signed by the Chairwoman.
- 75/03/18 Public Participation**
3 members of the public were in attendance.
1 member of the public outlined his case for a planning application he has submitted (agenda item 6.1) permission requested for a shed to be located at Fold House Farm.
2 members of the public raised the poor state of the roads in the parish with the council namely pot holes at Little Bampton and poor drainage at the Old School House Oughterby Hill.
Resolved that Cllr. V. Hodgson will take these matters forward. Cllr. VH
- 76/0318 Administration and Governance**
- 76.1 Policies**
Resolved to approve the following policies:-
Standing Orders, Code of Conduct, Data Protection Policy, Freedom of Information Policy, Disciplinary Policy, Grievance Policy and Press & Media Policy
- 76.2 General Data Protection Regulations from May 2018**
The Clerk outlined the options for appointing a Data Protection Officer.
Resolved that the Clerk will bring a further update to the May meeting.
- 76.3 Insurance Renewal**
Resolved that the Clerk will obtain 2 estimates for the May meeting.
- 76.4 Dates of meetings for 2018/2019**
Resolved to note the dates of the meetings.
- 77/03/18 Finance Matters**
- 77.1 Resolved** to note that no income was received.
- 77.2 Resolved** that the following payments are approved

Cheque No.	Payee	Description	Amount £
518	Sonia Hutchinson	Expenses	35.00
519	Sonia Hutchinson	Salary - Month Feb. and March	280.10
520	HMRC	PAYE February and March	70.00

- 77.3 Income and Expenditure to 5th March 2018**
- Current position**
- | | |
|---|-----------|
| Bank Balance as at 27 th February 2018 | £9,859.83 |
| Deduct cheques not presented | £385.10 |
| Closing Balance | £9,474.73 |
- 77.4 Financial Regulations**
Resolved to adopt the Financial Regulations reviewed March 2018.
- 77.5 Payroll Administration**
Resolved to note that the charge per annum for payroll administration

Sonia Hutchinson
14/5/18

from 1st April 2018 will remain the same as 2017/2018 £63.50.

77.6 Summary of risk assessment and internal audit document including revised Asset Register.

Resolved to approve the summary of risk assessment and internal audit document.

77.7 Review of Risk Assessment Schedule

Resolved to approve the Risk Assessment Schedule.

77.8 Internal system of control assurance

Resolved that Cllr. Heaney will check bank statements and bank reconciliations on a quarterly basis.

77.9 External Hard Drive for Computer back up

Resolved that the Clerk can purchase an external hard drive to back up files on the laptop. Cllr Heaney agreed to give a home to this new external hard drive.

78/03/18 Planning Matters

78.1 To consider applications received: -

Planning Application Reference 2/2018/082 Fold House Farm

Resolved to submit a comment stating that the council neither objects to or supports the planning application but would like the Planning Authority to note comments raised by applicant and objections received from other parishioners. The Clerk will draw up a suitable comment to be circulated for approval prior to submission to the Planning Authority.

78.2 To consider permission notices received: -

Resolved to note permission notice.

78.3 Syke Farm planning application

Resolved to remove from the agenda as currently only one delivery per month is going to Syke Farm.

79/03/18 Police Matters

Resolved to note the police report.

80/03/18 Highways matters

80.1 Oughterby condition of the road – Resolved Cllr. V. Hodgson will report again. Cllr. VH

80.2 Road south from Oughterby – Mud on road – Resolved to remove from the agenda, as the road is being swept by the farmer.

80.3 West Lane road sweeping - Resolved Cllr. V. Hodgson will report again.

80.4 Oughterby Hill Road – request for re-surfacing - Resolved Cllr. V. Hodgson will report again. Cllr. VH

80.5 Bampton to Little Bampton Road - request for re-surfacing - Resolved Cllr. V. Hodgson will report again. Cllr. VH

80.6 Road through Kirkbampton - in need of resurfacing - Resolved Cllr. V. Hodgson will report again. Cllr. VH

80.7 Road on the right hand side of old school house - flooding again – from blocked drains? Resolved Cllr. V. Hodgson will report again. Cllr. VH

New items to report:-

Ploughlands condition of the road same as Little Bampton - **Resolved** Cllr. V. Hodgson will report. Cllr. VH

School House West Lane Bridge on the far side of the bridge following re-surfacing the road has a dip in it like a dish which is flooding - **Resolved** Cllr. V. Hodgson will report. Cllr. VH

It was also **Resolved** to formally thank Cllr. V. Hodgson for reporting the Highways issues.

81/03/18 Village Matters

81.1 Oughterby Easement

Resolved that the Chairwoman, Cllr. S. Bertram and the Clerk will meet on Sunday 18th March to finalise the easement document. Cllr. JA
Cllr. SB
Clerk

JA 14/5/18

- 81.2 Kirkbampton & Oughterby Notice Boards**
Resolved that Cllr. J. Heaney will look to see if it is possible to get the Kirkbampton Notice Board repaired and Cllr. S. Bertram has contacted a carpenter for a quote for the Oughterby Notice Board and will bring back to next meeting. Cllr. JH
Cllr. SB
- 81.3 Kirkbampton Website**
Noted that the issue with the booking system is being sorted and booking system is working. Chairwoman is still to finish contacting churches in the area. Number for the village hall has been put onto the website. Cllr. JA
Resolved that Chairwoman will bring an update to the next meeting.
- 81.4 Dropped Kerbs – Kirkbampton**
Resolved to be removed from the agenda.
- 81.5 Community Defibrillators – Oughterby & Little Bampton**
The Clerk has submitted Lottery Grant application but will not know the outcome for several weeks. Cllr. Vaughan suggested also contacting H. Bishop for funding. **Resolved** to keep on the agenda with further updates when available. Clerk
- 81.6 Oughterby Village Green – Fencing around section of the green**
Resolved that Cllr. S. Bertram will repair the fence. Cllr. SB
- 81.7 Vehicle Activated Sign – Kirkbampton**
Resolved that the Clerk will get arrange for site visits to include 2 providers and Highways and to continue to source possible grant funding. Clerk
- 81.8 Finger Posts**
Resolved that the Clerk will approach H. Bishop for funding and ask Aikton Parish Council again if the council will agree to part fund the post situated on the parish boundary. Chairwoman has also found the name of a local person who may do the maintenance for the finger posts. She will report back to the next meeting. Clerk
Clerk
Cllr. JA
- 81.9 Community Plan**
Resolved to update the Community Plan Cllr. JA
- 81.10 Windsor Castle Royal Wedding Garden Party Nomination**
Resolved to nominate R. Dobson, Manager Watchtree Nature Reserve. Cllr. JA
- 82/03/18 Reports from County and Borough Councillors**
Cllr. V. Hodgson informed the council that Allerdale Borough Council has ratified its decision to increase council tax for 2018/2019 by 4.13% in total this will mean an increase of approx. £5 per year on a Band D house.
- 83/03/18 Schedule of Correspondence, notices and publications (previously circulated)**
The correspondence was noted.
- 84/03/18 Date of next meeting**
The Annual Parish Meeting is scheduled for 7pm and the Parish Council Annual Meeting is scheduled for 7.30pm on Monday 14th May 2018 at Kirkbampton Village Hall.

JA
14/5/18