

KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr. J Alexander

Clerk: Sonia Hutchinson, 2 Sevenoaks Terrace, Cross lane, Wigton, CA7 9DG

Phone: 016973 43702 Email: clerk@kirkbamptonweb.co.uk

2nd May 2018

Dear Councillor,

You are summoned to a meeting of Kirkbampton Parish Council at 7:30 p.m. on:-

Monday 14th May 2018 in Kirkbampton Village Hall.

Please let me know if you are unable to attend.

Sonia Hutchinson

Clerk to the Council

Agenda

1. Election of Chairman for 2018/2019

The successful nominee will sign the Declaration of Acceptance of Office.

2. Election of Vice-chairman

3. Apologies for absence

4. Requests for Dispensations

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

5. Declarations of Interest

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. *(If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting).*

6. Minutes of the meeting of the Parish Council held on 12th March 2018.

To receive and agree the minutes of the Parish Council held on 12th March 2018 – attached.

7. Public Participation

In accordance with Standing Orders, the Chairwoman will, at *her discretion*, invite members of the public to address the meeting in relation to the business to be transacted at this meeting or raise issues for future consideration.

8. Administration and Governance

8.1 Policies

To approve the following policy and website privacy notice previously circulated: -
Data Protection Policy and privacy notice for website revised to meet changes in legislation effective from 25th May 2018, New Model Standing Orders.

8.2 General Data Protection Regulation changes from May 2018

See attached report.

8.3 Insurance

Verbal update from the Clerk. To consider and determine which insurance quote to accept and to resolve that the cheque can be signed between meetings and go through the accounts at the July meeting as the insurance renewal commences from 1st June 2018.

8.4 National Joint Council recommended pay increase for Clerks /Responsible Financial Officer.

To approve national pay increase recommendation effective from 1st April 2018 for the Clerk. Current salary is based on scale point 20 which will increase to £10.30 per hour.

8.5 Certificate in Local Council administration (CiLCA)

To note that the Clerk has obtained the CiLCA qualification. Under the Clerk's contract of employment her salary will increase by one increment to scale point 21 upon completion of the CiLCA qualification. The salary for scale point 21 is £10.67 per annum. The council is asked to consider the increase to scale point 21.

8.6 Councillor attendance during 2017/2018 – see attached.

To note councillor attendance at council meetings. Councillors should also note that unless the council resolves to accept a reason for apologies then after a six-month period of non-attendance a councillor will be asked to leave the council.

8.7 Co-option of a new councillor

To consider the statement provided by co-optee and to resolve whether or not to co-opt onto the council to fill one of the current vacancies.

9. Finance Matters

9.1 Income

Allerdale Borough Council Precept payment (half year) of £4,250.00

Wayleave payment Electricity North West Limited £115.00

Total income £4365

9.2 Expenditure

To approve the following payments

Cheque No.	Payee	Description	Amount £
521	Sonia Hutchinson	Expenses	26.79
522	Sonia Hutchinson	Salary - Month February and March	280.10
523	HMRC	PAYE February and March	70.00
524	Jean Airey	Internal Audit Fee	66.56
525	Rocket Sites Ltd	Annual Website hosting & Maintenance	90.00
526	Envirocare	Grass cutting - 2017 / 2018 second payment, invoice not submitted before year end	1,206.00
527	DM Payroll Services Ltd	Bi-monthly payroll reports	63.50
528	Minihan McAlister	Easement over Village Green legal fees	786.00
529	CALC	Annual subscription fee	165.00
530	Village Hall	Room Hire 2017/2018	92.50

Note – Clerk expenses are in respect of the purchase of external hard drive and stationery.

9.3 To note current position as at 3rd May 2018

Opening current account balance as at 1st April 2018 £9,554.56

Less unrepresented cheque of £70 = opening balance	£9,484.56
Plus income of £4,365 =	£13,849.56
Less expenditure outlined above £2846.45 = Balance of	£11,003.11

9.4 To receive a report of income and expenditure to 31st March 2018

Opening balance 1 st April 2017	£5,270.54
Income to 31 st March 2018	£9,845.23
Expenditure to 31 st March 2018	£5,631.21
Balance at 31 st March 2018	£9,484.56

See **attached** Bank Reconciliation as at 31st March 2018

9.5 Accounts to the year ended 31st March 2018 – to approve:-

- the accounts for the financial year ending 31st March 2018 - **attached**;
- reasons for variances – **attached**;
- the report of the internal auditor – **attached**;
- Expenditure over £100 for website – **attached**.

9.6 Audit commission Annual Return

To approve the statement of assurance and authorise the Chairman to sign the annual return for y/e 31st March 2018 – **attached**.

9.7 Parish Council Grants 2018/2019

To consider applications for funding from local organisations – **schedule attached**

10. Planning matters

10.1 To consider applications received: -

Planning Application Reference

To note no comment was submitted to Allerdale Planning Authority regarding reference 2/2018/0126 proposal to erect a steel framed agricultural building location West End Farm Kirkbampton following circulation of the planning application.

10.2 To note no permission notices have been received since the March meeting

11. Police matters

No crime was reported in the parish and no stop and search undertaken up to February 2018 (latest data). Police priorities are to tackle anti-social behaviour.

12. Highways matters

Updates to be given by Chairwoman, Borough and County Councillors on: -

12.1 Oughterby – condition of road, pot-holes and road sweeping – Cllr. V Hodgson to report

12.2 Ploughlands condition of road same as Little Bampton –Cllr. V Hodgson to report;

12.3 West Lane – road sweeping requested Cllr. V Hodgson to report;

12.4 Oughterby Hill Road – request that re-surfacing is undertaken – Cllr. V Hodgson to report;

12.5 Bampton to Little Bampton Road – request for re-surfacing to be undertaken – Cllr V Hodgson to report;

12.6 Road through Kirkbampton in need of re-tarmacking in several places – Cllr V Hodgson to report;

12.7 The road on the right-hand side of the old school house is flooding again - Cllr. V. Hodgson to report.

12.8 School House West Lane Bridge – problem with flooding - Cllr. V. Hodgson to report.

12.9 New issue - Silver Hills Kirkbampton problem with drainage – Chairwoman to report.

13. Village Matters

13.1 Oughterby Easement

Verbal update from the Chairwoman

13.2 Kirkbampton & Oughterby Notice Boards

Verbal update from Cllr. Heaney and Cllr. Bertram

13.3 Kirkbampton website

Verbal update from the Chairwoman

13.5 Community Defibrillators

Verbal update from the Clerk.

13.6 Oughterby Village Green – Fencing around section of the green.

Verbal update from Cllr. Bertram

13.7 Vehicle Activated Sign – Kirkbampton

Verbal update from the Clerk and Chairwoman

13.8 Finger Posts

Verbal update from the Clerk

13.9 Community Plan

Chairwoman to report.

13.10 Nominations for people to be in Windsor Castle grounds for the Royal Wedding

Chairwoman to report.

13.11 Concerns from residents over hedge cutting / removal and ploughing of fields –

Chairwoman to report.

13.12 Allerdale Borough Council's position on footway lighting

Clerk to report.

14. Reports from County and Borough Councillors

15. Schedule of Correspondence previously circulated.

15.1 Allerdale Borough Council notification of parish precept payment

15.2 CALC – instructions for completing external audit for 2017/2018

15.3 CALC – Practitioners Guide for 2018/2019

15.4 Cockermouth Dementia Alliance Launch event

15.5 New PCSO for Kirkbampton is Peter Nichol

15.6 Notes from the Allerdale 3 Tier meeting

15.7 Planning training sessions being organised by CALC

15.8 Notification of temporary road closure of the U2020

15.9 National Joint Council salary awards for Clerks for 2018/2019

15.10 Letter explaining Allerdale Borough Council's position on footway lighting

15.11 Confirmation from Allerdale Borough Council that no requests have been received to hold an election for the council vacancy and the parish council are urged to co-opt.

15.12 CALC May Newsletter

16. Date of next meeting

The next meeting is scheduled for Monday 9th July 2018 at Kirkbampton Village Hall.