

KIRKBAMPTON PARISH COUNCIL

**Minutes of the Meeting of Kirkbampton Parish Council held on
Monday 18th March 2019 in Kirkbampton Village Hall at 7:30 p.m.**

Actions

- 74/03/19 Apologies for absence**
Cllr. S. Bertram and Cllr. E Newstead
Resolved to accept the reasons for apology.
- 75/03/19 Present**
The Chairwoman Cllr J Alexander, Cllr. J. Heaney, Vice Chair, Cllr. M Cunliffe, Cllr. S. Spencer and the Clerk S. Hutchinson in attendance.
- 76/03/19 Declarations of Interest or Requests for Dispensations**
None received
- 77/03/19 Minutes of the Parish Council meeting held on 14th January 2019.**
The minutes of the meeting of the Parish Council held on the 14th January 2019 were approved.
- 78/03/19 Public Participation**
No members of the public were present.
- 79/03/19 Administration and Governance**
- 79.1 Policies**
Resolved to re-adopt the following policies and procedures: -
Standing Orders, Code of Conduct, Data Protection Policy, Freedom of Information Policy, Disciplinary Policy, Grievance Policy and Press & Media Policy. **Clerk**
- 79.2 Insurance**
Resolved that the Clerk will source 2 insurance estimates for the May meeting. **Clerk**
- 79.3 Dates of meetings for 2019/2020**
Resolved to note dates for the Parish Council meetings in 2019/2020
- 79.4 Resignation of the Clerk**
Resolved to recruit a permanent Clerk as soon as possible
- 79.5 Website Maintenance**
Resolved to use of Rocketsites for website maintenance for the period 2019/2020 at a cost of £75 plus VAT.
- 80/03/19 Finance**
- 80.1 Income**
Resolved to note receipt of any income.
HMRC – VAT refund - £795.67
- 80.2 Expenditure**
Resolved to approve the following payments

Cheque No.	Payee	Description	Amount £
546	Sonia Hutchinson	Salary Months 11 and 12	295.90
547	HMRC	PAYE February and March	74.00
548	Sonia Hutchinson	Expenses	14.79
DD	ICO	Registration fee	35.00
549	Ian Roebuck	New notice board at Oughterby	245.00

Note – Clerk expenses are in respect of postage and stationery

80.3 Current position

Resolved to note the current position.

Bank Balance as at 1st March 2019 (including Direct Debit) £10,718.13

Deduct cheques not presented £ 629.69

Closing Balance £10,088.44

See attached bank reconciliation.

80.4 Financial Regulations

Resolved to adopt the Financial Regulations reviewed March 2019

80.5 Payroll Administration

Resolved to approve the charge of £73 for payroll administration from 1st April 2019 for the year 2019/2020.

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

Resolved to agree and approve the summary of risk assessment document including the asset register.

80.7 Review of Risk Assessment Schedule

Resolved to approve the Risk assessment Schedule

80.8 Appointment of Internal Auditor for 2018/2019 financial year

Resolved to approve the appointment of J. Airey as Internal Auditor for 2018/2019 annual audit.

81/03/19 Planning matters

81.1 Resolved to approve the planning applications submitted to Allerdale Borough Council since the January meeting.

81.2 Resolved to note no permission notices have been received since the January meeting.

82/03/19 Police matters

Resolved to note the update from Allerdale Rural Neighbourhood Policing Team.

83/03/19 Highways matters

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

83.1 Silver Hills Kirkbampton problem with drainage –The Clerk confirmed that United Utilities have stated that it is not their responsibility as it is not mains water and have passed the matter back to Cumbria County Council who are looking into the matter. **Resolved** that the Clerk will chase the matter with Highways. **Clerk**

83.2 Request by parishioner for double yellow lines on road up from Oak Tree Lane on to main road through Kirkbampton – the PCSO for Kirkbampton and visited the area and spoken to individuals parking in Oak Lane at the beginning and end of the school day. He confirmed that they were not causing an obstruction. Also the Clerk confirmed that the road is unadopted and therefore Highways are not responsible for double yellow lines. **Resolved** that the Chairwoman will speak to the residents of Oak Lane and the item will be removed from the agenda. **Cllr. JA**

83.3 HIMS Ref: W1980954710 – Pot Holes on the A689 round about at Moorhouse – The Pot Holes are being filled **Resolved** to remove from the agenda

84/03/19 Village Matters

84.1 Kirkbampton & Oughterby Notice Boards

The notice board at Oughterby has been installed **Resolved** that Cllr. Heaney will bring an update to the next meeting re the Kirkbampton notice board. **Cllr. JH**

84.2 Community Defibrillators

The Clerk shared 2 quotes with the members for external defibrillators. **Resolved** to accept the quote from Primary Care on the understanding that the council will proceed with the purchase once they have obtained grant funding. **Clerk**
The Chairwoman will speak to Cllr. Bertram regarding Little Bampton. **Cllr. JA**

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

Resolved to remove from the agenda as Cllr. S. Bertram has confirmed that the fencing along the village green is no-longer required.

84.4 Vehicle Activated Sign – Kirkbampton

The members all agreed that they are happy with the Vehicle Activated sign which is to be fitted by Highways. **Resolved** that the Clerk will ask Highways **Clerk** when it will be fitted.

84.5 Finger Posts

Highways have confirmed that some finger posts will be repaired this year but that the rest of the work will be carried out next financial year. **Resolved** to keep on the agenda for further updates from the Clerk.

Clerk

84.6 Community Plan – The Clerk confirmed that two public meetings have been arranged for 15th and 16th April in Kirkbampton Village Hall and the Tam O Shanter Inn Little Bampton. Councillors to agree who will be present at the meetings. **Resolved** that the Chairwoman will visit the residents in the smaller hamlets to obtain their views for the community plan.

Cllr. JA

84.7 Little Bampton Residents mowing the communal areas

Resolved to defer to the next meeting when Cllr. S. Bertram will be asked to bring a verbal update. The Chairwoman will mention at the Community plan meeting being held at Little Bampton.

Cllr. SB

Cllr. JA

84.8 Trees and bushes on Oughterby Village Green –

The Clerk has spoken to one contractor who will provide a quote having held a site visit with the Chairwoman. **Resolved** that the quote will be brought to the next meeting. It was also **Resolved** that the Clerk will check with the land registry to determine who owns the land.

Clerk

84.9 Oughterby – management of wild flower area

Resolved that the Chairwoman will arrange for the area to be ploughed over and will speak to Watchtree about wild flower seeds.

Cllr. JA

85/03/19 Reports from County and Borough Councillors

Cllr Hodgson provided updates on the following: -
Recycling and the use of extra bins from April 2019;
District Council elections in May 2019 and the reduction in District Councillors from 56 to 49 and wards from 31 to 23 due to boundary changes;
District Councillor allowances being increased to £100;
The division at Allerdale Borough Council regarding the building of the new Rugby League Stadium with no final outcome at this stage.

86/03/19 Schedule of Correspondence previously circulated.

Resolved to note the correspondence received.

87/03/19 Date of next meeting

The next meeting will be the Annual Parish Council meeting on Monday 13th May 2019 at Kirkbampton Village Hall at 7.30.

The Parish Annual meeting will also take place on 13th May 2019 at 7.15pm at Kirkbampton Village Hall.