

# KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr. J Alexander

Acting Clerk: Sarah Kyle, Hill House, Walton, Brampton, Cumbria, CA8 2DY  
Phone: 01228 231124 Email: clerk@kirkbamptonweb.co.uk

7 January 2020

A meeting of Kirkbampton Parish Council will be held on:

**Monday 13<sup>th</sup> January 2020 in Kirkbampton Village Hall at 7.30pm**

This is a public meeting and all are welcome to attend



**Sarah Kyle**

Acting Clerk to the Council

## **Agenda**

### **1. Apologies for absence**

To receive apologies and approve reasons for absence

### **2. Minutes of a Meeting of the Parish Council held on 11<sup>th</sup> November 2019**

To authorise the Chairwoman to sign as a correct record the minutes of the last meeting of the Parish Council held

### **3. 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

### **4. Declarations of Interest**

To receive declarations by members of interests in respect of items on this agenda

### **5. 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

### **6. Administration and Governance**

#### **6.1 Vacancies**

To note the continuing vacancies

#### **6.2 Allerdale Borough Council Budget Consultation 2020/21**

To consider the Parish Council response (prior to 20<sup>th</sup> January)

### **7. Finance Matters**

#### **7.1 Cumberland Building Society Account**

To note the updated mandate and consider lack of internet banking facilities

#### **7.2 Expenditure**

To approve payments detailed in the schedule and to authorise the signing of the reconciled balances at bank

#### **7.3 Income**

To note receipt of £115.00 from Electricity North West for wayleave payments

## **8. Planning matters**

### **8.1 To Note Permission Notices Received**

**FUL/2019/0140 New Bampton Farm Biglands Wigton** - Construction of slurry lagoon (retrospective)

### **8.2 To ratify responses made prior to the Meeting**

**FUL/2019/0260 West Croft Kirkbampton Carlisle** - Change of use of external store into residential dwelling

To note that the Clerk responded with "no representations"

## **9. Police matters**

To receive a verbal report from the Clerk

## **10. Highways matters**

### **10.1 Updates**

To receive updates from the Chairwoman, Clerk and Borough Councillor, including regarding:

- Illuminated speed signage
- White line repainting
- 30mph location on the road to Watchtree

### **10.2 Footway Lighting**

To consider the proposed transfer of lighting to the Parish Council

## **11. Village Matters**

### **11.1 Community Defibrillators**

To note an update with the installation and training

### **11.2 Community Plan**

To receive a verbal update from the Chairwoman and Cllr Cunliffe

### **11.3 Notice Boards**

To receive a verbal update

### **11.4 Oughterby Village Green Trees**

To receive a verbal update from the Chairwoman

## **12. Reports from County and Borough Councillors**

To receive updates and verbal reports

## **13. Councillor Matters**

An opportunity for Councillors to raise issues on behalf of residents in their ward.

*Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Further agenda items should be submitted to the Clerk by 2<sup>nd</sup> March 2020*

## **14. Schedule of Correspondence previously circulated for noting**

To note items of correspondence received since the last meeting (email copies available upon request from the Clerk, please advise prior to the meeting):

- Kirkbampton PC Update November 2019
- CALC November Newsletter
- NALC Legal Topic Note 22, Disciplinary and Grievance Arrangements
- Draft Note 3tier meeting October 2019
- Repairs to property relating to affairs of the church - December legal update
- December CALC Newsletter
- Buckingham Palace Nomination Form
- Get Safe Online Event

## **15. Date of next meeting**

To resolve that the next meeting of the Parish Council be held on Monday 9<sup>th</sup> March 2020 in Kirkbampton Village Hall at 7.30pm

## KIRKBAMPTON PARISH COUNCIL

### Minutes of a Meeting of Kirkbampton Parish Council held on Monday 11<sup>th</sup> November 2019 in Kirkbampton Village Hall at 7:30p.m.

**Present:** Cllr J Alexander (Chairwoman). Cllrs M Cunliffe, P S Heggie, S Ekins-Parnell, E Newstead and S Spencer.

**In Attendance:** Allerdale Borough Councillor V Hodgson. Acting Clerk S Kyle.

#### ACTION

- 47/11/19 Apologies for Absence**  
No apologies for absence were received.
- 48/11/19 Co-option of New Councillors**  
**Resolved** to co-opt, with immediate effect, P Heggie and S Ekins-Parnell to the Parish Council. Both candidates signed their Declaration of Acceptance of Office following the resolution and took their places as Cllrs immediately.
- 49/11/19 Minutes of a Meeting of the Parish Council held on 9<sup>th</sup> September 2019**  
**Resolved** to authorise the Chairwoman to sign, as a true and accurate record, the minutes of the last meeting of the Council.
- 50/11/19 Requests for Dispensations**  
Requests for dispensations, in respect of the setting of the precept, were awarded to Cllrs Alexander, Cunliffe, Heggie, Ekins-Parnell, Newstead and Spencer. All dispensations are applicable until the new council term begins in May 2023.
- 51/11/19 Declarations of Interest**  
No declarations of interest were made.
- 52/11/19 Public Participation**  
Borough Cllr V Hodgson noted that he was able to assist with dog fouling issues if necessary; the Chairwoman to follow up on previously received complaints and contact him if necessary.
- 53/11/19 Administration and Governance**  
**53.1 Vacancies**  
It was noted that vacancies still exist on the Council and any interested residents should contact the Acting Clerk.
- 52.2 Financial Regulations**  
**Resolved** to adopt the updated financial regulations, circulated by email, with immediate effect.
- 52.3 Wayleave**  
**Resolved** to authorise the Chairwoman to sign a declaration, authorising the Acting Clerk to act on behalf of the Parish Council, to attempt to have wayleave payments re-issued following expiration of previously issued cheques.

CLERK

*Borough Cllr V Hodgson left the meeting at 7.56pm.*

54/11/19

## Finance Matters

### 54.1 Cumberland Building Society

**Resolved** to appoint Cllrs J Alexander, M Cunliffe and S Spencer, alongside the Acting Clerk S Kyle, as authorised signatories with immediate effect. Also resolved to remove J Heaney from the bank mandate. The updated mandate was completed and signed by all above.

CLERK

### 54.2 Expenditure

**Resolved** to approve payments detailed in the schedule as follows:

- Sarah Kyle, October/November salary plus reimbursements £466.64
- HMRC, October/November PAYE £116.80
- Cluaran Landscapes, grass cutting, £1200.00
- Community Heartbeat Trust, defib signs, £33.60
- Sarah Kyle, December salary, £233.32
- HMRC, December salary, £58.40

Opening Balance at 1 <sup>st</sup> April 2019	£10,099.50
Total Receipts to 31 <sup>st</sup> October 2019	£8,750.00
Total Expenditure to 31 <sup>st</sup> October 2019	£9,172.07
Balance 31 <sup>st</sup> October 2019	£9,677.43

### 54.3 Income

**Resolved** to note the receipt of £4,375 as the second and final instalment of the precept from Allerdale Borough Council.

### 8.4 Budget and Precept 2020/21

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for the remainder of 2019/20; the proposed budget for 2020/21 and the estimated levels of reserves to be held on 1st April 2021. Debate was held as to the merits of increasing the precept by a small proportion annually and it was considered prudent to ensure minimal increases are considered biennially.

**Resolved:** To accept the proposed budget and set the precept at £8,750 for the Council year 2020/21.

CLERK

55/11/19

## Planning Matters

### 55.1 Resolved to Note Permission Notices Received

FUL/2019/0145 Land north of Fold House Farm Kirkbampton Wigton - Erection of an agricultural building

56/11/19

## Police Matters

No update was available. A concern regarding the way in which crime is being reported was raised. It was noted that crimes are being attributed to local roads up to one mile away, rather than the actual site of occurrence, leading to a negative and incorrect bias being attributed to areas within the parish; the Clerk to follow this up with the Police.

CLERK

57/11/19

## Highways Matters

### 57.1 Updates

Concerns were raised that the 30mph leading from Watchtree past the Hall and School was too close to the village and would benefit from being

relocated.

**Resolved** that the Clerk request investigation into moving the 30mph sign/boundary. Concerns were raised that alternative measures such as rumble strips would be too noisy.

CLERK

Also **resolved** that an illuminated sign be requested for the west end of the village to attempt to reduce speeding. Cllr Alexander will investigate what previous provisions have been offered for speeding issues in this area.

JA  
CLERK

A need for the white lines to be repainted at the junction from Flatt to the road from Great Orton, travelling north to Thurstonfield was reported; Cllr Alexander to forward the grid reference to the Clerk.

JA  
CLERK

It was also reported that tree roots were making the pavement in Solway View very uneven.

### **57.2 Fingerposts**

It was reported that Cumbria County Council have agreed that all three fingerposts are on their list for repair.

58/11/19

## **Village Matters**

### **58.1 Community Defibrillators**

Following discussion, it was **resolved**:

- To install the Kirkbampton defibrillator in the phone box and not in the village hall, as previously considered – a request for the hedge to be cut back to be made so that the position of the telephone box is more obvious, especially when approaching from the eastern end of the village;
- To authorise the signing of the contracts for transfer of the telephone kiosks at Oughterby, Little Bampton and Kirkbampton;
- To authorise necessary expenditure on the installation of the defibrillator cabinets (including supporting brackets), to be undertaken as soon as possible;
- To provide one initial training in Kirkbampton as soon as possible; further training as required to be provided in the New Year and specific training for school children to be discussed;
- To appoint three defibrillator guardians (Cllrs Heggie, Ekins-Parnell and Alexander).

SE-P

CLERK

### **58.2 Community Plan**

It was **resolved** that Cllrs Alexander and Cunliffe will organise a further meeting to discuss progress. The current Community Plan is available on the ACT pages. It was confirmed that an updated and concise questionnaire is essential. It was agreed that linking the questionnaire on the community Facebook page might be an effective means of distribution.

JA/MC  
SE-P

### **58.3 Dog Fouling**

This matter was covered under public participation.

### **58.4 Kirkbampton Notice Board**

It was confirmed that keys for the board had now been obtained by the Vice-Chair. Discussion was held regarding two other public noticeboards in the village; Cllr Spencer to investigate ownership and suggest potential repair or replacement.

SS

Cllr Alexander is also to consider repair of the board in Oughterby following recent maintenance issues.

JA

**58.5 Little Bampton Residents mowing the communal areas**

It was noted that this issue appears resolved, with the appointed Council contractors being instructed to solely carry out cutting as contracted.

**58.6 Trees and bushes on Oughterby Village Green and Beck that flows along the land**

It was agreed that the vegetation does require further cutting back and enquiries are to be made with the landowner to that effect.

PSH

**58.7 30mph signs on bins in Kirkbampton**

This item has now been completed.

59/11/19

**Reports from County and Borough Councillors**

This was covered under public participation.

60/11/19

**Councillor Matters**

Cllr Newstead raised concerns regarding lighting at Bank House Farm.

61/11/19

**Schedule of Correspondence previously circulated**

A schedule of correspondence, notices and publications received since the last meeting was noted.

62/11/19

**Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council be held on Monday 13<sup>th</sup> January 2020 in Kirkbampton Village Hall at 7.30pm.

Agenda items to be submitted to the Clerk no later than Friday 3<sup>rd</sup> January 2020.

There being no further business the Chairwoman closed the meeting.

Kirkhampton Parish Council

Income and Expenditure against Budget 2019/20

		Budget 2019 2020	May	July	Sept	Nov	Jan	Mar				
<b>Income</b>										<b>Total</b>	<b>%</b>	<b>2018 2019</b>
Brought Forward		£ 10,099.50								£ 10,099.50		
Precept		£ 8,750.00	£ 4,375.00			£ 4,375.00				£ 8,750.00	100%	£ 8,500.00
CTRS Grant		£ -								£ -	-	
Wayleave							£ 115.00			£ 115.00	-	£ 115.00
Interest												£ 11.06
VAT Reclaim										£ -	-	£ 816.42
Other										£ -	-	
<b>TOTAL</b>		<b>£ 8,750.00</b>	<b>£ 4,375.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 4,375.00</b>	<b>£ 115.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 8,865.00</b>	<b>101%</b>	<b>£ 9,442.48</b>
<b>Expenditure</b>												
Clerk	Gross Salary	£ 2,286.60	£ 580.49	£ 538.60	£ 627.07	£ 875.16				£ 2,621.32	115%	£ 2,219.40
Administration	CALC Membership	£ 200.00	£ 147.67							£ 147.67	74%	£ 165.00
	All other admin	£ 175.10	£ 29.17	£ 27.97						£ 57.14	33%	£ 76.58
	Postages/Stationary/Misc									£ -		
	Data Protection									£ -		
	Hall Hire	£ 103.00	£ 135.00							£ 135.00		£ 92.50
	Payroll administration	£ 72.10	£ 73.00		£ 10.00					£ 83.00		£ 63.50
	Equipment									£ -		
Donations/Grants	All	£ 2,060.00		£ 800.00						£ 800.00	39%	£ 900.00
	Village Hall									£ -		
	Church									£ -		
	Others									£ -		
	S137	£ 30.90								£ -		
Insurance		£ 247.20		£ 218.00						£ 218.00	88%	£ 238.00
Audit		£ 65.00	£ 58.10							£ 58.10	-	£ 66.56
Training										£ -		
Website										£ -		
Projects		£ 896.10			£ 3,750.00	£ 33.60	£ 730.00			£ 4,513.60	-	£ 1,214.00
Maintenance	IT	£ 92.70	£ 75.00							£ 75.00	81%	£ 174.00
Grass Cutting/Greens		£ 2,472.00	£ 17.00	£ 1,100.00		£ 1,000.00				£ 2,117.00	86%	£ 3,618.00
Contingency		£ 51.50								£ -	0%	
Ringfenced Transparency										£ -		
VAT Incurred		£ -	£ 15.00	£ 220.00	£ 750.00	£ 200.00	£ 41.59			£ 1,226.59	-	
Virement from Reserves										£ -		
<b>TOTAL</b>		<b>£ 8,752.20</b>	<b>£ 1,130.43</b>	<b>£ 2,904.57</b>	<b>£ 5,137.07</b>	<b>£ 2,108.76</b>	<b>£ 771.59</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 12,052.42</b>	<b>138%</b>	<b>£ 8,827.54</b>

<b>Bank Reconciliation 31.12.19</b>		
Brought Forward	£	10,099.50
Total Receipts	£	8,865.00
Total Expenditure	£	12,052.42
<b>Cash Book Balance 31.12.19</b>	<b>£</b>	<b>6,912.08</b>
Balance at bank 31.12.19	£	7,434.13
Less outstanding cheque	£	522.05
<b>Balance at 31.12.19</b>	<b>£</b>	<b>6,912.08</b>

**Kirkbampton Parish Council****Schedule of Payments to be authorised 13 January 2020**

<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>	<b>PAYMENT NO</b>	<b>CHQ No</b>
WEL Medical	Defib brackets	£ 249.54	32	582
M Hewitt	Defib installation	£ 522.05	33	583
Sarah Kyle	January Salary	£ 233.32	34	584
HMRC	January PAYE	£ 58.40	35	585
Sarah Kyle	Reimbursements (flyers)	£ 64.00	36	586
Sarah Kyle	February Salary	£ 233.32	37	587
HMRC	February PAYE	£ 58.40	38	588
		<b>£ 1,419.03</b>		