

## KIRKBAMPTON PARISH COUNCIL

### Draft Minutes of a Virtual Meeting of Kirkbampton Parish Council held on Monday 18<sup>th</sup> May at 7:30p.m.

**Present:** Cllrs M Cunliffe, P S Heggie, S Ekins-Parnell.

**In Attendance:** Cumbria County Councillor M Johnson. Acting Clerk S Kyle.

#### ACTION

**93/05/20 Apologies for Absence**

Apologies for absence were received from Cllr E Newstead and Borough Cllr V Hodgson.

The resignation of J Alexander was noted. Due to this, Cllr Ekins-Parnell was appointed by the members present to act as Chair for this meeting.

**94/05/20 Minutes of a Meeting of the Parish Council held on 13<sup>th</sup> January 2020**

**Resolved** to authorise the Chairwoman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

**95/05/20 Requests for Dispensations & Declarations of Interest**

No requests for dispensations were received and no declarations of interest were made

**96/05/20 Public Participation**

No members of the public were in attendance.

County Cllr M Johnson noted that Cumbria County Council have been the lead authority during the COVID-19 pandemic and noted that systems were being put in place to enable movement with the required social distancing. He noted that he is still in discussions regarding a speed indicator device. He also noted that Highways staff are being returned gradually to work.

*County Cllr Johnson left the virtual meeting at 7.41pm.*

**97/05/20 Administration and Governance**

**97.1 Virtual Meeting Standing Orders**

An addendum to the Standing Orders had been circulated alongside the agenda to enable the Council to meet virtually during the pandemic.

**Resolved** to adopt the standing orders with immediate effect.

**97.2 Pandemic Working Arrangements**

Documentation outlining arrangements for working practices since the last meeting and during the COVID-19 pandemic had been circulated alongside the agenda. Concerns were expressed that email correspondence did not include Cllr Newstead, although it was noted that the online meetings could be accessed by telephone if desired.

**Resolved** to ratify the above, although it was noted that now that virtual meetings have been put in place, many of the delegated arrangements are no longer required.

**97.3 Community Led Plan**

It was agreed to defer discussion regarding progression of the above until after further lifting of pandemic restrictions.

#### **97.4 Defibrillator Cabinet Repair**

It was noted that no further progress had been made with having the electricity connection restored in two of the boxes, due to lockdown. Consideration was given to buying proper signage and cleaning/painting the boxes.

**Resolved** to source signage for the boxes and to obtain prices for cleaning them for the time being.

**PSH  
SK**

**98/05/20**

#### **Finance Matters**

##### **98.1 Expenditure**

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

Sarah Kyle, April & May salary	£466.84
HMRC, April & May PAYE	£116.60
CALC, Subscription	£154.87
Came & Company, Insurance	£218.00
DM Payroll, Payroll	£73.00
Opening Balance on 1 <sup>st</sup> April 2020	£7,077.98
Total Receipts to 30 <sup>th</sup> April 2020	£4,375.00
Total Expenditure to 30 <sup>th</sup> April 2020	£1,029.31
Balance 30 <sup>th</sup> April 2020	£10,423.67

The balance at bank was £11,452.98 as all cheque payments remained outstanding.

##### **98.2 Receipts**

**Resolved** to note the receipt of £4,375 as the first half of the precept from Allerdale Borough Council.

##### **98.3 Grant Award Scheme**

It was agreed to defer discussion until after further lifting of pandemic restrictions. Guidelines regarding the prohibition of donations to the church for churchyard maintenance were discussed and were to be circulated by the Clerk following the meeting.

**99/05/20**

#### **Annual Governance and Accountability Return 2019/20**

##### **99.1 Internal Audit Report**

**Resolved** to receive and accept the end of year internal auditors report for the financial year 2019/20 with no matters brought to the attention of the Council.

##### **99.2 Annual Governance and Accountability Return (AGAR) Certificate of Exemption**

**Resolved** that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020 and that all criteria had been met.

##### **99.3 Annual Governance Statement for the Year Ended 31st March 2020**

**Resolved** to approve the Annual Governance Statement and authorise the Chairman to sign the Annual return.

#### **99.4 Statement of Accounts to Year Ended 31st March 2020**

**Resolved** to approve the Statement of Accounts and authorise the Chairman to sign the annual return.

#### **100/05/20 Clerk's Report**

##### *83.3 VE Day*

Consideration was given to commemorating the above on 8<sup>th</sup> May, however, plans were not progressed due to the COVID-19 pandemic. Consideration will be given to a celebration after lockdown and social distancing measures are eased.

##### *84.1 Bank Account*

A bank account has now been opened with Unity Bank and arrangements are being made to transfer the existing Cumberland account to them. All payments going forward can be made electronically.

##### *Highways Matters*

##### *87.1 Updates*

###### *Illuminated Speed Signage*

No update regarding availability is available and the matter remains ongoing.

###### *White line repainting*

The Clerk wrote to Highways to thank them for a well-done job.

###### *30mph location on the road to Watchtree*

No update is available.

##### *88.3 Notice Boards*

The matter will be further considered at a future meeting.

##### *88.4 Oughterby Village Green Trees*

Works were completed prior to the bird nesting season.

##### *88.5 Wheelie Bin Stickers*

No update is available as to whether any bins still require stickers.

#### **101/05/20 Councillor Matters**

**Cllr Heggie** noted that two new drain covers had been installed that were causing surface water running into a garden. The matter has already been reported to Highways.

**Cllr Ekins-Parnell** noted concerns regarding dog fouling and speeding. She also noted complaints regarding the lack of a printed recycling/refuse calendar and offered to print some copies for her elderly neighbours.

It was noted that Cllr Heggie will take over the guardianship of the Oughterby defibrillator following Ms Alexanders resignation.

#### **102/05/20 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council be held on Monday 13<sup>th</sup> July 2020, virtually, unless Government guidance in relation to pandemic meeting arrangements changes in the meantime.

There being no further business the meeting was closed at 8.18pm.