

KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr S Ekins-Parnell

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

4th January 2021

An online meeting of Kirkbampton Parish Council will be held on:

Monday 11th January 2021 at 7.30pm

The meeting is accessible by logging into www.zoom.us and using Meeting ID **872 0204 9328** with the passcode **952034**.

The meeting can also be joined using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240).

Please aim to arrive at the meeting by 7.20pm in case of connectivity problems.

The meeting will be recorded in accordance with our policy on filming.

This is a public meeting and all are welcome to attend.

Yours faithfully



Sarah Kyle
Acting Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive apologies and approve reasons for absence

2. Declarations of Interest and Request for Dispensations

2.1 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

2.2 Receive declarations by members of interests in respect of items on this agenda

3. Minutes of the meeting of the Parish Council held on 9th November 2020

To resolve to authorise the Chair to sign to approve the accuracy of the minutes. Minutes to signed following the meeting – **attached**

4. Public Participation

In accordance with Standing Order 3e the Chair will, at her discretion:

4.1 Invite members of the public to address the meeting in relation to the business to be transacted at this meeting

4.2 Receive reports from Borough and County Councillors

5. Administrative and Village Matters

5.1 Defibrillators

To authorise expenditure of £385 plus VAT on high visibility signage from Cumbria County Council for the three phone boxes. Also, to consider the webnos arrangements and any action required.

5.2 Grass Cutting Contract

To agree the areas to request an update for in the grass cutting contract

5.3 Appointment of Clerk

To consider the recruitment and appointment of a permanent Clerk

5.4 Three Tier Meeting

To note the above on Wednesday 20th January 2021

5.5 Allerdale Borough Council Budget Consultation 2021/22

To consider if any response is to be made to the above – [previously circulated via email](#)

6. Highways Matters

6.1 Updates

To consider any updates available, including the sinking grates in Kirkbampton and the illuminated speed signage. Also, to bring to the attention of the Acting Clerk any new issues to report.

6.2 Noticeboards

To consider expenditure on the replacement of noticeboards in the Parish

7. Finance Matters

7.1 To ratify payment of invoices/authorise payments, as below and to note the bank reconciliation – [budget summary to date attached](#)

- Sarah Kyle, November Salary, £239.78
- HMRC, November PAYE, £60.00
- Sarah Kyle, December Salary, £239.78
- HMRC, December PAYE, £60.00
- CALC, Training Course, £40.00
- ICO, Data Protection, £35.00
- Unity Bank, quarterly charge, £18.00

7.2 Donation Request

To consider a donation request towards ongoing services from the Great North Air Ambulance

8. Councillor Matters: an opportunity for Councillors to raise issues on behalf of residents

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.

Future agenda items should be submitted to the Clerk by 1st March 2021

9. Date of Next Meeting

To resolve that the next online meeting will be held on Monday 8th March 2021 at 7.30pm

KIRKBAMPTON PARISH COUNCIL

Draft Minutes of a Virtual Meeting of Kirkbampton Parish Council held on Monday 9th November at 7:30p.m.

Present: S Ekins-Parnell (Chair), Cllrs P S Heggie and M Cunliffe

In Attendance: County Cllr M Johnson, Borough Cllr V Hodgson (arrived 8.02pm).
Acting Clerk S Kyle.

ACTION

131/11/20 Apologies for Absence

Apologies for absence were received from Cllr S Bertram.

132/11/20 Requests for Dispensations & Declarations of Interest

Dispensation requests with regards to precept setting had been granted in November 2019 for all Cllrs present.

133/11/20 Minutes of a Meeting of the Parish Council held on 14th September 2020

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

134/11/20 Public Participation

No members of the public were in attendance. County Cllr Johnson noted that County work priorities continued to be COVID based. Cllr Ekins-Parnell noted the issue of sunken grids and drains in Kirkbampton. These have been logged onto the Highways website but without any response; the reference log numbers are to be forwarded to County Cllr Johnson for follow up.

SE-P

County Cllr Johnson left the meeting at 7.42pm.

135/11/20 Planning Matters

FUL/2020/0197 Yew Tree Farm Little Bampton Wigton - Removal of existing cattle buildings and replace with new steel frame building
Resolved to ratify that the Parish Council responded with no representations.

136/11/20 Administrative and Village Matters

136.1 Defibrillators

Resolved to ratify payments made for the transfer to new defibrillators at a cost of £1566.00; to authorise costs to purchase replacement Perspex and to further investigate costs of high visibility signage to renovate the phone boxes. Investigations will also commence regarding the new online reporting requirements required from January 2021.

SK

136.2 Grass Cutting Contract

Amendments to the contract to ensure all areas of the Green at Oughterby and regular cuts at Little Bampton are to be requested.

Resolved that Cllr Heggie will confirm arrangements with Cllr Bertram before consideration in January.

PSH

136.3 Village Green Events

Resolved to note that signage had been produced with disclaimers for any events on the Village Green's.

136.4 Oughterby Green

Resolved to note that the access track is to be concreted, at the expense of the grantee to the easement.

Allerdale Borough Councillor V Hodgson entered the meeting at 8.02pm.

6.5 Kirkbampton Derelict Building

A complaint had been made about a derelict building which was now causing a nuisance with youths accessing the site. Allerdale Borough Councillor Hodgson offered to take the matter up with the Borough Council planning department to request appropriate action.

137/11/20 Highways Matters

137.1 Updates

The sunken grates that were mentioned in 134/11 were confirmed. It was also noted that there had been no update with the request for the illuminated speed sign and that speed watch schemes were currently suspended during COVID-19.

137.2 Footway Lighting

It was confirmed that the proposals to transfer costs for the above to Parish Council's had been currently halted.

137.3 Noticeboards

Consideration was given to the replacement of notice boards in Little Bampton and Oughterby.

Resolved that quotations will be obtained and considered at the January meeting.

SK

138/11/20 Councillor Matters

Borough Councillor Hodgson reported an update on the Local Government Reorganisation. He also noted that Allerdale Borough Council have been busy issuing grants to local organisations to support those affected by COVID. He also noted that Allerdale Borough Council had submitted a response to the Planning white paper.

Borough Councillor Hodgson left the meeting at 8.26pm.

139/11/20 Finance Matters

139.1 Expenditure

Resolved to approve payments detailed in the schedule as follows:

- Sarah Kyle, October Salary, £278.54
- HMRC, October PAYE, £69.60
- Community Heartbeat Trust, Swap to new defibrillators, £1566.00
- Cluaran Landscape Services, grounds maintenance, £1260.00
- Unity Bank, service charge, £18.00

Opening Balance on 1 st April 2020	£7,077.98
Total Receipts to 31 st October 2020	£8,847.71
Total Expenditure to 31 st October 2020	£3,992.32
Balance 31 st October 2020	£11,933.37

139.2 Receipts

Resolved to note the receipt of £4375 from Allerdale Borough Council as the second instalment of the precept

139.3 Precept

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for the remainder of 2020/21; the proposed budget for 2021/22 and the estimated levels of reserves to be held on 1st April 2022.

Resolved: To accept the proposed budget and set the precept at £8,750 for the Council year 2021/22.

139.4 Grant Scheme

Resolved to consider amendment to the grant scheme criteria and once agreed, open the Parish Council grant scheme, with a focus of COVID-19 measures if necessary for Parish based groups. The grant scheme to be advertised by social media and the website as soon as possible.

SK

140/11/20 Date of Next Meeting

Resolved that the next online meeting will be held on Monday 11th January 2021 at 7.30pm.

Kirkbampton Parish Council

Income and Expenditure against Budget 2020/21

		Budget 2020 21	May	July	Sept	Nov	Jan	Mar	Total	%	2019 20
Income											
Brought Forward		£ 7,330.83							£ 7,077.98		£ 10,099.50
Precept		£ 8,750	£ 4,375.00		£ 4,375.00				£ 8,750.00	100%	£ 8,750.00
CTRS Grant		£ -							£ -		£ -
Wayleave		£ -		£ 97.71					£ 97.71		£ 115.00
Interest		£ -							£ -		£ 10.22
VAT Reclaim		£ -							£ -		£ 1,235.38
Other		£ -							£ -		£ -
TOTAL		£ 8,750.00	£ 4,375.00	£ 97.71	£ 4,375.00	£ -	£ -	£ -	£ 8,847.71	101%	£ 10,110.60
Expenditure											
Clerk	Gross Salary	£ 3,588.00	£ 583.44	£ 599.43	£ 583.44	£ 947.70			£ 2,714.01	76%	£ 3,492.88
Administration	CALC Membership	£ 152.10	£ 154.87						£ 154.87	102%	£ 147.67
	All other admin			£ 18.00		£ 36.00			£ 54.00		£ 57.14
	Postages/Stationary/Misc	£ 100.00							£ -	0%	£ -
	Data Protection	£ 35.00							£ -	0%	£ 35.00
	Hall Hire	£ 150.00							£ -	0%	£ 135.00
	Payroll administration	£ 120.00	£ 73.00						£ 73.00	61%	£ 83.00
	Equipment								£ -		£ -
Donations/Grants	All	£ 2,000.00							£ -	0%	£ 800.00
	Village Hall								£ -		£ -
	Church								£ -		£ -
	Others								£ -		£ -
	S137								£ -		£ -
Insurance		£ 228.90	£ 218.00						£ 218.00	95%	£ 218.00
Audit		£ 120.00							£ -	0%	£ 58.10
Training		£ 85.00							£ -	0%	£ -
Website		£ 90.00							£ -	0%	£ 90.95
Projects		£ 1,000.00				£ 1,305.00			£ 1,305.00	131%	£ 4,577.60
Maintenance	IT	£ 100.00							£ -	0%	£ 75.00
Grass Cutting/Greens		£ 2,200.00		£ 1,186.00		£ 1,050.00			£ 2,236.00	102%	£ 2,117.00
Contingency		£ 500.00							£ -	0%	£ -
Ringfenced Transparency		£ -							£ -		£ -
VAT Incurred		£ -		£ 210.00		£ 471.00			£ 681.00		£ 1,244.78
Virement from Reserves		£ -							£ -		£ -
TOTAL		£ 10,469.00	£ 1,029.31	£ 2,013.43	£ 583.44	£ 3,809.70	£ -	£ -	£ 7,435.88	71%	£ 13,132.12

Bank Reconciliation 31.12.20

Brought Forward	£	7,077.98
Total Receipts	£	8,847.71
Total Expenditure	£	7,435.88
Cash Book Balance 31.12.20	£	8,489.81
Balance at bank 31.12.20	£	8,489.81