

KIRKBAMPTON PARISH COUNCIL

Chairman:

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

3rd November 2020

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

[Monday 9th November 2020 at 7.30pm](#)

The meeting is accessible by logging into www.zoom.us and using Meeting ID **[825 4699 1664](#)** with the passcode **[353056](#)**.

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 14 September 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. **Planning Matters**

FUL/2020/0197 Yew Tree Farm Little Bampton Wigton - Removal of existing cattle buildings and replace with new steel frame building
To ratify that the Parish Council responded with no representations
6. **Administrative and Village Matters**
 - 6.1 **Defibrillators**

To ratify payments made for the transfer to new defibrillators at a cost of £1566.00 and to consider authorisation of payments to renovate the phone boxes

6.2 Grass Cutting Contract

To further consider an update into the grass cutting schedule

6.3 Village Green Events

To note the updated signage for the above

6.4 Oughterby Green

To consider the access road

6.5 Kirkbampton Derelict Building

To consider the above

7. Highways Matters

7.1 Updates

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

7.2 Footway Lighting

To note the change in arrangements to the above proposed transfer of costs to the Parish Council

7.3 Noticeboards

To consider the replacement of noticeboards in the Parish

8. Finance Matters

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

- 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

8.2 Receipts

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

8.3 Precept

To consider the budget for 2021/22 and the setting of the precept for the forthcoming Council year – [report attached](#)

8.4 Grant Scheme

To consider the opening of the Parish Council grant scheme, considering a focus of COVID-19 measures necessary for Parish based groups

9. 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 4th January 2021

10. Date of Next Meeting: To resolve that the next online meeting will be held on Monday 11th January 2021 at 7.30pm

KIRKBAMPTON PARISH COUNCIL

Minutes of a Virtual Meeting of Kirkbampton Parish Council held on Monday 14th September at 7:30p.m.

Present: P S Heggie (Vice-Chair); Cllrs S Bertram and M Cunliffe

In Attendance: Borough Cllr V Hodgson (arrived 8.06pm). Acting Clerk S Kyle.

ACTION

121/07/20 Apologies for Absence

Apologies for absence were received from Cllrs S Ekins-Parnell and E Newstead. Apologies were also received from County Cllr M Johnson.

122/09/20 Requests for Dispensations & Declarations of Interest

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

123/07/20 Minutes of a Meeting of the Parish Council held on 27th July 2020

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

124/09/20 Public Participation

No members of the public were in attendance.

125/07/20 Planning Matters

FUL/2020/0165 Studholme Kirkbride Wigton - Demolition of existing farmhouse and building and erection of new farmhouse

Resolved to note that the Clerk responded under delegated powers with 'no representation'.

HOU/2020/0082 Headley Little Brampton Wigton - Proposed front entrance

Resolved to note that permission has been granted.

126/09/20 Administrative and Village Matters

126.1 Defibrillators

It was confirmed that a representative from Community Heartbeat Trust hopes to visit Cumbria in September and might be able to look at the Little Bampton phone box to clarify why the electricity is not working. It was also confirmed that no progress has been made at all with trying to get ENWL to restore the power to the phone box in Oughterby. If no progress is likely to be made, which will be discussed when the CHT representative visits, it will be either necessary to swap the defibrillator for a version that does not require frost proofing, or to consider paying for the restoration of the supply. This is to be considered prior to the colder weather commencing and may need a decision taken before the November meeting.

It was also confirmed that Cllr Bertram will circulate costs for replacement Perspex panels for the Little Bampton box.

SB

126.2 Grass Cutting Contract

This matter will be fully considered at the November meeting, where a proposal for an amendment to the existing contract will be presented in preparation for the 2021 grass cutting season.

126.3 Village Green Events

Concerns were raised regarding events taking place on Little Bampton

Green, without event insurance and without prior notification to the Parish Council.

Resolved that the Acting-Clerk will investigate implications and circulate additional information via email.

SK

126.4 Allerdale Three-Tier Meeting

The above was noted although no representative was available to attend.

126.5 NJC Local Government Services Pay Scales

Resolved to agree implementation of the updated pay scales for the Acting Clerk, backdated to 1 April 2020, at an additional monthly cost of £7.75.

127/09/20 Highways Matters

It was noted that location details have been provided to Cumbria County Council regarding the placement of the proposed illuminated speed sign. Concerns were however raised that the sign may be too bright for adjacent householders.

128/09/20 Finance Matters

128.1 Expenditure

Resolved to approve payments detailed in the schedule as follows:

Sarah Kyle, August Salary, £233.32
HMRC, August PAYE, £58.40
Sarah Kyle, September Salary, £233.32
HMRC, September PAYE, £58.40

Opening Balance on 1 st April 2020	£7,077.98
Total Receipts to 31 st August 2020	£4,472.71
Total Expenditure to 31 st August 2020	£3334.46
Balance 31 st August 2020	£8216.23

129/09/20 Councillor Matters

Cllr Bertram updated the meeting regarding collaborative broadband proposals.

Borough Cllr Hodgson entered the meeting at 8.06pm.

Borough Cllr Hodgson noted highways updates, including drainage issues and progress on the repair of the bridge at the old schoolhouse. Cllr Heggie will inform him if works do not begin promptly.

He noted that Allerdale Borough Council had been busy with distribution of COVID funds whilst many staff continued to work from home. He also applauded the success of the waste collection service which had started under the new operating arrangements during the pandemic. Cllr Hodgson also noted that many parish councils had raised concerns regarding the proposed transfer of street lighting costs and that local government reorganisation in Cumbria was being considered.

130/07/20 Date of Next Meeting

Resolved that the next virtual meeting of the Parish Council will be held on Monday 9th November 2020 at 7.30pm.

There being no further business the meeting was closed at 8.19pm.

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	£ 348.14			£ 2,114.45	59%	£ 3,492.88
Administration	CALC Membership	£ 152.10	£ 154.87						£ 154.87	102%	£ 147.67
	All other admin			£ 18.00		£ 18.00			£ 36.00		£ 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							£ -	0%	£ 4,577.60
Maintenance	IT	£ 100.00							£ -	0%	£ 75.00
Grass Cutting/Greens		£ 2,200.00		£ 1,186.00					£ 1,186.00	54%	£ 2,117.00
Contingency		£ 500.00							£ -	0%	£ -
Ringfenced Transparency		£ -							£ -		£ -
VAT Incurred		£ -		£ 210.00					£ 210.00		£ 1,244.78
Virement from Reserves		£ -							£ -		£ -
TOTAL		£ 10,469.00	£ 1,029.31	£ 2,013.43	£ 583.44	£ 366.14	£ -	£ -	£ 3,992.32	38%	£ 13,132.12

Bank Reconciliation 31.10.20

Brought Forward	£	7,077.98
Total Receipts	£	8,847.71
Total Expenditure	£	3,992.32
Cash Book Balance 31.10.20	£	11,933.37
Balance at bank 31.10.20	£	11,933.37

REPORT TO COUNCIL

Date of Meeting: 9th November 2020
Title: BUDGET AND PRECEPT SETTING – 2021/22
Report of: CLERK

SUMMARY:

Members will see from the financial statement to 31st October 2020 that a healthy reserve remains in the Council's bank account. This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2020/21.

Budget 2021/22

The Council is required to set its budget and determine the precept at the November meeting for submission in early January. The attached spreadsheet provides the estimated remaining income and expenditure for 2020/21 and a proposed budget for the forthcoming financial year, based on current outgoings and information available to date.

Budget 2020/21 - Forecast

As you will see from the attached budget, total anticipated outlay for financial year 2020/21 is £9,790. Expenditure still anticipated includes:

- The remainder of the grass cutting contract, payable at the November meeting.
- Routine expenditure on the Clerk and administrative expenses.
- Defibrillator change over, already agreed prior to the November meeting
- Signage packs for the telephone kiosks and cabinet repairs/upgrades
- A donation to the Village Hall as part of the grant scheme/COVID recovery

Income still to come is the VAT return, currently at £681.

If the forecast is accurate, it is envisaged that the Council will finish the financial year with reserves of approximately £6,816. This remains a very healthy financial position to be in. (The recommended guidance for the amount to hold in reserves is between 3 to 12 months expenditure so is more than adequate). Please note that this position may change during the remainder of the year if additional monies are spent by the council through grants or parish projects, such as the purchase of replacement noticeboards. Any additional expenditure on projects or grants must be taken from the expected end of year reserves.

Budget 2021/22 - Proposed Budget

To maintain service levels as they are, the proposed budget for 2021/22 is £10,808 based on realistic estimates of expenditure, rather than a general increase of all headings in line with inflation. This considers the increase in the current Clerk's salary and also provides for a large grant and project budget, which may not be required in full.

Setting the Precept

It had been anticipated that an increase in precept to cover costs for street lighting would be necessary, however, this proposal has now been deferred. Given the current local and national financial hardships being experienced due to coronavirus, it is suggested that, if avoidable, no increase in taxation at parish level should be made to attempt to lessen the burden on residents as far as possible. If no increase is agreed, the

Clerk estimates that on the 31st March 2022, the Council will hold reserves of approximately £5,357. Although this is much less than in previous years, the amount remains adequate and leaves the Council financially stable.

ACTION:

The Council is asked to determine:-

- If they wish to accept the proposed budget for 2021/22
- To determine the level of precept to be set, recommended at the existing level of £8,750

Sarah Kyle

Acting Clerk and Responsible Financial Officer

03.11.20

