

KIRKBAMPTON PARISH COUNCIL

Chairman:

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

7th September 2020

Dear Councillor

You are summoned to attend an online meeting of Kirkbampton Parish Council. The virtual meeting will be held on:

Monday 14th September 2020 at 7.30pm

The meeting is accessible by logging into www.zoom.us and using Meeting ID **854 0475 5696** with the passcode **446668**.

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.

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 27 July 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/2020/0165 Studholme Kirkbride Wigton - Demolition of existing farmhouse and building and erection of new farmhouse
To resolve to note that the Clerk responded under delegated powers with 'no representation'

HOU/2020/0082 Headley Little Brampton Wigton - Proposed front entrance
To note that permission has been granted

6. Administrative and Village Matters

6.1 Defibrillators

To note updates with proposed improvements to the telephone boxes, including sourcing a cleaner; and to consider progress, if any, with repairs to the electrical supply.

6.2 Grass Cutting Contract

To further consider an update into the grass cutting schedule

6.3 Village Green Events

To consider administrative procedures for the above

6.4 Allerdale 3 Tier Meeting

To note that the above will take place on Thursday 17th September 2020 starting at 7.00 pm and to consider the appointment of a representative to attend

6.5 NJC Local Government Services Pay Scales

To consider implementation of updated pay scales for the Acting Clerk, backdated from 1 April 2020, at an additional monthly cost of £7.75

7. Highways Matters

To consider any updates available and to bring to the attention of the Acting Clerk, any new issues to report

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

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 30 October 2020

10. Date of Next Meeting: To resolve that the next online meeting will be held on Monday 9th November at 7.30pm

KIRKBAMPTON PARISH COUNCIL

Minutes of a Virtual Meeting of Kirkbampton Parish Council held on Monday 27th July at 7:30p.m.

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

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

ACTION

103/07/20 Election of Chair

Following the resignation of J Alexander immediately prior to the May meeting and the further resignation of S Spencer, it was agreed necessary to elect a new Chair.

Resolved to elect Cllr S Ekins-Parnell as Chair for the remainder of the Council year 2020/21. Cllr Ekins-Parnell signed the Declaration of Acceptance of Office.

104/07/20 Apologies for Absence

Apologies for absence were received from Cllr E Newstead.

105/07/20 Requests for Dispensations & Declarations of Interest

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

106/07/20 Minutes of a Meeting of the Parish Council held on 18th May 2020

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

107/07/20 Co-option of New Councillor

Following the display of the statutory notice and notification that no by-election had been called, it was **resolved** to co-opt S Bertram to the Parish Council with immediate effect. Cllr Bertram signed his Declaration of Acceptance of Office.

108/07/20 Public Participation

No members of the public were in attendance.

County Cllr M Johnson noted that a lot of recent work had been COVID related. He also discussed a current proposal with central government regarding proposals to redevelop Cumbria into a Unitary authority.

County Cllr Johnson left the virtual meeting at 7.44pm.

109/07/20 Planning Matters

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

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

It was also noted that, regarding planning application FUL/2019/0033, a second bat survey had been requested by Allerdale Borough Council and completed, confirming that, while vat colonies were noted in the village, there was no evidence of a current roost at the premises other than a previous winter roost

110/07/20 Administrative and Village Matters

110.1 Defibrillators

A search to find someone to clean the boxes is still underway, although it was considered that it might be able to be undertaken by volunteers from the Council. It was reported that the phone box Perspex panels at Little Bampton have been scraped and are likely to be beyond repair.

Resolved: Cllr Bertram to investigate the viability of the Little Bampton phone box panels and report back with findings and potential replacement costs. Also **resolved** that the acting-clerk should contact CHT to chase up the repairs to the two phone boxes still without electricity.

SB
SK

110.2 Footway Lighting

Information had been obtained from Allerdale Borough Council detailing the anticipated annual cost of the street lighting, which is to be taken over by the Parish Council from April 2021.

Resolved to add the estimated £1618.17 to the budget prior to submitting the precept request.

110.3 Grass Cutting Contract

A discussion was held regarding the area of Oughterby common, currently only cut once per year and whether it should be increased? It was also queried whether the contractor or residents are currently cutting the Oughterby Green?

Resolved that Cllr Bertram investigate the current arrangements at Oughterby before the contractor is spoken to about increasing all areas at Little Bampton to the same number of monthly cuts.

110.4 Appointment of Vice-Chairman

Resolved that Cllr Heggie be appointed Vice-Chairman for the remainder of the Council year 2020/21.

110.5 Vacancies

It was noted that vacancies still exist for three Cllrs. A note will be placed in the forthcoming parish newsletter and Cllrs are to inform residents who might be interested.

110.6 Finglandrigg Woods – Little Bampton Pasture (Common CL46)

An approach from Natural England had been made, requesting consent to assume full responsibility for the above.

Resolved that no objections were to be made to the proposal.

111/07/20 Highways Matters

It was noted that the bridge at Longrigg remains closed. **Resolved** that Cllr Hodgson will be contacted to see if any update is available.

SK

A query was also raised as to why the sunken grids in Kirkbampton had all been marked up?

118/07/20 Finance Matters

118.1 Expenditure

Resolved to approve payments detailed in the schedule as follows:

J Norman	£136.00
Sarah Kyle, June salary	£233.32
HMRC, June PAYE	£58.40
Unity Bank, quarterly charges	£18.00
Cluaran Landscapes, grounds maintenance	£1260.00
Sarah Kyle, July salary and reimbursements	£249.51
HMRC, PAYE July	£58.20

Opening Balance on 1 st April 2020	£7,077.98
Total Receipts to 30 th June 2020	£4,472.71
Total Expenditure to 30 th June 2020	£1,475.03
Balance 30 th June 2020	£10,075.66

118.2 Annual Return

Resolved to confirm that the external auditors have logged the exempt status for the year ended 31 March 2020.

118.3 Bank Mandate

Resolved to note that J Alexander had been removed from the Unity bank mandate. No further additions to be made at this time. The Cumberland Building Society account will be closed once Allerdale Borough Council has made their second precept payment.

119/07/20 Councillor Matters

It was noted that Cllr Newstead had raised concerns that BT were proposing works adjacent to his property; support will be considered if necessary, in due course.

Cllr Bertram requested information on broadband support in the Little Bampton and Oughterby areas. A suggestion of the establishment of a community fibre partnership with subsequent approach to Open Reach was made. It was proposed that Facebook could be used to advertise for participants.

A discussion was held, following receipt of a questionnaire from the Village Hall Committee, regarding the resumption of in-person meetings. It was agreed that, whilst COVID restrictions remain it was not feasible to resume them and to continue using Zoom, which all agreed was working well. The decision will be reviewed in line with government guidance for future meetings. Virtual powers exist until May 2021 at present.

120/07/20 Date of Next Meeting

Resolved that the next virtual meeting of the Parish Council will be held on Monday 14th September 2020 at 7.30pm.

There being no further business the meeting was closed at 8.34pm.

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	50%	£ 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	£ -	£ -	£ -	£ -	£ 4,472.71	51%	£ 10,110.60
Expenditure											
Clerk	Gross Salary	£ 3,588.00	£ 583.44	£ 599.63	£ 291.52				£ 1,474.59	41%	£ 3,492.88
Administration	CALC Membership	£ 152.10	£ 154.87						£ 154.87	102%	£ 147.67
	All other admin			£ 18.00					£ 18.00		£ 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	£ 2,013.63	£ 291.52	£ -	£ -	£ -	£ 3,334.46	32%	£ 13,132.12

Bank Reconciliation 31.08.20

Brought Forward	£	7,077.98
Total Receipts	£	4,472.71
Total Expenditure	£	3,334.46
Cash Book Balance 31.08.20	£	8,216.23
Balance at bank 31.08.20	£	8,216.23