

KIRKBAMPTON PARISH COUNCIL

Chairman:

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

21st July 2020

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

Monday 27 July 2020 at 7.30pm

The meeting is accessible with the attached link or by logging into www.zoom.us and using Meeting ID [876 0327 1662](#) with the password [986384](#). 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. Election of Chairman**
To resolve to elect a replacement Chairman following the resignation of Ms J Alexander. The successful nominee will sign the Declaration of Acceptance of Office following the meeting.
- 2. Apologies for absence:** to receive apologies and approve reasons for absence
- 3. Declarations of Interest and Request for Dispensations**
 - 3.1** 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
 - 3.2** Receive declarations by members of interests in respect of items on this agenda
- 4. Minutes of the meeting of the Parish Council held on 18 May 2020**
To approve the accuracy of the minutes. Minutes to signed following the meeting - **attached**
- 5. Co-option of New Councillor**
In the event of no by-election being called by the prescribed date, to consider the co-option of Mr S Bertram to the Parish Council
- 6. Public Participation**
In accordance with Standing Order 3e the Chairman will, at their discretion:
 - 6.1** Invite members of the public to address the meeting in relation to the business to be transacted at this meeting
 - 6.2** Receive reports from Borough and County Councillors
- 7. Planning Matters**
Hou/2020/0082 Headley Little Brampton Wigton - Proposed front entrance
To ratify that the Clerk responded under delegated powers with 'no representation'

8. Administrative and Village Matters

8.1 Defibrillators

To approve expenditure on improvements to the telephone boxes and to consider progress with sourcing a cleaner for them. Also, to consider progress with repairs to the electrical supply.

8.2 Footway Lighting

To consider the costs involved in the above

8.3 Grass Cutting Contract

To consider a review into the schedule of cuts in selected areas

8.4 Appointment of Vice-Chairman

To resolve to elect a replacement Vice-Chairman following the resignation of Mr S Spencer

8.5 Vacancies

To note the advertisement for the vacancies for the Council and consider recruitment of further Cllrs following the resignation of Mr S Spencer

8.6 Finglandrigg Woods - Little Bampton Pasture (Common CL406)

To consider a request by Natural England, who are seeking to register the freehold ownership of Little Bampton Pasture to enable them to assume full responsibility for management and to be able to declare it as part of the National Nature Reserve.

9. Highways Matters

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

10. Finance Matters

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

- J Norman, Tree coppicing, £136.00
- Sarah Kyle, Salary June, £233.32
- HMRC, PAYE June, £58.40
- Unity Bank, Quarterly charges, £18.00
- Cluaran Landscapes, grounds maintenance, £1260.00
- Sarah Kyle, Salary July & Reimbursements, £249.51
- HMRC, PAYE July, £58.20

10.2 Annual Return

To confirm that the external auditors have logged the exempt status for the year ended 31.03.20

10.3 Bank mandate

To consider the updating of the above

11. 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 3 September 2020

12. Date of Next Meeting: To resolve that the next meeting will be held on Monday 14th September at 7.30pm. The format/venue for the meeting to be confirmed by summons.

KIRKBAMPTON PARISH COUNCIL

Minutes of a Virtual Meeting of Kirkbampton Parish Council held on Monday 18th 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 13th 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 st April 2020	£7,077.98
Total Receipts to 30 th April 2020	£4,375.00
Total Expenditure to 30 th April 2020	£1,029.31
Balance 30 th 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 8th 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 13th 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.

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	£ 291.72					£ 875.16	24%	£ 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		£ 136.00					£ 136.00	6%	£ 2,117.00
Contingency		£ 500.00							£ -	0%	£ -
Ringfenced Transparency		£ -							£ -		£ -
VAT Incurred		£ -							£ -		£ 1,244.78
Virement from Reserves		£ -							£ -		£ -
TOTAL		£ 10,469.00	£ 1,029.31	£ 445.72	£ -	£ -	£ -	£ -	£ 1,475.03	14%	£ 13,132.12

Bank Reconciliation 30.06.20

Brought Forward	£	7,077.98
Total Receipts	£	4,472.71
Total Expenditure	£	1,475.03
Cash Book Balance 30.06.20	£	10,075.66
Balance at bank 30.06.20	£	10,075.66