

KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr S Ekins-Parnell

Clerk: Sarah Kyle, Hill House, Walton, Brampton, Cumbria, CA8 2DY

Phone: 01228 231124 Email: clerk@kirkbamptonweb.co.uk

5th January 2022

A meeting of Kirkbampton Parish Council is to be held on:

Monday 10th January 2022 in Kirkbampton Village Hall at 7.30pm

This is a public meeting and all members of the public and press are welcome.

Do not attend if you show any COVID-19 symptoms. In line with our updated risk assessment, please endeavour to take a lateral flow test prior to attending. Please also be aware that it is legally required that a face covering be worn by all attendees throughout the meeting.

Yours faithfully



Sarah Kyle

Clerk & Responsible Financial Officer

Agenda

1. Election of Chairman

To consider the election of a Chairman, following the intended resignation of S Ekins-Parnell

2. Apologies for Absence

To receive written 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 8th November 2021

To resolve to authorise the Chairman to sign to approve the accuracy of the minutes – **attached**

5. Co-option of Two New Councillors

To consider the co-option of Ms S Edgar and Mr TH Rudd to the Parish Council with immediate effect. Both Ms Edgar and Mr Rudd will sign their Declaration of Acceptance of Office.

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. Administrative and Village Matters

7.1 Appointment of Vice-Chairman

To appoint a Vice-Chairman, in line with agenda item 1.

7.2 Community Plan

To consider a launch event and authorise expenditure for the printing of the questionnaire

7.3 Haverlands Green

To consider an update regarding the agreed transfer of ownership of the above to Natural England

7.4 Little Bampton Village Green

To note outcomes from the second public meeting held and consider progress with the establishment of a voluntary Local Commons Association

7.5 Oughterby Defibrillator Cabinet

To consider an update with the request for the relocation of the above

7.6 Queen's Platinum Jubilee

To consider methods of commemorating the event

8. Highways Matters

Updates & New Matters

To consider any updates available on previously reported issues and to bring to the attention of the Clerk any new issues to report.

9. Finance Matters

9.1 To ratify payment of invoices/authorise payment as detailed in the **attached schedule** and to reconcile the balance at bank.

10. Planning Matters

FUL/2021/0275 The Building, Little Bampton To The U2010, Little Bampton, CA7 0JH - Change of Use of part field to allow siting of up to Four (4no) fully insulated camping pods

To note that the Clerk responded under delegated powers with "no representation"

FUL/2021/0195 Site adjacent Village Hall, Kirkbampton CA5 6HX - Erection of 8 dwellings

To note that permission has been granted.

VAR/2021/0040 Site adjacent to Kirkbampton Village Hall, Kirkbampton, Carlisle, CA5 6HX -

Variation of Condition 3 of application FUL/2021/0195 to provide a private road and changes to the footpath link

To note that the Clerk responded under delegated powers with "no representation"

HOU/2021/0225 The Building, Little Bampton, Wigton, CA7 0JH -Proposed single storey extension to form proposed Garden Room

To note permission has been granted

FUL2021/0279 The Building, Little Bampton, Wigton, CA7 0JH - Proposed dual purpose shed with new access and hardstanding Location:

FUL/2021/0305 Studholme, Wren Croft, From Junction With B5307 At Fingland To Little Bampton, Kirkbride, CA7 5ER - Change of planning use from a cattery to domestic use of outbuildings.

To note that the Clerk responded under delegated powers with no representations

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 4th March 2022

12. Exclusion of Press & Public - Part B Item

The following item is considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 is necessary.

Grounds Maintenance

To consider the tenders received for the above and award the grass cutting contract for 2022/23.

13. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Kirkbampton Village Hall on Monday 14th March 2022 at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

KIRKBAMPTON PARISH COUNCIL

Minutes of a Meeting of Kirkbampton Parish Council held on Monday 8th November 2021 at 7:30p.m.

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

In Attendance: Borough Cllr V Hodgson and the Clerk, S Kyle.

ACTION

186/11/21 Apologies for Absence

Apologies for absence were noted from County Cllr M Johnson.

187/11/21 Requests for Dispensations & Declarations of Interest

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

188/11/21 Minutes of a Meeting of the Parish Council held on 13th September 2021

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

189/11/21 Public Participation

No members of the public were in attendance.

Borough Cllr V Hodgson provided an update regarding the local government reorganisation, nuclear waste depository and the closure of Keswick pool. The condition of the Highways in the parish was discussed, with Borough Cllr Hodgson offering to re-report the road outside the school again due to the lack of progress with it over many months. It was agreed by all that speeding continues to be an issue. Cllrs reported the outcome of the Little Bampton residents meeting to Cllr Hodgson for information.

Borough Cllr Hodgson left the meeting at 8pm.

190/11/21 Administrative and Village Matters

190.1 Community Plan

A draft survey had been compiled by Cllr Ekins-Parnell which will be circulated to all members for review before printing.

Resolved to continue progression of the plan, with distribution likely to coincide with the parish magazine distribution in the new year.

190.2 Haverlands Green

It was reported that Natural England had been advised to carry out the land registration of the Green which would then enable a transfer of the land at the Commons Registration Department.

190.3 Grounds Maintenance

It was noted that the grounds maintenance contract had ended, and

tender arrangements were duly considered.

Resolved to tender for the grass cutting in Kirkbampton and Oughterby, with all grass to be collected. A tender will also be issued for Little Bampton due to the unknown timescale of any potential establishment of a Local Commons Association (minute 190.4 refers).

190.4 Little Bampton Green

A very positive public meeting had been held with ten residents in attendance, covering various issues such as the noticeboard and condition of the roads. During the public meeting, the establishment of a Local Commons Association voluntary group was considered.

Resolved to proceed with information gathering to enable the establishment of an LCA for Little Bampton, with legal and insurance issues being prioritised. Also resolved to host a further public meeting on Wednesday 24th November; letters to be sent to residents in Little Bampton, Ploughlands and Studholme.

190.5 Oughterby Defibrillator Cabinet

A request for permission to move the defibrillator cabinet in Oughterby had been received, along with a request for the original agreement for the phone box cabinet by BT.

Resolved to not object to the moving of the cabinet, advising that planning consent would be potentially required along with Highway's consent. The original BT documents, or legal papers relating to the land ownership of that area, to be searched for.

191/11/21 Highways Matters

191.1 Updates & New Matters

All matters were covered under public participation.

192/11/21 Finance Matters

192.1 Expenditure

Resolved to approve payments detailed in the schedule as follows:

- Sarah Kyle, October Salary, £239.78
- HMRC, October PAYE, £60.00
- Sarah Kyle, November Salary, £239.78
- HMRC, November PAYE, £60.00
- Sarah Kyle, Reimbursements, wreath & stamps, £62.20
- Green Barnes, Noticeboard, £756.63

192.2 Bank Reconciliation and Budget Update

Resolved to note the budgetary update and bank reconciliation:

Receipts to 31.10.21	£9,583.49
Expenditure to 31.10.21	£4,552.15
Balance at 31.10.21	£11,790.90

192.3 Receipts

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

192.4 Precept and Budget 2022/23

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for the remainder of 2021/22; the proposed budget for 2022/23 and the estimated levels of reserves to be held on 1st April 2023.

Resolved: To accept the proposed budget and set the precept at £8,750 for the Council year 2022/23.

194/11/21 Planning Matters

HOU/2021/0225 The Building, Little Bampton, Wigton, CA7 0JH -
Proposed single storey extension to form proposed Garden Room

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

FUL/2021/0279 The Building, Little Bampton, Wigton, CA7 0JH -
Proposed dual purpose shed with new access and hardstanding

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

195/09/21 Councillor Matters

Cllr Clark requested that commemoration of the Queen's Jubilee be put on the January agenda.

196/11/21 Date of Next Meeting

Resolved that the next of the Parish Council will be held in Kirkbampton Village Hall on Monday 10th January 2022 at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

It was noted that Cllr Ekins-Parnell intends to resign from the Council at the January meeting, therefore the first item of business will be the election of a new Chair.

There being no further business, the meeting was closed at 8.51pm.

Kirkbampton Parish Council**Schedule of Payments to be authorised 10th January 2022**

PAYEE	DETAILS	AMOUNT
Cluaran Landscapes	Grounds Maintenance	£ 960.00
Sarah Kyle	Stamps and Stationery Reimbursement	£ 42.50
Sarah Kyle	December Salary	£ 245.78
HMRC	December PAYE	£ 20.00
Sarah Kyle	January Salary	£ 239.98
HMRC	January PAYE	£ 59.80
Unity Bank	Service Charge	£ 18.00
ICO	Data Protection Registration Renewal	£ 35.00
		£ 1,621.06

Kirkbampton Parish Council

Income and Expenditure against Budget 2021/22

		Budget 2021 22	May	July	Sept	Nov	Jan	Mar	Total	%	Total 2020 21
Income											
Brought Forward		£ 6,759.56							£ 7,077.98		£ 7,077.98
Precept		£ 8,750	£ 4,375.00		£ 4,375.00				£ 8,750.00	100%	£ 8,750.00
CTRS Grant		£ -							£ -	0%	£ -
Wayleave		£ -	£ 97.71						£ 97.71	0%	£ 97.71
Interest		£ -							£ -	0%	£ 2.09
VAT Reclaim		£ -			£ 735.78				£ 735.78	0%	£ -
Other		£ -							£ -	0%	£ -
TOTAL		£ 8,750.00	£ 4,472.71	£ -	£ 5,110.78	£ -	£ -	£ -	£ 9,583.49	110%	£ 8,849.80
Expenditure											
Clerk	Gross Salary	£ 3,588.00	£ 599.56	£ 539.56	£ 659.56	£ 865.34			£ 2,664.02	74%	
Administration	CALC Membership	£ 152.10	£ 161.47						£ 161.47	106%	£ 154.87
	All other admin								£ -		£ 104.00
	Postages/Stationary/Misc	£ 100.00	£ 8.00	£ 18.00	£ 38.00	£ 122.70			£ 186.70	187%	£ -
	Data Protection	£ 35.00							£ -	0%	£ 35.00
	Hall Hire	£ 150.00							£ -	0%	£ -
	Payroll administration	£ 120.00	£ 120.00						£ 120.00	100%	£ 73.00
	Equipment								£ -		£ -
Donations/Grants	All	£ 2,000.00							£ -	0%	£ -
	Village Hall								£ -		£ -
	Church								£ -		£ -
	Others								£ -		£ -
	S137								£ -		£ 300.00
Insurance		£ 228.90	£ 336.22						£ 336.22	147%	£ 218.00
Audit		£ 120.00							£ -	0%	£ -
Training		£ 85.00		£ 50.00					£ 50.00	59%	£ 90.00
Website		£ 90.00							£ -	0%	£ 75.00
Projects		£ 1,000.00				£ 630.52			£ 630.52	63%	£ 1,305.00
Maintenance	IT	£ 100.00		£ 385.00					£ 385.00	385%	£ 270.00
Grass Cutting/Greens		£ 2,200.00			£ 1,050.00	£ 800.00			£ 1,850.00	84%	£ 2,236.00
Contingency		£ 500.00							£ -	0%	£ -
Ringfenced Transparency		£ -							£ -		£ -
VAT Incurred		£ -		£ 77.00	£ 210.00	£ 286.11			£ 573.11		£ 696.00
Virement from Reserves		£ -							£ -		£ -
TOTAL		£ 10,469.00	£ 1,225.25	£ 1,069.56	£ 1,957.56	£ 2,704.67	£ -	£ -	£ 6,957.04	66%	£ 9,168.22

Bank Reconciliation 31.12.21

Brought Forward	£	6,759.56
Total Receipts	£	9,583.49
Total Expenditure	£	6,957.04
Cash Book Balance 31.12.21	£	9,386.01
Balance at bank 31.03.21	£	9,386.01