

# 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

7<sup>th</sup> September 2021

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

**Monday 13<sup>th</sup> September 2021 in Kirkbampton Village Hall at 7.30pm**

This is a public meeting and all are welcome. Please do not attend if you have any COVID-19 symptoms.

Yours faithfully



Sarah Kyle  
**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 6<sup>th</sup> May 2021**

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

### **4. Co-option of New Councillor**

To consider the co-option of Christine Clark to the Council, with immediate effect.

### **5. Public Participation**

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

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

**5.2** Receive reports from Borough and County Councillors

### **6. Administrative and Village Matters**

#### **6.1 Community Plan**

To consider action necessary to progress the above

#### **6.2 Co-option Policy**

To ratify the implementation of the above policy.

#### **6.3 Haverlands Green**

To consider the transfer of ownership of the above to Natural England

#### **6.4 Grounds Maintenance**

To consider issues raised and schedules to consider going forward

#### **6.5 Littlebampton Village Green**

To consider correspondence received regarding ownership of the above

#### **6.6 Village Green Events**

To resolve to adopt the previously circulated application form for any events to be held on Council land

#### **6.7 Dog Fouling Bins**

To consider a request for two new bins for Littlebampton

#### **6.8 Memorial Wreath for Remembrance Sunday**

To consider Councillor attendance at the above

#### **6.9 Noticeboards**

To retrospectively authorise expenditure on the replacement of one noticeboard at a cost of £756.63

### **7. 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.

### **8. Finance Matters**

To ratify payment of invoices/authorise payment as detailed in the [attached schedule](#) and to reconcile the balance at bank.

### **9. Planning Matters**

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

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

**HOU/2021/0068 The Limes, Little Bampton Wigton, CA7 0JQ** - Erection of a car port to the front of the property

To note that permission has been refused

**HOU/2021/0112 17, Solway View, Kirkbampton, CA5 6HR** - Decking with summerhouse (retrospective)

To note that permission has been granted

### **10. 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 29<sup>th</sup> October 2021*

### **11. Date of Next Meeting**

To resolve that the next of the Parish Council will be held in Kirkbampton Village Hall on Monday 8<sup>th</sup> November 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 the Virtual Annual Meeting of Kirkbampton Parish Council held on Thursday 6<sup>th</sup> May 2021 at 7:30p.m.

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

**In Attendance:** The Clerk, S Kyle.

#### ACTION

**160/05/21 Election of Chair 2021/22**

**Resolved** that Cllr Ekins-Parnell be elected Chair for the Council year 2021/22. Cllr Ekins-Parnell accepted the Declaration of Acceptance of Office; the form to be signed following the meeting.

**161/05/21 Appointment of Vice-Chair**

**Resolved** that Cllr Heggie be appointed Vice-Chairman for the Council year 2021/22.

**162/05/21 Apologies for Absence**

Apologies for absence were noted from Mr E Newstead.

**163/05/21 Requests for Dispensations & Declarations of Interest**

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

**164/05/21 Minutes of a Meeting of the Parish Council held on 8<sup>th</sup> March 2021**

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

**166/05/21 Public Participation**

No members of the public were in attendance.

**167/05/21 Administrative and Village Matters**

**167.1 Defibrillators**

It was noted that all refurbishment works, including new stickers, have been completed on all three phone boxes. An invoice for works to the Little Bampton box is anticipated.

**167.2 Grass Cutting Contract**

Further to the last meeting, evidence has been unearthed to confirm that Haverlands Green remains under the ownership of the Parish Council. Grass cutting of the area, for the remainder of this season, will therefore recommence at the earliest opportunity. It was however agreed that further investigations into handing over the area to Natural England for adoption should be initiated, particularly as street furniture not belonging to the Council, namely picnic benches and a bicycle rack, have been installed onto the Green.

SK

Investigations are also to commence as to who owns the footpath from Haverlands Green to Finlandrigg Woods.

SE-P

### **167.3 Community Plan**

It was agreed that to progress the above, a printed version will be distributed to all households in the parish; investigations into an online google forms version are also to be made.

SE-P

### **167.4 Programme of Meetings**

**Resolved** to agree the calendar of meeting dates for the council year 2021/22, all depending on COVID regulations at that time as well as hall availability, as follows:

- Monday 12 July 2021
- Monday 13 September 2021
- Monday 8 November 2021
- Monday 10 January 2022
- Monday 14 March 2022
- Monday 16 May 2022 (TBC - New Council Year)

### **167.5 Review of Policies and Procedures**

**Resolved** to consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaint's procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time.

### **167.6 Allerdale District Three Tier Meeting**

The above meeting was noted; it was agreed that Cllr Ekins-Parnell will attend, as will Cllr Heggie if available.

SE-P  
PSH

### **167.7 Government Call for Evidence on Remote Meetings**

Consideration was given to the above, noting the practicality of virtual meetings whilst recognising that they are unsuitable for all. All agreed that a hybrid style meeting and/or the right to choose would be most useful going forward to ensure inclusivity.

SK

Also agreed under this item that provision for co-option to fill current vacancies will be made for the July meeting.

### **167.8 DCMS Rural Broadband Consultation**

The above consultation had been circulated prior to the meeting however it was agreed that it would be for individuals to respond due to the nature of the questions.

**168/05/21 Highways Matters**

**168.1 Updates**

It was noted that the collapsed grating between Solway View and the school remains unfixed and that the pavement was now crumbling behind the school and has collapsed behind the kerbstone. These issues are believed to be caused by running water and are to be re-reported

**SE-P**

**168.2 New Matters**

No other matters were brought to the attention of the Council.

**168.3 Noticeboards**

It was noted that the local noticeboard maker that was to be approached is planning to retire imminently and therefore cannot assist with a new build. An alternative provide in Brough is to be contacted for a quotation.

**SE-P**

Additionally, the Chair had been approached with a request to consider adopting the village noticeboard. As the board was in a state of disrepair and given the difficulty in obtaining a new board for elsewhere in the parish it was agreed by all to refuse the request.

**169/05/21 Finance Matters**

**169.1 Expenditure**

**Resolved** to approve payments detailed in the schedule as follows:

- Sarah Kyle, May Salary, £239.78
- HMRC, May PAYE, £60.00
- Stanwix Rural Parish Council, Contribution to SLCC Subscription, £8.00
- CALC, Subscription, £161.47
- Insurance, £336.22
- Diane Malley, payroll, £120.00

**169.2 Receipts**

**Resolved** to note the receipt of the first half of the precept payment of £4375.00 from Allerdale Borough Council.

**169.3 Internet Banking**

**Resolved** to reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue.

**170/05/21 Annual Governance and Accountability Return 2020/21**

**170.1 Internal Auditors Report**

**Resolved** to accept the end of year internal auditors report for the financial year 2020/21 which had been circulated alongside the agenda.

### **170.2 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 authorise the Chairman to sign and the RFO 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 2021.

### **170.3 Annual Governance Statement**

**Resolved** to approve the Annual Governance Statement 2020/21 and authorise the Chairman to sign the Annual return, which had been circulated alongside the agenda.

### **170.4 Accounting Statements**

**Resolved** to approve the Accounting Statements 2020/21 and authorise the Chairman to sign the annual return, which had been circulated alongside the agenda.

### **171/05/21 Planning Matters**

**HOU/2021/0068 The Limes, Little Bampton Wigton, CA7 0JQ** - Erection of a car port to the front of the property

**Resolved** to note that the Clerk responded under delegated powers with no representations.

### **171.2 Derelict Building, Kirkbampton**

No updated was available for the above; Borough Cllr Hodgson to be contacted for an updated.

**PSH**

**FUL/2021/0121 Grange Farm, Oughterby, Carlisle, CA5 6J - Change of use of a domestic room into a hair dressing salon**

**Resolved** that no representations be made.

### **172/05/21 Councillor Matters**

No additional matters were raised.

### **173/05/21 Date of Next Meeting**

**Resolved** that the next of the Parish Council will be held in Kirkbampton Village Hall on Monday 12<sup>th</sup> July at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

All hall bookings for 2021/22 are to be made firm with the Village Hall Committee as soon as possible.

**SK**

There being no further business, the meeting was closed at 8.09pm.

**Kirkbampton Parish Council**  
**Schedule of Payments to be authorised**

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<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>	<b>PAYMENT NO</b>	<b>TYPE</b>
Sarah Kyle	June Salary	£ 239.78	9	BACS
HMRC	June PAYE	<b>£ 60.00</b>	10	BACS
Sarah Kyle	July Salary	£ 239.78	11	BACS
HMRC	July PAYE	£ 60.00	12	BACS
Sarah Kyle	August Salary	£ 239.98	13	BACS
HMRC	August PAYE	£ 59.80	14	BACS
Cumbria County Council	Phone box decals	£ 462.00	15	BACS
CALC	Training courses	£ 50.00	16	BACS
Cumbria County Council	Village Green Registration Documents	<b>£ 20.00</b>	17	BACS
Cluaran Landscape Services	Grass Cutting	<b>£ 1,260.00</b>	18	BACS
Unity Bank	Service Charge	£ 18.00	19	DD
Sarah Kyle	September Salary	<b>£ 239.78</b>	20	BACS
HMRC	September PAYE	<b>£ 60.00</b>	21	BACS
		<b>£ 3,009.12</b>		

Bank Reconciliation

Cash Book:

Balance at 01.04.21	£ 6,759.56
Receipts to 31.08.21	<u>£ 4,472.71</u>
	<u>£ 11,232.27</u>

Less expenditure at 31.08.21 £ 2,594.59

Balance at 31.08.21 £ 8,637.68

Represented by:

Cash Account (CBS)	£ 390.76
Current A/C (Unity)	£ 8,246.92
	<u>£ 8,637.68</u>

**Kirkbampton Parish Council**

Income and Expenditure against Budget 2021/22

		Budget 2021 22	May	July	Sept	Nov	Jan	Mar	Total	%	Total 2020 21
<b>Income</b>											
Brought Forward		£ 6,759.56							£ 7,077.98		£ 7,077.98
Precept		£ 8,750	£ 4,375.00						£ 4,375.00	50%	£ 8,750.00
CTRS Grant		£ -							£ -	0%	£ -
Wayleave		£ -	£ 97.71						£ 97.71	0%	£ 97.71
Interest		£ -							£ -	0%	£ 2.09
VAT Reclaim		£ -							£ -	0%	£ -
Other		£ -							£ -	0%	£ -
<b>TOTAL</b>		<b>£ 8,750.00</b>	<b>£ 4,472.71</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 4,472.71</b>	<b>51%</b>	<b>£ 8,849.80</b>
<b>Expenditure</b>											
Clerk	Gross Salary	£ 3,588.00	£ 599.56	£ 539.56	£ 299.78				£ 1,438.90	40%	
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					£ 26.00	26%	£ -
	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							£ -	0%	£ 1,305.00
Maintenance	IT	£ 100.00		£ 385.00					£ 385.00	385%	£ 270.00
Grass Cutting/Greens		£ 2,200.00							£ -	0%	£ 2,236.00
Contingency		£ 500.00							£ -	0%	£ -
Ringfenced Transparency		£ -							£ -		£ -
VAT Incurred		£ -		£ 77.00					£ 77.00		£ 696.00
Virement from Reserves		£ -							£ -		£ -
<b>TOTAL</b>		<b>£ 10,469.00</b>	<b>£ 1,225.25</b>	<b>£ 1,069.56</b>	<b>£ 299.78</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,594.59</b>	<b>25%</b>	<b>£ 9,168.22</b>

**Bank Reconciliation 31.08.21**

Brought Forward	£	6,759.56
Total Receipts	£	4,472.71
Total Expenditure	£	2,594.59
<b>Cash Book Balance 31.03.21</b>	<b>£</b>	<b>8,637.68</b>
<b>Balance at bank 31.03.21</b>	<b>£</b>	<b>8,637.68</b>