

FARLAM PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
The Old Brewery
Craw Hall
Brampton
CA8 1TR
Tel: 016977 3382
Email: farlampc@hotmail.co.uk

8th March 2019

A Meeting of the **FARLAM PARISH COUNCIL** that will be held in **HALLBANKGATE VILLAGE HALL**, on **WEDNESDAY 13th MARCH 2019**, at 7.30pm.

Members of the public are welcome to attend.



AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive apologies for absence and approve reasons for absence.
2. **REQUESTS FOR DISPENSATIONS** - 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. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
4. **MINUTES**
 - 4.1 **MINUTE OF THE MEETING HELD ON 9TH JANUARY 2019** - To authorise the Chairman to sign as a correct record, the minutes of the meeting held on 9th January 2019.
5. **PUBLIC PARTICIPATION** – To receive comments and representations from members of the public in relation to any item on the Agenda. *(Members of the public are permitted to speak on any Agenda item for up to 10 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*
6. **POLICE ISSUES** – To consider any items of concern to be passed to PCSO Dawson.
7. **REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.
 - 7.1 **HALLBANKGATE VILLAGE HALL** – To receive a written report from the Chairman.
8. **TOWN AND COUNTRY PLANNING - APPLICATIONS** – To consider

None to date.
9. **FINANCIAL MATTERS**
 - 9.1 **Bank Reconciliation to 14.02.19** – Report by Clerk
 - 9.2 **Expenditure to approve** –
 - £505.16 A. Riddell – net wage to 31.03.19
 - £226.79 Brampton Parish Council – photocopier/stationery/SLCC contribution
 - £208.80 HMR&C – PAYE (to be paid April 2019)
10. **HIGHWAYS ISSUES** – To receive an update if applicable.

11. **STREETLIGHT AT CROSSGATES** – To receive an update regarding a replacement streetlight.
12. **WEBSITE** – To receive an update from Councillor Hinton.
13. **RISK ASSESSMENT 2018/19** – To consider a report by the Clerk.
16. **PLAY AREA** - To receive an update from Councillor Hinton regarding fundraising via a local community group.
17. **CALC** – To receive, note and where applicable respond to the following correspondence, circulated by email prior to meeting:-
 - 17.1 **CALC CIRCULAR** –February and March 2019.
 - 17.2 **CARLISLE CULTURE** – Email from CALC.
 - 17.3 **LOCAL COMMITTEE WORKING TOGETHER** - Email from CALC.
 - 17.4 **TOUR OF CUMBRIA EVENT** – Email from CALC.
 - 17.5 **LAKE DISTRICT WORLD HERITAGE STATUS** – Email from CALC.
 - 17.6 **PARKING SURVEY** – Email from CALC.
 - 17.7 **CARLISLE VOLUNTEERING FAIR** – Email from CALC.
18. **CORRESPONDENCE RECEIVED BY THE CLERK.** - To note items of correspondence received since the last meeting and take actions as appropriate.
 - 18.1 **680 BUS SERVICE** – Email from Cumbria County Council.
 - 18.2 **A689 SLAGGYFORD EDGE STRENGTHENING WORKS** – Email from Northumberland County Council.
19. **LITERATURE AVAILABLE FROM CLERK** – To note items of literature received since the last meeting:-
 - 19.1 **NOTICE OF EXECUTIVE KEY DECISIONS** – 1st March 2019.
 - 19.2 **CLERK AND COUNCILS DIRECT** – March 2019
20. **AGENDA ITEMS FOR NEXT MEETING** – To submit items and note that any further items should be submitted to the Clerk by 1st May 2019.
21. **DATE OF NEXT MEETING** – Wednesday 8th May 2019, 7.30pm, Hallbankgate Village Hall. Please note this will include the Annual Parish Meeting and the Annual Meeting of the Parish Council.



Lacy Thompson Memorial Hall

Hallbankgate
Brampton
Cumbria
CA8 2NJ

Tel 016977 46454

Registered Charity: 520319

Chair's annual report for 2018

This has again been a successful year for our village hall. Bookings are remaining steady with a lot of weekly slots booked up; there have also been a number of one-off events, parties, etc. Once again Lucy and Lee have done a splendid job at managing the bookings and also gone the extra mile in making the hall ready for each type of activity or event. Sadly, insufficient bookings meant the children's Christmas party had to be cancelled, fortunately without any charge being made.

My sincere thanks go to all members of the committee, but perhaps especially to Tim and Penny for joining us at the start of the year. Long may you stay. It was Tim's initiative which led to us organising a very successful "Italian night" in the Summer; not only was this enjoyed by all who came but it also raised significant income for the hall. Bravo!

Our relationship with Hallbankgate school is now in its fourth year; this works very well, especially as the school roll is now double what it was at the start of the decade. Similarly, Hallbankgate hub held their second AGM in the hall in January; we have loaned furniture on occasions and used the hub to publicise hall events. There is perhaps room for further development of this relationship.

After a lean year in 2017 the flower show was well supported. The hot summer meant that many flowers had passed their best but vegetables, baking and especially crafts were well supported. A profit was made but more important was the continuation of this village tradition.

We heard late on that our grant application to Carlisle City Council for refurbishment of the gents' toilet had been successful, £1000 having been awarded. There was not enough time to get the work done before the end of 2018; it will be a priority for it to happen before the end of the financial year in March 2019. Inevitably with premises of this age there are always issues of repair and maintenance. In recent years we have been successful with obtaining grants from most of the bodies which award in our area: City council, county council, Cumbria foundation, CWMET. Maybe in the coming year we need to develop ideas for fund-raising. One issue which is still under investigation is the responsibility for the boundary wall between the hall and the house next door. If significant repair is needed then it would be costly.

For several years our hall insurance has been paid by agreement with the Parish council. However, now that responsibility for the hall has been determined as ours alone, the council would like us to arrange our own policy at the next renewal. This may result in a saving as there are new companies in the market which specialise in village halls.

In conclusion, I would like to again give thanks to everyone on the committee for their dedication, to Katy for preparing our accounts, to all who hire the hall providing income and naturally to the regular clubs and activities who are our life-blood and that of our village community.

FARLAM PARISH COUNCIL

RISK ASSESSMENT SCHEDULE 2018/19

Definition of Risk Management

Risk is the threat that an event of action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structure and processes, standards of conduct and service delivery arrangements.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All current files and records are kept at the office of Brampton Parish Council. The Clerk makes both a daily & monthly back up of files. In the event of the Clerk being indisposed the Chairman to contact CALC for advice and Brampton Parish Council for access to office. Old records are stored in a locked office at Hallbankgate Village Hall. The Chairman has access to these.	Review when necessary. Ensure procedures detailed are undertaken.
Meeting location	Adequacy Health and Safety	L	Meetings are held in Hallbankgate Village Hall. Access to the buildings is through the caretaker. The Hall and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend, from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire or damage	L	The Parish Council's current records are stored at the office of Brampton Parish Council. The building is alarmed. Older records are stored in a locked room, (minutes in a safe) at Hallbankgate Village Hall.	Damage or theft is unlikely and so provision adequate
Council Records - electronic	Loss through theft, fire, damage or corruption of computer	LM	The Parish Council's electronic records are stored on the office computer. Back-ups of the files are taken daily on a usb pen & at monthly intervals on an external hard drive which is stored at the Clerk's home.	Existing procedure adequate
Transparency	Not publishing	L	Smaller authorities should	Existing procedure adequate.

code	required information		publish on a website: a. all items of expenditure above £100, b. end of year accounts, c. annual governance statement, d. internal audit report, e. list of councillors or member responsibilities, and f. the details of public land and building assets, g. Minutes, agendas and meeting papers of formal meetings. The Clerk gives the required information to Councillor Hinton to upload onto the website.	
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FINANCE

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to CCC Amount not received by CCC	L L L	The precept is an agenda item usually at the November or January meeting. To determine the precept amount required, the Parish Council receives budget update report, including actual position and projected position to end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Carlisle City Council. This figure is submitted by the Clerk in writing to CCC. The Clerk informs Council when the monies are received (approx April/May time).	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is taken (before the time of the policy renewal) of all insurance arrangements in place. Employers/Employee Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Ensure compliance measures and fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review compliance annually.
Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of account.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary especially after an AGM and an election. Monitor the bank statements monthly.
Cash	Loss through theft	L	The Council has Financial	Existing procedure adequate.

	or dishonesty		Regulations which set out the requirements. The Council has no petty cash or float. Any cash transactions made by the Clerk or a Councillor, are fully receipted and then reimbursed by cheque on receipt of an invoice.	Review the Financial Regulations when necessary
Financial controls and records	Inadequate checks	L	Bi-monthly reconciliation prepared by RFO and checked at meeting and signed by Chairman of the Parish Council. Two signatories on cheques. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted before any commitment. Any s137 payments must be recorded at time of approval.	Existing procedure adequate.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.
Clerk	Loss of Clerk	M	A contingency fund should be established to enable training for the Cilca qualification in the event of the Clerk resigning.	Include in financial statement when setting precept.
	Fraud	L	The requirements of the Fidelity Guarantee insurance must be adhered to.	
	Actions Undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice	Membership of CALC maintained. Purchase revised books. Monitor working conditions.
	Salary paid incorrectly	L	The Clerks salary is set by a formula agreed with NALC and the SLCC and is reviewed annually. Tax is calculated using an Inland Revenue computer programme updated by HMR&C on a regular basis. All tax payment are submitted as required and detailed in the Inland Revenue Annual Return.	Existing payment scheme is adequate.

VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing then checked and sent out to the External Auditor within time limit.	Existing procedures adequate

ASSETS

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third part(ies)/property	L L	An annual review is undertaken for insurance provision, storage and maintenance provision.	Existing procedures adequate

LIABILITY

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings, including a reference to the power used.	Existing procedures adequate
Minutes/ Agendas/ Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at next meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place.	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from CALC or CCC.	Existing procedures adequate
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate

Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of a meeting. Register of Members Interest form should be reviewed regularly by Councillors.	Existing procedures adequate Members to take responsibility to update their register
Election Costs	Risk of election cost	LM	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process. When an election is due the Clerk will obtain an estimate of costs from CCC for a full election and an uncontested election.	Existing procedure adequate
Play area	Inadequate maintenance of records Inadequate insurance cover Inadequate budget provision Personal Injury	L L L L	Ensure that proper records of all complaints/injuries are maintained Include all relevant risks on the councils insurance policy Ensure that service requirements are detailed in annual budget process Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces. Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Existing procedure adequate Children's play area inspected weekly and report submitted to Clerk. Annual RoPSA safety inspection undertaken by Carlisle City Council and report submitted. Any required action undertaken promptly.
Village Hall	Damage/Injury	L	Village Hall Committee is responsible for the Village Hall. Adequate insurance cover. Parish Council representation on Management Committee (Management Committee to ensure proper procedures with regard to Health and Safety are followed.)	Existing procedure adequate Insurance is reviewed annually alongside that of the Parish Council's. Councillor Bowles is the Parish Council's representative on the Committee and regularly reports to the Parish Council.

War Memorials	Inadequate budget provision	L	Review service provision within annual budget process.	Existing procedure adequate
	Inadequate maintenance	L	Farlam Parish Council is responsible for maintenance. The war memorial is included in insurance cover. Regular inspections of memorial are carried out. A record of all work scheduled/ completed is maintained.	
	Vandalism	L	Any vandalism to be reported to the local police and appropriate action taken against offenders	
Open Spaces/Car Park	Vandalism	L	Regular inspections are undertaken and any vandalism to be reported to the local police and appropriate action taken against offenders	Existing procedure adequate
	Fly tipping	L	Regular inspections are carried out and reported to the appropriate authority.	
	Inadequate budget provision	L	Service income/expenditure to be detailed in budgetary process.	
	Property maintenance	L	Property is maintained through regular inspection/servicing	
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner	Ensure annual renewal of registration

**FARLAM PARISH COUNCIL
RISK ASSESSMENT SCHEDULE**

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTION
Parish Council Insurance Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually		
Assets Inspection	Annually		
Financial Matters Banking Arrangements Insurance Providers VAT Return completed Budget agreed, monitored and reported Precept requested Payments approval procedure Bank reconciliation overseen by Chairman Clerk's salary reviewed and documented Internal Audit External Audit Internal check of financial procedures	Annually Annually Annually Monthly Annually Monthly Ongoing Annually Annually Annually Annually		
Administration Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing Orders reviewed Backups taken of computer records Transparency code compliance ICO registration	Ongoing Ongoing Annually Annually Monthly Ongoing Annually		
Employers Responsibilities Contract of employment in place Contractors indemnity insurance Written arrangements with contractors	Annually Ongoing Ongoing		
Members Responsibilities Code of Conduct Adopted Register of Interest completed and updated Register of Gifts/Hospitality Declarations of Interest minuted	Ongoing Ongoing Ongoing Ongoing		

The information given above was agreed as being a correct record.

Signed

Chairman

Dated

Clerk

Dated

FARLAM PARISH COUNCIL

BANK RECONCILIATION AT 14th February 2019

HSBC ACCOUNT - 20476129

Balance b/f at 14/12/18	4,965.40		
Income	80.00	Expenditure	962.92
		Balance c/f	4,082.48
	5,045.40		5,045.40

Bank Reconciliation Balance per statement @ 14.02.19

Less o/s cheques

Oakbank Nurseries	748	100.00	
R Farrimond	750	150.00	

250.00

4,082.48

Income

Date

10.1.19

Detail

Mr Bell

£

80.00

Expenditure

Date

9.1.19

9.1.19

9.1.19

9.1.19

9.1.19

9.1.19

Detail

A Riddell

HMR&C

City Council

Oakbank Nurseries

R Farrimond

Barron & Jamieson

£

330.32

82.60

60.00

100.00

150.00

240.00

80.00

962.92

HSBC Account

Balance B/F

4,965.40

g

£ 4,965.40

Balance C/F

4,082.48

£ 4,082.48

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.



Carlisle Volunteering Fair Booking Form

Tuesday 4 June 2019 – Shaddongate Resource Centre

Cumbria CVS is hosting a Volunteering Fair to promote Volunteering in Carlisle and would like to invite your organisation to showcase your volunteering opportunities at this event. If you would like to attend, please complete and submit this booking form by 20 March 2019. All places will be confirmed shortly after the closing date. We look forward to working with you.

Please complete ALL sections

Organisation			
Name of organisation:			
Organisation contact name:			
Email:			
Address of organisation:			
Postcode:		Telephone no:	
Facebook		Twitter:	
Member of Cumbria CVS?	Yes	No	

Please tell us if there are any requirements that we need to be aware of:	
Access/mobility:	
Communication:	
Other:	

We would like to send you our monthly CVS Ebulletin and keep you informed about a range of services that Cumbria CVS offers including training and events, membership, room hire, DBS service and volunteering. If you are happy for us to send you this information (by email) please tick here: <input type="checkbox"/>
Please Note: Photographs may be taken at the event by Cumbria CVS for publicity purposes. Local media may also be in attendance and may also take photographs or film. If you are happy for your photograph to be taken or you are happy to be filmed please tick here <input type="checkbox"/>

Data Protection

For the purposes of General Data Protection Regulations 2018, the data controller in respect of your personal data is Cumbria CVS. Your data will be used to administer the Cumbria CVS Volunteering Fair to which you have subscribed. Your organisation name will appear in publicity related to this event and your name and email address will be used by Cumbria CVS for the purpose of delivering this event only. Following the session, data provided will be used for audit and (anonymised) reporting purposes only and will be disposed of in line with our Document Retention Policy.

Please return this form by **20 March 2019** to: info@cumbriacvs.org.uk or post to:
Cumbria CVS, Shaddongate Resource Centre, Shaddongate, Carlisle CA2 5TY
Please feel free to contact us with any queries or for further information:
email: info@cumbriacvs.org.uk or call: **01768 800350**

Please note:

- Places will be confirmed by email once we have received a completed booking form and after the closing date
- Upon receipt of booking form, if the session is full, you will be notified and added to the reserve list
- Places will be allocated to CVS members as a priority, those on previous reserve lists and groups that involve volunteers for emergency response



Tuesdays and Thursdays in William Howard School Term Time Service 680

From 4th March 2019

Brampton, Market Place	09:20	Carlisle, The Courts	13:50
Milton	09:26	Botcherby, Toby Inn	13:56
Hallbankgate	09:30	Tesco, Warwick Road	13:59
Talkin	09:36	Scotby R/E	14:04
Castle Carrock	09:40	Aglionby R/E	14:06
How	09:47	Wetheral, Greenacres	14:08
Fenton	09:49	Warwick On Eden R/E	14:13
Faugh	09:51	Warwick Bridge, Downagate	14:15
Heads Nook	09:57	Burnrigg	14:20
Broadwath Cottages	10:00	Great Corby at Woodlands	14:25
Great Corby at Woodlands	10:07	Broadwath Cottages	14:32
Burnrigg	10:12	Heads Nook	14:35
Warwick Bridge, Downagate	10:17	Faugh	14:41
Warwick On Eden R/E	10:19	Fenton	14:43
Wetheral, Greenacres	10:24	How	14:45
Aglionby R/E	10:26	Castle Carrock	14:52
Scotby R/E	10:28	Talkin	14:56
Tesco, Warwick Road	10:33	Hallbankgate	15:02
Botcherby, Toby Inn	10:36	Milton	15:06
Carlisle, The Courts	10:39	Brampton, Market Place	15:12

This is a temporary timetable operating until June due to a road closure at Slaggyford

MINUTE of the Meeting of **FARLAM PARISH COUNCIL** held in **HALLBANKGATE VILLAGE SCHOOL, HALLBANKGATE** on **WEDNESDAY, 9th JANUARY 2019** at 7.30pm.

PRESENT

Councillor S. Bowles (Chairman, in the Chair)
Councillor R. Hinton
Councillor C. Marsh

Councillor C. Skeates
Councillor S. Dalton

IN ATTENDANCE – Clerk

ALSO ATTENDING –

80/18 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received and accepted from - Councillors Murray, Raine and Shaw.

81/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

82/18 DECLARATIONS OF INTEREST

Councillors were invited to record their interests in the register.

RESOLVED to note there were no declarations of interest.

83/18 MINUTES

83/18.1 MINUTE OF THE MEETING HELD ON 7TH NOVEMBER 2018 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 7th November 2018, confirmed as a true and accurate record.

84/18 PUBLIC PARTICIPATION

RESOLVED to note that there were no members of the public present.

85/18 FELLFOOT FORWARD LANDSCAPE PARTNERSHIP SCHEME (FFLPS)

Fiona Knox from FFLPS attended the meeting to give a report, highlighting the following points:-

- Development of landscape partnership scheme covering 200km²
- Scheme to hopefully run from 202-2024 but not guaranteed
- Facilitating landscape change
- Tourism offer
- Creation of village walks and cycle route improvements
- Sustainability
- Engagement is key to the success of the scheme
- Formalisation of local routes/walks

RESOLVED to note the report.

86/18 REPRESENTATIVES' REPORTS

RESOLVED to note there were no reports.

87/18 TOWN AND COUNTRY PLANNING - APPLICATIONS –

87/18.1 SUNSET VIEW, 1 BOON HILL, FARLAM (18/1045) – Demolition of existing conservatory and erection of single storey side and rear extension to provide garden room and utility room (revised application).

No observations.

88/18 NOTIFICATION OF DECISIONS

A report on the decisions of the appropriate planning authority on applications on which the Parish Council had previously been consulted was submitted.

RESOLVED to note the notification of decisions.

89/18 FINANCIAL MATTERS

89/18.1 Bank Reconciliation to 14.12.18

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.

RESOLVED to receive and note the bank reconciliation and balance to 14th December 2018 of £4,965.40.

89/18.2 Approval of Expenditure

RESOLVED to authorise the following expenditure for payment:-

- £330.32 A. Riddell – net wage to 31.01.19
- £82.60 HMR&C – PAYE
- £60.00 Carlisle City Council – play area inspection
- £150.00 R Farrimond – play area hedge cutting
- £100.00 Oakbank Nurseries – supply of Christmas tree
- £240.00 Barron & Jamieson – Play area repairs

89/18.3 PRECEPT 2019/20

A draft budget statement was submitted to the meeting in order that members could agree the precept for the financial year 2019/20.

RESOLVED after discussion, to increase the precept by 20% to £6,958.00. Proposed by Councillor Bowles, seconded by Councillor Hinton, agreed unanimously. The Clerk would inform the City Council.

90/18 POLICE ISSUES

Councillor Skeates reported that the PCSO had recruited another volunteer for Speedwatch, a meeting would be held in due course to try and recruit further volunteers. No report had been received on the information from the recent speed indication device that was installed temporarily in Hallbankgate.

RESOLVED to note the report.

91/18 TREE MANAGEMENT

The Clerk reported that the council's insurers required a risk assessment for trees planted on parish council land
or
trees planted by the parish council.

Councillor Hinton was concerned at the trees that had been planted along verges for the millennium as there was no record of exactly where or how many had been planted.

Councillor Hinton had also made enquiries regarding trees planted at the old tramway, however no response had been received.

RESOLVED to note the report and that the Clerk would ask the insurers about the tree planting along verges.

92/18 PLAY AREA

The annual play area inspection was submitted to the meeting for consideration.

Councillor Hinton reported that the play area was coming to the end of its life and that a group from the village should be encouraged to look at fund raising to replace or refurbish the current equipment.

RESOLVED to note that the Clerk and Councillor Hinton would organise the required repairs and that Councillor Hinton would put up a poster asking for volunteers to organise a play area fund raising group.

93/18 PARKING AT BELTED WILL

Complaints had been received that cars were double parking near the junction at the Belted Will and this was making it difficult to negotiate the junction.

RESOLVED to note that Councillor Bowles would ask the school to remind parents to park responsibly.

94/18 NOTICE BOARD

Councillor Hinton reported that a new notice board was required at the village hall.

RESOLVED to purchase a new notice board and that Councillor Hinton would circulate designs and costs.

95/18 CALC

The following correspondence from CALC was received and noted:-

95/18.1 CALC CIRCULAR – December 2018.

95/18.2 NORTH WEST COASTAL ACCESS – Email from CALC.

95/18.3 DEVELOPING YOUR SKILLS – Email from CALC.

95/18.4 CUMBRIA ACTION FOR HEALTH BULLETIN – Email from CALC.

95/18.5 VAS POLICY – Email from CALC.

95/18.6 UPDATE TO NALC'S MODEL STANDING ORDERS – Email from CALC.

RESOLVED to adopt the updated standing orders.

96/18 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence had been received:-

96/18.1 FLOOD DROP IN SESSION – Email from Cumbria County Council.

96/18.2 TEMPORARY FOOTPATH CLOSURE TALKIN TARN – Email from Cumbria County Council.

96/18.3 SPEED SIGNS IN HALLBANKGATE – Letter from resident.

RESOLVED to note that an article would be put in the village news.

97/18 LITERATURE AVAILABLE FROM CLERK –

RESOLVED to note the following literature was available from the Clerk:-

97/18.1 NOTICE OF EXECUTIVE KEY DECISIONS – 18th December 2018

98/18 AGENDA ITEMS FOR NEXT MEETING

RESOLVED to note that any further items for consideration should be submitted to the Clerk on or before 6th March 2019.

99/18 DATE OF NEXT MEETING - Wednesday 13th March 2019, Hallbankgate Village Hall, 7.30pm.

100/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

101/18 GRASS CUTTING 2019 CONTRACT

There was submitted a report by the Clerk on the tenders invited and received for the grass cutting contract 2019.

RESOLVED, unanimously, to accept the tender submitted by R. Farrimond in the sum of £1252.00, proposed by Councillor Hinton seconded by Councillor Dalton. There were no other proposals.

DRAFT