

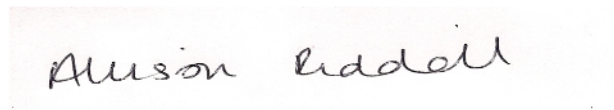
# FARLAM PARISH COUNCIL

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

15 July 2018

The **ANNUAL PARISH MEETING** will be held in **HALLBANKGATE VILLAGE HALL, HALLBANKGATE** on **WEDNESDAY, 15th MAY, 2018** at **7.30 p.m.**

**Members of the public are welcome to attend.**

A rectangular box containing a handwritten signature in black ink that reads "Allison Riddell".

Clerk

## AGENDA

1. **MINUTE** - To approve the Minute of the meeting held on 10th May, 2017.  
(copy circulated by email)
2. **CHAIRMAN'S REPORT.**
3. **OTHER RELEVANT BUSINESS.**

**N.B. The Annual Meeting of the Parish Council will be held immediately after the conclusion of this meeting.**

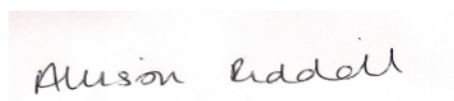
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CA8 1TR  
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Email: farlampc@hotmail.co.uk@gmail.com

11<sup>th</sup> May 2018

A meeting of **FARLAM PARISH COUNCIL** will be held in **HALLBANKGATE VILLAGE HALL**, on **WEDNESDAY 16th MAY 2018**, at 7.40pm

Members of the public are welcome to attend



## AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **APOLOGIES FOR ABSENCE** – To receive apologies for absence and approve reasons for absence.
5. **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.
6. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
7. **MINUTES**
  - 7.1 **MINUTE OF THE MEETING HELD ON 14TH MARCH 2018** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 14th March 2018.
8. **REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on outside bodies.
9. **STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt standing orders and financial regulations. (2018 NALC model standing orders and current financial regulations circulated by email)
10. **ASSETS** – To review and update, if required, the assets register.
11. **INSURANCE** – To confirm the parish council has insurance cover in respect of all risks. (Invitation to renew from Zurich Insurance circulated by email)

- 12. SUBSCRIPTIONS** – To review the Parish council's subscriptions -
- 12.1 CALC** – To consider an invitation to renew the CALC annual subscription for 2018/19. Amount to be confirmed at meeting.
- 12.2 SLCC** - To consider continuation of contributing towards the Clerk's subscription to SLCC. This is not due for renewal until December 2018 and costs approximately £18.00.
- 13. POLICY REVIEW** – To review and/or adopt the following core policies:-
- 13.1 COMPLAINTS PROCEDURE**
- 13.2 PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY**
- 13.3 MEDIA AND PRESS POLICY**
- 13.4 HEALTH AND SAFETY POLICY**
- 13.5 EQUALITY AND DIVERSITY POLICY**
- 13.6 EQUAL OPPORTUNITIES POLICY**
- 13.7 DOCUMENT RETENTION/ POLICY**
- 13.8 FRAUD/CORRUPTION DETECTION & PREVENTION POLICY**
- 14. GENERAL DATA PROTECTION REGULATIONS (GDPR) –**
- 14.1 DATA PROTECTION OFFICER** – To consider the appointment of a Data Protection Officer for 2018/19.
- 14.2 EMAIL CONSENT, DATA PROTECTION AND PRIVACY POLICIES** – To adopt the email consent, data protection and privacy policies.
- 14.3 GDPR UPDATE** – To receive an update from the Clerk.
- 15. MEETING CALENDAR** – To note a report from the Clerk.
- 16. PUBLIC PARTICIPATION** - To receive representations from the public.
- 17. REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.
- 18. TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered
- 18.1 1 FARLAM HALL COTTAGES, HALLBANKGATE (18/0384)** – Demolition of existing conservatory and erection of single storey extension to provide sitting room.
- 18.2 NEW GARTH, HALBANKGATE (18/0347 & 18/0348)** – Erection of replacement porch, replacement of UPVC windows with timber (LBC)
- (copies available from Carlisle City Council website)
- 19. NOTIFICATION OF DECISIONS** – To note a report from the Clerk.
- 20. FINANCIAL MATTERS**
- 20.1 BANK RECONCILIATION TO 14.04.18** – Report by Clerk.
- 20.2 EXPENDITURE TO APPROVE** –
- £330.52 A. Riddell – net wage to 31.05.18
  - £308.60 P Bell Services – grass cutting

- 20.3 S137 SPENDING** – To note that there was no spending in the financial year to 31<sup>st</sup> March 2018 under s137.
- 20.4 INTERNAL AUDITOR** – To consider the appointment of the internal auditor.
- 20.5 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018 AND EXEMPTION CERTIFICATE–**
- 20.5.1** To consider the approval of the Annual Governance Statement for year ending 31<sup>st</sup> March 2018.
- 20.5.2** To consider the approval of the Statement of Accounts for year ending 31<sup>st</sup> March 2018
- 20.5.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31<sup>st</sup> March 2018.
- 20.5.4** To agree that Kirkandrews on Esk Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.
- 21. PLAY AREA** – To consider costings from the Clerk and Councillor Hinton regarding the required repairs to the play area.
- 22. SILVER TOP QUARRY** – To receive a report from Councillor Dalton regarding the poor state of the road at the quarry entrance.
- 23. HALLBANKGATE FARM** – To ratify the comments sent to Edwin Thompson regarding the proposed forestry development at Hallbankgate Farm.
- 24. CALC** – To receive, note and where applicable respond to the following correspondence, circulated prior to the meeting by email:-
- 24.1 CALC CIRCULARS** – April & May 2018.
- 24.2 CUMBRIA COMMUNITY FOUNDATION** – Email from S. Bagshaw
- 24.3 SNOW SURVEY** – Email from S. Hutchinson
- 24.4 UNAUTHORISED DEVELOPMENTS AND ENCAMPMENTS** – Email from S. Bagshaw.
- 25. CORRESPONDENCE RECEIVED BY THE CLERK** - To note items of correspondence received since the last meeting and take actions as appropriate. (circulated prior to the meeting by email)
- 25.1 COMMUNITY RESILIENCE** – Email from Hellen Aitken, ACT Development Officer.
- 26. LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-
- 26.1 LOCAL COUNCIL REVIEW** – Spring 2018
- 26.2 NOTICE OF EXECUTIVE KEY DECISIONS** – 1st May 2018
- 26.3 ROAD LINK** – Annual Report 2017/18
- 27. AGENDA ITEMS FOR NEXT MEETING** - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 4th July 2018.
- 28. DATE OF NEXT MEETING** –Wednesday 11th July 2018 – Hallbankgate Village Hall, 7.30pm.

# FARLAM PARISH COUNCIL

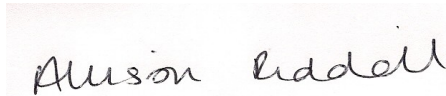
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6th July 2018

A Meeting of the **FARLAM PARISH COUNCIL** will be held in **HALLBANKGATE VILLAGE HALL**, on **WEDNESDAY 11th JULY 2018**, 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 16TH MAY 2018** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 16th May 2018.
5. **GENERAL DATA PROTECTION REGULATIONS (GDPR) –**
  - 5.1 **PERSONAL DATA BREACH POLICY** – To note and adopt the procedures and policy for dealing with a personal data breach. (copy herewith)
  - 5.2 **PERSONAL DATA ASSESSMENT** – To note the information held by Kirkandrews on Esk Parish Council. (copy herewith)
  - 5.3 **AWARENESS CHECKLIST FOR COUNCILLORS** – To note the information on the awareness checklist to help members comply with GDPR. (copy herewith, members will be requested to sign a copy to be held on file)
  - 5.4 **GDPR RISK ASSESSMENT** – To note and approve the GDPR risk assessment. (copy herewith)
6. **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 15 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).*
7. **REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.
8. **TOWN AND COUNTRY PLANNING - APPLICATIONS** – To consider  
  
**None to date**
9. **NOTIFICATION OF DECISIONS** – To receive a report from the Clerk.

**10. FINANCIAL MATTERS**

**10.1 Bank Reconciliation to 14.06.18 – Report by Clerk**

**10.2 Expenditure to approve**

- £330.32 A. Riddell – net wage to 31.07.18
- £82.60 HMR&C – PAYE
- £35.00 A. Shaw – plants & compost
- £308.60 P Bell Services – grass cutting (tbc)
- £50.00 J. Batey – internal audit

**10.3 INTERNAL AUDIT REPORT – To note the internal auditor's report for 2017/18.**

**11. TINDALE – To receive an update on the proposed work by the RSPB and current position of the heavy metals contamination. Councillor Hinton to report.**

**12. PLAY AREA – To receive a report and consider what action to be taken on the vandalism at the play area. Councillor Hinton to report.**

**13. WORK BY LOCAL RESIDENTS – To receive a report from Councillor Shaw.**

**14. CALC - To receive, note and where applicable respond to the following correspondence, circulated prior to meeting by email:-**

**13.1 CALC CIRCULARS – June & July 2018.**

**13.2 UPDATE ON GDPR & DATA PROTECTION BILL – Email from S. Bagshaw**

**13.3 REMEMBRANCE DAY SILHOUETTE GRANT SCHEME – Email from S. Hutchinson**

**13.4 THE GREAT CUMBRIAN LITTER PICK – Email from S. Bagshaw**

**13.5 SUPPORTING VULNERABLE PEOPLE DURING EMERGENCIES – Email from S. Hutchinson**

**13.6 NORTH WEST COASTAL ACCESS UPDATE – Email from S. Hutchinson**

**13.7 ACTION FOR HEALTH NETWORK – Email from S. Bagshaw.**

**13.8 PLANNING TRAINING EVENTS – Email from S. Hutchinson.**

**15. CORRESPONDENCE RECEIVED BY THE CLERK -**

**15.1 NORTHUMBERLAND LOCAL PLAN – Email from Paul Johnston.**

**15.2 ST. CUTHBERT'S (GARDEN VILLAGE) LOCAL PLAN – Email from Jane Walshe**

**16. LITERATURE AVAILABLE FROM CLERK – To note items of literature received since the last meeting**

**16.1 NOTICE OF EXECUTIVE KEY DECISIONS – 22nd June 2018**

**16.2 CLERKS & COUNCILS DIRECT – July 2018**

**17. AGENDA ITEMS FOR NEXT MEETING - To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 5th September 2018.**

**18. DATE OF NEXT MEETING – Wednesday 12th September 2018.**