

FARLAM PARISH COUNCIL

Clerk: Allison Riddell
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6th July 2023

Dear Councillor,

You are summoned to attend a **MEETING** of the **FARLAM PARISH COUNCIL** that will be held in **HALLBANKGATE VILLAGE HALL** on **WEDNESDAY, 12th JULY, 2023** at **7.30pm**.

Members of the public are welcome to attend

Please do not attend if you have covid symptoms

Allison Riddell

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence and approve reasons for absence.
2. **REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**
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 and to receive declarations by elected and co-opted members of interests in respect of items on this agenda.
3. **MINUTES**
To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 8th March 2023. (copy herewith)
4. **PUBLIC PARTICIPATION SESSION**
 - 4.1 **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).*
 - 4.2 **CUMBERLAND COUNCILLOR REPORT** – To receive a report from Councillor Dobson.
5. **REPRESENTATIVES' REPORTS**
To receive reports by representatives on Outside Bodies.
6. **TOWN AND COUNTRY PLANNING APPLICATIONS**
To consider the following:-
 - 6.1 **MARYHOLME, HALLBANKGATE (23/0447)** – Installation of 130KW biomass boiler and associated flue.

To note no submission was made on the following application as only 1 councillor gave a response.
 - 6.2 **BLACKTHORN BANK COTTAGE, TINDALE FELL (23/0383)** - Variation of condition 2 (approved documents) of previously approved application 23/0003 (Erection of single storey front, side and rear extensions to provide porch, store and kitchen) to amend the roof pitch and use of extensions to kitchen, office and utility.

(information available on Cumberland Council website)

7. FINANCIAL MATTERS

7.1 BANK RECONCILIATION TO 14.6.23 – Report by Clerk. (copy herewith)

7.2 EXPENDITURE TO APPROVE –

- £373.06 A. Riddell – net wage to 31.07.23
- £93.20 HMRC – PAYE
- £508.52 Ross Farrimond – grass cutting
- £13.00 HSBC – Charges to 13.6.23

7.3 MONITORING REPORT – To note the income and expenditure to 30.6.23 against the council's budget. (Copy herewith)

8. USE OF PERSONAL EMAIL ADDRESS

To receive information from the Clerk and consider what action to take.

9. SPEED INDICATION DEVICES (SIDS)

9.1 To receive an update from Councillor Brown on the installation of the SID at the east entrance to Hallbankgate.

9.2 To consider how to progress the installation of a SID at the west entrance to Hallbankgate near the primary school.

10. NOTICEBOARD AT FARLAM

To receive an update from the Clerk regarding the removal of the parish council noticeboard at Farlam without permission.

11. PLAY AREA

11.1 PLAY AREA LEASE

To receive an update from the Clerk.

11.2 PLAY AREA REPAIRS/MAINTENANCE

To receive an update from Councillors Brown and Burd.

12. CORONATION SEAT

To receive an update on the colour agreed by pupils of Hallbankgate Primary School for the seat to commemorate the Coronation of King Charles III.

13. CALC

To note that all CALC emails have been circulated to members. Emails requiring a decision are as follows:-

13.1 CUMBRIA'S PLAN BEE – To consider signing the Cumbria Plan Bee pledge.

14. CORRESPONDENCE RECEIVED BY THE CLERK

To note items of correspondence received since the last meeting requiring a decision:-

None at time of agenda publication.

15. 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 6th September 2023.

16. DATE OF NEXT MEETING

Wednesday 13th September 2023 – Hallbankgate Village Hall, 7.30pm.

17. 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.

18. PLAY AREA REPAIRS

To consider the quotes received for replacement of the swing set. (Information circulated by email)

FARLAM PARISH COUNCIL

MINUTES of the **ANNUAL MEETING** of **FARLAM PARISH COUNCIL** held in **HALLBANKGATE VILLAGE HALL** on **WEDNESDAY 10th MAY 2023** at 7.30pm.

PRESENT: Cllrs C. Marsh (Chairman), I. Ashton, A. Broomhead, J. Brown, S. Burd, S. Dalton, S. Lingard, A. Lister and P. Scott.

IN ATTENDANCE: Clerk
Cumberland Councillor R. Dobson (left after item 015/23)

001/23 ELECTION OF CHAIRMAN

Councillor Brown, seconded by Councillor Lister, moved that Councillor Marsh be elected to the office of Chairman of the Council.

There were no other nominations.

RESOLVED unanimously to the election of Councillor Marsh as Chairman of the Council for the ensuing year.

002/23 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

RESOLVED to note that Councillor Marsh duly signed the Declaration of Acceptance of Office of Chairman of the Council in the presence of members and the Clerk.

003/23 ELECTION OF VICE CHAIRMAN

Councillor Lingard, seconded by Councillor Broomhead, moved that Councillor Brown be elected to the office of Vice Chairman of the Council

There were no other nominations.

RESOLVED, unanimously, to the election of Councillor Brown as Vice Chairman of the Council for the Ensuuing year.

004/23 APOLOGIES FOR ABSENCE

RESOLVED to note there were no apologies for absence.

005/23 REQUESTS FOR DISPENSATION AND DECLARATIONS OF INTEREST

RESOLVED to note that no requests for dispensation were received and no declarations of interest were made.

006/23 MINUTES

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 8th March 2023, confirmed as a true and accurate record.

ACTION: CM

007/23 LOCAL GOVERNMENT ACT 1972 – FILLING OF VACANCY

An email of interest was submitted from Mr. S. Dalton who was in attendance.

RESOLVED, after a unanimous vote, that Mr. Dalton be co-opted to the Parish Council. Mr. Dalton signed the Declaration of Acceptance of Office and duly took his place in the meeting.

Signed (Chairman).....

Date.....

008/23 OUTSIDE BODIES - REPRESENTATION

There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.

RESOLVED that the following appointments be made:-

CARLISLE PARISH COUNCILS ASSOCIATION

Councillor C. Marsh
Councillor J. Brown

009/23 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to re-adopt standing orders and financial regulations.

010/23 ASSETS

Members reviewed the assets held by the council.

RESOLVED that all assets were included in the asset register and no additions or amendments were required. Consideration of the removal of the noticeboard at Farlam without permission of the Parish Council would be made under Minute 020/23.

011/23 INSURANCE

The insurance renewal quote from Zurich insurance for 2023/24 was submitted to the meeting. The Parish Council was in year 3 of a 3 year agreement with Zurich.

RESOLVED to accept the quote in the sum of £555.32 and that all areas for insurance were covered, although it was agreed to increase cover on the war memorial to £2,500.00 and the Clerk would report any increase to the insurance premium at the next meeting.

012/23 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

012/23.1 Renew the CALC subscription for 2023/24 in the sum of £213.17, which was submitted to the meeting.

012/23.2 Renew the SLCC subscription, due later in the financial year, cost to be confirmed but approximately £36.00.

013/23 POLICY REVIEW INCLUDING GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED to note the core policies including GDPR were reviewed with the only amendments being references of Carlisle City Council to Cumberland Council and all policies were available on the website.

014/23 MEETING CALENDAR 2023/24

RESOLVED to agree the meeting calendar dates for 2023/24.

Signed (Chairman).....

Date.....

015/23 PUBLIC PARTICIPATION –

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

RESOLVED to note a report from Councillor Dobson which included the following:-

- Community Panels – have replaced area committees and have delegated powers. The local community panel had not yet met.
- Planning – A delegation policy and protocol on site visits had been agreed. 90% of planning application would be delegated to officers.
- Improvements to pot hole repairs
- Bridge collapse - incident near boundary with Midgeholme parish being investigated
- Pole relocation – relocation of a pole in the grass verge at Kirkhouse is being looked into by Highways

016/23 REPRESENTATIVES' REPORTS

RESOLVED to note there were no reports.

017/23 TOWN AND COUNTRY PLANNING – APPLICATIONS –

There were no applications for consideration.

018/23 FINANCIAL MATTERS**018/23.1 BANK RECONCILIATION to 14.04.23**

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 balances to 14th April 2023 of £17,968.94.

018/23.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

- £373.06 A. Riddell – net wage to 31.05.23
- £55.00 J. Batey – Internal audit
- £508.52 Ross Farrimond – grass cutting
- £186.40 HMRC – PAYE
- £12.00 HSBC – Bank charges

018/23.3 S137 SPENDING

Consideration was given to s137 spending for the current and previous financial year.

RESOLVED to note there was no spending under s137 for the year ending 31st March 2023, and that there was no projected spending expected under s137 for the current financial year.

018/23.4 INTERNAL AUDITOR

RESOLVED to appoint Mrs J. Batey MAAT as internal auditor for the current financial year.

018/23.5 INTERNAL AUDITORS REPORT

RESOLVED to note the internal auditors report and that there were no matters of concern.

Signed (Chairman).....

Date.....

018/23.6 EXTERNAL AUDITOR Annual GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023, EXEMPTION CERTIFICATE AND NOTICE POF PUBLIC RIGHTS –

018/23.6.1 RESOLVED to approve the Annual Governance Statement for year ending 31st March 2023.

018/23.6.2 RESOLVED to approve the Statement of Accounts for year ending 31st March 2023.

018/23.6.3 RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2023.

018/23.6.4 RESOLVED that the Parish Council can certify itself 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 having confirmed that gross income or gross expenditure did not exceed £25,000 in the year ending 31st March 2023.

018/23.6.5 RESOLVED to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2023 as Monday 5th June to Friday 14th July 2023.

ACTION: Clerk/CM

019/23 SPEED INDICATION DEVICE (SID)

RESOLVED to note that the SID should be installed by Highways, week commencing 5th June 2023.

020/23 NOTICEBOARD AT FARLAM

RESOLVED that the Clerk would write again to the resident concerned who had removed the noticeboard without permission.

021/23 PLAY AREA

021/23.1 PLAY AREA LEASE

RESOLVED to note that no response had been received from Greenfield Estate's agents due to annual leave. The matter was deferred to the next meeting.

021/23.2 PLAY AREA REPAIRS/MAINTENANCE

Consideration was given to repair of the swing equipment following the annual inspection which stated that one of the timber posts would need to be replaced due to the timber being rotten.

Members felt that the most cost-effective option was appropriate which might involve replacement of the whole piece of equipment rather than one post.

RESOLVED that Councillor Brown would request quotes from Playdale for the replacement of one post and the replacement of the whole swing set for comparison.

A notice would be put on the play area informing parents and children of the removal of the swing seats for safety reasons until repairs/replacement had been carried out. This information would also be made available in the school newsletter by Councillor Lingard.

ACTION: JB/SB/SL

Signed (Chairman).....

Date.....

022/23 CORONATION SEAT

022/23.1 RESOLVED to purchase a coloured seat from Solway Recycled with a plaque.

022/23.2 RESOLVED that the Clerk would send a link to Councillor Lingard so the school pupils could choose a preferred colour.

023/23 CALC

RESOLVED to note that all CALC emails had been circulated to members and that none required a formal decision.

024/23 CORRESPONDENCE RECEIVED BY THE CLERK –

024/23.1 VONEUS BROADBAND – Email from resident concerned at the lack of information regarding works in the area being carried out by Voneus Broadband.

RESOLVED that the Clerk would email the company with concerns at the lack of information despite previous promises of keeping local residents updated and querying what consultation the company was carrying out (if any) with local residents.

ACTION: Clerk

All other correspondence, not requiring a decision, had been emailed to members.

025/23 AGENDA ITEMS FOR NEXT MEETING

- Play area (lease and repairs)
- Speed indication device

RESOLVED to note that any further items for consideration should be submitted to the Clerk on or before 5th July 2023.

026/23 DATE OF NEXT MEETING - Wednesday 12th July 2023, Hallbankgate Village Hall, 7.30pm.

027/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED, that, in view of the confidential nature of the business to be transacted (contract terms), that the public be temporarily excluded and that they be instructed to withdraw for the following agenda item.

028/23 PLAY AREA BOUNDARY WALL REPAIRS

Consideration was given to the quote received for the play area repairs involving the leaning tree on the adjacent verge and the collapsed stone wall. It was noted that a further quote was still to be received and that there had been no response to date from Highways on the matter.

RESOLVED, after discussion, to wait for a response regarding the additional quote and, although the Parish Council was happy to carry out the repair work, to wait for a response from Highways on the matter.

Meeting closed at 8.57pm.

Signed (Chairman).....

Date.....

FARLAM PARISH COUNCIL

BANK RECONCILIATION AT 14th JUNE 2023

HSBC ACCOUNT - 20476129

Balance b/f at 14/04/23	17,968.94		
Income	8,783.00	Expenditure	1,947.47
		Balance c/f	24,804.47
	<u>26,751.94</u>		<u>26,751.94</u>

Bank Reconciliation

Balance per statement @ 14.06.2023 24,804.47

Less o/s cheques
None

0.00

24,804.47

<u>Income</u>			<u>Expenditure</u>		
<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
24.4.23	Cumberland Council - precept	8783.00	10.5.23	A Riddell	373.06
			10.5.23	HMRC	186.40
			10.5.23	Ross Farrimond	508.52
			10.5.23	Zurich Insurance	555.32
			10.5.23	CALC	213.17
			10.5.23	J Batey	55.00
			5.5.23	Charges	12.00
			12.5.23	ICO	35.00
			4.6.23	Charges	9.00
		<u>8,783.00</u>			<u>1,947.47</u>

HSBC Account	<u>Balance B/F</u>	<u>Balance C/F</u>
	17,968.94	24,804.47
	<u>£ 17,968.94</u>	<u>£ 24,804.47</u>

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.

FARLAM PARISH COUNCIL - Monitoring Report 2023-24

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept	8783.00												8783.00	8,783.00	0.00	Received as requested
Cumberland Council grants													0.00	0.00	0.00	
Farlam Parish Trust grants													0.00	0.00	0.00	
Other grants													0.00	0.00	0.00	
VAT													0.00	0.00	0.00	
	8783.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,783.00	8,783.00	0.00	

Expenditure

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Clerks wages/HMR&C		559.46											559.46	3357.00	-2797.54	Slightly over budget
Village Hall grants													0.00	300.00	-300.00	
Other grants													0.00	0.00	0.00	
Grass cutting		508.52											508.52	1500.00	-991.48	
Maintenance of trees/hedges													0.00	500.00	-500.00	
Play area hedge													0.00	325.00	-325.00	
Insurance		555.32											555.32	517.00	38.32	
adverts													0.00	0.00	0.00	
CALC & SLCC subs		213.17											213.17	237.00	-23.83	
Members & training													0.00	200.00	-200.00	
Hall hire													0.00	115.00	-115.00	
Audit Fees		55.00											55.00	55.00	0.00	
Admin costs													0.00	200.00	-200.00	
Bank charges	9.00	12.00	9.00										30.00	112.00	-82.00	
ICO		35.00											35.00	35.00	0.00	
Professional fees													0.00	0.00	0.00	
Election costs													0.00	2000.00	-2000.00	
Website													0.00	120.00	-120.00	
Playground													0.00	500.00	-500.00	
Plants & Christmas tree													0.00	210.00	-210.00	
Misc repairs													0.00	250.00	-250.00	
Assets													0.00	0.00	0.00	
Maintenance of assets													0.00	250.00	-250.00	
Sub total	9.00	1938.47	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,956.47	10,783.00	-8826.53	
VAT																
Total	9.00	1,938.47	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,956.47	Total including VAT		