

# SEBERGHAM PARISH COUNCIL

Clerk: Veronica Stockdale, Holly House, Sebergham, Carlisle, CA5 7HS. Tel: 016974 76035. Email:clerk@seberghamwelton.org.uk

**Council Members:** Alan Rule (Chair), Peter Pearson (Vice Chair), Andrew Bell, Ken Graham, Maria Chesters-Bouma, Michael Stockdale, Christine Tinnion.

You are summoned to attend the **Annual Meeting** of Sebergham Parish Council on  
**Wednesday 24 May 2017**

7.30pm in Welton Village Hall. Councillors who are unable to attend must inform the clerk prior to the meeting giving their reason for non attendance.

Signed

V. Stockdale,

Clerk to Sebergham Parish Council

Members of the public are welcome to attend

## Agenda

### Procedural Items

**2017/5/1 Apologies** Clerk to report on any apologies for absence

#### **2017/5/2 Appointment of Chairman**

The current Chairman will invite nominations for Chairman. Following election, the Chairman will sign the Declaration of Office

#### **2017/5/3 Appointment of Vice Chairman**

The Chairman will invite nominations for Vice Chairman. Following election, the Vice Chairman will sign the Declaration of Office

#### **2017/5/4 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.

#### **2017/5/5 Declarations of Interest**

Clerk to receive declarations by elected and co-opted members, of interests in respect of items on this agenda.

#### **2017/5/6 Minutes 22 March 2017**

Councillors are requested to authorise the Chairman to sign these minutes as a true record.

#### **2017/5/7 Public Participation**

The chairman will adjourn the meeting to allow members of the public an opportunity to ask questions or raise matters of interest.

Councillor Fairbairn will be invited to give an update on issues affecting the parish

The Chairman will then reconvene the meeting.

#### **2017/5/8 Bell Bridge and River Edge Road Repairs, Update.**

John Sleas from Story contracting will be invited to the meeting to respond to any queries regarding above or discussions on the proposed interpretive area.

#### **2017/5/9 Broadband**

Chairman will report on recent developments regarding Broadband provision in the parish, and invite councillors to consider any further action that may be necessary.

### **2017/5/10 Planning Applications**

**2/2017/0158 Ms Carole Holden. Erection of a wooden horse stable – Retrospective.**  
Parish council responded 19 April 2017. Full details on Allerdale Planning website.

**2/2017/0151** Mr D Coulthard. Cover existing slurry tower, Chalkside Farm, Rosley. Parish Council responded 7-4-17 no objections.

**2/2017/0201** Mr P Little. Re-submission of application 2/2016/0544 Change of use to convert former store to dwelling, including part demolition and extension and creation of park area. Councillors to consider a response.

### **2017/5/11 Planning Decisions**

**2/2017/0151** Mr D Coulthard. Cover existing slurry tower, Chalkside Farm, Rosley. Full Plans Approved 12/5/17

**2/2017/0084** Mr D Coulthard. Proposed slurry lagoon, Chalkside Farm, Rosley. Full Plans Approved 24/4/17

**2017/5/12 Notice Board Welton.** Councillors to consider possible repair/renewal.

### **Governance**

#### **2017/5/13 Policy documents**

A resolution of the council is requested to adopt the following governance documents. Councillors have copies of these documents and there will be the opportunity to view the documents prior to meeting.

- Standing Orders
- Financial Regulations
- Internal Audit Procedure
- Code of Conduct
- Assets Register
- Complaints procedure
- Grievance Procedure
- Equal Opportunities Policy
- Grants/Donations Policy
- Training Policy
- Publication Scheme
- Recruitment Policy
- Safety Policy
- Risk Assessment
- Procedure for Cooption
- Planning Group Terms of Reference
- Parish Council Representatives

#### **2017/5/14 Annual Subscriptions**

Councillors are asked to consider renewal of the following annual subscriptions

- a.Cumbria Association of Local Councils £130 (approximate, full cost not yet invoiced)
- b.Information Commissioners Office £35

#### **2017/5/15 Annual Payments**

Councillors are asked to consider the use of the following organisations requiring annual payments

- a. BDO, External Auditors (no set costs)
- b. Internal Auditor. John Christopher Leece £35
- c. Insurance. Quote with AON £230.22 including Insurance premium tax.
- d. Payment of Clerks wages by monthly standing Order
- e. Payment to Dodd & Co for PAYE and Payroll management.

#### **2017/5/16 Meeting dates**

Councillors are asked to resolve on the proposed meeting dates.

It is proposed to have meetings on the fourth Wednesday in alternate months from July.

#### **2017**

- 25 January
- 22 March (also Parish Meeting)
- 24 May Annual Meeting
- 26 July
- 27 September
- 22 November

#### **2018**

- 24 January
- 28 March (also Parish Meeting)
- 23 May Annual Meeting
- 25 July
- 26 September
- 28 November

#### **2017/5/17 Donations**

Councillors to give consideration for donations for 2017/18.

A request for donation has been made by Citizens Advice.

#### **Accounts**

#### **2017/5/18 End Year Accounts and Budget**

Councillors are asked to resolve that the circulated accounts and budget are signed as an accurate record

#### **2017/5/19 Annual Return**

Councillors are asked to authorise the Chairman to sign the Annual Return of accounts.

#### **2017/5/20 Authorisation is required for the following payments**

- a. CALC Annual Subscription (exact amount to be determined)
- b. Insurance AON, £230.22
- c. Clerks annual use of office and equipment, £80
- d. Payments to recipient of donations, as resolved item 2017/5/17.
- e. Welton Village Hall, meeting hire to March 2017, £50.
- f. Dodd & Co, charges for additional payroll work in relation to PAYE and pension staging. £65

**Proposed Date of next Meeting: 26 July 2017 7.30pm Welton Village Hall**