

SEBERGHAM PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 01768 863900; Email:clerk@seberghamwelton.org.uk

Minutes of Sebergham Parish Council Meeting held on Wednesday 23 May 2018 in Welton Village Hall

Present:

Chairman: Peter Pearson
Councillors: Andrew Bell, Christine Tinnion, Alan Rule, Michael Stockdale
Others: Arthur Lester (CCC)

Procedural Items

2018/5/1 Apologies

Apologies were received from Ken Graham & Cllr Duncan Fairburn (ABC & CCC)

2018/5/2 Appointment of Chairman

Peter Pearson was proposed and seconded to be Chairman this was agreed by all. The Declaration of Office was duly signed.

2018/5/3 Appointment of Vice Chairman

Andrew Bell was proposed and seconded to be Vice Chairman this was agreed by all. The Declaration of Office was duly signed.

2018/5/4 Dispensations

No requests for dispensations received

2018/5/5 Declarations of Interest

No declarations of interests received.

2018/5/6 Minutes 28 March 2017

Councillors authorised the Chairman to sign these minutes as a true record.

2018/5/7 Public Participation

Arthur Lester gave an update regarding the Bell Bridge Lonning that works are planned to reinforce under the road using rock rolls and grout bags to prevent further undermining. Works will also take place to repair damaged areas. The road will potentially be closed for 3 weeks. There will be a weight and width limit on the road once repaired. The works are scheduled for July/August. Cllrs asked about the road being restored to its original width but were advised due to the costs associated with doing so, it was not feasible.

Councillor Fairbairn sent an update:

Cllr Elizabeth Mallinson has been appointed Chairman of the County Council for the current year. There is Highways work scheduled for the area by the Sebergham Bridge on the B5305. Duncan has offered, through the County Development officers, help for Windows at the Sebergham Village Hall.

The Chairman then reconvened the meeting.

2018/5/8 Appointment of New Parish Council Clerk

The appointment of Rachael Kelly as new parish council clerk was ratified, with the same terms and conditions as Veronica Stockdale had (6 hours a week @ £10.53 per hour)

2018/5/9 Broadband

Alan Rule agreed to carry on taking a lead from broadband within the parish.

Alan then gave an update, including:

- Cabinet 4 at Churchtown – works have been delayed, looking towards the second half/end of 2018
- Raughton Head cabinet – no fibre to the box

- Welton – Surveys complete for phase 2, looking like early 2019, dependent on issues within BDUK & BT.
- Rory Stewart MP has advised he will write to CCC & the government minister to try and move the project along

2018/5/10 Recycling at Borrans Hill Loop Road

Peter Pearson advised he had made contact with ABC regarding the issues and was advised that a new contract for collections is scheduled for 2019, the Clerk to write to ABC requesting that the Borrans Loop Road be included within the new contract when tendering for contractors.

2018/5/11 Footway lighting

It was agreed that SPC unanimously agree that they are not in a position to take on the footway lighting, the Clerk to advise CALC, ABC & Rory Stewart.

The light at Nether Welton was reported as damaged – The Clerk to report.

2018/5/12 Planning Applications

The following planning application responses were ratified:

<u>Application Number</u>	<u>Location</u>	<u>Description</u>	<u>Comments</u>
2/2018/0122	Friar Row, Calbeck	Proposed agricultural building	No comments made
2/2018/0147	Replace existing timber window frames and glass with pvc and double glazed units	Sebergham Village Hall, Sebergham	No comments made

2018/5/13 Planning Decisions

2/2018/0101 – It was agreed for Peter Pearson to attend the Development Panel at ABC to represent SPC.

Governance

2018/5/14 Policy documents

It was agreed 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
- Data protection policy – including GDPR
- 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 Co-option
- Planning Group Terms of Reference
- Parish Council Representatives

2018/5/15 Annual Subscriptions

Councillors agreed to renew the following annual subscriptions

- a) Cumbria Association of Local Councils £165
- b) Information Commissioners Office £40 (increase due this year from £35)

2018/5/16 Annual Payments

Councillors agreed to the use of the following organisations requiring annual payments

- a) Internal Auditor. Sonia Hutchinson £35

- b) Insurance. Quote with BHIB £205.14 including Insurance premium tax.
- c) Payment of Clerks wages by monthly standing Order
- d) Payment of HMRC Element of Clerks Wages
- e) Payment to Dodd & Co for PAYE and Payroll management.

2018/5/17 Meeting dates

Councillors agreed the below proposed meeting dates.

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

2018

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

2019

23 January
27 March
22 May
24 July
25 September
27 November

Accounts

2018/5/18 End Year Accounts and Budget

Councillors resolved that the circulated accounts and budget are signed as an accurate record

2018/5/19 Annual Return

Councillors authorised the Chairman to sign the Exemption Certificate

Councillors authorised the Chairman to sign the Annual Statements

Councillors authorised the Chairman to sign the Annual Governance Statements.

2018/5/20 Authorisation is required for the following payments Authorisation

was given to make the following payments:

- a) CALC Annual Subscription £165.00
- b) Insurance BHIB - £205.14
- c) Clerks Salary - £101.16 to R Kelly; £63.16 to V Stockdale
- d) HMRC element of Clerks Salary
- e) Clerks annual use of office and equipment, £80
- f) S Hutchinson - £35.00

Proposed Date of next Meeting: 25 July 2018 7.30pm Welton Village Hall

The meeting was closed at 20.30