

Minutes of the Annual Meeting of Kaber Parish Council Meeting held on Monday 18 May 2015 at 19.00 in Kaber Village Hall

Present: Mary Leathes
Stuart Hird
Sam Fisher
Julie Reeves
Steven Hastwell

Mike Walker Clerk & RFO

- 1. To complete Acceptance of Office & Register of Interest Forms:** Councillors signed these forms and the clerk witnessed them as required. They will be submitted to Eden District Council.
- 2. Election of Chairman:** Sam Fisher proposed and Stuart Hird seconded that Mary Leathes continues as Chairman. There were no other nominations and Council approved her election. The acceptance of office form as Chairman was signed.
- 3. Election of Vice-Chairman:** Julie Reeves proposed and Sam Fisher seconded that Stuart Hird continues as Vice-Chairman. There were no other nominations and Council approved his election. The acceptance of office form as Vice-Chairman was signed.
- 4. To receive apologies and approve reasons for absence:** Apologies had been received from Libby Bateman (Cumbria) and Val Kendall and Trevor Ladhams (Eden) due to the Appleby Horse Fair meeting being held on the same evening.
- 5. To approve the minutes of the March 2015 meeting**
The minutes of the March meeting had been circulated and no comments were made. Sam Fisher proposed and Stuart Hird seconded that these be approved. There were no objections and the Chairman signed the minutes.
- 6. To hear reports on actions from the previous minutes**
Following the information received on pension provision, the Clerk has received a notification from the Pension Regulator asking for a contact to be nominated by 30 June 2015. Mike Walker nominated himself as contact point for pension information to comply with the law.

It is understood that Keith Walton had an enjoyable day at the Buckingham Palace Garden Party. He will be asked to make a brief report to the Council.

It was noted that the planning application for Mr & Mrs Slack had been approved.

Highways have been in contact regarding Clay Lane, suggesting that they may be in a position to carry out the work this financial year with some contribution from Kaber. They will establish a cost for the work. Libby Bateman has been asked if two estimates are required for funding if Cumbria County Council is proposing to carry out the work. No response has yet been received.

Payment has been made to the Kirkby Stephen Burial Board.

Alan Harker has completed the internal audit.

7. Declarations of Interest on items on the agenda

There were no declarations of interest on items on the agenda.

8. To consider and decide on Requests for Dispensations

Requests for Dispensation were completed by all Councillors for the purpose of setting a precept, although conflicting advice had been received about the necessity of this. Council felt that it would be sensible to retain them. There were no additional requests for dispensation.

9. Public Participation

In the absence of members of the public, there were no requests for participation.

10. To consider and determine the Council's view on Planning Application 15/0179, Conversion and Extension of Agricultural Barns to create a dwelling, and removal of redundant agricultural buildings for Mr & Mrs Buckle:

Mary Leathes explained that this application was for generational provision for members of the Buckle family at Broxty. Council had no objection to the proposal and the Clerk will advise EDC.

11. To consider and determine the Council's view on any Planning Applications submitted before the meeting:

The Clerk explained to new Councillors that this item was included in the agenda to allow decision to be made on planning applications which arrived after the agenda of the meeting had been posted, and to allow the Council to make decision on them. No other plans had been received before this meeting.

12. To approve the annual Accounting Statement for External Audit:

Copies of the annual accounting statement had been circulated with the agenda, and Councillors had no comments to make. Sam Fisher proposed and Stuart Hird seconded that these were approved. The Chairman and the RFO signed the form.

13. To review and approve the Financial Risk Assessment: Copies of the Financial Risk Assessment had been circulated with the agenda and Councillors had no comments to make. Steven Hastwell proposed and Stuart Hird seconded that these be approved without modification.

14. To review and approve the Governance Statement for external audit:

Councillors discussed the document and completed the questionnaire. Sam Fisher proposed and Stuart Hird seconded that it be approved and the Chairman and RFO signed it.

15. To review information available under the Freedom of Information Act: The freedom of information document had been circulated to Councillors. The Council saw no reason for modification to this document, although it was noted that under the

data transparency requirements much of the information will need to be available freely on a web site.

16. To decide on revised signatories for the HSBC account: As Matthew Staley is no longer a member of the Parish Council, changes are needed to bank signatories. Council agreed that Mary Leathes, Sam Fisher and Julie Reeves should be signatories to the bank account. The following resolution was proposed by Stuart Hird and seconded by Steven Hastwell and approved by Council:

- i) That a bank account be continued with HSBC Bank plc (the ‘**Bank**’) and the Bank is authorised to:
 - a) Pay all cheques and other instruction for payment or accept instructions to stop such payments signed on behalf of the Council by any two of those listed, (**the “Signatory”**) whether any account of the Council is in debit or credit;
 - b) Deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt of the “Signatory”; and
 - c) Accept the “Signatory as fully empowered to act on behalf of the Council in any other transaction with the Bank (including closing the account); and
- ii) That any debt incurred on the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.
- iii) That the secretary from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts, and act on behalf of the Council, and that the Bank may rely on such lists.
- iv) That these resolutions remain in force until cancelled in writing to the Bank signed by the Chair Person or Secretary, from time to time acting or claiming to act on behalf of the Council, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.
- v) That the Council accepts the account and banking relationship with the Bank will be governed by and subject to the Banking Business Terms and Conditions (a copy of which has been provided) as amended from time to time together with any terms and conditions in respect of specific products and services requested by the Council from time to time.

The Clerk will arrange completion of the necessary forms for this change. Julie was informed that if she does not have an HSBC account, she will need to present identification to the branch.

17. To decide on how to proceed with data publication by the 1 July 2015 deadline: The Clerk reiterated the need for Council agendas, minutes and financial records to be put on a publically accessible website from 1 July 2015. A response has been received following a request from Eden District Council suggesting that we use the facility being set up by CALC. There has been no progress in utilising the old UECP web-site.

Enquiries have been made to both CALC and Kirkby Stephen Town Council about them hosting data for smaller parishes without their own web-sites. CALC will host the information we need and will charge £1.50 for each document uploaded. Kirkby Stephen Town Council has advised that they are willing to host the data for parish councils around Kirkby Stephen, but the £200 set-up cost will need to be shared by those Councils making use of the service. They will also charge a fee for uploading data. For security reasons neither option will allow Kaber to upload documents itself.

Council proposed that we go ahead with the offer from CALC in order to comply with the legislation by the 1 July 2015 deadline, and perhaps set up a Facebook page which can provide a link to the CALC data. The Clerk will pursue this option

Julie Reeves agreed to ask her husband about the possibility for a Kaber web-site in the future which could act as a Community Facility as well as providing a method of data transparency compliance.

18. To approve payment of the 2015-2016 insurance premium (£224.47):

The insurance premium for the year 2015-2016 was only marginally different to the previous year and well within the budget of £250, and still well below premiums the Council paid until 2008-9. Although other companies have been asking us for business no quotations have been received. Sam Fisher proposed and Stuart Hird seconded that we continue with the current provider and Council agreed. The Clerk will raise a cheque.

19. To approve payment of the internal auditor (£10):

Sam Fisher proposed and Julie Reeves seconded that the internal auditor be paid his usual fee, and Council agreed. The Clerk will raise a cheque.

20. To approve payment of CALC subscription (£63): Julie Reeves proposed and Steven Hastwell seconded that this subscription payment be made, and Council agreed. The Clerk will raise a cheque.

21. To approve payment of CALC session charges (£10): The Clerk has attended meetings on Pensions and a Clerks' Forum where the opportunity was taken to explore the data transparency issue. CALC invoice £5 for each of these sessions. Julie Reeves proposed and Steven Hastwell seconded that these payments be made, and Council agreed. The Clerk will raise a cheque.

22. To approve payment of CALC invoice for Good Councillor Guides (£8.50):

The Clerk had requested copies of the latest version of the Good Councillor Guides for each Councillor and himself. Julie Reeves was of the opinion that these were useful resource for new councillors, and proposed that the payment be approved. Sam Fisher seconded this and Council approved. The Clerk will raise a cheque.

23. To consider comments to Highways about safety issues at Kaber Cross:

Because of modifications carried out at the Kaber Cross junction with the A685 increasing the number of lanes to three, it was noted that there are still safety issues with right-turning traffic. Recent accidents have highlighted that on occasions, oncoming traffic from the Brough direction can be hidden from the view of vehicles waiting to turn into Kaber by traffic proceeding in the direction of Brough having overtaken the waiting vehicles. It was agreed that the Clerk should raise these concerns with Highways, although it is not obvious how the situation could be resolved.

24. To comment on felling of trees on Clay Lane: Mary Leathes expressed concern that thorn trees on Clay Lane had been cut down, especially as these are felt to be an amenity by some residents, and cutting was carried out at a time of year when hedges cannot be cut for the protection of birds. After some discussion Council agreed that an informal approach was best and Stuart Hird agreed to follow up this matter.

25. **Consideration of Future Issues in Kaber:** The Clerk expressed his intention to retire at the end of June 2016, and it was agreed to wait until September 2015 to see if Janice Woolley was still willing to consider taking over.

Sam Fisher expressed concern that deep holes were appearing at the side of the road by Coronfold, and asked if we could be informed when Highways were next planning to visit Kaber. It was suggested that we ask for this to be put on their work list.

It was agreed that we should enquire of Highways about a visit of the road sweeper to Heggerscale and frequency of this work.

26. **To review sundry correspondence and agree any action:**

Information was received about the Appleby Horse Fair meeting. David Leathes had attended and it was expected that feedback would also be received from Sarah Kirkup of Brough Sowerby. Sam Fisher was thanked for putting up posts around the green and he mentioned that 10-12 more will be put in place within the next week in sensitive areas.

The Clerk had circulated copies of the latest CALC newsletter.

An invitation to become a Resourceful Community has been received from the County Council's Waste Prevention Team. The Clerk and Chairman had agreed that this was more appropriate for larger parishes.

NALC are asking for input to their overall strategy. Papers are available from the clerk if interested.

The Clerk has come across village maps on the internet, which include houses in Kaber & Rookby. Mary Leathes suggested that these were very useful for First Responders and Julie Reeves volunteered to provide a similar map for Heggerscale. <http://www.colinday.co.uk/maps/>

27. **To consider any items to be raised at the next Council meeting:**

Broadband was of concern to new Councillors, and it was agreed that we should ask Mike Bidgway to provide an update for the next meeting.

28. **To decide a date for the next Parish Council Meeting:** It was agreed that the next Parish Council meeting would be held on Monday 3 August at 19.00 in Kaber Village Hall.

The meeting closed at 21.05