

Bowness-on-Solway Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday 11th May 2016 following the Annual Parish Meeting and the Annual General Meeting in the Lindow Hall Bowness on Solway.

Present:

Councillors: Graham (Chair), Carruthers, Coates, Harrington, Hodgson, Hutton, Knowles, and Reay.

In attendance: Borough Councillor Hodgson.

County Councillor Markley

Public attendance: None

Clerk: M Abbs

1.1 Apologies for absence and declarations of interest.

Cllrs Hinks, Bradshaw and Wills. Borough Councillor Hodgson had notified the clerk that he hoped to attend later in the evening.

The family reasons notified to the clerk in respect of Cllrs Hinks and Wills were accepted as a fair reasons for absence.

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.

No new requests for dispensations were made.

An on-going dispensation is in force in respect of the Precept.

DECLARATIONS OF INTEREST

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

Cllr Carruthers declared an interest with respect to item 6.2.13.1

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.

2 Minutes (previously circulated)

2.1 To approve the draft minutes of the Parish Council Meeting held on 13th April 2016. – **approved and signed.**

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3 Report on action taken

3.1 Report on action by members of the Council.

No matters were reported at this point.

3.2 Report from the clerk.

The clerk confirmed that a new printer had been purchased following consultation with the Chairman under the standing order procedure. See item 6.2.12. The cost would be shared with Kirkbride and Holme East Waver Councils.

3.3 Public participation (at the Chairman's discretion)

There was no participation at this point.

4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Coleville Ground Maintenance – confirmation of insurances.

The clerk advised that the required confirmation had been received. – **noted.**

4.2 RPA Higher/ Single/Basic Payment Schemes (SPS) 2016 application pack.

Higher Level Stewardship Application.

Latest situation on submissions and related correspondence.

The clerk advised that an interim payment was anticipated. Cllr Graham confirmed that the two applications to the Rural Payments Agency and Natural England were being processed in time to meet the deadline by the Council's agents. It was likely that payments may be reduced in future.

4.3 Allerdale BC – footway lighting on poles latest situation.

Cllr Hutton confirmed that some repairs had taken place in Bowness. Both of the lights which it was thought might be removed were currently still working. Cllrs were asked to remain vigilant and notify the clerk of any removals. – **noted.**

4.4 Pensions Regulator – update on declaration of compliance situation and requirements.

The clerk reminded Cllrs that the Declaration of Compliance needed to be completed by 30th June 2016 and believed that this would be achieved.

4.5 Citizens Advice Allerdale – letter of thanks for the donation.

The clerk advised Cllrs of the letter which was **noted.**

4.6 Transparency Code/ website development latest.

The clerk reminded Cllrs of the requirements that the Council was required to meet under the legislation and said he would action this using the current CALC arrangement.

Cllr Graham and the clerk reminded members of the proposal that had been submitted from Mr and Mrs Lewis to set up a Parish Website. The clerk advised of the positive response he had received from a number of groups, though not all had responded.

Cllr Knowles then submitted an alternative option. Following discussion Cllr Knowles was asked to make further enquiries, working with other Cllrs as necessary, and report further at the July meeting.

4.7 Port Carlisle Community Group - letter of thanks for grant support.

The clerk advised Cllrs of the letter which was **noted.**

4.8 AONB – Confirmation that there is no current vacancy for a Parish Council representative on the JAC.

The clerk advised that he had been in contact with the AON and there was no current vacancy. - **noted**

4.9 Letter from Mr and Mrs Lewis concerning the removal of the public telephone in Bowness.

The clerk presented the letter from Mr and Mrs Lewis. Following discussion, the clerk was instructed to write and advise that no objection had been raised to the removal of the telephone as based on the usage figures supplied there was no justifiable objection to its removal. Similar removals had occurred widely in the area and it was believed that no public boxes remained operative in the Parish or wider rural area.

The Council was seeking improved mobile coverage in the area. See item 5.9 below

4.10 WNE Cumbria Success Regime response document.

The clerk reminded Cllrs of the document which was **noted without action.**

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4.11 HSBC Changes to Banking Terms and Conditions.

The clerk advised Cllrs of the changes which he did not feel would be significant to the operation of the Council. – **noted**.

4.12 E-mail from Mrs Lewis concerning defibrillator installation situation.

The clerk presented the e-mail to the Cllrs. Cllrs discussed the local need and the clerk reminded them of the general contract and information that had been received last year. As there were no plans to install a defibrillator in the disused phone box the Council would welcome a grant application with accompanying full details. The clerk **was instructed to respond** accordingly.

4.13 Allerdale BC – notification of recycling changes in the Parish.

The clerk reminded Cllrs of the changes which were **noted**.

Cllr Markley gave his report at this point.

Following the Winter floods the Thirlmere A591 road was now open again. Much remedial work remained to be done across the County and Nationally. Cllr Coates alerted him to significant potholes in Port Carlisle. Concern was also raised by Cllrs about illegal advertising signage that was appearing across the wider area. Cllr Markley asked for this to be raised with him in an e-mail which he could forward to the appropriate department.

The Chairman thanked him for his report.

Cllr Markley then left the meeting.

5 New business

5.1 To receive Community reports:

Cllr Graham advised that dog bag dispensers had been ordered for installation in Bowness. Postcards had been produced and were selling well. A fundraising Event had been held which had been a success. – **noted**.

5.2 Police report.

The clerk gave the report which was **noted**.

5.3 To consider the re-appointment of PL Gauntlett Accounts Ltd to handle PAYE for the Council.

The Cllrs affirmed their appreciation of Mrs Gauntlett's work and unanimously **agreed** to re-appoint her.

5.4 To consider the re-appointment of PL Gauntlett Accounts Ltd to handle the Internal Audit for the Council.

The clerk confirmed that the Internal Audit had been successfully completed and pointed out that Mrs Gauntlett had commented on the level of reserves being carried. The Cllrs **noted** the situation, affirmed their appreciation of Mrs Gauntlett's work and unanimously **agreed** to re-appoint her.

Borough Cllr Hodgson arrived.

5.5 Consideration of required bench maintenance and purchase of replacements update.

The clerk confirmed that the two new benches had been installed and the contractor paid under the Standing Order procedure – see item 6.2.10. Following discussion, it was agreed that the forthcoming two benches should, as originally planned be installed at the Old Police House and Bowness Marsh Corner. The clerk confirmed that Mr Turner had verbally agreed to install them at the previous rate.

It was then **agreed** that the clerk should order a further four benches, with the same specification and lettering. The clerk to advise Cllrs for approval if the price has increased. The locations would be chosen in consultation with Mr Hinks.

5.6 Grasscutting – consideration of the season to date and any required action.

Cllrs were satisfied with the season so far and felt that **no action** was necessary.

5.7 Via CALC – NALC revised financial regulations.

The clerk brought the new regulations to the attention of the Councillors, it was **agreed** that these would be used for reference without being formally adopted.

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5.8 Transparency Code requirements.

Parish website proposal latest. CALC update.

The CALC facility would continue to be used until an alternative arrangement could be made. See also item 4.6.

5.9 Telecommunications in the Parish.

The clerk advised that he had written to Mrs Hayman MP about the issue of the poor phone signal.

No response had yet been received. Cllrs were aware that new Broadband cabinets had been installed in Glasson but that these were not yet connected. Broadband service in Bowness had got worse with repeated service failures due to DNS "dropouts".

6 Finance

6.1 Information

6.1.1 **To approve** annual return: governance statement. – examined and **approved**.

6.1.2 **To approve accounts** 31st March 2016

print-out of Receipts & payments book; 3-year comparative summary;

bank reconciliation & explanation of variance;

bank statements to 31st March 2016

All were carefully examined and **approved**.

6.1.3 **To approve** annual return: accounting statements - examined and **approved**.

6.1.4 **To approve** Intermediate Review Questionnaire

The clerk advised Cllrs of the requested information.

The clerk and Chairman advised that they had consulted over the proposed responses which had also been examined and deemed satisfactory by the Internal Auditor. The questionnaire was **approved**.

6.1.5 **To note** report of internal auditor.– **noted and approved**.

See also item 5.4.

6.1.6 **To note and confirm** details of asset register. – **noted and confirmed**.

6.1.7 **To approve** accounts to April 30th (available at meeting). examined and **approved**.

6.1.8 **To note** Information Commissioner: confirmation of registration renewal to 6/4/17. - **noted**

6.1.9 **To note** VAT return: refund submitted for 2015/2016 **£736.86** - **noted**.

6.1.10 **To note** Allerdale BC: precept: instalment 1 including CTRS payment £183.68 - **£9575.68** – **noted**.

6.1.11 **To note** United Utilities: Wayleave payments **£39.74** – **noted**.

6.1.12 **To note** via CALC – confirmation of S.137 spending limit of £7.42 per elector for 2016/17.

The clerk advised that the new spending limit would allow spending up to £4974.72 under S.137 in the current year.

6.1.13 **To note** – Changes To The Accounts and Audit Regulations 2015.

The clerk reminded Cllrs of the future significant changes and said he would keep Cllrs up to date with the new requirements. -**noted**.

6.2 Payments: to approve the following payments:

6.2.1- Clerk's salary **£643.50** – **approved**.

6.2.2 - Expenses:post etc £10.14 Telephone £4.00/broadband £10.66 = £24.80, travel 30miles@36p= £10.80 **Total £35.60** – **approved**.

6.2.3 - Information Commissioner: by direct debit and confirmation of renewal of registration **£35.00** – **approved**.

6.2.4 - Aon Insurance: renewal premium **£344.06** – **approved**.

6.2.5 - A N Other: chairman's allowance **£60.00** – **approved**.

6.2.6 – PL Gauntlett: internal audit fee **£50.00** – **approved**.

6.2.7 - P L Gauntlett: share of invoice (£100) for PAYE services **£34.00** – **approved**.

6.2.8 - CALC: subscription renewal 2016/17 – **£214.00** – **approved**.

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6.2.9 - CGM Grass cutting – £578.00 + £115.60 VAT = **£693.60 – approved.**

6.2.10 Chris Turner Fencing Services: bench installation (VAT £52) **£312.00 – approved.**

6.2.11 CALC – Uploading of Transparency Code related documents - **£13.50 – approved.**

6.2.12 Cumbria Computer Repairs – Epson printer purchase **£180.00 – approved.**

6.2.13 - **To consider** grant requests made at the April Parish Council Meeting from:

Each of the grant requests were reviewed and given careful consideration in turn.

Cllr Carruthers played no part in the consideration of the request from the Glasson Community Association.

6.2.13.1. Glasson Community Association requesting - **£1500 – approved.**

6.2.13.2 St Michael's PCC requesting **£613 – approved.**

In accordance with its powers under section 137 of the Local Government Act 1972. The expenditure, in the opinion of the council, being in the interest of the area and its inhabitants.

6.2.13.3 Port Carlisle Village Hall - requesting **£1000** – This was **approved** subject to the required planning permission being granted by Allerdale BC. The payment of the grant to be made once approval had been confirmed.

6.2.13.4 Bowness on Solway PTA – requesting **£400 – approved.**

7 Highways

Update on local highways.

7.1 Situation with regard to Kirkland House Corner.

The clerk provided details of the response he had received from the Highways Authority advising that there were no imminent plans to make any adjustments. Following discussion, Cllrs would let the clerk know the dates of recent accidents at the site so that he could ensure that the Authority had a complete record.

Cllr Coates commented on some potholes that still remained following repairs at 'Guard House' and was asked to let the clerk have full details so that he could alert Cllr Markley.

8 Planning

8.1 Applications outstanding with Allerdale BC / Cumbria CC

8.1.1 - 2-2016/0053 Conversion of agricultural building into dwelling, Kirkland House, Port Carlisle, Wigton (Mr and Mrs Hogg). – **noted.**

8.2 Applications dealt with under standing order

8.2.1 – 2/2016/0090 Reconstruct existing garage and outbuilding with the same external footprint, providing a porch, utility area and breakfast room, 4 The Island, Anthorn. (Mr H Parker)

The clerk advised that a response of 'no objections' had been sent to Allerdale BC. - **noted**

8.3 Applications decided by Allerdale BC / Cumbria CC

8.3.1 – 2/2016/0090 Reconstruct existing garage and outbuilding with the same external footprint, providing a porch, utility area and breakfast room, 4 The Island, Anthorn. (Mr H Parker) – permission granted. – **noted.**

8.4 Applications for discussion by this meeting

None – **noted.**

9.1 Documents received for comment.

None - **noted**

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9.2 Documents received for information (available on request to clerk)

9.2.1 CALC Circular

9.2.2 WNE Cumbria Success Regime

9.2.3 Cumbria CC – new Highways Hotline number 0300 303 2992

9.2.4 SLCC – notice of Extraordinary General Meeting on 10th June 2016.

9.2.5 Wicksteed product information.

All the above were **noted**.

10 Any items of information...

10.1 brought by members

Cllr Knowles pointed out the Parish Plan may be due for updating and the clerk was asked to include it on the July Agenda.

10.2 brought by Borough Councillor

Cllr Hodgson asked if the bin at Glasson Playground was still in need of replacing. Cllr Carruthers said she would investigate and advise. Litter had been reported at Glasson and dealt with.

An unsightly development at Port Carlisle was being investigated by the planning authority.

Further meetings had taken place with regard to the Internal Drainage Board with revised boundary changes likely to be consulted upon.

Cllrs discussed the current situation concerning grit bins and believed that some were still missing – this would be investigated.

Dog fouling was still an issue and some incidents had been reported. A new waste bin had been installed at the turning circle. Bowness Community Group will be installing 4 “dog poo” bag dispensers in Bowness over the next month.”

10.3 brought by County Councillor

Cllr Markley had given his report earlier.

10.4 brought by the clerk

The clerk advised that a planning consultation, 2/2016/0262 with regard to an interpretation board at Port Carlisle had just arrived and would need to be handled under the Standing Order procedure.

10.5 Date of next meeting: Wednesday 13th July at 7 p.m. in **Anthorn Village Hall**.

The date was **noted**.

Note 1: This date and others until May 2017 dependent on the decision at the AGM on item 5.

Note 2: Dates will be given in the minutes of this meeting.

Future dates for 2016/17 are September 14, November 9, January 11, March 8 April 12 and May 10.