

# Bowness-on-Solway Parish Council

## Minutes of the Meeting of the Parish Council held on Wednesday 13<sup>th</sup> May 2015 following the Annual Parish Meeting and the Annual General Meeting in the Lindow Hall Bowness on Solway.

Present:

Councillors: Graham (Chair), Carruthers, Harrington, Hinks, Hodgson and Wills.

In attendance: Borough Councillor Hodgson.

Public attendance: None

Clerk: M Abbs

### 1.1 Apologies for absence and declarations of interest.

The clerk advised that apologies had been received from Cllrs Reay and Knowles.

County Cllr Markley also sent his apologies.

### 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.

A written dispensation request to speak in respect of item 6.2.10.4 (Glasson Community Association) was received from Cllr Carruthers and **approved**.

### DECLARATIONS OF INTEREST

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

The following declarations were received in respect of the following items:

Cllr Hinks 6.2.10.6 Port Carlisle Village Hall and Planning item 8.3.2.

Cllr Carruthers 6.2.10.4 Glasson Community Association.

Cllr Graham 6.2.10.7 Bowness Community Group.

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 8<sup>th</sup> April 2015. – **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.

3.2 Report from the clerk.

Letter sent to Mrs Sarginson concerning the tree removal at her Bowness property.

The clerk confirmed that the requested letter to Mrs Sarginson concerning the tree removal had been sent.

3.2.1 Airfields of Britain Conservation Trust latest.

There were no new developments to report.

3.2.2 PAYE.

Mrs Gauntlett had forwarded evidence to the clerk confirming the PAYE situation for the year.

The clerk also provided Cllrs with details of the Data Protection course he had attended. The implications for the Council of the legislation had been clarified through his attendance.

3.3 **Public participation** (at the Chairman's discretion)

**None**

### 4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Coleville Ground Maintenance – confirmation of insurances.

The clerk confirmed that proof of insurance had been provided.

4.2 RPA Single Payment Scheme (SPS) 2015 application pack.

Latest situation on submissions and related correspondence.

The clerk outlined the current position concerning the claims and Cllr Carruthers confirmed that she had received confirmation that the latest Environmental Stewardship claim had been received.

The clerk outlined other recent documentation that had been received from the Rural Payments Agency and H & H Land and Property Ltd. This was noted with no further action being considered necessary at this point.

The clerk said he'd been informed by Mr R Irving that he had a file of papers that now needed to be handed over and that he felt that it would be advantageous if one of the Cllrs with a farming background was to take a special interest in this area of the Council business. Following discussion Cllrs **agreed** that Cllr Graham would take on this role as he has always been involved in this area of work. The clerk **was instructed** to arrange a meeting with Mr Irving.

4.3 Allerdale BC – footway lighting on poles latest situation.

The clerk advised that there were no significant developments to report, though he was aware that the matter was being actively considered at Allerdale BC. – **noted**.

4.4 Letter concerning the issue 'radioactive waste geological disposal facilities (GDF's)' supplied by a parishioner.

The clerk gave details of a letter he had been given by a parishioner relating to the future role of the County Council and Parish Council in the future decision making process. – **noted**.

4.5 Pensions Regulator – confirmation of registration and update on requirements.

The clerk explained the latest correspondence which was **noted** without action.

4.6 Allerdale BC – update on the situation concerning the distribution of dog fouling bags.

The clerk advised that working with the Borough Cllr he had obtained information regarding the distribution of the bags and supplied a sample of the bags to Cllr Knowles to enable him to take the matter further with the Bowness Community Group. This would have implication for the group's grant application. – **noted**.

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

The clerk provided details of the letter which was **noted**.

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4.8 Walltogether / Cumbria CC / Carlisle CC – latest correspondence and other communications.

The clerk updated Cllrs on the meeting invitation he had received from Carlisle City Council. He had discussed the matter with Mrs L Lewis at the Wallsend Guest House, who had also been invited. She was going to attend the meeting and advise the Council of any significant developments that she felt they needed to be aware of.

4.9 Allerdale BC – election related correspondence.

The clerk confirmed details of the correspondence he had received from Allerdale BC and confirmed that he had put up all the requested information on the noticeboards. He reminded Cllrs of the forms they now needed to complete following the Election and to whom they should be sent. He offered to collect the documents and subsequently forward the ones he received to Allerdale before its deadline. This was **noted**.

4.10 Tidal Lagoon West Cumbria - Early stage proposals for development of a Tidal Lagoon on the West Cumbrian Coast.

The clerk provided details of the correspondence he had received from 'Tidal Lagoon Power' concerning their proposals. These were **noted and the clerk instructed to contact the organisation to notify it of the Council's wish to be kept updated of developments**.

4.11 Natural England – Advance notification of planned work near the Southern end of the Council Land holding.

Cllrs were informed that Natural England were in the early stages of putting plans together for work which would take place close to, but not on, land owned by the Parish Council. – **noted**.

4.12 Allerdale BC – Overview and Scrutiny Committee - opportunity to make suggestions.

The clerk outlined the correspondence received which was **noted without action**.

4.13 Adam Curtis web design – offer of services to build website.

The clerk provided details of the service offer which was **noted**.

### 5 New business

5.1 **To receive** Community reports:

Cllr Carruthers reported that the noticeboard in the playground at Glasson had been broken by suspected vandalism. She pointed out that the glass was left with jagged edges which could have been a hazard. It has subsequently been replaced by a single pane of glass.

5.2 Police report.

The clerk gave the report which was **noted** and informed the Cllrs that PCSO hoped to attend this meeting at some point.

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

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

5.4 Consideration of required bench maintenance and possible purchase of replacements.

Mr Hinks, who strims under the benches, had reported that some were in need of maintenance or possible re-placement. It was **agreed** that full details would be obtained and that suitable re-placements would be investigated for consideration at the July meeting. Mr Hinks had indicated his willingness to carry out some repair work if authorised. Cllr Wills said he would investigate the situation.

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

The clerk confirmed that two cuts had been carried out to date. To facilitate easier access to the Playground at Glasson he had liaised with Cllr Carruthers to provide the contractor with a key. It had been stressed to the Contractor that it was essential for the gate to be locked when work was completed before leaving the site.

5.6 Audit and Transparency Regime – new requirements.

The clerk briefed Cllrs on the new Transparency Code for smaller authorities. This requires Councils to publish a range of information on a publicly accessible website. This needed to be done in the first instance by 1<sup>st</sup> July 2015, and then subsequently each year. Cllrs noted the deadline and instructed the clerk to explore the options available to the Council, including CALC and local providers; and **agreed** that

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they would strive to meet the required deadline. It was **agreed** that the clerk should take this forward with the Chairman and keep Cllrs informed of developments.

5.7 Consideration of the local situation with regard to Haaf netting.

Cllrs **agreed** that there had been no significant developments since the last meeting and took no further action at this stage.

5.8 To co-opt A.N.Other to fill the vacancies on the council.

The clerk confirmed that following the Election the Council was now legally required to fill the three resulting vacancies by co-option. He outlined the process involved and said that following a check on a couple of details with CALC he would contact the Cllrs again with details and a notice that could be put up locally. It was hoped that applicants would be forthcoming which would enable the vacancies to be filled at the earliest opportunity. Cllrs **agreed** that they would inform their local community of the vacancies.

### 6 Finance

#### 6.1 Information

6.1.1 **To approve accounts** 31<sup>st</sup> March 2015

print-out of Receipts & payments book; 3-year comparative summary;  
bank reconciliation & explanation of variance;  
bank statements to 31<sup>st</sup> March 2015

All were carefully examined and **approved**.

6.1.2 **To approve** annual return: accounting statements & governance statement. – **approved**.

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

6.1.4 **To note and confirm** details of asset register.

The register was **noted and confirmed**.

6.1.5 **To approve** accounts to April 30<sup>th</sup> (available at meeting).

The clerk produced the documents which were **approved**.

6.1.6 **To note** Information Commissioner: confirmation of registration renewal to 6/4/16. – **noted**.

6.1.7 **To note** VAT return: refund submitted for 2014/2015 **£601.19 – noted**.

6.1.8 **To note** Allerdale BC: precept: instalment 1 including CTRS payment- **£9666.15**

The clerk informed Cllr that the Council Tax Reduction Scheme element had been confirmed as £274.15. – **noted**.

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

**6.2 Payments: to approve** the following payments:

6.2.1- Clerk's salary **£620.82 – approved**.

6.2.2 - Expenses: post etc. £22.97 telephone £4.00/broadband £10.66 = £37.63, travel *81miles@36p*= £29.04 **Total £66.67 – approved**.

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

6.2.4 - Aon Insurance: renewal premium **£347.52 – 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 2015/16 – **£214.00 – approved**.

6.2.9 - CGM Grass cutting – £315.00 + £63.00 VAT = **£378.00 – approved**.

6.2.10 - **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.

6.2.10.1 Anthorn Community Association request of **£1580**

No award was made at this point and the clerk was instructed to write asking the Association to seek additional quotes for the work and to supply accounts for the period ending 31<sup>st</sup> March 2015.

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6.2.10.2 Anthorn Sports Club –requesting **£500**

This application was **approved**.

6.2.10.3 Anthorn Sports Club –requesting **£15000**

This application was **declined** and the clerk instructed to write accordingly and suggest that the Sports Club work with other Anthorn groups on this large grant request.

6.2.10.4. Glasson Community Association requesting - **£2300**

Cllr Carruthers updated Cllrs on significant developments since the original application was submitted and the options that were now being explored. The application would be re-submitted for consideration at a future Parish Council meeting, probably July 2015.

6.2.10.5 St Michael's PCC requesting **£588**

This application was **approved**.

6.2.10.6 Port Carlisle Village Hall - requesting **£750**

Cllr Hinks answered some questions from Cllrs to provide additional clarification then left the room for the subsequent discussion and decision.

Cllrs **agreed** to the award of **£500**.

Cllr Hinks re-joined the meeting.

Cllr Graham left the room for the following item and Cllr Carruthers took the chair.

6.2.10.7 Bowness Community Group – requesting **£800**

In the light of new information concerning 'dog bag' availability, and the possible impact on the dispenser requirement, the clerk was instructed to write seeking a new breakdown of the necessary spending and details of the items being sought. Additionally, the latest set of Accounts was also to be requested.

### **7 Highways**

Update on local highways.

The clerk confirmed that there was no news to report with regard to the road flooding problem at Anthorn.

At this point Cllrs expressed their willingness to continue in order to complete the Agenda.

### **8 Planning**

#### **8.1 Applications outstanding with Allerdale BC / Cumbria CC**

None – **noted**.

#### **8.2 Applications dealt with under standing order**

8.2.1 – 2/2015/0217 Extension to existing stable block and formation of menage area, Galaberry Mill, Glasson. (Mr and Mrs Birkett)

The clerk confirmed that no objections had been raised to this proposal and Allerdale had been informed accordingly.

#### **8.3 Applications decided by Allerdale BC / Cumbria CC**

8.3.1- 2/2015/0110 Replace car port with garage, Whitecroft, Drumburgh, Wigton. (Mr K Rumney).  
Permission granted

8.3.2 – 2/2015/0117 Single storey side extension, Kilncroft, Drumburgh, Wigton. (Mr S.Hinks)  
Permission granted.

These two items were **noted**.

#### **8.4 Applications for discussion by this meeting**

None – **noted**.

#### **9.1 Documents received for comment.**

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None

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

9.2.1 CALC Circular

9.2.2 NALC 'Direction of Travel' document.

9.2.3 Allerdale Planning Enforcement Plan.

9.2.4 Cumbria Community Foundation – Local grant making charitable trusts.

9.2.5 ACT Gazette.

The clerk outlined details of the documents which were **noted**.

### **10 Any items of information...**

#### **10.1** brought by members

Cllr Hodgson reported that they had received a visit to his property from Natural England with regard to the proposed Coastal Path. Cllr Hodgson provided additional information on this initiative.

#### **10.2** brought by Borough Councillor

Cllr Graham congratulated Cllr Hodgson on his re-election. Cllr Hodgson then appraised Cllrs on the current situation concerning street lights and the possible financial implications for Parish Councils of the difficult financial situation facing Allerdale. To date no written proposals on the matter had been sent out. The progress being made towards the implementation of Internal Drainage Boards was outlined. In early July landowners would receive a voting form and an accompanying letter giving further details.

#### **10.3** brought by County Councillor

Not present.

#### **10.4** brought by the clerk

The clerk provided details of the planning consultation papers that had been received outlining the possibility of re-placing telephones by defibrillators inside the existing boxes. This would be dealt with under the Standing Order procedure.

The clerk handed out some copies of the new 'Market Bus' which was operating from the Parish on a Tuesday morning and asked Cllrs to make their parishioners aware of the initiative.

#### **10.5 Date of next meeting:** Wednesday 8<sup>th</sup> July at 7 p.m. in **Anthorn Village Hall**.

**Note 1:** This date and others until May 2016 dependent on the decision at the AGM on item 5.

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

Additional meeting dates in 2015 are:

Wednesday September 9th

Wednesday November 11th

**The Chairman closed the meeting at 9.50p.m.**