

# **KIRKLINTON PARISH COUNCIL**

Minutes of the Annual General Meeting of Kirklington Parish Council held at Fir Ends School on Tuesday 19 May 2015

## **PRESENT**

M Jack, I Armstrong, Mrs M White, Mrs B Irving, D Allan, T Wigham, A Smith and Mrs M Story.

Councillor J Mallinson, Mr & Mrs J Braisted and Mr P Winter were also in attendance.

**All Members present completed the Declaration of Acceptance of Office Forms and signed them in the presence of the Proper Officer of the Council.**

## **ELECTION OF CHAIR AND VICE-CHAIR**

Following a request for nominations Mr M Jack was unanimously elected as Chairperson and Mr I Armstrong was unanimously elected as Vice-Chairperson for the new Parish Council for the ensuing year.

Mr Jack duly completed the Declaration of Acceptance of Office Form and signed it in the presence of the Proper Officer of the Council.

**APOLOGIES** – None received.

## **REQUESTS FOR DISPENSATIONS**

No requests received.

## **DECLARATION OF INTERESTS**

Mrs M Story declared an interest in Item 9 (2) 'Grant to Kirklington Parochial Church Council' and took no part in the discussion.

## **PLANNING SUB-COMMITTEE**

It was agreed that the membership of the Planning Sub Committee should remain unchanged for the ensuing year.

**MINUTES** of the Meeting held on Tuesday 3 February 2015 were approved as a correct record and duly signed by the Chairperson.

## **7. MATTERS ARISING**

### **(a) Play area – monthly inspections**

Weekly Inspection Sheets were issued to the next Members on the rota.

## **(b) Highways Issues**

The Clerk reported that the Highways Authority had not responded to his request for a progress report on the issues raised at a previous meeting. Councillor Mallinson undertook to take up the matter with the local manager.

Councillor Mallinson advised the Parish Council that it was highly unlikely that funds to extend the lay-bye in front of the school would be forthcoming in the foreseeable future.

## **(c) Defibrillator based at Fir Ends School**

The Clerk reported that a grant application had been submitted to Carlisle City Council. He also reported that the School's own fundraising efforts had been so successful that a grant from the Parish Council was unnecessary. In consultation with the Chairperson it was agreed that the Parish Council's application to the City Council should be withdrawn.

The defibrillator is now fully installed.

## **INCOME AND EXPENDITURE 2014/15**

The Income and Expenditure position as at 19 May 2015 compared with the approved Budget was noted.

## **PAYMENTS, SUBSCRIPTIONS AND RECEIPTS**

The following payments were approved:

- (1) Insurance Premium to AON Insurance PLC - **£328.78**
- (2) Grant to Kirklington PCC re grass cutting in Kirklington Churchyard 2015 - **£500.00**
- (3) Grant to Kirklington PCC towards the cost of repairing the boundary wall - **£200.00**
- (4) Annual Subscription to CALC for 2015/16 - **£130.00**
- (5) The Clerk's Salary (**£543.51**) & Expenses (**£35.09**) for 2014/15
- (6) Play Area Inspection Fee for 2013/14 to Carlisle City Council **£55.13**

The following receipts were noted:

- (1) **£102.79** VAT Refund for 2014/15 from HM Revenue and Customs
- (2) **£1951.00** Precept and **£49.00** CTRS Grant for 2015/16 from Carlisle City Council.

## **FINAL OUT-TURN 2014/15 AND AUDIT FOR THE YEAR ENDING 31 MARCH 2015**

### **(1) Final Out-turn for 2014/15**

A report setting out the Final Out-turn (Income and Expenditure) for 2014/15 compared with the agreed budget was approved and the Accounts duly signed by the Chairperson and the Parish Council's Responsible Financial Officer (The Clerk).

## **(2) Section 2 'Statement of Assurance' of the Annual Return for the year ending 31 March 2015**

The questions set out in Section 2 of the Annual Return were each considered in detail, following which it was agreed that all the questions should be answered in the affirmative, whereupon the Chairperson and Responsible Financial Officer signed the Statement.

## **(3) The Annual Return and attachments for submission to the Auditor.**

The Clerk confirmed that the Accounts and associated documents had been audited by the Parish Council's Internal Auditor (Mr K Stewart) and that the Annual Return had been endorsed to that effect. The Annual Return and required attachments were approved for onward transmission to the External Auditor. Notices as required by the Regulations would be posted on the public Notice Board.

## **(4) Appointment of Internal Auditor for 2015/16**

It was agreed that Mr K Stewart should again be asked to undertake the duties of Internal Auditor for 2015/16.

## **PLANNING APPLICATIONS**

### **(a) Application No. 15/0037 (Phillip Marsh)**

Erection of granny annexe and boiler house at Cliffe Cottage, Kirklington, Carlisle.

The observations of the Planning Sub-Committee and the decision of the Planning Authority to grant permission were noted..

### **(b) Application No. 15/0038 (James Wigham)**

Extension to existing agricultural shed at Hether Mill, Kirklington, Carlisle.

The observations of the Planning Sub-Committee and the decision of the Planning Authority to grant permission were noted.

### **(c) Application No: 15/0130 (Kieron Little)**

Erection of 2no bungalows with integral garages on land adjacent to Maple Cottage, Smithfield, Kirklington, Carlisle

The observations of the Planning Sub-Committee and the decision of the Planning Authority to grant permission were noted.

### **(d) Application No: 15/0330 David Wigham)**

Erection of steel slurry store at Hether Mill, Kirklington, Carlisle.

The observations of the Planning Sub-Committee were noted.

### **(e) Application No: 15/0352 (John Braisted)**

Erection of 1no. dwelling (Outline) on land between Stonelea and Bluebell Cottage, Smithfield, Carlisle.

Mr P Winter, Agent for the applicant Mr J Braisted, gave a detailed presentation on the outline proposal to erect a dwelling on land between Stonelea and Bluebell Cottage. Mr Winter acknowledged that the current planning guidelines did not support new development on the site in question but argued that the government's National Planning Policy Framework (NPPF) seeks to promote sustainable development in rural areas where it will enhance the vitality of rural communities.

It was agreed that the Parish Council should support the application and the Clerk was asked to respond accordingly.

### **ANNUAL INSPECTION OF THE PLAY AREA**

The Clerk reported that the annual inspection of play area and the associated play equipment had been carried out by The Play Inspection Company Ltd as arranged through Carlisle City Council.

The overall Risk Assessment attributed to the play area was judged to be '**Low Risk**'

No matters requiring immediate attention were highlighted.

### **EXTERNAL AUDIT AND DATA TRANSPARENCY CODE COMPLIANCE**

The Clerk reported that the audit arrangements for 'smaller authorities', including Kirklington Parish Council, were changing from 1 April 2017. In the meantime the Accounts would continue to be audited in much the same way as now except for the way in which certain information is made available to the public.

To this end the Government has introduced a new Transparency Code which requires Parish Councils to publish certain financial and other information (eg Agendas and Minutes) on a web site which is publicly accessible and free of charge to view.

The Clerk reported that he had researched the costs of establishing a dedicated web site for the parish and these commenced at £150 upwards. The Government has indicated that some financial assistance may be available to local councils to help them establish a web site but no details are yet available.

In the meantime CALC has offered to host the required information until the Parish Council is able to decide whether or not to establish its own web site. CALC is proposing to charge £1.50 per document.

It was agreed that Kirklington Parish Council should take up CALC's offer and re-assess the need for a dedicated web site at a later date when funds may become available.

## **WORKPLACE PENSIONS**

The Clerk reported that the law on workplace pensions was changing. The Pensions Act 2008 requires all employers with at least one member of staff to automatically enrol eligible jobholders into a 'qualifying' workplace scheme and contribute to it.

The Parish Council's staging date for implementing the new legal duties is **1 June 2016**

The Clerk undertook to report on the action required to a future meeting.

## **NEW PARISH COUNCIL – POST ELECTION ACTION**

The Clerk reminded Parish Councillors on the need to complete the following documents:

1. ***Return of Election Expenses*** forms (Forms sent direct to each Parish Councillor by Carlisle City Council)

2 ***Notification by Member of the Council of Kirklington (Middle) Parish Council of Pecuniary and other Registerable Interests*** form

The Clerk reported that he had received an e.mail from Judy Prest confirming that she would not be standing for re-election as a Carlisle City Councillor to represent Lyne Ward.

A letter expressing the Parish Council's appreciation for the support and enthusiasm she has shown whilst representing Lyne Ward in general and Kirklington Parish in particular had been sent to Judy.

## **CORRESPONDENCE**

A schedule of the correspondence received since the last meeting was noted.

**DATE OF NEXT MEETING - Tuesday 7 July 2015**