

KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr P S Heggie

Clerk: Sarah Kyle, Hill House, Walton, Brampton, Cumbria, CA8 2DY

Phone: 07548 981 009 Email: clerk@kirkbamptonweb.co.uk

8th March 2022

Dear Councillor

You are summoned to a meeting of Kirkbampton Parish Council, to be held on:

Monday 14th March 2022 in Kirkbampton Village Hall at 7.30pm

Please let me know in writing, with an explanation for the absence, if you are unable to attend. Do not attend if you show any COVID-19 symptoms.

Yours faithfully



Sarah Kyle

Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive written apologies and approve reasons for absence

2. Declarations of Interest and Request for Dispensations

2.1 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

2.2 Receive declarations by members of interests in respect of items on this agenda

3. Minutes of the meeting of the Parish Council held on 10th January 2022

To resolve to authorise the Chairman to sign to approve the accuracy of the minutes – **attached**

4. Public Participation

In accordance with Standing Order 3e the Chairman will, at their discretion:

4.1 Invite members of the public to address the meeting in relation to the business to be transacted at this meeting

4.2 Receive reports from Borough and County Councillors

5. Administrative and Village Matters

5.1 Community Plan

To consider a launch event and authorise expenditure for the printing of the questionnaire

5.2 Haverlands Green

To consider an update regarding the agreed transfer of ownership of the above to Natural England

5.3 Little Bampton Village Green

To consider progress with the establishment of a voluntary Local Commons Association

5.4 Queen's Platinum Jubilee

To consider progress with plans to commemorate the event

5.5 BT Community Fibre Partnerships Portal

To note the establishment of the above for community broadband

5.6 Policies

To re-adopt the following policies and procedures without amendment: - Standing Orders, Financial Regulations, Code of Conduct, Public Participation Policy, Disciplinary Policy, Grievance Policy and Press & Media Policy and all GDPR policies

6. Highways Matters

6.1 Updates & New Matters

To consider any updates available on previously reported issues and to bring to the attention of the Clerk any new issues to report

6.2 Hedgehog Highway Project

To consider involvement in the above

7. Finance Matters

7.1 To ratify payment of invoices/authorise payment as below and to reconcile the balance at bank

- Sarah Kyle, February Salary, £239.78
- HMRC, February PAYE, £60.00
- Sarah Kyle, March salary including back payment, £289.78
- HMRC, March PAYE, £72.40
- Kirkbampton Village Hall, rental, £40.00

7.2 Grounds Maintenance Contracts

To note the receipt of the signed updated contracts for grass cutting

7.3 Website Maintenance

To approve the use of Rocketsites for website maintenance for the period 2022/23 at a cost of £120 plus VAT

7.4 Internal Audit Documents

To consider adopting the updated audit checklist, plan and terms of reference and to review the effectiveness of the internal audit.

7.5 Internal Auditor

To consider the appointment of Mrs P Cronin as internal auditor for the financial year 2020/21 and until further notice

7.6 Risk Assessment

To consider the adoption of the updated risk assessment

7.7 Asset Register

To consider the approval of the updated asset register

7.8 Fidelity Insurance Guarantee

To consider the adequacy of the above

7.9 Clerk's Salary

To consider the 1.75% agreed pay rise, according to NJC conditions, backdated to 1st April 2021, totalling £5.20 per month

7.10 Bank Mandate

To consider the updating of the bank mandate to reflect recent Council changes

8. Planning Matters

HRN/2022/0002 1 The Flatt, Kirkbampton, Carlisle, CA5 6NG - Removal of 125m of hedgerow

To resolve to note that the Clerk responded under delegated powers with no representations

FUL/2021/0305 Studholme, Wren Croft, From Junction With B5307 At Fingland To Little Bampton, Kirkbride, CA7 5ER - Change of planning use from a cattery to domestic use of outbuildings

To resolve to note that the Clerk responded under delegated powers with no representations

CAT/2022/0001 Orchard House, , Kirkbampton, Carlisle, CA5 6JB - Removal of a Scots Pine

To resolve to note that the Clerk responded under delegated powers with no representations

VAR/2021/0040 Site adjacent to Kirkbampton Village Hall, Kirkbampton, Carlisle, CA5 6HX -

Variation of Condition 3 of application FUL/2021/0195 to provide a private road and changes to the footpath link

To note that permission has been granted

9. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

Future agenda items should be submitted to the Clerk by 29th April 2022

10. Date of Next Meeting

To resolve that the Annual Meeting of the Parish Council will be held in Kirkbampton Village Hall on Monday 9th May 2022. The meeting will be preceded immediately by the Annual Parish Meeting, which will commence at 7.30pm.