

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

11th May 2022

Dear Councillor

You are summoned to the Annual Meeting of Kirkbampton Parish Council, to be held on:

Monday 16th May 2022 in Kirkbampton Village Hall. The meeting will commence directly after the closure of the Annual Parish Meeting, which will begin at 7.15pm.

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. Election of Chairman for the Council Year 2022/23

The successful nominee will sign the Declaration of Acceptance of Office

2. Appointment of Vice-Chairman

3. Apologies for Absence

To receive written apologies and approve reasons for absence

4. Declarations of Interest and Request for Dispensations

4.1 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

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

5. Minutes of the meeting of the Parish Council held on 4th March 2022

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

6. Public Participation

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

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

6.2 Receive reports from Borough and County Councillors

7. Administrative and Village Matters

7.1 Community Plan

To consider the ongoing review of the plan

7.2 Little Bampton Village Green

To consider street furniture on the Green

7.3 Queen's Platinum Jubilee

To receive an update regarding plans to commemorate the event

7.4 Programme of Meetings

To agree the calendar of meeting dates for the council year 2022/23

- Monday 11 July 2022
- Monday 12 September 2022
- Monday 14 November 2022
- Monday 9 January 2023
- Monday 13 March 2023
- Monday 15 May 2023 (*TBC - New Council Year*)

7.5 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaint's procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time

7.6 Oughterby Village Green

To consider drainage issues

8. Highways Matters

8.1 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

8.2 Hedgehog Highway Project

To receive an update

8.3 Bus timetables

To consider the planned withdrawal of the 93/93a bus service

9. Finance Matters

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

- Kirkbampton Village Hall £40.00 rental
- Stanwix Rural Parish Council, SLCC and phone contribution, £42.00
- Sarah Kyle, April salary & reimbursement, £244.18
- HMRC, April PAYE, £60.80
- Sarah Kyle, May salary, £243.98
- HMRC, May PAYE, £61.00
- CALC, subscription, £170.55
- BHIB, insurance, £336.22

- DM Payroll, annual payroll, £120.00
- Clerks and Councils Direct, mugs. £266.02

9.2 Receipts

To note the receipt of £4375 from Allerdale Borough Council in respect of the first precept payment

9.3 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue

10. Annual Governance and Accountability Return 2021/22

10.1 Internal Auditors Report

To consider accepting the end of year internal auditors report for the financial year 2021/22 – [attached](#)

10.2 Certificate of Exemption

To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to authorise the Chairman to sign and the RFO to submit a Certificate of Exemption to the External Auditor **following** confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022 - [attached](#)

10.3 Annual Governance Statement

To approve the Annual Governance Statement 2021/22 and authorise the Chairman to sign the Annual return – [attached](#)

10.4 Accounting Statements

To approve Accounting Statements 2021/22 and authorise the Chairman to sign the annual return – [attached](#)

11. 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 4th July 2022

12. Date of Next Meeting

To resolve that the next meeting of the Parish Council will be held in Kirkbampton Village Hall on Monday 11th July at 7.30pm.