

HAYTON PARISH COUNCIL

Parish Clerk: Gillian Kartach, 2 The Woodbines, Cumwhinton Carlisle, CA4 0AR

Tel: 01228 560555

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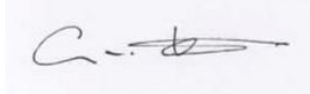
www.haytonparishcouncil.org.uk

Date 10 May 2017

Dear Councillor

You are summoned to attend the **ANNUAL COUNCIL MEETING and May council meeting** that will be held at Hayton Reading Room on **Wednesday 17 May 2017** at 7.00pm.

Councillors and visitors attending are invited to sign the Attendance Register on arrival. The Public are invited to attend.



Clerk

01 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

02 ELECTION OF CHAIRMAN

To elect a Chairman of Council

03 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Chairman's Declaration of Acceptance of Office

04 APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman of the Council

05 DECLARATIONS OF INTEREST

Councillors are invited to declare any disclosable pecuniary interests or non-registered interest and sign the Declarations book

06 MINUTES OF THE COUNCIL MEETING

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held 15 March 2017

07 CO-OPTION TO VACANCIES ON THE COUNCIL

To discuss and **resolve** to co-opt nominees to the two vacancies on the council for Corby Hill

08 APPOINTMENT OF COUNCILLORS TO COUNCIL COMMITTEES

- Planning Committee (6)
- Internal Audit (Finance Monitoring) (1)
- Policies and Procedures Committee (4)

09 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

- Hayton Reading Room Management Committee (4)
- Talkin Village Hall Management Committee (2)
- Hayton Playing Field Project (3)
- Down a Gate Management Committee (2)

10 COUNCIL MEETING DATES FOR THE YEAR 2017/2018

To receive and consider the proposed dates for council meetings for the forthcoming year – attached

11 REVIEW OF COUNCIL POLICIES AND PROCEDURES

There have been six new policies written and one policy amended. Standing Orders have also been amended.

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Resolution – to approve the new policies, amended policy and Standing Orders amendments and authorise the Chairman to sign the paperwork

12 INTERNAL AUDITORS REPORT

- To review the Internal Auditor's report from the Annual Audit for year ending 31 March 2017
- To appoint an Internal Auditor for the 2017/18 financial year

13 ANNUAL RETURN

- To consider and approve the Annual Governance Statement for year ending 31 March 2017 and authorise the Chairman to sign Section 1 of the Annual Return – copy attached
- To consider and approve the Statement of Accounts for the year ending 31 March 2017 and authorise the Chairman to sign Section 2 of the Annual Return – copy attached

14 RESIGNATION OF CLERK

The Clerk has submitted her resignation and it is her intention to leave the post on 31 August 2017

Resolution – to accept the resignation

b) to approve the vacancy notice to advertise the post

15 MATTERS ARISING FROM THE PREVIOUS MINUTES – these are matters to note

- a) Picnic Area Closure, A69 – The Police and Crime Commissioner has responded to say that the local police will be in contact regarding this matter. No response from Highways England or local police
- b) A69 Bus Shelter – Enquiries have been made regarding the exposure of the front elevation but the company has not been able to find a solution that will comply with Disability Access regulations
- c) Zurich Insurance – the new assets plus the Penfold have been added to the insurance policy
- d) New noticeboard – A69 westbound, Warwick Bridge – this has been installed by Wetheral Parish Council

16 PUBLIC PARTICIPATION

17 WALNUT TREE, HAYTON

The walnut tree was submitted into a competition to find the county's Top 50 trees. To vote for the walnut as the county's favourite tree please visit – www.cumbriastop50trees.org.uk

b) An invitation has been extended to the council to attend the Top Tree Awards event at Talkin Tarn on 15 June 2017

18 HAYTON READING ROOM

- a) Report regarding the insurance claim for the rear wall
- b) Report regarding the AGM
- c) Letter requesting general and financial assistance for the Reading Room from the parish council
- d) Verbal report by the Clerk regarding the declaration of the Reading Room as an asset

19 HAYTON PLAYING FIELD GROUP

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Report on public meeting held 10 May 2017. Presentation of End of Year accounts.

20 HULLERBANK VIEWING POINT, TALKIN

Carlisle City Council has offered to transfer ownership of the land to the parish council

Resolution – to accept/decline offer

21 HAYTON COMMUNITY PROJECT

Hayton Community Project – HCP has requested permission to erect a marquee on the green from 24 May until 7 June 2016 for the annual Scarecrow Festival.

Resolution – to agree to request with the usual provisos (Risk Assessment, Insurance cover and any damage to council property repaired at their expense).

22 POLICE MATTERS AND REPORTS

Letter from the Police and Crime Commissioner regarding Community Policing and liaising with Parish Councils

23 PLANNING APPLICATIONS - You may view the details on the parish council website

www.haytonparishcouncil.org.uk or by going online via the Carlisle City Council website

www.carlisle.gov.uk (where parishioners can submit their own observations directly)

17/0106 – Croft Cottage, Hayton, Brampton CA8 9HT. Variation of Condition 2 (Approved Documents) of Previously Approved Permission to Change Design to Rear of Dwelling Varying Location of Balcony and \projecting Bay Gable to Rear Facing Aspect.

17/0221 – Land adjacent Bothy Cottage, Hayton Brampton CA8 9HT. Variation of Condition 2 (Approved Drawings) Submission of Smaller House Design of Previously Approved Planning Permission 16/0885.

17/0253 – 103 Hurley Road, Little Corby, Carlisle CA4 8QY. Proposed Single Storey Side Extension to Provide Living Room & WC/Utility.

17/0262 – Cherry Garth, Talkin, Brampton CA8 1LE. Demolition of Existing Entrance Porch and Canopy; Erection of Single Storey Front Extension to Provide Replacement Entrance Porch and Extension to Living Room; Conversion of Existing Garage to Living Space; Erection of Two Storey Rear Extension to Provide Additional Kitchen Area/Utility/WC to Ground Floor with 1 Bedroom, 1 Bathroom and En-suite to Existing Bedroom Above.

17/0275 – Netherton Farm, Talkin, Brampton CA8 1LR. Replacement Single Storey Extension to North Elevation to Provide Lobby, WC/Washroom, Kitchen, Dining Area and Hallway.

17/0278 – SW Wilson Family Butcher, Corby Hill, Carlisle CA4 8QG. Erection of Single Storey Side Extension to House 1 External Fridges.

17/0279 – Elmfield, Townhead Hayton, Brampton CA8 9JF. Demolition of Existing Single Storey Lounge; Erection of Two Storey Extension to Provide Lounge on Ground Floor with 1 En-suite Bedroom above.

17/0324 – Barn at Stonehouse Farm, Hayton, Brampton CA8 9JE. Demolition of Barn; Erection of 2 Dwellings

17/0357 – Land adjacent Holly Bank, Faugh, Brampton CA8 9EA. Variation of Condition 1 (Approved Documents) to Move the Position of the Kitchen and Garage Further Southeast Along the Southwest Elevation. The Height to the Ridge Reduced by Approximately 450mm, an Additional Window Added on the Northeast Elevation, Window Revisions to the

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Southeast Elevation and Metal Balustrade to the Balcony/Decking Instead of a Glazed one of Previously Approved Planning Application 15/0970

17/0368 – Townfoot Barn, Hayton, Carlisle Ca8 9HR. Erection of Storm Porch to East Elevation

24 PLANNING DECISIONS

16/1047 – Land opposite Garth End, Hayton, Carlisle. Proposed Detached Dwelling. REFUSE PERMISSION

17/0127 – 32 Cairn Wood, Heads Nook, Brampton CA8 9AH. Erection of a Front Porch. GRANT PERMISSION

17/0159 – Gelt House Farm, Corby Hill, Brampton CA8 9JD. Proposed Erection of Swimming Pool. GRANT PERMISSION with Conditions

17/0169 – Barns at Former How Farm, How Mill, Carlisle CA8 9JY. Change of Use from Redundant Agricultural Buildings and Erection of Link Building to Form 1 Dwelling. GRANT PERMISSION with Conditions

25 FINANCE

1. Income – to receive and note the income received and banked
Carlisle City Council Precept & CTRS Grant £16500.00
2. Schedule of Payments – to authorise payment of the accounts listed below

Cumbria Payroll Services	101533	12 Payroll runs	172.80
Countrywide Grounds Maintenance	101534	Grass Contract	376.99
John Kelly	101535	Website Renewal & Maintenance	69.60
Water Plus	101536	Allotment water bill	5.56
Sally's	101537	Room Rental	12.50
Wetheral Parish Council	101538	New noticeboard installation	60.00
G Kartach	SO	Salary, NI, PAYE	646.66
Information Commissioner	DD	Data Renewal	35.00
CALC	101539	Annual Subscription	287.64
Kate Beaty	101540	Internal Audit Fees	
G Kartach	SO	Salaries, NI PAYE	646.66

3. Monthly Reconciliation – to receive and note the reconciliation and balances
4. Bank Mandates – These have now been registered
5. Governance and Accountability – the council is required to adopt items 1 – 3 of the document as these are statutory requirements – paperwork attached
Resolved – to approve Items 1 – 3 and adjust the Financial Regulations in line with the Statutory requirements
6. Barclays Bank Plc – have written to inform that the interest rates have changed and there will be no more interest paid on the savings account

26 CORRESPONDENCE RECEIVED BY THE CLERK – these items are to note unless specified

- a) The Clerk magazine, March 2017 – available from the Clerk
- b) LCR magazine, Spring 2017 – available from the Clerk

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- c) Council Direct magazine – available from the Clerk
- d) Insure Your Village Hall – sent out to all village halls. Heads Nook responded to say they had transferred to this company last year and made considerable savings
- e) Cumbria Mineral and Waste Local Plan – emailed to members/uploaded on to website
- f) CPCA Grants – proposals emailed to members
- g) Village of the Year Competition – paperwork sent from TV company if the council wishes to apply
- h) Open Garden Event in aid of Dementia Society – uploaded to website
- i) Carlisle City Council – Partnership working to hold a Big Lunch event – 18 June 2017
- j) Open Spaces Society – Request for donations to fund legal actions in to protecting public land
- k) ACT – Community Buildings event at Parton
- l) CALC correspondence received:
 - Training courses schedule – emailed to members – 2 places have been booked for the Common Land course in July
 - PTSD posters – uploaded on to website
 - Local Enterprise Partnership – newsletter – uploaded on to website
 - Cumbria Leaders Board update – available from the Clerk
 - April newsletter – uploaded on to website
 - Request for support to lobby Football Clubs to fund children’s play areas
 - HIMs (Highways Hotline website) launch – sent to members/uploaded on to website
 - 2017 Good Councillor Guide – available to purchase from NALC
 - CLB Strategy for Industry consultation
 - General Election Guidance to Purdah – emailed to members

27 HIGHWAYS AND FOOTPATHS ISSUES

a) Below are the outstanding issues reported to Better highways

Little Corby Road/A69	Broken drain cover in road	RL/1413273	Assessed – awaiting update
Eden Grange	Tree roots lifting pavement	31/WEB161415761	No problem found – April 2017
How Mill to Victoria Inn	Large pothole	31/WEB161416737	Partial Repair – further work later
U1200 - Greystone	Large Pothole	31/1431513	Partial Repair – further work later
Road from Hayton Townhead to Hayton	Overhanging trees	31/1431515 W171432789	Assessed – awaiting update

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Highway Waste, Hayton Townhead	Stones placed on highway waste	31/1431517	Complete – April 2017
Main Road, Talkin	Road sunk where Telecom cable located	31/1431519	Complete – April 2017
Highway waste by noticeboard, Hayton Townhead	Grass verge not re-instated properly following gas works	31/1431525	Awaiting Update

- b) Footpath to Bygill, Hayton – this has been reported to the Footpaths section at Cumbria County Council who has sent an officer out to inspect the blocked drainage. Work is ongoing

28 MEETINGS AND NOTICES

Brampton Community Planning Meeting – 27 April 2017 – paperwork uploaded on to the web site

29 DATE OF NEXT MEETING – Wednesday 21 June 2017 in Talkin Village Hall.

Any agenda items to be included please contact the Clerk by 12 June 2017