

**Minutes of the Annual Meeting held on Wednesday 17 May 2017 at 7pm in Hayton
Reading Room, Hayton**

PRESENT: Councillors: D Billington, H Cain, J Carruthers, J Clarke, G Clubbs, G Jackson, R Tinnion and R Watson.

ALSO PRESENT: County Councillor W Graham, S Cain and K Beaty

01 APOLOGIES FOR ABSENCE

Councillors C Bowman and J Blaylock. Also City Councillor D Parsons

02 ELECTION OF CHAIRMAN

Raymond Tinnion was proposed by Cllr. J Clarke and seconded by Cllr. R Watson.

Resolved – unanimously to elect Cllr. Tinnion for the post of Chairman

03 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Resolved – to witness the Chairman sign his Declaration of Office

04 APPOINTMENT OF VICE CHAIRMAN

Gary Clubbs was proposed by Cllr. J Clarke and seconded by Cllr. D Billington

Resolved – unanimously to appoint Cllr. Clubbs for the post of Vice Chairman

05 DECLARATIONS OF INTEREST

a) Cllr. Watson declared a disclosable pecuniary interest in Agenda Item 18 being a Managing Trustee of the RO Lamb Memorial Reading and Recreation Room, Hayton. Cllr. Watson also declared a disclosable pecuniary interest in Agenda Item 23 and agreed to withdraw from the room whilst this item was being discussed.

b) Cllr. Clubbs declared a disclosable pecuniary interest in Agenda Item 18 being a Managing Trustee of Heads Nook Village Hall and whose spouse is a Managing Trustee of the RO Lamb Memorial Reading and Recreation Room, Hayton.

c) Cllr. Billington declared a disclosable pecuniary interest in Agenda Items 18 and 19 being a Managing Trustee of the RO Lamb Memorial Reading and Recreation Room and Chairman of the Hayton Playing Field Project.

d) Cllr. R Tinnion declared a disclosable pecuniary interest in Agenda Items 18, 19 and 23 being a Managing Trustee of the R O Lamb Memorial Reading and Recreation Room, Hayton, a member of the Hayton Playing Field Project and a Carlisle City Council member of the Development Control Committee and Regulatory and Licencing Committee

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

Resolved – that the Chairman sign the minutes as a correct record.

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

Resolved – to place on the June agenda as no names had been nominated. To display notices on the new board adjacent to the bus stop in Corby Hill.

08 APPOINTMENT OF COUNCILLORS TO COUNCIL COMMITTEES

- Planning Committee (6)

Resolved – Councillors: G Clubbs, D Billington, H Cain, G Jackson, R Watson and J Carruthers. To organise planning training for the council.

- Internal Audit (Finance Monitoring) (1)

Resolved – Cllr. G Clubbs

- Policies and Procedures Committee (4)

Resolved – Cllrs: J Clarke, D Billington, G Clubbs, R Tinnion and G Jackson

09 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

- Hayton Reading Room Management Committee (4)

Resolved – Cllrs: R Tinnion, R Watson, H Cain and D Billington

- Talkin Village Hall Management Committee (2)

Resolved – Cllr. G Jackson and Mr D Jackson, resident of Talkin

- Hayton Playing Field Project (3)

Resolved – Cllrs: D Billington, R Watson and R Tinnion

- Down a Gate Management Committee (2)

Resolved – Cllrs: J Carruthers and R Watson

10 COUNCIL MEETING DATES FOR THE YEAR 2017/2018

To receive and consider the proposed dates for council meetings for the forthcoming year (9 Meetings)

Resolved – to approve the calendar for the 2017/18 year. To upload it on to the website and append to the Minute Book

11 REVIEW OF COUNCIL POLICIES AND PROCEDURES

There have been six new policies written and one policy amended. Standing Orders have also been amended. The policies had been sent electronically but some files could not be displayed correctly

Resolution – to re-agenda the item for the June meeting

12 INTERNAL AUDITORS REPORT

- To review the Internal Auditor's report from the Annual Audit for year ending 31 March 2017. The Internal Auditor had highlighted an error in the Assets Register. This has now been corrected and adjusted on the Annual Statement.

Resolved – to approve the Internal Auditor's Report.

- To appoint an Internal Auditor for the 2017/18 financial year

Resolved – to re-appoint Kate Beaty as Internal Auditor

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

Resolved – to witness the Chairman and Clerk sign the document

- 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

Resolved – to witness the Chairman and Responsible Financial Officer sign the document

14 RESIGNATION OF CLERK

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

Resolved – to accept the resignation

b) to approve the vacancy notice to advertise the post in the local newspaper, the council website and CALC website and newsletter.

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. The picnic area and toilets have been closed but the old road will remain open as it is owned by Cumbria County Council. County Cllr. Graham has registered an objection as these are the only public toilet facilities between Southwaite and Newcastle.
- 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. Clerk to contact the company again
- 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

Public participation began at 7.39pm

16 PUBLIC PARTICIPATION

Mrs Beaty asked why the parish council were withdrawing financial support from the Reading Room and what would happen if they cannot raise sufficient interest for volunteers at the AGM in June. It was explained that:

- The parish council are Custodian Trustees only, which means they are the named body to hold the Deeds on behalf of the residents of Hayton and neighbouring areas who are the beneficiaries of the building
- In the Deed it states that a Managing Committee be elected who would be responsible for the day to day running, maintenance and insuring the property.
- The parish council were informed by the Clerk that it is not a duty placed upon them to pay the buildings' insurance. The council choose to pay the insurance for the time being and would give at least one year's notice if decided to stop paying.
- The hall is eligible to apply to the parish council for grants for specific work but would have to comply with the guidelines set out for all grantees.
- If the hall failed the building would revert to the Charity Commission who, could sell the building and the proceeds would go to charities with similar aims and objectives and not necessarily to those in the vicinity

It was suggested that the Reading Room Committee should invite Hellen Aitken of AcT to attend the June meeting as she is employed to assist village halls business and maintenance plans. Ms Aitken had been contacted by one of the Managing Trustees and had accepted the invitation to attend the June meeting.

Public participation closed at 8.04pm

17 WALNUT TREE, HAYTON

The walnut tree was submitted into a competition to find the county's Top 50 trees.

- b) An invitation has been extended to the council to attend the Top Tree Awards event at Talkin Tarn on 15 June 2017 at 1pm.

Resolved – to appoint a contractor to undertake the tri-annual tree inspection at Hayton and How Mill

18 HAYTON READING ROOM

- a) Report regarding the insurance claim for the rear wall – bhs Property Services (the insurers' specified contractors) have started work on the wall. They have cleared the debris and have begun to install a drain.
- b) Report regarding the AGM – there is to be another meeting held in June due to a low turnout at the April meeting
- c) Letter requesting general and financial assistance for the Reading Room from the parish council. The parish council financially assists annually by paying the building insurance. They have also grant assisted the Reading Room for capital works.
- d) The ceiling has come down in the kitchen due to damp from a roof leak.
Resolved – to submit a grant application to the CPCA on behalf of the committee
- e) The council was informed that the Reading Room was listed in the council's asset register as a council asset with its' current insurance valuation. NALC has been asked if this is correct as the council is only the Custodian Trustee. NALC has responded stating that the building should be listed in the asset register as a community asset with a proxy value of £1.
Resolved – to adjust the asset register and prepare paperwork for the next annual external audit.
- f) The parish council were asked why they did not pay the Reading Room any rent when holding their meetings in the building and given the current situation it was considered they should be invoiced for room rental.
Resolved – to place the item on the agenda for June

19 HAYTON PLAYING FIELD GROUP

A meeting was held on 10 May 2017 which was well attended and a new Treasurer had been found.

A local business has approached the Group to assist with the installation of the new picnic tables and benches.

Their End of Year accounts were presented for inspection.

The playing field and Reading Room were offered their own pages on the parish council website and this is where the accounts will be published

20 HULLERBANK VIEWING POINT, TALKIN

The land is still being used as a car race track and other anti-social behaviour activities.

Carlisle City Council has written to the adjacent landowners asking if they would be willing to integrate the land into their boundaries as the land is not used for the purpose the City Council had improved it for. The parish council were also verbally asked if they would like to take it over.

Resolved – to decline the offer of transfer but to support the offer to the adjacent landowners should they wish to integrate the land into their property.

21 HAYTON COMMUNITY PROJECT

HCP has requested permission to erect a marquee on the green from 24 May until 7 June 2017 for the annual Scarecrow Festival. The Risk Assessment and a copy of the insurance cover have been received.

Resolved – 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

The Police and Crime Commissioner has responded stating he has had a meeting with the Community Policing Commander and he will contact parish councils directly through CALC about the re-introduction of police newsletters. The PCC also stated he could not comment on the Hayton lay-by issue due to the operational nature of the problem. He did say that the local police would contact the parish council.

The parish council has received information via CALC that police newsletters will resume soon. There are also contact details for the parish's local PCSO. These will be displayed on the website.

23 PLANNING APPLICATIONS

17/0253 – 103 Hurley Road, Little Corby, Carlisle CA4 8QY. Proposed Single Storey Side Extension to Provide Living Room & WC/Utility. **No comment**

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. **No comment**

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. **No comment**

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. **No comment**

17/0324 – Barn at Stonehouse Farm, Hayton, Brampton CA8 9JE. Demolition of Barn; Erection of 2 Dwellings. **No comment**

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 Southeast Elevation and Metal Balustrade to the Balcony/Decking Instead of a Glazed one of Previously Approved Planning Application 15/0970. **No Comment**

17/0368 – Townfoot Barn, Hayton, Carlisle CA8 9HR. Erection of Storm Porch to East Elevation **No Comment**

24 PLANNING DECISIONS

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

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. GRANT PERMISSION with Conditions

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

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. GRANT PERMISSION

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

25 FINANCE

1. Income

Resolved - to receive and note the income received and banked
Carlisle City Council Precept & CTRS Grant £16500.00

2. Schedule of Payments

Resolved - 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	101539	New noticeboard installation	60.00
G Kartach	SO	Salary, NI, PAYE	646.66
Information Commissioner	DD	Data Renewal	35.00
CALC	101538	Annual Subscription	287.64
Kate Beaty	101540	Internal Audit Fees	85.00
Countrywide Grounds Maintenance	101534	Grass Contract	376.99
Bhs Property Services	101541	Insurance Excess Hayton RR	100.00
G Kartach	101542	Purchase stamps	16.47
G Kartach	SO	Salaries, NI PAYE	646.66

3. Monthly Reconciliation

Resolved - 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

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

Resolved – to investigate interest bearing accounts and report back on a future agenda

26 CORRESPONDENCE RECEIVED BY THE CLERK

- a) The Clerk magazine, March and May 2017 – available from the Clerk
- b) LCR magazine, Spring 2017 – available from the Clerk
- 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) Rural Services newsletters – available electronically from the Clerk
- m) 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
 - May Circular – uploaded on to web site

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
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
- c)** Defibrillator signs for access roads – Cumbria County Council has offered the council six signs free of charge. This is part of Councillor Graham’s funding. The council wishes the signs to be erected at Talkin, Heads Nook and possibly Corby Hill.
- d)** Talkin – There is standing water on the highway by the church after rain as there is no drainage. Contact Better Highways
- e)** Little Corby Road cul-de-sac – the exit from the cul-de-sac appears to be even worse as the new energy efficient lights appear to be brighter so motorists cannot tell if vehicles are coming up the hill in the dark. Contact Cumbria County Council Officer
- f)** Cars are parking across the entrance to the Walnut field and the grass contractor cannot access the site. Request for a white access line to be painted on the road. Contact County Council Officer

28 MEETINGS AND NOTICES

- Brampton Community Planning Meeting – 27 April 2017
- Brampton Community Hub – 24 May 2017 – Discussion meeting regarding installation of a swimming pool
- CVS Emergency First Aid Course – 22 June 2017 – Carlisle, 9.30 – 4.30
- CALC – Commons and Village Greens Training – 18 July 2017 – Stoneybeck, Penrith – 10 – 4 – Two places booked, names required

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