

HAYTON PARISH COUNCIL

Parish Clerk: Hazel Broatch Glasden Cottage Newtown Irthington Carlisle CA6 4NX

Tel: 016977 41766

Email: clerkhaytonpc@gmail.com

www.haytonparishcouncil.org.uk

14 March 2018

Dear Councillor

You are summoned to attend the **ANNUAL PARISH MEETING** that will be held at Hayton Reading Room on **Wednesday 21 March 2018** at 7.00pm. Councillors and visitors attending are invited to sign the Attendance Register on arrival. **All parishioners are invited to attend.**



Clerk

ANNUAL PARISH MEETING AGENDA

137 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

138 CHAIRMAN'S REPORT

139 TALKIN VILLAGE HALL

To note AGM Minutes and Year End Accounts

140 HAYTON READING ROOM

To note AGM Minutes and Year End Accounts

141 PUBLIC PARTICIPATION

To note any concerns raised by the parishioners for consideration and decision at the next Parish Council meeting.

PARISH COUNCIL MEETING AGENDA

142 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

143 MINUTES OF THE COUNCIL MEETING held on 21 February 2018

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 21 February 2018.

144 DECLARATIONS OF INTEREST

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda and are invited to sign the register

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

- (1) The Clerk attended the first training session of four run by CALC to support Clerk's completing the Portfolio to achieve the Certificate in Local Council Administration.

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- (2) The Clerk attended a day's training on the new Data Protection Regulations which come into effect on the 25 May 2018. The training provided a template to audit the Council's compliance with the new Regulations. The Clerk will bring the audit report to the meeting on 16 May 2018 with recommendations for action and the respective roles of Data Controller, Data Processor and Data Protection.
- (3) AED training has been arranged for 20 March 2018 at the String of Horses Faugh from 7-8pm. The Chair of Heads Nook Village Hall Committee has received 13 expressions of interest and is progressing a day-time session at Village Hall.

146 PUBLIC PARTICIPATION

This a maximum 30 minute slot where the council meeting is suspended to hear the views, comment and/or complaints from the public and where the councillors can respond but no council decisions can be taken.

COUNTY COUNCILLOR AND DISTRICT COUNCILLOR'S REPORTS

To receive for information items relevant to the Parish. (Items raised for decision will appear on the agenda for the next meeting)

147 POLICE MATTERS AND REPORTS –

PCSO 5393 Amy Lambert will attend to discuss the letter sent by the Parish Council to the Police and Crime Commissioner for Cumbria on 1 February 2018 (response is attached). PCSO Lambert has been advised that the Parish Council also wish to discuss the concerns raised at the last meeting regarding anti-social behaviour at Edmond Castle Lay By.

148 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)

(1) to note the observations submitted to the Planning Authority

18/0045	Land to Rear of How Farm Barns, The How, How Mill CA8 9JY	Amended Details/Further Information Erection of 1No Building	No observations
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(2) **Resolution** whether to submit observations to the Planning Authority on the following Planning Application

18/0148	Field no 7961 Land North of Town Foot Farm Talkin	The Erection of 5No dwellings & Associated Works Including the Construction of a dry stone Boundary Wall & construction of a Pavement (Revised Application) Without Compliance with Condition 2 Implied on Planning Permission 17/1084 for the reconstruction of Bank Barn; Revisions to the relocation of the Detached Garage to Provide an Internal Garage; The Relocation & Reconfiguration of the Footprint & formation of the farmhouse, removal of Detached Garage & provision of an Internal Garage to serve the farmhouse; Revised House Type for Barn 1(single storey); Revised house type for Barn 2 (single storey); External Materials /Hard surface finish & height/materials of Boundary Walling.
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149 PLANNING DECISIONS – To note the decisions made by the Planning Authority

17/0592	Land adjacent to Olcote, Heads Nook, Brampton CA8 9AE	Variation of Condition 2 (Approved Documents) for Dwelling to be Rotated to Fit the Site Better and Amendments to Elevations	Grant Permission
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150 PLANNING ISSUES –

- (1) Cllr J. Clarke has received complaints about HGV's using the road at How Lane which is identified as being unsuitable for HGV's to deliver materials etc for the residential development at How Farm CA8 9JY. **Resolution** whether to write to the Planning Authority and/or Highways Authority about this matter.
- (2) **To note** – the Planning Appeal Hearing against the City Council's decision to refuse to grant permission for planning application 16/0318 Land North of Hurley Road and East of Little Corby Road, Corby Hill will be held at 1000 on Wednesday 25 April 2018 at the Civic Centre, Carlisle.
- (3) **To note** – the concerns raised at the last meeting about developments at the field at CA8 9AY were reported to the Planning Authority and are being looked into by Planning Enforcement who will report back to the Clerk.

151 FINANCE

1. **Monthly Reconciliation for February 2018 – to receive and note** the reconciliation and balances authorised by Cllr. Clubbs, Finance Auditor
2. **Transfer of Funds** – the balance on the Community Account at 28 February 2018 was £1,615.13. This will not be sufficient to cover outstanding cheques and payments to be made (listed below in Schedule of Payments (151(4)) for approval). **Resolution** – whether to authorise the transfer of £10,000.00 from the Business Premium Account to the Community Account.
3. **Budget 2017/18 – Resolution** whether to approve the virement of £250.00 from Subscriptions to Salaries and Ni (August Salary Payment not recorded on cashbook).
4. **Schedule of Payments – to authorise** payment of the accounts listed below (note April 2018 Salary and PAYE authorised in advance as no Parish Council meeting)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £
64	21/2/18	Talkin Village Hall	101594	Contribution to Boiler Repair	300.00
65	21/2/18	CALC	101595	50% of Clerk CiLCA Training	22.50
66	2/3/18	A Teasdale Ltd	101596	AED installation	856.80
67	21/3/18	H. Broatch	101597	Salary March 2018	472.58
68	21/3/18	HMRC	101598	PAYE March 2018	118.20
69	21/4/18	H. Broatch	101599	Salary April 2018	472.78
70	21/4/18	HMRC	101600	PAYE April 2018	118.00

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71	21/3/18	H. Broatch	101601	Telephone/Accommodation17/18 and postage expenses	102.01
TOTAL					2,462.87

5. Grant Applications

(1) to note the application from 1st Hayton Guides and 1st Holme Eden (Warwick Bridge Guides) is going to Wetheral Parish Council asking them to contribute 50% of the transport costs.

(2) Cumbria Children Dyslexia Project has advised that they have not approached any schools yet. They are looking for “pledges” from Parish Councils. These pledges will not be progressed if the overall funding is not received and/or the school does not want to participate. The Screening Programme would start in September 2018.

Resolution whether to pledge £129.50.

6. **Quote for 4 Benches** – grants (totalling £530.00) have been received from City Cllrs Parsons and Tinnion towards the purchase of benches at Talkin and at Corby Hill. The Parish Council Budget approved for 2018/19 also includes for the purchase of benches at Talkin and Corby Hill. The quote attached totals £884.00 plus VAT. The Parish Council would pay the balance of £354.00 plus VAT. **Resolution** whether to approve that the Clerk place an order for 4 benches.

7. **Devolution of Services from District Councils to Parish Councils – to note** that all the District Councils are looking at devolution of services to Parish Councils and other bodies. This varies from District to District - for example Eden District Council having decided to not provide street lighting are asking Parish Councils to take over; Allerdale has transferred the running of the public toilets in Keswick to a social enterprise; and Brampton Parish Council took over the running of the Tourist Information a few years ago from the City Council. St Cuthbert Without Parish Council has provided street lighting for some time following an earlier devolution exercise. **Resolution** whether the Clerk research what is happening around the County; in Carlisle City Council; and report back.

152 INSURANCE – the Clerk (on behalf of Hayton Playing Field Group) was asked to check if the Playing Field was covered by the Parish Council’s Public Liability Insurance. Zurich confirmed this was the case but advised that the Parish Council should have clear written agreements not only with Hayton Playing Field but others about respective liabilities as they would not pay out on Third Party Claims. **Resolution** whether the Clerk review any existing written agreements with relevant third parties and report back to the Parish Council

153 CL196 THE OLD SANDPIT TOWNHEAD HAYTON – to note that the deadline to apply for judicial review of the decision made by the County Council on 1 November 2017 to not approve the application for deregistration of the above as Common Land has passed. The Parish Council recognises that the Old Sandpit is a special area which is valued by local people for its bio-diversity and history. **Resolution** whether the Clerk explores (along with local residents) what potential there is or is not for protecting this special place (including what the implications would be) and reports back to the Council.

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154 PARISH PLAN – attached report from the Clerk details proposals for developing a Parish Plan. **Resolution** whether to agree the proposals.

155 CORRESPONDENCE RECEIVED BY THE CLERK – these items are to note unless specified for resolution

CALC – Friday Round Ups

March Newsletters

Cumbria in Bloom

Rural Service Network – weekly newsletters

Neighbourhood Watch Alerts

Entrust – Annual Nil Return

The Local Government Boundary Commission for England – public consultation started 27 February 2018 and will close 7 May 2018 – visit consultation.lgbce.org.uk.

Warwick Bridge Properties – to note the letter attached from Sallys about the problems encountered by properties in that area caused by flooding. Cllr R. Tinnion has already responded as City Councillor for that area and particularly addressed the issue of where to seek help from. The Clerk has updated the flood advice on the website. **Resolution** whether to take any further action.

156 HIGHWAYS AND FOOTPATHS ISSUES –

(1) To note – status of reported issues

September 2017	Cairnwood, Heads Nook	Road markings need renewal	W171448439	Assessed Awaiting update
January 2018	Road from Hayton to Hayton Townhead	Verges overgrown	W182938209	Assessed Awaiting Update
March 2018	Cairn Crescent Corby Hill	Kerb stones/two loose flags hazard to vehicles using turning circle	W1880923116	Awaiting Assessment

(2) Cllr G. Clubbs has raised the issue of the vehicles especially tractors being over the maximum gross weight and the impact this has on the roads. **Resolution** whether to ask enforcement agencies to take action on this issue.

(3) City Cllr and Chairman R. Tinnion has raised the issues of gully emptying, grit bins and concerns about Peacock Loaning and will report on response he has received. He has also asked about salt bins at Millriggs. **Resolution** whether to take any further action.

EXCLUSION OF PRESS AND PUBLIC

Resolution- whether, in accordance with Section 100A(4) of the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 & 2 of Schedule 12A of the Act.

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157 Grass Cutting Contact 1 April 2018 and thereafter (on satisfactory completion of Year 1) extended to 31 March 2021.

Confidential Report (commercial sensitivities and potential to prejudice competition) from Clerk (in consultation with Cllr G Clubbs) sent to Members Only – **Resolution** whether to award Contract to the best value contractor based on price; experience; and compliance with insurance and risk assessment requirements.

158 DATE OF NEXT MEETING

The Annual Meeting of the Parish Council will take place on Wednesday 16 May 2018 in Hayton Reading Room at 7pm.

Agenda Items to be submitted to the Clerk by 12NOON on **Monday 12 March 2018**