

# HAYTON PARISH COUNCIL

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

Tel: 016977 41766 Email: [clerkhaytonpc@gmail.com](mailto:clerkhaytonpc@gmail.com) [www.haytonparishcouncil.org.uk](http://www.haytonparishcouncil.org.uk)

9 May 2018

Dear Councillor

You are summoned to attend the **ANNUAL COUNCIL MEETING** that will be held at Hayton Reading Room on **Wednesday 16 May 2018** 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 the 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 MINUTES OF THE COUNCIL MEETING held on 21 March 2018**

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

## **06 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

## **07 CO-OPTION TO VACANCIES ON THE COUNCIL**

To discuss and **resolve** whether to co-opt nominees to the two vacancies on the Council.

## **08 APPOINTMENT OF COUNCILLORS TO COUNCIL COMMITTEES**

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

## **09 APPOINTMENT OF REPRESENTATIVE ON OTHER BODIES**

- Hayton Reading Room Management Committee (4)
- Talkin Village Hall Management Committee (2)

## **10 COUNCIL MEETING DATES FOR THE YEAR 2017/18**

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

## **11 GOVERNANCE AND ACCOUNTABILITY - REVIEW OF COUNCIL POLICIES/PROCEDURES**

**Resolution** whether to approve the new and revised policies for 2018/19 and authorise the Chairman to sign the relevant paperwork (report attached).

## **12 YEAR END ACCOUNTS 2017/18 – to note** the accounts (see attached)

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## 13 INTERNAL AUDITORS REPORT

To review and note the Internal Auditor's Report for year ending 31 March 2018  
(copy attached)

## 14 ANNUAL RETURN

1. **To note** that there have been changes to External Audit requirements and that as a smaller authority Members can certify themselves as exempt (report attached)
2. To **resolve** to complete a Certificate of Exemption and authorise the Chairman to sign (copy attached)
3. To **resolve** to authorise the Chairman to sign Annual Governance Statement 2017/18 (copy attached)
4. To **resolve** to authorise the Chairman to sign Accounting Statement 2017/18 (copy attached)

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

1. Parish Plan Proposals - Clerk in discussion with ACT about applying for grant. They will fund 50% of cost up to a maximum of £500.00.
2. AED – training at Faugh/Fenton took place on 10 April 2018. Following distribution of letter to all houses a site has been identified at How Mill and is being progressed.
3. 3 benches purchased and quote for installation requested for the two to be installed at Talkin. Discussions with Road Link ongoing about installing bench at Corby Hill.
4. Cllrs G. Jackson and N. Dunkeld have completed Module 1 of Effective Councillor Training on 2 May 2018.

## 16 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.

## 17 POLICE MATTERS AND REPORTS

**18 PLANNING APPLICATIONS** - You may view the details on the parish council website [www.haytonparishcouncil.org.uk](http://www.haytonparishcouncil.org.uk) or by going online via the Carlisle City Council website [www.carlisle.gov.uk](http://www.carlisle.gov.uk) (where parishioners can submit their own observations directly)

1. **To note** the observations submitted to the Planning Authority

|                        |   |  |   |
|------------------------|---|--|---|
| <b>17/1066 Revised</b> | Plot 3 (Fallows End) Land to the rear of Elmfield Townhead Hayton CA8 9JF | Variation of Condition 1 (Approved Documents) of Previously Approved Permission 15/0876 to amend design of roof from hip to Full Gable | Resubmitted objections agreed at Meeting on 21/2/18 |
| <b>18/0148 Revised</b> | Field no 7961 Land North of Town Foot Farm Talkin                         | Erection of 5 Dwellings and Associated Works   | Resubmitted objections agreed at meeting on 22/3/18 |
| <b>18/0261</b>         | Burncroft Cottage Heads Nook CA8 9BS                                      | Installation of Underground Bulk Gas Tank  | No observations                                     |
| <b>18/0276</b>         | The Lodge Stonehouse Farm Hayton CA8 9JE                                  | Erection of Single Storey Garden Room Together with Glazed to Provide Garage, Utility and Link   | No observations                                     |

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|                     |  |   |                 |
|---------------------|--|---|-----------------|
|                     |  | Store on Ground Floor<br>With 1no En Suite<br>Bedroom Above |                 |
| <b>18/0033/SNBN</b> | Land North of Town Foot Farm<br>Talkin | Street Naming and<br>Numbering                              | No observations |

**19 PLANNING DECISIONS – to note** the decision made by the Planning Authority to grant permission to the following applications:

|                |   |   |
|----------------|---|---|
| <b>18/0114</b> | Moss Dyke Allenwood Heads<br>Nook CA8 9AF                       | Erection of Single Storey Side Extension to<br>Provide Kitchen/Dining/Living Room together<br>with alterations to existing garage |
| <b>18/0094</b> | Garth End Peacock Lane Hayton<br>CA8 9HL                        | Erection of Outbuilding to provide 2no Stables<br>and Associated Feed Storage   |
| <b>18/0045</b> | Land to Rear of How Farm<br>Barns, The How, How Mill CA8<br>9JY | Amended details/Further Information Erection of<br>1No Building   |
| <b>18/0205</b> | Thistledown, Allenwood, Heads<br>Nook, CA8 9AE                  | Erection of a Bungalow (Outline Permission)   |
| <b>18/0218</b> | Carlton, Brier Lonning, Hayton<br>CA8 9HN                       | Erection of 2no Dwellings. Erection of First Floor<br>Extension to Carlton  |

### 20 WOODLAND PROJECT (RSPB)

**To note** the proposal for woodland planting project at Forest Head and to **resolve** whether to make any observations (see attached).

### 21 COLLABORATIVE PROJECT: SUMMER PLAYSCHMES 2019/20

To note the letter (attached) and **resolve** whether to be part of the project.

### 22 FINANCE

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

| VN  | Inv. Date     | PAYEE                              | CHQ.<br>NO. | Purpose of<br>Expenditure                                | AMOUNT £ |
|-----|---------------|------------------------------------|-------------|--|----------|
| 001 | April<br>2018 | CALC                               | 101604      | Annual Subscription<br>18/19                             | 297.00   |
| 002 | 13/4/18       | Cumbria Payroll Services Ltd       | 101605      | Monthly Payroll Runs<br>x 12                             | 172.80   |
| 003 | 13/4/18       | Marmax Recycled Products           | 101606      | 3x Benches and<br>fittings                               | 864.00   |
| 004 | 19/4/18       | John Kelly                         | 101607      | Annual Maintenance<br>Fee and Total Web<br>Costs         | 79.06    |
| 005 | 16/5/18       | H Broatch                          | 101608      | Clerk Salary May 18                                      | 472.58   |
| 006 | 16/5/18       | HMRC                               | 101609      | PAYE May 18  | 118.20   |
| 007 | 16/5/18       | H Broatch                          | 101610      | Expenses including<br>Waterplus and PC<br>World Payments | 184.82   |
| 008 | 30/4/18       | Countrywide Grounds<br>Maintenance | 101611      | Grass Cutting  | 480.00   |
| 009 | 16/5/18       | Hayton Reading Room                | 101612      | Venue Hire   | 30.00    |
|     |               |                                    |             |  | 2698.46  |

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3. Monthly Reconciliation (March and April 2018)– to receive and note the reconciliation and balances authorised by Cllr. Clubbs, Finance Auditor
4. **To note** quote received (attached) and to **resolve** whether to approve the restoration works to the entrance signs at Talkin Village.
5. **To note** 1<sup>st</sup> Hayton Guides and 1<sup>st</sup> Holme Eden (Warwick Bridge) Guides have come back and advised that Wetheral Parish Council has given them £200.00 and they have an application in to another Wetheral based Trust for £205.00. The balance of the transport cost is £405.00. **Resolution** whether to grant £405.00 towards transport costs (£810.00) for Guides to go to National Guide Camp in August.

### **23 CORRESPONDENCE RECEIVED BY THE CLERK – these items are to note unless specified**

1. CALC Newsletter for May and Friday Round Ups
2. Rural Services Network – weekly updates
3. Neighbourhood Alerts
4. Parishioners reported concerns about development at Heads Nook. Cllr G. Clubbs talked with them and resolved the issues.

**24 CORBY HILL NOTICEBOARD – to note** Cllr J. Carruthers to report on issues with notices on joint noticeboard shared with Wetheral Parish Council.

**25 AED Training – to note** Cllr J. Carruthers to report on training needs in Corby Hill.

### **26 HIGHWAYS AND FOOTPATHS ISSUES - to note**

1. issues relating to enforcing parking restrictions in Hayton reported to County Council.
2. that Hayton WI wish to set up teams of litter pickers and that City Councillor R. Tinnion has secured funding from City Council for pickers and personal safety equipment. **To note** that dog fouling; fly-tipping; littering; and other enviro-crimes should be reported to [customerservices@carlisle.gov.uk](mailto:customerservices@carlisle.gov.uk) / 01228 817200.
3. Cllr N. Dunkeld advises that when new street lighting installed at Millriggs, Corby Hill a new lamp was installed outside No 7 but it has never lit up.
4. Road Link Annual Report 2017/18 for A69 is available from the Clerk and that it advises that future maintenance in Parish is planned as follows:  
Hayton to Gelt - Resurfacing August 2018 for 2 weeks – overnight lane closures  
East of Corby Hill – Resurfacing August 2018 for 1 week – overnight lane closure and full road closure
5. Cllr R. Tinnion will report on the item deferred from the last meeting updating the Parish Council on his discussions about various highway matters.

**27 NOTICEBOARD MAINTENANCE – to note** that Cllr G Clubbs to report on maintenance needs for noticeboard at Faugh.

### **28 DATE OF NEXT MEETING**

Wednesday 20 June 2018 at 7pm in Talkin Village Hall

Any agenda items to be submitted to Clerk by 12 Noon on Monday 11 June 2018