

Draft Minutes of the Annual Council Meeting held on Wednesday 16 May 2018 at 7pm in Hayton Reading Room

PRESENT: Cllrs R. Tinnion, Chairman, Cllr G Clubbs, D. Billington, J. Carruthers, J. Clarke, N. Dunkeld, and G. Jackson at 7.05pm.

ALSO PRESENT: The Clerk H. Broatch, County Councillor W. Graham and City Councillor D. Parsons.

Cllr R. Tinnion said a few words in memory of Winnie Irving. In particular he paid tribute to her 48 years of distinguished public service as a Parish Councillor on Hayton Parish Council. She was a highly regarded Member who would be remembered for her hard work on behalf of the local community. The Parish Council's thoughts were with her family at this sad time.

01 APOLOGIES FOR ABSENCE

RESOLVED that the apologies from Cllrs J. Blaylock, H. Cain and R. Watson be received and the reasons given noted.

02 ELECTION OF CHAIRMAN

Raymond Tinnion was proposed by Cllr N. Dunkeld and seconded by Cllr J. Clarke.

RESOLVED unanimously to elect Cllr R. 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 D. Billington and seconded by Cllr R. Tinnion

RESOLVED unanimously to elect Cllr G. Clubbs for the post of Vice Chairman.

05 MINUTES OF THE COUNCIL MEETING held on 21 March 2018

RESOLVED that the Chairman sign, as a correct record, the minutes of the meeting held on 21 March 2018.

06 DECLARATIONS OF INTEREST

RESOLVED that the following be noted:

Cllr R. Tinnion declared the following interests:

Prejudicial and Personal Interests being a Member of the City Council's Planning Committee and a Member of the City Council's Regulatory and Licensing Committee. He is also a Member of the Hayton Reading Room Committee and Hayton Playing Field Committee.

Cllr D. Billington declared a Prejudicial and Personal Interest being a Member of the Hayton Reading Room Committee and Hayton Playing Field Committee.

07 CO-OPTION TO VACANCIES ON THE COUNCIL

RESOLVED that the Clerk should write to Mr P Fisher who has expressed an interest in being nominated for co-option onto the Council to fill one of the vacancies in Corby Hill Ward.

08 APPOINTMENT OF COUNCILLORS TO COUNCIL COMMITTEES

Planning Committee (6)

RESOLVED: Cllrs G. Clubbs, D. Billington, H. Cain, J. Carruthers, G. Jackson and R. Watson.

Internal Audit (Finance Management) (1)

RESOLVED: Cllr G. Clubbs

Policies and Procedures Committee (4)

RESOLVED: Cllrs R. Tinnion, D. Billington, J. Clarke, and N. Dunkeld

09 APPOINTMENT OF REPRESENTATIVE ON OTHER BODIES

Hayton Reading Room Management Committee (4)

Noted that Constitution asks for 3 nominees not 4.

RESOLVED: Cllrs R. Tinnion, D. Billington and R. Watson

Talkin Village Hall Management Committee (2)

RESOLVED: Cllr G. Jackson

RESOLVED that D. Jackson be asked to continue to represent the Parish Council.

10 COUNCIL MEETING DATES FOR THE YEAR 2017/18

RESOLVED to approved the proposed dates for council meetings for the forthcoming year.

11 GOVERNANCE AND ACCOUNTABILITY - REVIEW OF COUNCIL POLICIES/PROCEDURES

RESOLVED

to publish approved Privacy Statement in accordance with GDPR requirements on the Council's website;

to adopt the amendments in the new Model Standing Orders (recommended by NALC and updated to reflect legislative changes since 2013) and noted that the Clerk will circulate the revised to Standing Orders to all Councillors;

to adopt the new recommendations for good practice in the Practitioners Guide 2018/19 for Governance and Accountability.

12 YEAR END ACCOUNTS 2017/18

NOTED the year end accounts for 2017/18.

13 INTERNAL AUDITORS REPORT

NOTED the Internal Auditor's Report for year ending 31 March 2018.

14 ANNUAL RETURN

NOTED that there have been changes to External Audit requirements and that as a smaller authority Members can certify themselves as exempt.

RESOLVED to complete a Certificate of Exemption and witness the Chairman and Responsible Financial Officer sign the document.

RESOLVED to authorise the Chairman to sign Annual Governance Statement 2017/18 and witness the Chairman and Responsible Financial Officer sign the document.

RESOLVED to authorise the Chairman to sign Accounting Statement 2017/18 and witness the Chairman sign the document.

15 CLERK'S PROGRESS REPORT

NOTED:

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.

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 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.

Cllrs G. Jackson and N. Dunkeld have completed Module 1 of Effective Councillor Training on 2 May 2018.

Public Participation began at 7.30pm

16

PUBLIC PARTICIPATION

The Clerk read out the letter and email received from members of the public (who were unable to attend in person) about concerns relating to dog fouling in Corby Hill around the Millriggs/Butcher Shop area.

The letter also raised concerns about

safety risks for disabled people on Haywain Hill Corby Hill due to the lack of dropped kerbs in this area and also due to the poor signage about the unsuitability of this hill for heavy vehicles; and advised that their own attempts to report these issues to the relevant local authorities had been met with the response that budgetary constraints meant that action could not be taken. The parishioner felt that this was not an appropriate response and asked for support from the Parish Council in raising these issues with the appropriate local authorities.

COUNTY AND CITY COUNCILLOR REPORTS**NOTED:**

City Councillor D. Parsons and County Cllr W. Graham advised that the issues relating to heavy vehicles and the damage done to roads and road verges were being raised with the appropriate authorities. Cllr W. Graham advised that the County Council's Highways budget had been reduced by £27million.

City Cllr R Tinnion report that PC S. Butler continued to monitor parking at Corby Hill Crossroads.

Public Participation ended at 7.45pm**17 POLICE MATTERS AND REPORTS**

NOTED that PCSO A. Lambert was moving to a new post and that the Clerk would find out who would be replacing her and report to next meeting.

18 PLANNING APPLICATIONS

NOTED the observations submitted to the Planning Authority

17/1066 Revised	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
18/0148 Revised	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
18/0261	Burncroft Cottage Heads Nook CA8 9BS	Installation of Underground Bulk Gas Tank	No observations
18/0276	The Lodge Stonehouse Farm Hayton CA8 9JE	Erection of Single Storey Garden Room Together with Glazed to Provide Garage, Utility and Link Store on Ground Floor With 1no En Suite Bedroom Above	No observations
18/0033/SNBN	Land North of Town Foot Farm Talkin	Street Naming and Numbering	No observations

19 PLANNING DECISIONS

NOTED the decisions made by the Planning Authority to grant permission

18/0114	Moss Dyke Allenwood Heads Nook CA8 9AF	Erection of Single Storey Side Extension to Provide Kitchen/Dining/Living Room together with alterations to existing garage
18/0094	Garth End Peacock Lane Hayton CA8 9HL	Erection of Outbuilding to provide 2no Stables and Associated Feed Storage
18/0045	Land to Rear of How Farm Barns, The How, How Mill CA8 9JY	Amended details/Further Information Erection of 1No Building
18/0205	Thistledown, Allenwood, Heads Nook, CA8 9AE	Erection of a Bungalow (Outline Permission)
18/0218	Carlton, Brier Lonning, Hayton CA8 9HN	Erection of 2no Dwellings. Erection of First Floor Extension to Carlton
18/0276	The Lodge, Stonehouse Farm, Hayton CA8 9JE	Erection of Single Storey Ground Room

NOTED that Parish Council is not notified about decisions relating to discharging conditions for approved planning applications. Clerk asked to report back on to next meeting.

20 WOODLAND PROJECT (RSPB)

RESOLVED that the Clerk (in consultation with Cllr G. Jackson) submit any observations.

21 COLLABORATIVE PROJECT: SUMMER PLAYSCHMES 2019/20

NOTED the letter from Cumbria County Council and **RESOLVED** the Clerk advise the County Council of the Parish Council's continued interest; open discussions about potential for collaboration with Wetheral Parish Council; and a role for the Downagate Centre in the Summer Playschemes 2019/20 and report back to the Parish Council.

22 FINANCE

NOTED

Income received and banked was £16,500.00 (Carlisle City Council Precept and CTRS Grant) Monthly Reconciliations (March and April 2018) (as authorised by Cllr G. Clubbs Finance Internal Auditor)

RESOLVED

1. The accounts as presented below be approved for payment.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £
001	April 2018	CALC	101604	Annual Subscription 18/19	297.00
002	13/4/18	Cumbria Payroll Services Ltd	101605	Monthly Payroll Runs x 12	172.80
003	13/4/18	Marmax Recycled Products	101606	3x Benches and fittings	864.00
004	19/4/18	John Kelly	101607	Annual Maintenance Fee and Total Web 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 Waterplus and PC World Payments	184.82
008	30/4/18	Countrywide Grounds Maintenance	101611	Grass Cutting	480.00
009	16/5/18	Hayton Reading Room	101612	Venue Hire	30.00
					2698.46

2. The Clerk to seek grant funding towards the quoted costs for the restoration works for the entrance signs at Talkin Village in light of the quote being in excess of the estimated budgeted cost of £1,000.00.
3. To award grant of £200.00 to 1st Hayton Guides and 1st Holme Eden (Warwick Bridge) Guides towards transport costs to the National Guide Camp in August 2018.

23 CORRESPONDENCE RECEIVED BY THE CLERK – NOTED the matters listed on agenda and the late receipt of risk assessment/insurance details for Scarecrow Trail event at Hayton.

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

25 AED Training – RESOLVED that the Clerk organise training events at Corby Hill and at Hayton (which would also be for How Mill) and to report back. **NOTED** that Members were reminded that the access code should not be given out to and that the procedure was, in an emergency, for people to phone 999 who would advise them whether they needed to access the AED or not and if they did would give them the access number for the nearest AED location and talk them through how to use

it. The Clerk will investigate how to change the access number for the AED Cabinet in Corby Hill where she understands the access code is widely known.

26 HIGHWAYS AND FOOTPATHS ISSUES – NOTED matter reported and **RESOLVED** that the Clerk:

1. report issues relating to salt bins at Millriggs and the concerns raised by Parishioner about disabled safety on Haywain Hill to Cumbria County Council;
2. find out where traffic would be diverted to when the A69 was closed for resurfacing in August 2018;
3. investigate the provision of litter bin at Highways Lay-By at Corby Hill ; and
4. send to all Councillors the letter written by Rory Stewart MP about the money returned by Cumbria County Council to Central Government because it had not been needed for subsidising rural bus services.

27 NOTICEBOARD MAINTENANCE – NOTED that Cllr R. Tinnion in consultation with Cllr G Clubbs to investigate and report back on repairing noticeboard.

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