

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

8 May 2019

Dear Councillor

You are summoned to attend the **ANNUAL COUNCIL MEETING** that will be held at Hayton Reading Room on **Wednesday 15 May 2019** 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.

To **note** that Cllr J Blaylock has resigned.

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 20 March 2019

To **authorise** the Chairman to sign, as a correct record, the minutes of the meeting held on 20 March 2019

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 three vacancies on the Council.

08 APPOINTMENT OF COUNCILLORS TO COUNCIL WORKING GROUPS

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

09 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

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

10 COUNCIL MEETING DATES FOR THE YEAR 2019/20

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

11 GOVERNANCE AND ACCOUNTABILITY - REVIEW OF COUNCIL POLICIES/PROCEDURES

To **resolve** whether to approve the new and revised policies for 2019/2020 and authorise the Chairman to sign the relevant paperwork (report attached).

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12 YEAR END ACCOUNTS 2018/19 – to note the accounts (see attached)

13 INTERNAL AUDITORS REPORT

To review and note the Internal Auditor's Report for year ending 31 March 2019
(copy attached)

14 ANNUAL RETURN

1. To **resolve** whether to complete a Certificate of Exemption and if agreed to **authorise** the Chairman to sign (copy attached)
2. To **resolve** to authorise the Chairman to sign Annual Governance Statement 2018/19
(copy attached)
3. To **resolve** to authorise the Chairman to sign Accounting Statement 2017/18
(copy attached)

15 CLERK'S PROGRESS REPORT – to note attached report.

16 PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED)

CITY COUNCILLOR AND COUNTY COUNCILLOR REPORTS – to receive for information items.

17 POLICE MATTERS AND REPORTS – to note no reports

18 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)

To resolve the observations to be submitted to the Planning Authority

19/0265	How Farm How How Mill CA8 9JY	Conversion of Existing Detached Barns into Home Office, Annexed Recreational Accommodation and Domestic Storage -no observations submitted March 2019
19/0265 amended		Conversion of Detached Barns From Domestic Storage to Garage, Store and Home Gym on Ground floor, With Home Office, Games Room and Domestic Storage Above, Installation of External Staircased
19/0315	Geltside Farm Corby Hill CA8 1TA	Erection of Agricultural Machinery Store

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

19/0168	L/A Hamel Croft Talkin CA8 1LE	Erection of 1No Dwelling
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19/0163	Cedar Barn Edmond Castle CA4 8QD	Change of Use of Part of Agricultural Barn With External and Internal Alterations for Use By Estate Workers Throughout the Year and Guests of the Estate Between 1 September and 1 March; Installation of Package Treatment Works
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20 FINANCE

1. **Income – to receive and note** the income received and banked totalling £16544.39 (£16500 Carlisle City Council/Precept 19/20 and Hayton Allotment Society £44.39)
2. **Schedule of Payments – to authorise** payment of the accounts listed below

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £
1	17/4/19	H Broatch	101671	Salary April 19	Approved Mar 19 and paid April 19
2	17/4/19	HMRC	101672	PAYE April 10	As Above
3	April 19	CALC	101675	Annual Subscription	328.90
4	1/4/ 19	Countrywide Grounds Maintenance Ltd	101676	Grounds Maintenance`	480.00
5	30/4/19	Cumbria Payroll Services Ltd	101677	12 Monthly Payroll Runs	172.80
6	1/5/19	A Teasdale Ltd	101678	Installation of AED	180.00
7	18/4/19	John Kelly	101679	Website and Domain Renewal	110.76
8	2/5/19	Kate Beaty	101680	Internal Audit 18/19	90.00
9	15/5/19	Hayton Reading Room	101681	Venue Hire	30.00
10	8/5/19	H Broatch	101682	Laptop and Clerk Expenses	423.50
12	31/5/19	H Broatch	101683	Salary May 19	513.33
11	31/5/19	HMRC	101684	PAYE May 19	128.80
12	24/5/19	ICO	D/D	Data Registration	40.00
13	1/5/19	Countrywide Grounds Maintenance Ltd	101685	Grounds Maintenance	480.00
	TOTAL				2978.09

3. **Monthly Reconciliations** (March and April 2019)– to receive and note the reconciliation and balances authorised by Cllr. Clubbs, Finance Auditor

21 CORRESPONDENCE RECEIVED BY THE CLERK – to note unless specified -report attached

22 HIGHWAYS AND FOOTPATHS ISSUES - to note report attached

28 DATE OF NEXT MEETING

The next Meeting of the Parish Council will take place on Wednesday 19 June 2019 in Talkin Village Hall at 7pm. Agenda Items to be submitted to the Clerk by 12NOON on Monday 10 June 2019.