

Minutes of the Annual Parish Meeting held on 15 May 2019 at 7pm in Hayton Reading Room.

Present: Cllrs: R Tinnion, G Clubbs, D Billington, J Clarke, N Dunkeld, E Thompson and G Jackson at 7.05pm.

Also Present: The Clerk/RFO H. Broatch, City Cllrs M Bowman, N Christian and S Higgs.

01 APOLOGIES FOR ABSENCE

NOTED apologies from Cllr R Watson and **approved** reasons for absence. **Noted** apologies from County Councillor W Graham.

NOTED that Cllr J Blaylock has resigned.

02 ELECTION OF CHAIRMAN

RESOLVED to elect Cllr G Clubbs (after being nominated by Cllr D Billington and seconded by Cllr R Tinnion) as Chairman.

03 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

RECEIVED the Chairman's signed Declaration of Acceptance of Office

04 APPOINTMENT OF VICE CHAIRMAN

RESOLVED to appoint Cllr J Clarke (after nomination by Cllr R Tinnion/seconded by Cllr N Dunkeld) as Vice Chairman of the Council

05 MINUTES OF THE COUNCIL MEETING held on 20 March 2019

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

06 DECLARATIONS OF INTEREST

NOTED that:

Cllr R Tinnion declared the following prejudicial and/or personal interest

Vice Chairman and Member of Carlisle City Council's Development and Control Committee

Member of Carlisle City Council's Regulatory and Licensing Committee

Member of Hayton Reading Room Committee

Member of Hayton Playing Field Committee

Cllr D Billington declared a prejudicial interest as a Member of Hayton Reading Room Committee

07 CO-OPTION TO VACANCIES ON THE COUNCIL

RESOLVED to co-opt Jeffrey Beardsley to Hayton Ward and to continue to advertise vacancies in Corby Hill.

08 APPOINTMENT OF COUNCILLORS TO COUNCIL WORKING GROUPS

RESOLVED to appoint as follows:

- Planning (6) – Cllrs G Clubbs, D Billington, G Jackson, R Watson, E Thompson and N Dunkeld.
- Internal Audit (Finance Management) (1) – Cllr G Clubbs
- Policies and Procedures (4) – J Clarke, J Beardsley, D Billington, and E Thompson. (Chairman would also attend).

09 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

- Hayton Reading Room Management Committee (4) – Cllrs J. Beardsley, D Billington, R Tinnion and R Watson.

- Talkin Village Hall Management Committee (2)- Cllr G Jackson. D Jackson would also attend as a representative of the Parish Council as agreed historically.

10 COUNCIL MEETING DATES FOR THE YEAR 2019/20

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

11 GOVERNANCE AND ACCOUNTABILITY - REVIEW OF COUNCIL POLICIES/PROCEDURES

RESOLVED that

1. having reviewed tree and assessed risks/ liabilities generally and having already reviewed Standing Order in late 2018 that the existing policies continue to apply in 2019/20.
2. The 2020 version of the Practitioners Guide be adopted.

12 YEAR END ACCOUNTS 2018/19

NOTED the accounts.

13 INTERNAL AUDITORS REPORT

NOTED the Internal Auditor's Report for year ending 31 March 2019 having reviewed her report.

RESOLVED to appoint her to do the audit in 2020/21 at a cost of £90.

14 ANNUAL RETURN

1. **RESOLVED** to complete a Certificate of Exemption and **AUTHORISED** the Chairman to sign.
2. **RESOLVED** to authorise the Chairman to sign Annual Governance Statement 2018/19
3. **RESOLVED** to authorise the Chairman to sign Accounting Statement 2017/18

15 CLERK'S PROGRESS REPORT – NOTED report.

16 PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED)

CITY COUNCILLOR AND COUNTY COUNCILLOR REPORTS – new City Councillors introduced themselves and advised that their intent was that at least one of them would attend future meetings. City Cllr Higgs advised that Roadlink A69 were planning to progress the installation of average speed cameras in Corby Hill once the re-surfacing work was completed (planned for Summer 2020).

17 POLICE MATTERS AND REPORTS – NOTED no reports

Cllr R Tinnion left the room at 7.30pm

18 PLANNING APPLICATIONS -

1. **RESOLVED** that no observations be submitted to the Planning Authority on the following applications:

19/0265	How Farm 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 Staircase
19/0315	Geltside Farm Corby Hill CA8 1TA	Erection of Agricultural Machinery Store
19/0368	Jesmond Cottage Hayton CA8 9HR	Erection of Single Storey Rear Extension To Provide Kitchen/Dining Room (resubmission)
19/0385	Three Gables Heads Nook CA8 9AR	Alterations and Extension to Existing Games Room 1No Bedroom Annexe (retrospective)

2. **RESOLVED** that the Clerk advise the Planning Authority that this application is not within the Parish Council boundaries.

19/0259	L/A The Coach House Allenwood Heads Nook CA8 9AR	Erection of 3No Dwellings(Outline)
----------------	--	------------------------------------

19 PLANNING DECISIONS

1. **NOTED** 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
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

2. **NOTED** that the enforcement team at the City Council had resolved the concerns regarding developments (without permission) on the Common at Talkin and the work had been reinstated. The enforcement team had also been advised by the Clerk about works at Fenton because it was believed they were not permitted.

Cllr R Tinnion rejoined the meeting at 7.40pm

20 FINANCE

- Income – NOTED** the income received and banked totalling £16544.39 (£16500 Carlisle City Council/Precept 19/20 and Hayton Allotment Society £44.39)
- Schedule of Payments – AUTHORISED** 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)– **NOTED** the reconciliations and balances authorised by Cllr. Clubbs, Finance Auditor
4. **AED Consumables** Cllr J Clarke advised that consumables in the AED at Faugh need replacing. **RESOLVED** that the Clerk review all the AEDs ensuring consumables are up-to-date and place an order to replace the consumables at Faugh. Clerk to report to next meeting.

21 CORRESPONDENCE RECEIVED BY THE CLERK – NOTED

22 HIGHWAYS AND FOOTPATHS ISSUES – NOTED still awaiting response from Cumbria County Council about on-going concerns about non-compliance with requirements especially headroom on road between Hayton and Townhead. Clerk to report problems relating to parking in Hayton; potholes at the Church in Hayton; Stones at top of Peacock Lonning and to chase up progress on matters outstanding.

23 DATE OF NEXT MEETING

NOTED-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.

Meeting closed at 8.10pm