

**Minutes of Hayton Parish Council Meeting held on Wednesday 17 June 2020 at 4.30pm.
The meeting was a virtual meeting in response to Coronavirus Lockdown Rules.**

Present: Cllrs G Clubbs (Chairman), J Clarke (Vice Chairman), J. Beardsley, G Jackson, R Tinnion, E Thompson and D Billington (joined meeting at 5pm).

Also Present: H Broatch (Clerk/RFO) and City Cllr M Bowman

01 ROLL CALL AND APOLOGIES FOR ABSENCE

Received apologies and **approved** reasons for absence from Cllrs N Dunkeld and R Watson. Also received apologies from County Cllr W Graham and City Cllrs Higgs, Meller and Mitchelson.

02 SUPPLEMENTARY STANDING ORDERS

Resolved to adopt Supplementary Standing Orders in response to legislation and advice about holding virtual meetings. The Supplementary Standing Orders would remain in place on a temporary basis until 7 May 2021. These would be an addition to the existing Standing Orders. (Moved by Cllr J Beardsley and Seconded by Cllr J Clarke)

03 MINUTES OF THE COUNCIL MEETING held on 18 March 2020

Authorised the Chairman to sign, as a correct record, the minutes of the meeting held on 18 March 2020. (Moved by Cllr G Jackson and Seconded by Cllr E Thompson)

04 DECLARATIONS OF INTEREST

Cllr J Beardsley declared personal and prejudicial interest as a Member of Hayton Reading Room Committee

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

Cllr R Tinnion declared personal and prejudicial interests as:

Chairman and Member of Carlisle City Council Development and Control Committee;

Member of Carlisle City Council Regulatory and Licensing Committee;

Member of Hayton Reading Room Committee; and

Member of Hayton Playing Field Committee.

City Cllr M Bowman advised the Council of her personal and prejudicial interest as a Member of Carlisle City Council Development and Control Committee.

05 COUNCIL MEETING DATES FOR THE YEAR 2020/21

Resolved to approve the proposed dates for council meetings for the forthcoming year. These will be virtual meeting whilst lockdown restrictions remain in place for public meetings.

06 GOVERNANCE AND ACCOUNTABILITY - REVIEW OF COUNCIL POLICIES/PROCEDURES

Resolved to have a Policy Working Group meeting and review all policies/procedures for 2020/2021 (specially to review risk management policy and risk assessments in light of current circumstances). (Moved by Cllr J Clarke and Seconded by Cllr J Beardsley).

07 YEAR END ACCOUNTS 2019/20 – Noted the accounts. Cllr Tinnion asked some specific questions about expenditure on noticeboards; Hayton Playing Field and grants from City Councillors. Cllr G Clubbs (Chairman) responded on noticeboards. The particular concern was the decision to not put cork on all noticeboards. The Clerk/RFO was asked to bring a report back to next meeting. The Clerk/RFO explained that the expenditure on Hayton

Playing Field related to trimming of the hedge (work instructed by the Parish Council) and that the grants from City Councillors were included in the budget line “other grants”.

08 INTERNAL AUDITORS REPORT

Reviewed and noted the Internal Auditor’s Report for year ending 31 March 2020.

09 ANNUAL RETURN (AGAR)

Noted that AGAR and that it will be published on website along with Internal Auditor’s report; Bank Reconciliation; and Explanation of Variances. A Statutory Notice will also be published on the website advising that the public have the right to inspect and copy accounting records for 2019/20 during period 22 June 20 to 31 July 20.

Resolved:

1. to complete a Certificate of Exemption and authorise the Chairman to sign
2. to authorise the Chairman to sign Annual Governance Statement 2019/20
3. to authorise the Chairman to sign Accounting Statement 2019/20 **noting** that the Clerk has signed hard copy on 10 May 2020 certifying the Accounting Statement for the year ended 31 March 2020.

(Moved by Cllr J Beardsley and Seconded by Cllr R Tinnion)

10 PUBLIC PARTICIPATION (20 MINUTES ALLOWED) – no members of public joined meeting.

CITY COUNCILLOR AND COUNTY COUNCILLOR REPORTS – **Received** reports from City Cllrs Bowman and Tinnion advising the actions being taken in response to latest advice on Coronavirus by the City Council.

11 PLANNING APPLICATIONS – **Noted** that the Clerk/RFO is using her delegated powers to submit observations to planning authorities. She is doing this in consultation with the Planning Working Group. The observations made under her delegated powers were available on the website.

12 FINANCE

1. **Income** – **Noted** the income received and banked totalling £20,478.55 (£13.55 Allotment Society; £16,500.00 Carlisle City Council; £3,965.00 Zurich Insurance)
2. **Schedule of Payments** – **Noted** that the Clerk/RFO has authorised payments using her delegated powers and that the Chairman and Vice Chairman had signed cheques. The schedules available on the website.
3. **Authorised** payment of the accounts listed below and **noted** that the Clerk/RFO will meet with Chairman and Vice Chairman to get the cheques signed.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	GROSS AMOUNT £	VAT INCLUDED £
17	1/6/20	Countrywide Grounds Maintenance Ltd	101760	Grass Cutting	480.00	80.00
18	5/6/20	Cumbria Software Systems	101761	6 Months ICT Help	118.80	19.80
19	10/6/20	H Broatch	101762	Clerk Expenses	12.96	2.40
20	17/6/20	H Broatch	101763	Salary June 20	505.04	-
21	17/6/20	HMRC	101764	PAYE June 20	126.20	-
		TOTAL			1243.00	102.20

Cllr R Tinnion advised that grant to help Village Halls during Coronavirus Lockdown of £10,000.00 had been received by Hayton Reading Room and Cllr G Clubbs advised the same grant had been received by Heads Nook Village Hall. Cllr G Jackson said he understood that Talkin Village Hall had also received a £10,000.00 grant but that he would check. The

Chairman asked him to confirm or otherwise by letting the Clerk/RFO know and he noted this could be very helpful in light of the significant costs identified so far for the roof repair.

4. **Noted** Barclays Bank has advised that Interest Rates on Business Premium Account are reducing by 0.09% from 0.10% to 0.01% on 24 July 2020.
5. **Monthly Reconciliations** (April and May 2020)– **Received and noted** the reconciliation and balances and **noted** that Cllr J Beardsley would be checking the bank reconciliations from June 2020. Bank reconciliations are also checked as part of the Internal Audit process at the end of each financial year. The bank reconciliation for March each financial year is also sent to the External Auditor as part of Annual Return.
6. **Resolved** to appoint K. Beaty as Internal Auditor for 2020/21 Accounts at a fee of £80.00.

13 HIGHWAYS AND FOOTPATHS ISSUES – Noted the report. Cllr E Thompson raised her continuing concerns about safety caused by the erosion of the footpath near the Parish Council's bench. The Clerk advised that she had chased up the County Council again for a copy of their inspection report which had declared the path safe and the contact details of the private landowner who they had advised needed to do some remedial works. The Clerk would now raise this matter with the County Councillor. Cllr R Tinnion advised that he had reported an annual fly tipping occurrence on the road down to Lane End from Hayton. This involved the dumping of fuel tanks. He also advised that the City Council (as landowners) were going to install signs at Hullerbank Viewing Point advising about social distancing and the penalties associated with fly tipping and leaving litter.

14 TALKIN VILLAGE HALL – Noted that the Clerk had finally identified a company that removes asbestos and that they would be contacting her to make a date and time to visit the Hall. They are based in West Cumbria but would provide quote free of charge.

15 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE – noted update and **resolved** that Clerk contact Forestry Commission and offer to put on website and noticeboards (where possible within current restrictions) and ideally give the community a direct link to maps and questions. The Clerk was also asked to see if the Forestry Commission or FIZ would support with grants the Parish Council's aim to plant trees in the Parish. Cllr G Jackson had ideas about a site for tree planting in Talkin and would talk with relevant people and report back to the next meeting.

16 DATE OF NEXT MEETING – Noted that the next Meeting of the Parish Council will take place on Wednesday 15 July 2020 at 1645 (assuming that it will be a Virtual Meeting). The Clerk will keep the advice on meetings from CALC/NALC under review and keep Councillors informed of any changes.

Agenda Items to be submitted by email to the Clerk by 12NOON on Monday 6 July 2020.