

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

9 September 2020

Dear Councillor

You are summoned to attend the meeting of Hayton Parish Council to be held **on 16 September 2020 at 1900** in a virtual meeting room (see below) to transact the business contained in the following agenda. Members of the public and the press are also invited to attend the meeting.

Virtual Meeting Room Location and Joining Details:

Click on link below to join the meeting:

<https://us02web.zoom.us/j/5159472661?pwd=bENmdEVtWkhkckpVQzFPdWN5cFlydz09>

Meeting ID: 515 947 2661

Passcode: 148447

You can also dial in using your phone (charges may apply):

0203 481 5240 0203 051 2874 0203 481 5237 0131 460 1196

Please join the meeting at 1840 (20 minutes before the start time). If you experience any technical difficulties joining (or during) the meeting please phone Matthew Eastburn on 016977 3779.

Please ensure with any personal IT used, that your anti-virus software and computer has been updated fully as no liability will be accepted by the Council for any malicious acts/viruses etc. when using this third-party system. Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract). Please note that Hayton Parish Council accept no responsibility or liability for any charges incurred by any attendee joining this meeting.



Clerk/RFO

30 ROLL CALL AND APOLOGIES FOR ABSENCE

To note those present and **to receive** apologies and approve reasons for absence.

31 MINUTES OF THE COUNCIL MEETING held on 15 July 2020

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 15 July 2020 (attached).

32 DECLARATIONS OF INTEREST

32.1 Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda and to register these with the Clerk/RFO by email in advance of the meeting.

32.2 The City Council has asked that Members are reminded to review their declarations and if there are any changes to complete a new form; sign it and post to the Clerk who will then forward to City Council; and publish on the Parish Council website. Members can find the latest declarations on the website. It is each Members responsibility to keep their declarations up-to-date and compliant. Any changes should be notified to the Clerk with 28 days of any change.

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33 MEETING ROOMS

To note that NALC and SLCC (at the time of publishing agenda) are still advising against returning to physical venues for Parish Council meetings. The legal position is that all Councillors, Members of the Public and the Press should be able to attend a meeting. The concern is that, at present, those who are in a household that is in isolation cannot attend a physical venue. NALC and SLCC have produced a checklist for Parish Councils listing what would need to be done if considering returning to meeting in physical venues. This situation may change so the Clerk will report any updates on advice at the meeting.

To note that the Methodist Church at Corby Hill has advised that the hall is no longer available as a meeting venue and will not re-open.

35 PUBLIC PARTICIPATION (20 MINUTES ALLOWED)

Members of the public (who live in the Parish) are asked to submit any questions and/or comments they would like to raise at the virtual meeting in writing or by email (with their name and address) to the Clerk by 1730 on 15 September 2020. Please let her know if you also wish to speak at the meeting as this agenda item will be the only opportunity to do so. The Clerk will advise on how to join the virtual meeting room.

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

36 POLICE MATTERS AND REPORTS – To resolve whether to submit any issues to the next meeting of Local Focus Hub.

37 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)

37.1 To note the applications approved by the Planning Authority – Carlisle City Council

20/0438	3 Little Corby Road, Little Corby CA4 8QN	Demolition of Existing Conservatory and Erection of Single Storey Rear Extension
20/0462	S W Wilson Family Butcher Corby Hill CA4 8QG	Erection of Side Extension

37.2 To note the applications on which no observations were submitted by the Clerk/RFO in consultation with the Planning Working Group

20/0518	Middle Gelt House, How Mill CA8 9JJ	Change of Use of First Floor Flat in Coach House From Residential to Domestic Workshop and Games Room; Replacement Window and Door, Roof Repairs, Replace Floor Beam, New Door to An Existing Opening, New Shower Cubicle, Radiators and Kitchen to Main House
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20/0519 (LBC)	As above	LBC application
20/0434	Troutbeck Cottage, Warwick Bridge CA4 8RN	Change of Use From Bed and Breakfast to 1No Dwelling
20/0564	Heads Nook Hall, Heads Nook CA8 9AA	Erection of Single Storey Rear Extension to Provide Sunroom and Dining Room

38 FINANCE

- Income – to receive and note** the income received and banked totalling £128.71 (£77.50 contribution to cost of servicing church clock; £1.86 ENW wayleave; £49.35 Hayton Allotment Society)
- 2020-21 National Salary Award – to note** that NALC has published the new pay scales. The Clerk’s salary for September 20 is based on the new pay scale and includes arrears backdated to 1 April 20.
- To authorise** payment of the accounts listed below totalling £2277.58.

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	GROSS AMOUNT £	VAT INCLUDED £
31	3/8/20	Countrywide Grounds Maintenance Ltd	101773	Grass Cutting	400.00	80.00
32	18/8/20	J R Mennell (JRM Joinery & Handyman Services)	101774	A 69 Bus Shelter Repairs and Renovating Post Extensive Graffiti Damage	622.00	
33	13/8/20	JR Mennell (JRM Joinery & Handyman Services)	101774	Corby Hill Noticeboard	£80.00	
34	3/9/20	Countrywide Grounds Maintenance Ltd	101773	Grass Cutting	400.00	80.00
35	8/9/20	H Broatch	101775	Clerks Expenses	42.70	9.12
36	16/9/20	H Broatch	101776	Salary Sept 20 (plus arrears from 1 April 20)	586.28	
37	16/9/20	HMRC	101777	PAYE Sept 20 (plus PAYE due on arrears from 1 April 20)	146.60	

The Clerk/RFO will meet with Chairman and Vice Chairman to get the Schedule and the cheques signed.

- Monthly Reconciliation** (July and August 2020)– **to receive and note** the attached reconciliation and balances (internally audited by Cllr J Beardsley).
- Insurance Renewal January 2021– to note** the Clerk is going to seek quotes for renewal of insurance policy and will report back to the next meeting. NALC have recently entered into an agreement with BHIB Councils Insurance Broker and she will contact them amongst others.

39 WEBSITE ACCESSIBILITY

To note that the website administrator has recommended improvements and updates to the website to update and improve website accessibility and **to resolve** whether to approve the recommendations (see attached report).

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40 HAYTON AND HOW MILL LEEK CLUB EVENTS SEPTEMBER 2020 – to note both Clubs thanked the Parish Council but advised that in light of latest guidance on COVID 19 they would use their usual venue for the Leek Club Shows.

41 TREE PLANTING AT WALNUT FIELD AND PLAYING FIELD, HAYTON – to note that the Woodland Trust has confirmed the details for delivery of the trees and that the Clerk will report to next meeting with proposals for this activity after consulting key stakeholders (Playing Field Committee; local Parish Councillors; the School; and the local Community).

42 TALKIN VILLAGE HALL

To note report updating on progress and issues that have emerged and **to resolve** whether to agree the next steps proposed in attached report by the Clerk.

43 PLANNING FOR THE FUTURE CONSULTATION

To note that the Government has published a white paper proposing changes to the planning process (link to White paper already circulated to Members). **To note** the attached report and **to resolve** whether to respond to the consultation which close 29 October 2020.

44 LOCAL GOVERNMENT REORGANISATION AND POTENTIAL IMPLICATIONS FOR PARISH COUNCILS.

To note the attached report and **to resolve** whether to make any observations.

45 GROUND MAINTENANCE CONTRACT RENEWAL FROM APRIL 21 – MARCH 24

To note that the existing contract is due to terminate on 31 March 2021 and **to resolve** that

1. the Chairman (in consultation with local Members) will review the existing specification;
2. the Clerk will invite six contractors to tender for the contract. The tender documents will include any revisions reported to the Clerk by the Chairman to the existing specification; and
3. the Clerk will report back to the Parish Council meeting on 20 January 2021 to enable a new three year contract to be awarded for a start date of April 2021.

46. CLERKS REPORT – to note attached.

46 DATE OF NEXT MEETING - The next Meeting of the Parish Council will take place on Wednesday 21 October 2020. Details will be published on the website.

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

Please note that Councillors and Parishioners are agreeing to the rules below by joining the virtual meeting:

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- a) Meetings may be recorded for the purpose of minute taking/ any recording will be disposed of within 24hrs.
 - b) All microphones to be on mute.
 - c) The Chairman will ask at the start of an agenda item and/or at the end if those Councillors using audio only have any comments they wish to make.
 - d) If using video Councillors are asked to put up their hands if they wish to speak.
 - e) Councillors will only unmute when they have been invited to speak by the Chairman.
 - f) Respond to the Chairman when your name is called. Councillors and Members of Public will introduce themselves to the meeting when raising a point.
 - g) Adhere to the Councils Code of Conduct, General Standing Orders and Supplementary Standing Orders
 - h) Speak clearly and look into the camera.
 - i) Be aware of time lags and allow time for participants to respond.
 - j) The Chairman will invite members of the public (who have registered with the Clerk that they wish to speak under Agenda Item 10/ Public Participation) to unmute and speak to the meeting.
 - k) The Chairman will mute your microphone after you have spoken.
 - l) Turn phones to silent and reduce background noises as far as possible.
 - m) The Chairman will ask those Councillors who are **not** supportive of a resolution to put their hands up. He will then ask those **on audio only** if they are supportive or not. The Clerk will do the count for the voting.
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