

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

12 May 2021

Dear Councillor

You are summoned to attend the **ANNUAL COUNCIL MEETING** that will be held at Hayton Reading Room on **Wednesday 19 May 2021** at 7.00pm. The Public and Press are invited to attend. All attending **are required to note** the arrangements in place for risk management and the need for compliance with the current and relevant Coronavirus Rules (for latest version go to meetings page on Website on 19 May 2021).



Clerk

01 APOLOGIES FOR ABSENCE

To **receive** apologies and approve reasons for absence.

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 **note** that it is not a legal requirement to have a Vice Chairman and to **resolve** to postpone this appointment until more Councillors have been co-opted onto the Parish Council.

05 PARISH COUNCIL ELECTIONS

To **note** that the Councillors present have signed their Acceptance of Office Forms.

06 MINUTES OF THE COUNCIL MEETING held on 17 March 2021

To **authorise** the Chairman to sign, as a correct record, the minutes of the meeting held on 17 March 2021

07 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

08 CO-OPTION TO VACANCIES ON THE COUNCIL

To discuss and **resolve** whether to co-opt to the vacancies on the Council – 2 in Hayton Ward; 1 Heads Nook Ward; and 4 in Corby Hill.

09 APPOINTMENT OF COUNCILLORS TO COUNCIL WORKING GROUPS

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

10 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

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

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11 COUNCIL MEETING DATES FOR THE YEAR 2021/22

To **receive and consider** the proposed dates for council meetings for the forthcoming year and **to note** that the Methodist Church Hall is no longer available (see attached)

12 RISK ASSESSMENT

To **note** the risk assessment for face-to-face meetings based on latest advice and compatible with the risk assessment completed by Hayton Reading Room Committee.

13 YEAR END ACCOUNTS 2020/21 – **to note** the accounts (see attached)

14 INTERNAL AUDIT

14.1 INTERNAL AUDITORS REPORT 2020/21

To **review and note** the Internal Auditor's Report for year ending 31 March 2021 (attached)

14.2 APPOINT INTERNAL AUDITOR 2021/22

To **resolve** whether to appoint Kate Beaty as Internal Auditor for 2021/22 at a fee of £90.00.

15 ANNUAL AGAR RETURN 2020/21

1. To **resolve** whether to complete a Certificate of Exemption for 2020/21 and if agreed **to authorise** the Chairman to sign (copy attached)
2. To **resolve** whether to authorise the Chairman to sign Annual Governance Statement 2020/21 (copy attached)
3. To **resolve** whether to authorise the Chairman to sign Accounting Statement 2020/21 (copy attached)
4. **To note** that the public will be advised that they have the right to inspect the accounting records for 2020/21 between 14 June – 23 July 2021.

16 PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision.

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

17 FOOTPATHS

17.1 DEFINITIVE MAP MODIFICATION ORDER (NO 1) 2021

To **note** the points raised under public participation on 17 March 2021. The members of the public who attended:

1. wanted the Parish Council to decide either to support or to not support the Modification Order;
2. stated that the resolution passed at the last meeting meant that the Parish Council did not represent the views of the Parishioners in Hayton Parish on this matter and that Parishioners were bewildered by it;
3. advised the Parish Council that Cumbria County Council had extended the consultation period until 14 May 2021. They asked the Parish Council to hold an extraordinary meeting to reconsider the resolution made on 17 February 2021; and

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4. argued that the support of the Parish Council would have a significant influence on the final decision about the Modification Order.

To note the Clerk will update at the meeting. Members are reminded that on 17 February 2021 they considered the Modification Order and resolved that “the Parish Council would not stand in the way of this stage of the confirmation process for the Definitive Map Modification Order (No 1) 2021” (extract from Minutes 17 February 2021).

17.2 PROPOSED DIVERSION OF PUBLIC FOOTPATH No 115021

To note attached information about the application for proposed diversion of public footpath No 115021. The Clerk will report on concerns she has received about the proposals from a local resident.

To resolve whether to respond to the consultation.

18 POLICE MATTERS – to resolve whether to submit any matters to the Local Focus Hub.

19 TALKIN VILLAGE HALL ROOF – to note report from the Clerk/RFO.

20 TALKIN VILLAGE SIGNPOSTS- Cllr G Jackson will report.

21 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)

21.1 To resolve whether to submit any observations on the following applications:

21/0374 21/0375 (LBC)	Castle Hill, Hayton CA8 9JA	Change of Use of Redundant Agricultural Barn to Provide 1No New Dwelling and Extension to Accommodation to Adjoining Gin Case; Construction of New Entrance and 4Np Car Parking Spaces to Rear Within Existing Garden Area to Service New Dwelling and Gin Case
21/0342	Hayton CofE Primary School Hayton CA8 9HR	Installation of Resource Cabin (Retrospective)
21/0378	1 Field View Cottages, Faugh CA8 9EG	Raising of Roof Height to Facilitate Loft Conversion and Rear Dormer
21/0426	How Farm, How CA8 9JY	Two Storey Gable Extension to Provide Additional Living Accommodation on Ground Floor with INo Bedroom Above
21/0446	High View Hayton CA8 9HT	Demolition of Existing Conservatory. Erection of Single Storey Side and Rear Extensions to Provide Extended Kitchen and Bedroom/Office Together With Internal and External Alterations
21/0452	Highriggs, Faugh CA8 9EA	Siting of 2No Portable Holiday Lodges

21.2 to note observations (if any) submitted by Clerk (under delegated powers and in consultation with Chairman and Planning Working Group)

21/0290	Land Opposite The Dell Talkin CA8 1LE	Erection of 4 No Dwellings (Revised Application) – reiterated observations made about original application about HGVs and Weight Limitations
21/0252	28 Hurley Road Corby Hill CA4 8QF	Erection of Detached Garage/Store

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		Amended/Additional Information – no observations
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22 PLANNING DECISIONS – to note the decision made by the Planning Authority to grant permission to the following applications:

20/0595	Highrigg, Faugh CA8 9EA	Erection of 3no Holiday Lodges; Change of Use of Part of Dwelling to 2No Holiday Cottages (Retrospective)
21/0053	Holly Beck, How Mill CA8 9JU	Erection of 1st Floor Extension to Provide Bathroom.

23 FINANCE

- Income – to receive and note** the income received and banked totalling £16,500.00
- Schedule of Payments -to authorise** payments totalling £2494.12 (VN3-12)

VN	Date	Payee	Cheque No	Expenditure	Gross £	VAT £	Net £
03	1/4/21	CW Grounds Maintenance	101810	Grounds Maintenance	520.00	86.67	433.33
04	1/5/21	CW Grounds Maintenance	101811	Grounds Maintenance	520.00	86.67	433.33
05	5/4/21	John Kelly	101812	Website & Domain Renewal /Maintenance	128.73	13.96	114.77
06	12/4/21	Information Commissioners	D/D 24/5/21	Data Protection Renewal Fee	35.00		
07	4/5/21	Kate Beaty	101813	Internal Audit 20/21	90.00		
08	April 21	CALC	101814	Annual Subscription	349.40		
09	19/5/21	H Broatch	101815	Salary May 21	518.59		
10	19/5/21	HMRC	101816	PAYE May 21	129.60		
11	15/4/21	Cumbria Payroll Services	101817	Payroll Services 21/22	172.80	28.80	144.00
12	19/5/21	Hayton Reading Room	101818	Venue Hire	30.00		

- Monthly Reconciliations (March and April 2021)– to receive and note** the reconciliation and balances authorised by Cllr. J Beardsley, Internal Finance Auditor

24 AED UPDATE

24.1 SIGNAGE IN FAUGH -to note that the location signage for AED shows an incorrect location and that the Clerk will arrange to have the signage removed. Although not an issue as the Ambulance Service will direct those who need to use the AED to its location it could cause confusion.

24.2 BATTERIES – to note that AED Batteries are out of stock and the Clerk cannot get them until August 21. The only battery that will run out of date in the meantime is Faugh but the Clerk has been assured that the battery will still be operational in an emergency.

25 CORBY HILL ALLOTMENTS

To resolve to re-register the Corby Hill Allotments as a community asset with Carlisle City Council. The Clerk was advised by the City Council that it had been removed from Register on 4 May 21 having been originally registered on 1 May 2016 for five years. The Allotment Society are in support of the Parish Council re-registering allotments as a community asset.

26 HIGHWAYS PROPOSALS

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

27 CLERKS REPORT – to note.

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28 DATE OF NEXT MEETING

The next Meeting of the Parish Council will take place on Wednesday 16 June 2021 in Talkin Village Hall at 7pm. Agenda Items to be submitted to the Clerk by 12NOON on Monday 7 June 2019.

Please check latest version of risk assessment before attending the meeting on the 19 May 2021 by going to Council Meetings Page at www.haytonparishcouncil.org.uk.

Please note the Parish Council reserves the right to refuse admittance if non-compliance poses a safety risk to those in attendance.