

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

14 July 2021

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Heads Nook Village Hall on **Wednesday 21 June 2021** at 7.00pm. The Public and Press are invited to attend. All attending **are required to note and comply with** the current and relevant Coronavirus Rules (for latest version go onto Meetings page on Website on 21 July 2021).



Clerk

AGENDA

47 CO-OPTION TO PARISH COUNCIL

To note the Clerk's verbal report on co-option and **to resolve** whether to co-opt Councillor. Following any co-option to witness co-opted Councillor signing the Declaration of Acceptance of Office and being welcomed.

48 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

49 MINUTES OF THE COUNCIL MEETING held on 16 June 2021

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 16 June 2021 (attached).

50 DECLARATIONS OF INTEREST

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

51 APPOINTMENT OF COUNCILLORS TO COUNCIL WORKING GROUPS – to resolve if any additional appointments be made to vacancies.

- Planning Working Group (6) – 2 vacancies to be filled.
- Policies and Procedures Working Group (4) – 2 vacancies to be filled

52 RISK ASSESSMENT

To note the risk assessment for face-to-face meetings based on latest advice and compatible with the risk assessment completed by Heads Nook Village Hall Committee.

53 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.

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To note that there is a vacancy for a County Councillor following the resignation of W. Graham. In the meantime, the Clerk will forward any relevant matters from the County Council directly to Members.

54 POLICIES AND PROCEDURES REVIEW – to note Clerk’s report including latest update by Carlisle City Council to the Code of Conduct and **to resolve** whether to approve the recommendations in the report.

55 POLICE MATTERS – to resolve

(1) whether to submit any matters to the Local Focus Hub.

(2) whether to submit a response to Police and Crime Commissioner’s Survey.

56 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)

(1) **To resolve** whether to submit any observations on the following applications:

21/0681	Fell Hall, Townhead, Hayton CA8 9JH	Removal of Conditions 3 & 4 of Previously Approved Permission 13/0431 (Revisions to Original Planning Approvals 11/0433 & 11/0690 Involving Amending Estate House and Erection of 1No Eight Bed Holiday Unit in lieu of 8No Holiday Lets) Enabling the Holiday Unit to be Occupied as One Dwelling.
21/0047/SNBN	Greenholme Steading CA4 8QB	Proposed street name to add “Road” to the existing name “Greenholme Steading” – 15 dwellings
21/0649	Land to the South Of The Coach House, Allenwood, Heads Nook	Formation of Vehicular Access into Field
21/0694	Castle Hill, Hayton CA8 9JA	Re-Roofing of Existing Single Storey Extension Involving Alterations to Roof Pitch; Installation of Conservation Style Rooflight; and Rebuilding of Chimney Stack (LBC)
21/0695	Ashmere, Talkin CA8 1LU	Conversion of Existing Garage and Single Storey Extension to Create En-Suite Bedroom
21/0497	Moss Nook, Heads Nook CA8 9DX	Demolition of Barn; Erection of 1No Dwelling

(2) **To note** the following applications were granted approval

20/0826	L/A the Green, Talkin CA8 1LT	Erection of 1No Building
21/0342	Hayton CofE Primary School Hayton CA8 9HR	Installation of Resource Cabin (Retrospective)
21/0426	How Farm, How CA8 9JY	Two Storey Gable Extension to Provide Additional Living

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		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 Read Extensions to Provide Extended Kitchen and Bedroom/Office Together With Internal and External Alterations

57 FINANCE

1. Payments -to authorise schedule of payments totalling £2006.17 (VN18-26)

VN	Inv. Date	PAYEE	CHQ. NO.	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
18	24/6/21	Hayton Reading Room	101824	Room Hire/Interviews	30.00		30.00
19	22/6/21	CALC	101825	Finance for Cllrs Trg	30.00		30.00
20	24/6/21	Marmax Recycled Products	101826	Bench/Townhead	432.00	72.00	360.00
21	1/7/21	Countrywide Grounds Maintenance Ltd	101827	Grass Cutting	520.00	86.67	433.33
22	19/7/21	Cumbria Clock Co Ltd	101828	Clock Annual Maintenance	186.00	31.00	155.00
23	14/7/21	H Broatch	101829	Clerk Expenses	129.99	8.33	121.66
24	21/7/21	H Broatch	101830	Salary July 21	518.58		518.58
25	21/7/21	HMRC	101831	PAYE July 21	129.60		129.60
26	21/7/21	Heads Nook Village Hall	101832	Room Hire	30.00		30.00

2. **Monthly Reconciliation (June 2021)– to receive and note** the reconciliation and balances authorised by Cllr. J Beardsley, Internal Finance Auditor
3. **Receipt – to note** receipt from ENW for wayleave at How Mill - £1.86.
4. **Bank Account Signatories – to resolve** to appoint two additional cheques signatories (Cllrs G Clubbs and R Tinnion currently the only signatories). Cllr J Beardsley as the Internal Finance Auditor cannot also be a bank signatory.
5. **Bank Accounts – to note** that Clerk/RFO has talked with Barclays Bank and is making arrangements for the new Clerk/RFO to receive statements; paying in books; and other notifications/paperwork from 1 August 2021.
6. **Quarterly Accounts – to note** the quarterly accounts for the period 1 April – 30 June 21. The Parish Council expenditure and income were under £25,000 in 2020/21 and it resolved at its meeting on 19 May 2021 to apply for an exemption from External Audit. The budgeted fee has been vired to cover costs related to Clerk/RFO appointment and other related costs which were not budgeted for.
7. **Carlisle District Restarting Communities Fund (RCF) – to note** the City Council has allocated £50,000 to support Parish Councils and Urban Community Groups restarting community activities and supporting the local economy. Revenue project grants are capped at £1,000 and capital projects at £8,000. 20% match funding is required. All expenditure to be before 31 March 2022.

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58 TALKIN VILLAGE SIGNPOSTS- to resolve whether to apply to Fellfoot Forward Community Grant Fund for grant funding towards cost £1904 plus VAT of restoring Talkin Village Signposts. The Clerk will advise on the application process at the meeting.

59 TALKIN VILLAGE HALL ROOF – to note the grant application submitted to CWMET will go to the next stage which is the CWMET Trustees Meeting on 15 July 21 for final decision. The CWMET Officer has recommended approval. The Clerk will update.

60 APPLICATION TO CORRECT MISTAKEN REGISTRATION OF COMMON LAND CL190 AT BECKS BOTTOM, HAYTON

To note the County Council has put the C10/58 application out for consultation. After consultation the application will go to the County Council's Development and Control Committee for determination.

61 BIRD AND OWL BOXES – to resolve a response to Cllr J Beardsley's request to look at the potential for funding and installing boxes at The Woodlands.

62 CARLISLE CITY COUNCIL PLAN 2021-23 – to resolve whether to respond to the consultation (www.carlisle.gov.uk/Council/Council-and-Democracy/Council-Plan)

63 CLERK'S REPORT – to note

64 DATE OF NEXT MEETING

The next Meeting of the Parish Council will take place on Wednesday 15 September 2021 in Hayton Reading Room at 7pm.

Agenda Items to be submitted to the Clerk by 12NOON on Monday 6 September 2021.