

**Minutes of Hayton Parish Council meeting held on Wednesday, 19 May 2021  
at 7.00pm in Hayton Reading Room.**

**Present:** Cllrs G Clubbs (Chairman), J Beardsley, N Dunkeld, G Jackson and R Tinnion.

**Also Present:** H Broatch (Clerk/RFO)

The Clerk reminded everyone of the rules for COVID compliance and the need for them to complete registration/declaration.

**01 APOLOGIES FOR ABSENCE**

**Received** apologies from County Cllr W Graham and City Cllrs M Bowman, N Christian, S Higgs, K Mellor, M Mitchelson.

**02 ELECTION OF CHAIRMAN**

Cllr G Clubbs was proposed by Cllr J Beardsley seconded by Cllr G Jackson. There were no other nominations and Cllr G Clubbs was elected as Chairman of the Council.

**03 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

**RECEIVED** the Chairman's Declaration of Acceptance of Office.

**04 APPOINTMENT OF VICE CHAIRMAN**

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

**05 PARISH COUNCIL ELECTIONS**

**NOTED** that the Councillors present had signed their Acceptance of Office Forms.

**06 MINUTES OF THE COUNCIL MEETING held on 17 March 2021**

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

**07 DECLARATIONS OF INTEREST**

**NOTED:**

Cllr J Beardsley 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.

**08 CO-OPTION TO VACANCIES ON THE COUNCIL**

**RESOLVED** 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) - Cllrs Clubbs (Chairman), J Beardsley, N Dunkeld and G Jackson
- Internal Audit (Finance Management) (1) – Cllr J Beardsley

- Policies and Procedures Working Group (4) – to come to next meeting when policies and procedures review would be reported by Clerk/RFO.

#### **10 APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES**

- Hayton Reading Room Management Committee (4) – Cllrs J Beardsley and R Tinnion
- Talkin Village Hall Management Committee (2) - Cllr G Jackson

The Clerk would advise the Committees about representation for Hayton Parish Council.

**RESOLVED** appointments to Working Groups and Other Bodies be revisited with a view to meeting allocated number of places following co-options.

#### **11 COUNCIL MEETING DATES FOR THE YEAR 2021/22**

**RESOLVED** to agree the proposed dates and venues. The Clerk will publish on website.

#### **12 RISK ASSESSMENT**

**NOTED** the risk assessment for face-to-face meeting (based on latest advice) and that it was compatible with the risk assessment completed by Hayton Reading Room Committee.

**13 YEAR END ACCOUNTS 2020/21– NOTED** the accounts

#### **14 INTERNAL AUDIT**

##### **14.1 INTERNAL AUDITORS REPORT 2020/21**

**NOTED** the Internal Auditor's Report for year ending 31 March 2021

##### **14.2 APPOINT INTERNAL AUDITOR 2021/22**

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

#### **15 ANNUAL AGAR RETURN 2020/21 –**

1. **RESOLVED** to complete a Certificate of Exemption for 2020/21 and **AUTHORISED** the Chairman to sign
2. **RESOLVED** to authorise the Chairman to sign Annual Governance Statement 2020/21
3. **RESOLVED** to authorise the Chairman to sign Accounting Statement 2020/21
4. **NOTED** 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 – NOTED** no Members of the Public or County/City Councillors in attendance.

#### **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
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 reminded Members 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). The Clerk advised that since making that decision there had been no new evidence and therefore, in accordance with the “6 month ruling” in Standing Orders, the resolution made on 17 February 2021 could not be re-visited.

### **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.

**RESOLVED** that Cllr G Clubbs would inspect the path and report back any observations to the Clerk.

**18 POLICE MATTERS – RESOLVED** to write to the Police Commissioner asking him to investigate speeding in rural villages in the Parish. This was in response to specific concerns raised regarding Heads Nook and Hayton. However it was felt to be an issue in all of the villages.

**19 TALKIN VILLAGE HALL ROOF – NOTED** report from the Clerk/RFO.

**20 TALKIN VILLAGE SIGNPOSTS-** Cllr G Jackson will report to next meeting.

### **21 PLANNING APPLICATIONS -**

#### **21.1**

**RESOLVED** to submit no observations on the following applications:

<b>21/0378</b>	1 Field View Cottages, Faugh CA8 9EG	Raising of Roof Height to Facilitate Loft Conversion and Rear Dormer
<b>21/0426</b>	How Farm, How CA8 9JY	Two Storey Gable Extension to Provide Additional Living Accommodation on Ground Floor with 1No Bedroom Above
<b>21/0446</b>	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
<b>21/0452</b>	Highriggs, Faugh CA8 9EA	Siting of 2No Portable Holiday Lodges
<b>20/0826</b>	L/A The Green, Talkin CA8 1LT	Amended and Additional Information Erection of 1No Dwelling
<b>21/0036 SNBN</b>	1-4 Land Opposite The Dell Talkiong CA8 1LE	Partridge Hill (preferred option); Partridge Heights; Kestral Hill; Kestrel Heights

**RESOLVED** to object to the following application due to concerns about flooding and impact on Common Land:

<b>21/0374</b> <b>21/0375 (LBC)</b>	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
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**RESOLVED** no observations on following but to advise the Planning Authority that the Parish Council did not approve of retrospective applications:

<b>21/0342</b>	Hayton CofE Primary School Hayton CA8 9HR	Installation of Resource Cabin (Retrospective)
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**RESOLVED** to submit observations about the need to upgrade the road (in light of the proposed additional housing development) to ensure it was compliant with the Cumbria Design Guide (different coloured surfaces; 20mph speed limit; along with other relevant traffic calming measures):

<b>21/0449</b>	Stonehouse Farm, Hayton CA8 9JE	Demolition of Barns. Erection of 9No Dwellings & Associated Infrastructure
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**21.2 NOTED** observations submitted by Clerk (under delegated powers and in consultation with Chairman and Planning Working Group):

<b>21/0290</b>	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
<b>21/0252</b>	28 Hurley Road Corby Hill CA4 8QF	Erection of Detached Garage/Store Amended/Additional Information – no observations

**22 PLANNING DECISIONS – NOTED** the decision made by the Planning Authority to grant permission to the following applications:

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

### 23 FINANCE

- Income – NOTED** the income received and banked totalling £16,500.00
- Schedule of Payments -AUTHORISED** 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)–NOTED** the reconciliations and balances authorised by Cllr. J Beardsley, Internal Finance Auditor

## **24 AED UPDATE**

**24.1 SIGNAGE IN FAUGH -NOTED** that the location signage for AED shows an incorrect location and that the Clerk will arrange to have the signage removed. The Ambulance Service will direct those who need to use the AED to its correct location so this issue should not cause confusion in the meantime.

**24.2 BATTERIES – NOTED** that AED Batteries are out of stock and the Clerk cannot get them until August 21. The Clerk will order as soon as back in stock.

## **25 CORBY HILL ALLOTMENTS**

**RESOLVED** 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 2021 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**

**NOTED** the proposals for improving the systems for reporting and feeding back concerns.

**27 CLERKS REPORT – NOTED** and **RESOLVED** that Cllrs G Clubbs and R Tinnion (supported by the Clerk/RFO) would represent the Parish Council in the process for shortlisting and recruiting a new Clerk/RFO from 1 August 2021. The vacancy would be advertised in local newspaper, online recruitment sites, Parish Council and CALC websites and on Parish Noticeboards.

## **28 DATE OF NEXT MEETING**

**NOTED** that 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.

**NOTED** that anyone intending to attend that meeting would need to check the latest version published on the day of the meeting of the risk assessment by going to Council Meetings Page at [www.haytonparishcouncil.org.uk](http://www.haytonparishcouncil.org.uk).

The Parish Council will continue to reserve the right to refuse attendance if an attendee is not compliant with the latest risk assessment.

**The meeting ended at 8.45pm**