

HAYTON PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602

Email: clerkhaytonpc@gmail.com www.haytonparishcouncil.org.uk

Tuesday, 10 May 2022

Dear Councillor

You are summoned to attend the **ANNUAL COUNCIL MEETING** that will be held at Hayton Reading Room on **Wednesday 18 May 2022** at 7.00pm. The Public and Press are invited to attend.



Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

2. ELECTION OF CHAIR – To elect a chair of the council for the following year.

3. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Chair's Declaration of Acceptance of Office

4. APPOINTMENT OF VICE CHAIR – To elect a Vice Chair

5. MINUTES OF THE COUNCIL MEETING held on 16 March 2022

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 16 March 2022 (attached).

6. DECLARATIONS OF INTEREST

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

7. APPOINTMENT OF COUNCILLORS TO COUNCIL WORKING GROUPS

Planning working group (6)

Internal audit (Finance Management) (1)

Policies and Procedures working group (4)

8. APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

Hayton Reading Room Management Committee (4)

Talkin Village Hall Management Committee (2)

9. YEAR END ACCOUNTS 2021/22– to note the accounts (see attached)

10. INTERNAL AUDIT

INTERNAL AUDITORS REPORT 2021/22

To review and note the Internal Auditor's Report for year ending 31 March 2022 (attached)

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11. APPOINT INTERNAL AUDITOR 2022/23

To resolve whether to appoint Kate Beaty as Internal Auditor for 2022/23 at a fee of £90.00.

12. ANNUAL AGAR RETURN 2021/22 –

- a. To resolve whether to complete a Certificate of Exemption for 2021/22 and if agreed to authorise the Chairman to sign (copy attached)
- b. To resolve whether to authorise the Chairman to sign Annual Governance Statement 2021/22 (copy attached)
- c. To resolve whether to authorise the Chairman to sign Accounting Statement 2021/22 (copy attached)
- d. To note that the public will be advised that they have the right to inspect the accounting records for 2021/22 between 13 June – 22 July 2022.

13. 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.

14. CITY COUNCILLOR AND COUNTY COUNCILLOR REPORTS – to receive items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)

15. POLICE MATTERS – to resolve

whether to submit any matters to the Local Focus Hub.

16. 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)

- a. To resolve whether to submit any observations on the following applications

22/0386	Byegill Farm, Corby Hill, Carlisle, CA4 8QB	Extension To Existing Agricultural Storage Shed And Erection Of Enclosed Wash Bay/Fuelling Station For Farm Vehicles
22/0336	1 Hillcrest, Little Corby, Carlisle, CA4 8QJ	Demolition Of Conservatory; Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation; Erection Of Detached Summerhouse
22/0370	Park House, Heads Nook, Brampton, CA8 9BS	Demolition Of Cottage & Erection Of Replacement Dwelling

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- a. To note the following applications that were emailed to the planning committee for comment and comments made online by the clerk.

22/0213	Greenholme Farm, Corby Hill, Carlisle, CA4 8QB	Erection Of Single Storey Building To Provide Workshop, Store And Garages (Revised Application)	No observations
22/0221	The Old Barn, Nobles Farm, Hayton, Brampton, CA8 9HR	Erection Of Field Shelter For Horses	No observations
22/0214	The Forge, Skellion Farm, How Mill, Brampton, CA8 9JL	Variation Of Condition 15 & Removal Of Condition 16 Of Previously Approved Permission 14/0003 (Erection Of 1 No. Holiday Letting Unit On Site Of Redundant Agricultural Building) To Enable Mixed Residential And Holiday Let Use Of The Forge/Barn 'B'	No observations
22/0223	Noble Garth, Hayton, Brampton, CA8 9HR	Change Of Use Of Property From Dwelling To Holiday Let	No observations
22/0294	Greenholme Lodge Barns, Corby Hill, CA4 8QT	Conversion And Extensions To Create 7no. Dwellings (Revised Application)	No observations
22/0288	Greenholme Lodge Barns, Corby Hill, CA4 8QT	Variation Of Condition 2 (Approved Documents) Of Previously Approved Permission 20/0085 (Conversion And Extensions To Create 7No. Dwellings) To Redesign Layout And Openings	No observations
22/0311	Summerfield, Heads Nook, Brampton, CA8 9AR	Demolition Of Existing Conservatory & Erection Of Two Storey Front & Side Extension To Provide Additional Living Space Together With Single Storey Side Extension To Provide Garden Room & Internal Alterations	No observations

- b. To Note the following applications were granted approval

21/1131	Chapel House Caravan Park, Talkin, Brampton CA8 1LP	Removal Of Condition 6 (To Allow Holiday Occupation Of Static Holiday Caravans For 12 Months) And Variation of Conditions 5 And 7 (To Allow Siting of 32 Static Holiday Caravans) Of Previously Approved Application 81/0590
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22/0042	The Hayloft & The Byre, Fenton, How Mill, Brampton, CA8 9JZ	Regularization Of Previously Approved Listed Building Consent 92/0691 (Retrospective Application For Alteration & Extension To Convert Barn To 2no. Self Catering Units, Including Rebuilding Of Front Wall) For Fascias & Black PVCu Rainwater Goods On Rear Elevation, Ridge Vents, Removal Of Satellite Dish & Relocation Of TV Aerial To The Rear (LBC)
22/0060	Green Acres, Allenwood, Heads Nook, Brampton, CA8 9AF	Demolition Of Existing Single Storey Side Extension & Garage; Erection Of Two Storey Side Extension To Provide Additional Living Accommodation & Store On Ground Floor With 3no. En-Suite Bedrooms & Office Above
21/0449	Land at Stonehouse Farm, Hayton, Brampton, CA8 9JE	Demolition of Barns, Erection of 9no Dwellings and Associated Infrastructure
22/0139	Greenholme Farm, Corby Hill, Carlisle, CA4 8QB	Rendering Of Dwelling Along With The Addition Of Stone Quoins, Plinth & False Doorway
22/0148	Stonehouse Farm, Hayton, Brampton, CA8 9JE	Erection Of Detached Garage And Formation Of Gravelled Access Drive
21/1169	Lane End Inn, Hayton Lane End, Hayton, Brampton, CA8 9JB	Proposed Re-Modelling Of Inn Including A "Winter Garden" Extension With Retractable Roof; Indoor/Outdoor Play Areas; Porch; Entrance Canopy; Car Park And Associated Infrastructure

17. FINANCE

a. Payments- to authorise schedule of payments totalling £3382.36 (VN 04-15)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	Gross AMOUNT £
VN04	30/03/2022	CALC	TR2437	Training course, NP, Year end	30.00	-	30.00
VN05	01/04/2022	J Tranter	875215	Fitting of new bench (WI)	152.00	-	152.00
VN06	04/04/2022	John Kelly	JK-015	Website and Domain renewal	128.73	-	128.73
VN07	01/04/2022	Countrywide Grounds Maintenance	INV00000000228356	Grass cutting April	433.33	86.67	520.00
VN08	12/04/2022	Information Commissioner's Office	DD	Data Protection renewal	40.00	-	40.00
VN09	14/04/2022	Kate Beaty	EP	Annual Audit	90.00	-	90.00

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VN10	02/05/2022	N Phillips	EP	Salary May	672.75	-	672.75
VN11	06/05/2022	N Phillips	EP	Clerk's Expenses	370.29	36.19	406.48
VN12	18/05/2022	Hayton Reading Room	EP	Room Hire	30.00	-	30.00
VN13	10/05/2022	Defib Store	HPC030	Batteries and pads for Defibrillators	352.00	70.40	422.40
VN14	10/05/2022	Countrywide Grounds Maintenance	INV00000000233181	Grass cutting May	433.33	86.67	520.00
VN15	11/05/2022	CALC	Annual Subs Hayton	Annual Subscription	370.00	-	370.00

- b. **Monthly reconciliation (March and April 2022) – to receive and note** the reconciliation and balances authorised by Cllr Beardsley, Internal Finance Auditor.
 - c. **Monthly budget update- to receive and note**
 - d. **Receipt – to note** receipt from Carlisle City Council (Precept IN01) of £19500.
 - e. **TRANSFER-** To note that the Clerk has transferred £10000 from the Premium to Community account.
18. **PROPOSAL FOR STREET NAME-** to **Resolve** whether to accept the proposed street name. (Document attached)
19. **TREE GUARDS-** to **Resolve** whether to order tree guards for the young trees recently planted (quote attached).
20. **HIGHWAYS UPDATE-** to **Receive** for information an update on Highways procedures.
21. **Councillors' reports and items for future agenda**
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
22. **Clerk's report – to note**
23. **Date of next meeting**
The next meeting of the Parish Council will take place on Wednesday 15th June 2022 in Hayton Reading Room at 7pm.
Agenda items to be submitted to the Clerk by 12 noon on Monday 6th June 2022.