

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

Minutes of Annual General Meeting of Hayton Parish Council meeting held on Wednesday 17 May 2023 at 7.00pm in Hayton Reading Room.

Present: G Clubbs (Chair), I Blythe, D Byers, J Crozier, C Culley, J Dowling, R Tinnion

Also Present: N Phillips (Clerk/RFO) 5 members of the public

Minutes

1. APOLOGIES FOR ABSENCE

Cllr G Jackson, Cumberland Cllr Dobson

2. ELECTION OF CHAIR – Elected Cllr Clubbs as Chair for 2023-24.

3. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

received the Chair's Declaration of Acceptance of Office

4. APPOINTMENT OF VICE CHAIR – Elected Cllr Tinnion as Vice Chair for 2023-24

5. MINUTES OF THE COUNCIL MEETING held on 20 March 2023

authorised the chair to sign, as a correct record, the minutes of the meeting held on 20 March 2023.

6. DECLARATIONS OF INTEREST

Cllr I Blythe declared personal and prejudicial interest as a Member of Talkin Village Hall Committee

Cllr D Byers declared personal and prejudicial interest as a Member of Hayton Reading Room Committee

Cllr J Dowling declared personal and prejudicial interest as a Member of Hayton Reading Room Committee

Cllr R Tinnion declared personal and prejudicial interests as a Member of Hayton Playing Field Committee.

7. APPOINTMENT OF COUNCILLORS TO COUNCIL WORKING GROUPS

Planning working group Cllr Blythe, Clubbs, Jackson, Dowling and Culley

Finance Management Cllr Culley

Policies and Procedures working group Cllr Clubbs, Tinnion, Dowling, Crozier

APPOINTMENT OF REPRESENTATIVES ON OTHER BODIES

Hayton Reading Room Management Committee Cllrs Dowling and Byers

Talkin Village Hall Management Committee Cllr Jackson

8. YEAR END ACCOUNTS 2022/23– **received and noted** the accounts

9. APPOINT INTERNAL AUDITOR 2022/23

resolved to appoint Kate Beaty as Internal Auditor for 2023/24.

10. RISK ASESMENT AND INTERNAL AUDIT POLICY –resolved to -ask the clerk to make some changes and work with the Policy Sub-committee ahead of the next meeting.

11. ANNUAL AGAR RETURN 2022/23 –

- a. **resolved** to authorise the Chairman to sign Annual Governance Statement 2022/23

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b. **resolved** to authorise the Chairman to sign Accounting Statement 2022/23

12. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) – Two members of the public attended to discuss item 18 and two members of the public regarding Item 15, one other member of the public attended for item 20 and to thank the council for the contribution to the Coronation event.

13. **CUMBERLAND COUNCILLOR REPORT** – Cllr Dobson had sent a report in advance which will be circulated to councillors

14. **POLICE MATTERS –resolved** to submit matters to the Local Focus Hub regarding issues at Noble Garth. NB the clerk had already spoken to the police about the Cairn Crescent problem highlighted. Clerk to contact the police to thank them for their help when a resident went missing.

15. **ACCESS FOR HAYTON SCHOOL ACROSS COMMUNITY FIELD** –resolved to grant access subject to a satisfactory risk assessment and that the school accepts that any damage caused is rectified.

16. PLANNING APPLICATIONS -

a. resolved to submit observations on the following application as follows

23/0290	Bridge House, Low Gelt, Hayton, Brampton, CA8 1SY	Removal Of Existing Two Storey Side Extension; Erection Of Single Storey Extension To Provide Kitchen, W.C. And Boot Room
The parish council believes it will improve the building.		

b. noted the following applications that were emailed to the planning committee for comment and comments made online by the clerk.

23/0271	Greenholme Farm, Corby Hill, Carlisle, CA4 8QB	Resurfacing Of Existing Drive And Farmyard	No observations
23/0223&4	Netherton Farm, Talkin, Brampton, CA8 1LR	Roofing Over An Existing Silage Clamp	No observations

c. Noted the following applications were granted approval

23/0113	Byegill Farm, Corby Hill, Carlisle, CA4 8QB	Erection Of Store/ Wildlife Habitat Building (Revised Application)
23/0097	Braemar, How Mill, Brampton, CA8 9JU	Single Storey And Two Storey Front Extension To Provide Additional Living Accommodation On Ground Floor With Increased Bedroom Space & Provision Of 1no. En Suite Bathroom Above; Existing Flat Roof Dormers Converted To Pitched Roofs; Single Detached Garage Extended To Create Double Garage
22/0727	Holme Eden Farm, Warwick	Variation Of Conditions 1 (Approved Documents) & 2 (Materials) Of Previously Approved Application 18/0239 (Conversion Of Existing Redundant

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	Bridge, Carlisle	Buildings To Form 8 Residential Units) To Make Alterations To The Approved Scheme
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- i. Noted that the following application has been refused permission and is now subject to a planning appeal

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'
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17. FINANCE

- a. **Payments- authorised** schedule of payments totalling £2795.14 (VN 4-14)

NB VN04 – already paid as agreed in March meeting.

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN04	24/04/2023	MJ Crozier	0	Coronation Faugh	250.00	-	250.00
VN05	01/04/2023	Countrywide Grounds Maintenance	507919	Grounds Maintenance	433.33	86.67	520.00
VN06	04/04/2023	John Kelly	JK-011	Website fee	175.81	-	175.81
VN07	24/05/2023	Information Commissioner	0	Data Protection fee	35.00	-	35.00
VN08	01/05/2023	Countrywide Grounds Maintenance	511877	Grounds Maintenance	433.33	86.67	520.00
VN09	18/05/2023	N Phillips	0	Salary MAY	677.15	-	677.15
VN10	18/05/2023	N Phillips	0	Expenses May	21.04	-	21.04
VN11	21/03/2023	Water Plus	4192056449	Allotment water	15.89	-	15.89
VN12	01/04/2023	CALC	HaytonPC	Annual Subscription	397.93	-	397.93
VN13	06/05/2023	Kate Beatty Treescapes Consultancy Ltd	Hayton PC	Audit fee	100.00	-	100.00
VN14	07/05/2023	Treescapes Consultancy Ltd	INV3306	Tree Survey	276.93	55.39	332.32

- b. **Monthly reconciliation (April 2023) – received and noted** the reconciliation and balances authorised by Cllr Culley, Internal Finance Auditor.

- c. **Monthly budget update- received and noted**

- d. **Receipt –noted** receipt from Cumberland Council R01 Precept £19500.

18. Alleged Planning breaches at Noble Garth –resolved to write to Cumberland Council officers (planning and building control), Neil Hudson MP, Cumbria Police, Fire and Crime Commissioner, the leader of the council and Cllr Dobson to ask them to investigate the issued raised as a result of the complaint received.

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19. Pavement at Hayton – Councillors reported that the issues have been resolved.
20. Bench at Faugh – received a report that the land owner had refused permission at the originally suggested location. It was suggested that the member of the public contacted Cllr Dobson to ask if he had any funding that could be used.
21. AGM reports received, for information, reports from committee members for
 - a. Hayton Reading Room- Cllr Dowling to forward minutes, there are some problems with the heating system. It would be good for people in the village to be involved with the Reading Room Committee.
 - b. Talkin Village Hall – the AGM will take place in August this year, accounts have gone to the Charity Commission. Action plan has been created as a result of the energy audit.
22. Meeting dates and Venues for 2023-24 –received for information the dates and venues for the meetings this coming year.
23. Tree Survey report- received and noted that the clerk is seeking quotes to complete the work.
- 24. Councillors' reports and items for future agenda**

Highways matters in Talkin- road traffic signs, 30 MPH zone and possible lower limit.
Poor internet in Faugh
Possibility of taking over the green at Acre Close and the possibility of a bench being placed there.
- 25. Date of next meeting**

The next meeting of the Parish Council will take place on Wednesday June 21 2023 in Talkin Village Hall at 7pm.
Agenda items to be submitted to the Clerk by 12 noon on Monday 12 June 2023.