

HAYTON PARISH COUNCIL

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

Tel: 0750 800 1602

Email: clerk@Hayton-pc.gov.uk www.haytonparishcouncil.org.uk

Minutes of the Annual Meeting of Hayton Parish Council held on Wednesday 6 May 2026 at 7.00pm in Heads Nook Village Hall.

Present: G Clubbs (Chair), I Blythe, C Culley, H Denby, J Dowling, G Jackson, R Tinnion

Also Present: N Phillips (Clerk/RFO)

Minutes

1. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence
From Cllr Hayton
2. **Election of Chair** – Cllr Clubbs elected as Chair for 2026-27
3. **Chair’s Declaration of Acceptance of Office** –received the Chair’s signed declaration.
4. **Election of Vice Chair**– Cllr Tinnion elected as Vice Chair for 2026-27
5. **Appointment to Committees:**
 - a. Internal Finance – Cllr Culley
 - b. Planning – disband as a subcommittee and send to all councillors.
 - c. Policy and Procedure – Cllrs Clubbs, Tinnion, Dowling and Hayton
6. **MINUTES OF THE COUNCIL MEETING held on 4 March 2026** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 4 March 2026.
7. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests
 - b. To declare any personal interests in items on the agenda and their nature Cllrs Tinnion and Dowling declared an interest in item 9b as members of the reading room committee.
 - c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - d. To make any requests for dispensation
8. Year End Accounts –received and noted the attached statements of accounts
9. Internal Auditor 2026-27 –
 - a. received the internal audit report for 25/26
 - b. resolved to appoint Jean Airey as auditor for 2026-27
10. Risk assessment and internal audit policy –resolved to adopt the attached policy.
11. Annual AGAR Return 2025-26
 - a. Resolved to apply for an exemption from external audit
 - b. answered the questions on the Annual Governance Statement and authorised the Clerk and Chair to sign.
 - c. resolved to authorise the Chair to Sign the Accounting Statement
12. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public
13. **PUBLIC PARTICIPATION** None present
14. **CUMBERLAND COUNCILLOR REPORTS**– Received information via email.

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15. POLICE MATTERS –resolved not to submit any matters to the Local Focus Hub.

16. PLANNING APPLICATIONS -

a. resolved to submit any observations on the following application

26/0205	Tinling Hill, Townhead, Hayton, Brampton, CA8 9JQ	Side/Rear Extension To Provide Additional Living Accommodation On Ground Floor With Bedrooms Above; Erection Of 2no. Entrance Canopies
No observations		

b. noted the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

26/0193	Bank Barn, How Mill, Brampton, CA8 9JY	Change Of Use Of Office To 1no. Dwelling (Revised Proposal Following Previous Approval 24/0134)	No observations
26/0178	19 Cairn Wood, Heads Nook, Brampton, CA8 9AH	Pitched Roof To Replace Flat Roof On Garage Including Installation Of Velux Window	No observations
26/0111	Land to the south west of Partridge Hill, Talkin, Brampton, CA8 1LE	Variation Of Condition 2 (Approved Documents) & Removal Of Conditions 10 & 15 Of Previously Approved Application 23/0570 (Erection Of 5no. Dwellings) To Allow Amendments To Dwellings	Whilst the Parish Council does not have an issue as such with the application we are concerned that the existing treatment plant serving the village of Talkin regularly has an outpouring of waste water/sewerage into the local watercourses. We would want to have some commitment that the plant would be upgraded so that it is better able to cope with the existing demand before additional properties are added to an already overstretched system.

c. Noted the following applications were granted approval

23/0231	High Stand, How Mill, Brampton, CA8 9JT	Proposed Residential Development (Outline)
25/0718	King Acre, Corby Hill, Carlisle, CA4 8QA	Erection Of Single Storey Detached Timber Outbuilding

17. FINANCE

a. **Payments- authorised** schedule of payments totalling £4171.40 (VN 1-15)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Already paid							
1	16/04/2026	Nicholas Phillips	0	Clerk's Salary	728.26	0.00	728.26
2	16/04/2026	HMRC	0	HMRC	255.99	0.00	255.99
8	02/04/2026	WaterPlus	0	Allotment water fee	6.46	0.00	6.46
3	30/04/2026	Unity Trust Bank	0	Bank Charges	7.00	0.00	7.00
To be paid							

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4	07/05/2026	Nicholas Phillips	0	Clerk's Salary	728.26	0.00	728.26
5	11/05/2026	HMRC	0	HMRC	255.99	0.00	255.99
6	11/05/2026	Nicholas Phillips	0	Clerk's Expenses	35.07	0.00	35.07
7	07/05/2026	Cumbria Association of Local Councils	Hayton PC	Annual Subscription	469.19	0.00	469.19
9	07/05/2026	Heads Nook Village Hall Committee	0	Room Hire	30.00	0.00	30.00
10	31/05/2026	Unity Trust Bank	0	Bank Charges	7.00	0.00	7.00
11	07/05/2026	Green Team	00000451	Grass contract	480.00	96.00	576.00
12	07/05/2026	The Cumbria Clock Company	INV-21497	Church Clock	240.00	48.00	288.00
13	07/05/2026	John Kelly	INV 48	Website fee	194.58	0.00	194.58
14	07/05/2026	Kate Beaty	HPC Audit	Annual audit	100.00	0.00	100.00
15	07/05/2026	Scribe Accounts	INV-17830	Annual Subscription	408.00	81.60	489.60

- b. **Monthly reconciliation (February and March 2026) –received and noted** the reconciliation and balances checked by Cllr Culley.
 - c. **Monthly budget update- received and noted**
 - d. **Receipt – noted** receipt from Cumberland Council, Precept, £21000, R01, 25-26 accounts HMRC VAT refund £1316.85, R14, Allotment Society (2 Payments for £120.64 R18 and R16 (cheque appeared lost but so duplicate payment made and then credited to savings account). Playground Inspection fee Heads Nook, £60.35 R15, Unity trust Bank interest £120.64 R17.
 - e. **noted:** one outstanding invoice from Hayton Playground Committee.
18. Proposal to set up a PO Box for mail item – Discussed and resolved to have the registered address as Hayton Garage.
 19. Standing Orders- resolved to re-adopt the model standing orders
 20. Financial Regulations –resolved to re-adopt the financial regulations.
 21. Meeting Dates –noted and agreed the dates for forthcoming meetings.
 22. Re-opening of the railway station at Heads Nook- discussed that the Parish Council is supportive of the idea of re-opening the station and tasked the Clerk to write the MP to ask that she raises the idea in Whitehall/Parliament.
 23. **Clerk and Councillors' reports/items for future agenda**
Update on Speed Camera and location.
Roads in Hayton – Invite Head of Highways at Cumberland Council to discuss on site in Hayton
- Date of next meeting**
The next meeting of the Parish Council will take place on 3 June 2026 in Hayton Reading Room at 7.00pm.
 Agenda items to be submitted to the Clerk by 12 noon on 22 May 2026.
 Meeting closed at 20.00s