

SCALEBY PARISH COUNCIL

Minutes of a Meeting of Scaleby Parish Council held on Wednesday 21 March 2018 in Scaleby Village Hall at 7.30pm

Present: Councillors L Thompson (Chair), J Bell, G Little, G McGarr, R Marston and T Moore

In Attendance: City Cllr J Bainbridge

Apologies: City Cllr M Bowman and County Cllr J Mallinson

198/18 Minutes of Meeting Held Wednesday 17 January 2018

Resolved that the minutes of the last meeting of the Parish Council be agreed and signed by the Chairman as a true record.

199/18 Requests for Dispensations

No requests for dispensations were received.

200/18 Declarations of Interest

No declarations of interest were made.

201/18 Public Participation

No members of the public were present. City Cllr Bainbridge informed Cllrs that his small scale grants budget was open for applications.

202/18 Financial Matters

202.1 Statement of Accounts to 28 February 2018

Resolved that the account summary for the period ended 28 February 2018 be noted.

The balance at bank at 28 February 2018 was £6,047.47

202.2 Payments

Resolved to authorise payments as follows:

- Sarah Kyle, website hosting reimbursement, £76.00
- Sarah Kyle, Jan/Feb/March salary & reimbursements, £408.77
- HRMC, Jan/Feb/March PAYE, £88.60
- Kierweb, Website deposit, £300.00
- Cumbria Payroll, quarterly payroll, £16.80
- Kierweb, website balance, £300.00
- Scaleby Village Hall, rental, £50.00

202.3 Receipts

The receipt of £1,032.64 from CALC in respect of the Transparency Grant application was noted.

202.4 Donation Requests

Resolved to pay donations to:

- Great North Air Ambulance, £100 (S137)
- Scaleby PCC - churchyard expenses, £150

It was noted that Cllr Bell dissented to both applications.

203/18 Highways Matters

The previously mentioned signpost at Horsegills was discussed - the Clerk to seek reassurances that it will be replaced following two accidents at the junction. It was queried whether double white lines on the stretch of road would also be advantageous?

Cllr McGarr noted the confusing notifications sent from Highways with regards to forthcoming road closures. City Cllr Bainbridge to feedback to those responsible.

Various potholes are to be reported to Highways (south of Hunley lonning, Chapel Lane and on the Horsegills road). It was also noted that the verges are in a poor state.

Cllr Moore informed members that he had repaired a fingerpost recently following a vehicle collision.

Resolved: Clerk to report potholes and chase Horsegills signage.

204/18 Administrative Matters

204.1 Website

Cllrs were informed that the new website has gone live (www.scaleby.org.uk). Feedback on its design and content is welcome.

204.2 Standing Orders and Financial Regulations

Resolved to accept a review of the above documents, with no changes proposed to either

204.3 Internal Audit Documents

Resolved to adopt the updated documents as below and to review the effectiveness of the internal audit as adequate.

- internal audit checklist
- internal audit plan
- internal auditor terms of reference
- asset register
- risk assessment

204.4 Internal Auditor

Resolved to continue the appointment of Mrs P Cronin as internal auditor for the financial year 2017/18 and until further notice.

204.5 Play Scheme 2018

Resolved to host two days, from 9am to 4pm, at an increased cost of £6 per child. Dates to be set in conjunction with the providers and the Village Hall.

204.6 Fidelity Insurance Guarantee

Resolved to accept the review of PC fidelity insurance as being adequate for the current financial year.

204.7 General Data Protection Regulations

Cllrs were informed that little progress has been made since the January meeting, with national bodies still to provide confirmation as to whether the Clerk will be able to act as the DPO in certain size Parish Councils. Due to this it was considered that

delegated authority be given to the Clerk to appoint a suitable DPO once guidance is provided.

Cllrs signed receipt for a copy of a postcard "We're getting ready for GDPR. Are you?"; "Preparing for the General Data Protection Regulation 12 Steps to take now" and an "introduction to the 12 steps" as it was noted that the Council as a body corporate is responsible for the implementation of GDPR and that the regulations apply to Cllrs as well as the Clerk. Updated policies and procedures are being worked on to ensure that compliance is present throughout the Council.

Resolved: To delegate authority to the Clerk to incur reasonable expenditure for the appointment of a Data Protection Officer.

204.8 Electoral Review of Carlisle: Warding Arrangements

City Cllr Bainbridge gave Cllrs an overview of the reasoning behind the review and outlined potential scenarios for the proposed new ward arrangements, being either Carlisle, Brampton or Longtown orientated.

Resolved to respond to the consultation to specify that Scaleby wishes to be included in a Carlisle facing ward.

205/18 Planning Matters

17/1076 : Chapel Hill Farm, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY - Change Of Use Of 2no. Redundant Barns Into 2no. Dwellings; Change Of Use Of Agricultural Land To Residential Garden For Use By Dwellings
Noted that permission has been granted.

206/18 Council Matters and Agenda Items for Future Meetings

It was noted that a broadband champion for the parish appears to be unnecessary going forward, following the moving of the current post holder.

Cllr Moore noted that the Village Hall AGM would be held on 5th April at 7.30pm with all residents welcome. Work continues with regards to the Beacon event planned for November. This is to be continued in conjunction with Cllr McGarr.

207/18 Schedule of Correspondence, Notices and Publications

A schedule of notices and publications received since the last meeting and not otherwise on the agenda were received and noted.

208/18 Date of Next Meeting

Resolved that the Annual Meeting of the Parish Council will take place on 16th May 2018 in Scaleby Parish Hall. The meeting will directly follow the closure of the Annual Parish Meeting which will commence at 7.30pm

There being no further business the Chairman closed the meeting at 9.11pm.