

## SCALEBY PARISH COUNCIL

### Minutes of the Annual Meeting held on Wednesday 15 May 2019 in Scaleby Village Hall at 7.35pm

**Present:** Councillors L Thompson (Chair), M Grant, G Little, G McGarr and R Marston

**In Attendance:** City Cllr V Tarbitt

#### **282/19 Election of Chairman for the Council Year 2019/20**

**Resolved** that Cllr Thompson be elected as Chairman for the Council Year 2019/20. Cllr Thompson signed the Declaration of Acceptance of Office.

#### **283/19 Appointment of Vice-Chairman**

**Resolved** that Cllr McGarr be appointed as Vice-Chairman for the Council Year 2019/20.

#### **284/19 Declaration of Acceptance of Office Forms**

**Noted** that all Cllrs present had signed the above in the presence of the Clerk. Arrangements had been made for Cllr Moore to meet with the Clerk to sign the required paperwork within the statutory timescales.

#### **285/19 Apologies for Absence**

Apologies were received and accepted from Cllr Moore.

#### **286/19 Minutes of Meeting Held Wednesday 20 March 2019**

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

#### **287/19 Requests for Dispensations**

No requests for dispensations were received.

#### **288/19 Declarations of Interest**

No declarations were made.

#### **289/19 Public Participation**

City Cllr Tarbitt introduced herself to members, outlining her background and providing contact details.

#### **290/19 Planning Matters**

**19/0240 Snowdale, Scaleby, Carlisle, CA6 4LW** - Erection Of Two Storey Rear Extension To Provide Living Room, Sunroom, Hall, Store And Boot Room On Ground Floor With 3no. En-Suite Bedrooms Above (One With A Balcony); Erection Of Single Storey Entrance Porch From New Hall Without Compliance With Condition 2 Imposed On Planning Permission 18/0607 To Rotate The Extension To Align With Site Boundary

**Noted** that the Clerk responded under delegated powers with “no representation” and permission has been subsequently granted.

**19/0255 Summerhill Cottage, Chapel Lane, Scaleby Hill, Carlisle, CA6 4LY** - Replacement of Existing Stable and Store

**Noted** that the Clerk responded under delegated powers with “no representation”.

**19/0254 Corriefield Farm, Scaleby, Carlisle, CA6 4JY** - Erection of Single Storey Side Extension to Provide Annexe for Family Members

**Noted** that the Clerk responded under delegated powers with “no representation”.

## **291/19 Administrative Matters**

### **291.1 Programme of Meetings**

**Resolved** to agree the calendar of meeting dates for the council year 2019/20 as:

- Wednesday 17 July 2019
- Wednesday 18 September 2019
- Wednesday 20 November 2019
- Wednesday 22 January 2020
- Wednesday 18 March 2020
- *Wednesday 20 May 2020 - TBC (New Council Year)*

### **291.2 Review of Policies and Procedures**

**Resolved** that the following policies and procedures have been reviewed with no changes required:

- Standing Orders
- Financial Regulations
- General Data Protection Regulations (numerous policies)
- Freedom of Information (numerous policies including the Publication Schedule)

Also **resolved** to adopt:

- Complaints Procedure
- Press and Media Policy

### **291.3 General Power of Competence**

**Resolved** from 15th May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

### **291.4 Summer Play Days**

**Resolved** to hold two summer play days on 12<sup>th</sup> and 19<sup>th</sup> August with arrangements for pricing the same as last year. City Cllr Tarbitt noted that some support from her small-scale grants pot may be possible.

### **291.5 War Memorial**

It was noted that the above has now been listed formally with Grade II status. Concerns were expressed about the implications of having a listed building within the curtilage of the Hall in case of future planning considerations.

### **291.6 Vacancies**

**Resolved** to proceed with the required procedure to advertise the two vacancies following the election and to consider any potential candidates at the July meeting.

## **292/19 Highways Matters**

The following items were raised:

- Query regarding the need for provision of additional “sharp bend” signage – no action
- Potholes in Chapel Lane – **Clerk to re-report**
- One pothole on the turning left from Chapel Lane – **Clerk to report**
- Verges deteriorating again throughout the parish – no action
- Protruding kerbstone at Longpark – **Clerk to re-report**

- Overhanging branch at Longpark – *Clerk to report*
- Missing manhole cover in between The Knells and Houghton road end – **Clerk to report**

It was also noted that Cllr Thompson had met with County Cllr Mallinson regarding the dangerous water at the Horsegills road end.

*City Cllr Tarbitt left the meeting at 8.22pm.*

## **293/19 Financial Matters**

### **293.1 Insurance 2019/20**

**Resolved** to accept a quotation from Came and Company for the Council insurance for the Council year 2019/20 for £723.74, this being the third and final year of the long-term agreement.

### **293.2 SLCC Membership**

**Resolved** to donate £7 towards the Clerk's membership of the Society of Local Council Clerks.

### **293.3 Internal Audit Report**

**Resolved** to receive and accept the end of year internal auditors report for the financial year 2019/20 with no matters brought to the attention of the Council.

### **293.4 Annual Governance and Accountability Return (AGAR) Certificate of Exemption**

**Resolved** that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019 and that all criteria had been met.

### **293.5 Annual Governance Statement for the Year Ended 31st March 2019**

**Resolved** to approve the Annual Governance Statement and authorise the Chairman to sign the Annual return.

### **293.6 Statement of Accounts to Year Ended 31st March 2019**

**Resolved** to approve the Statement of Accounts and authorise the Chairman to sign the annual return.

### **293.7 CALC Subscription**

**Resolved** to authorise the 2019/20 subscription payment to CALC of £132.26 however it is requested that examples of the benefits provided for the subscription are given before approval will be considered in future years.

### **293.8 Payments**

**Resolved** to approve authorise two councillors to sign to approve payments as follows:

- Sarah Kyle, April salary, £145.56
- HMRC, April PAYE, £31.80
- Sarah Kyle, May salary plus reimbursements, £237.06
- HMRC, May PAYE, £31.80
- CALC, Subscriptions, £132.26
- Came & Company, Insurance, £723.74
- YPO, Stationery, £3.98
- Bluezon, Newsletters, £89.00
- Stanwix Rural Parish Council, SLCC contribution, £7.00
- Scaleby Village Hall, Rental, £50.00

Salary and PAYE payments for the Clerk for June were approved and the amounts will be confirmed at the next meeting.

#### **293.9 Receipts**

**Resolved** to note the receipt of £5,400 from Carlisle City Council (Precept).

#### **293.10 Internet Banking**

**Resolved** to reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue.

#### **293.11 Donation Requests**

**Resolved** to donate £350 to Scaleby PCC towards the grass cutting at the churchyard in respect of both the 2018/19 and 2019/20 financial years.

#### **294/19 Council Matters and Agenda Items for Future Meetings**

**Cllr Little** reported ongoing problems with the water pressure.

**Cllr McGarr** reported that notification had been received for commemorations of VE day on 8<sup>th</sup> May 2020. He will ask the Hall Committee for consideration to be given to suitable events.

**Cllr McGarr** also noted that his research into commemorations for the WWII fallen had uncovered that it is likely that the war memorial is meant only for those remembered from WWI and an alternative option for remembrance may need to be considered.

#### **295/19 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.

Cllr Thompson also read out a Thank You card received from City Cllrs Bainbridge and Bowman.

#### **296/19 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council will take place on 17th July 2019 in Scaleby Village Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 8.52pm.