

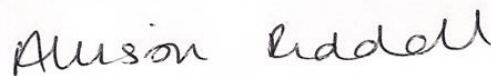
BRAMPTON PARISH COUNCIL

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3 June, 2019

The Annual Meeting of the **BRAMPTON PARISH COUNCIL** will be held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **TUESDAY, 28th MAY, 2019** at **7.00 p.m.**

Members of the public are welcome to attend.



Clerk

AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence.
5. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest
6. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
7. **MINUTES**
MINUTE OF THE MEETINGS HELD ON 30TH APRIL 2019 AND 9TH MAY 2019 - To authorise the Chairman to sign, as a correct record, the minutes of the meetings held on 30th April 2019 and 9th May 2019.
8. **COMMITTEE REPORTS** - To note and approve for implementation, as appropriate, the decisions and recommendations of the following Committees:-
 - 8.1 **Finance and General Purposes Committee** meeting held on 14th May 2019
 - 8.2 **Property and Environment Committee** meeting held on 14th May 2019
9. **COMMITTEES**
 - 9.1 **COMMITTEE REMITS** – To review committee remits. Report by Clerk.
 - 9.2 **MEMBERSHIP** – To consider committee membership. Report by Clerk.

10. **REPRESENTATION ON OUTSIDE BODIES** – To consider representation on Outside Bodies. Report by Clerk.
11. **INSPECTION OF DEEDS AND TRUST INSTRUMENTS** – To consider the inspection of deeds and trust instruments. Report by Clerk.
12. **COUNCIL MEETING DATES FOR THE YEAR 2019-20** – To receive and consider the proposed dates for the full council and committee meetings for the forthcoming year.
13. **POLICY REVIEW** – To review and/or adopt the following core policies:-
 - 13.1 **COMPLAINTS PROCEDURE**
 - 13.2 **PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY**
 - 13.3 **MEDIA AND PRESS POLICY**
 - 13.4 **HEALTH AND SAFETY POLICY**
 - 13.5 **EQUALITY AND DIVERSITY POLICY**
 - 13.6 **EQUAL OPPORTUNITIES POLICY**
 - 13.7 **FRAUD/CORRUPTION DETECTION & PREVENTION POLICY**
 - 13.8 **STATEMENT OF INTENT ON COMMUNITY ENGAGEMENT**
 - 13.9 **GRANTS POLICY**
 - 13.10 **STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt standing orders and financial regulations.
 - 13.11 **FINANCIAL REGULATIONS** – To consider the continuance of staff wages to be paid by BACS.
14. **GENERAL DATA PROTECTION REGULATIONS (GDPR)** –
 - 14.1 **DATA PROTECTION OFFICER** – To consider the appointment of the Clerk as Data Protection Officer for 2019/20.
 - 14.2 **PRIVACY POLICIES** – To review the data protection and privacy policies (website, general, staff and councillors).
15. **INSURANCE** – To confirm the parish council has insurance cover in respect of all risks and consider the renewal invitation from Zurich.
16. **SUBSCRIPTIONS** – To review the Parish council's subscriptions -
 - 16.1 **CALC** – To note the invitation to renew the CALC annual subscription for 2019/20 in the sum of £516.04 was agreed under minute 314/18.4.
 - 16.2 **SLCC** - To consider continuation of contributing towards the Clerk's subscription to SLCC. This is not due for renewal until December 2019 and net cost to the Council after contributions is approximately £209.00.
 - 16.3 **LCR** – To consider the invitation to renew the LCR annual subscription for 2019/20 in the sum of £17.00.
17. **PUBLIC PARTICIPATION** – To receive comments and representations from members of the public in relation to any item on the Agenda. (*Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman.*)
18. **POLICE MATTERS** –
 - 18.1 **POLICE ISSUES** - To note the latest police newsletter (circulated by email if available) and consider any items to be passed to the police.

19. TOWN AND COUNTRY PLANNING APPLICATIONS – To be considered:-

- 19.1 BELMORE, STATION ROAD, BRAMPTON (19/0028/S211) –** Removal of beech tree.
- 19.2 LOW GELT BRIDGE FARM, BRAMPTON (19/0411) –** Erection of slurry tower.
- 19.3 GLION AND RIDGE VALE, LANERCOST ROAD, BRAMPTON (19/0376) –** Single storey and rear extension to Glion to provide additional living accommodation; single storey rear extension to Ridge Vale to provide boot room and new rear entrance.
- 19.4 LAND AT CARLISLE ROAD, BRAMPTON (19/0380) –** Erection of 80 dwellings (part revision of previously approved permission 17/0869) to increase the number of dwellings from 63 to 80.

(copies available from Carlisle City Council website)

20. FINANCIAL MATTERS –

- 20.1 s137 SPENDING –** To note and review the spending under s137 for 2018/19 and 2019/20. Clerk to report.
- 20.2 INTERNAL AUDITOR –** To consider the appointment of the internal auditor.
- 20.3 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019 AND EXEMPTION CERTIFICATE–**
 - 20.3.1** To consider the approval of the Annual Governance Statement for year ending 31st March 2019.
 - 20.3.2** To consider the approval of the Statement of Accounts for year ending 31st March 2019.
 - 20.3.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2019.
 - 20.3.4** To receive notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2019 as Monday 17th June to Friday 26th July 2019.
- 20.4 YEAR END BALANCES –** Report by Clerk.
- 20.5 FINANCIAL ASSISTANCE –**
 - 20.5.1 UNITED REFORMED CHURCH –** To consider a request from the United Reformed Church for an improved locking system to allow the church to remain open for visitors.
- 20.6 EXPENDITURE TO APPROVE –** That the Council approves the expenditure detailed.
- 20.7 TRAINING –** To consider the Clerk's attendance at the NALC/LGCR EXPO (June 21st) and SLCC regional roadshow (July 31st). (Approximate costs for both £228.00 including travel)
- 21. REPRESENTATIVES' REPORTS -** To receive information and reports by representatives on Outside Bodies.
- 22. LORNA GRAVES BOOK –** To consider a request from author Clare McPhee to sell her biography on Cumbrian artist Lorna Graves in the Visitor centre.
- 23. BRAMPTON AND DISTRICT RED SQUIRREL GROUP –** To consider a request (deferred from the last meeting), to trap, then dispatch, grey squirrels at the Old Church.
- 24. SUMMER SPLASH –** To consider a request for the use of King George V Field to be used for a Summer Splash event on 15th August 2019.
- 25. WEBSITE –** To consider a request for a link to be added to the parish council website for people to find their nearest Jobcentre Office.

26. **BRAMPTON AND BEYOND** – To note that the request for the independent investigation report to be circulated to members has been refused.
27. **CCTV** – To consider the installation of CCTV in Brampton. (Information from Cumbria Police circulated by email)
28. **CALC** - To receive, note and where applicable respond to the following correspondence, circulated by email:-
 - 28.1 **CALC CIRCULAR** – May 2019
 - 28.2 **SUMMER CONFERENCE** – Email from CALC
 - 28.3 **BIG LUNCH** – Email from CALC
 - 28.4 **TRAFFIC COMMISSIONERS** – Email from CALC
29. **CORRESPONDENCE RECEIVED** - To note items of correspondence received since the last meeting and take actions as appropriate:-
 - 29.1 **THE WRITTEN ROCK OF GELT** – Email from Historic England.
 - 29.2 **NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE SCHEME** – Email from Jim O'Neil.
30. **LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting
 - 30.1 **NOTICE OF EXECUTIVE KEY DECISIONS** – 17th May 2019.
 - 30.2 **CLERKS & COUNCILS DIRECT** – May 2019
31. **AGENDA ITEMS FOR NEXT MEETING** – To submit items for the next meeting and note that any further items should be submitted to the Clerk on or before 18th June 2018.
32. **DATE OF NEXT MEETING** – Tuesday 25th June 2019, 7.30pm, Moot Hall. Committee meetings will be held on Tuesday 11th June 2019 from 7.00pm in the Moot Hall.
33. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960** - To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.
34. **WORK TO TREES AT KING GEORGE V FIELD**– To receive a report from the Clerk. (Costings will be detailed at the meeting if received)