

# BRAMPTON PARISH COUNCIL

Clerk: Allison Riddell  
Unit 2  
The Old Brewery  
Craw Hall  
Brampton  
CA8 1TR  
Tel: 016977 3382  
Email: [bramptonpc@gmail.com](mailto:bramptonpc@gmail.com)

9 December, 2020

A Virtual Meeting of the **BRAMPTON PARISH COUNCIL** will be held on **TUESDAY, 15th DECEMBER, 2020 at 7.00 p.m.**

The meeting is accessible by logging on to [www.zoom.us](http://www.zoom.us) and using Meeting ID 894 4699 5653 with the password **495271**. The meeting can also be joined by telephone by dialling one of the following numbers - 0203 481 5240 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237. Please aim to arrive at the meeting by 6.50pm in case of connectivity problems.

Members of the public are welcome to attend.

*Allison Riddell*

Clerk

## AGENDA

1. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence.
2. **REQUESTS FOR DISPENSATION** - 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.
3. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
4. **MINUTES** -  
**MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> NOVEMBER 2020** - To authorise the Chairman to sign as a correct record the minutes of the meeting held on 24<sup>th</sup> November 2020. (copy herewith).
5. **LOCAL GOVERNMENT ACT 1972** –
  - 5.1 **FILLING OF VACANCY** – To consider person/s expressing an interest in being co-opted to membership of the Parish Council. (information circulated to members prior to the meeting)
6. **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. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman.*)
  - 6.1 **CITY AND COUNTY COUNCILLOR REPORTS** – To receive reports from City and County Councillors if applicable.

- 7. TOWN AND COUNTRY PLANNING APPLICATIONS** – To consider the following:-
- 7.1 LAND TO THE REAR OF 12-22 BECK RIGGS, BRAMPTON (20/0037/TPO)** – Crown reduction and thinning of 2 sycamore trees; cut back limb of 1 sycamore tree subject to TPO 81.
- 7.2 FORMER TARN END HOTEL, TALKIN (20/0817)** – Variation of condition 2 (approved documents) of previously approved permission 19/0463 (conversion, alteration and extensions to former hotel to provide 12 residential units; incorporating landscaping and parking (revised application) without compliance with condition 2 (approved documents) imposed on planning permission 17/0119 (and as amended by 18/0716) to: 1 – retain original windows facing Tarn; 2 - retain window and door in original location; 3 – to locate package treatment plant within site perimeter; 4 - to rebuild single storey annexe to unit 7; 5 – to remove arched heads from elevation G-G; 6 – to amend vehicular access) to increase the footprint of units 1, 2 & 3; to provide details of the utilities store.
- 7.3 BELMORE, STATION ROAD, BRAMPTON (20/0795)** – Erection of single storey side extension to provide sun room; erection of detached double garage/log store
- (copies available on Carlisle City Council website)
- 8. NOTIFICATION OF DECISIONS** – To note a report from the Clerk. (copy herewith)
- 9. FINANCIAL MATTERS** –
- 9.1 BANK RECONCILIATION TO 30TH NOVEMBER 2020** – To note the information in the Scribe Report. (copy herewith)
- 9.2 FINANCIAL TRANSACTIONS** - To note the income and expenditure detailed in the Scribe Report. (copy herewith)
- 9.3 EXPENDITURE TO APPROVE** – That the Council approve/ratify the expenditure detailed. (copy herewith)
- 9.4 PRECEPT 2021/22** – To agree the precept for 2020/21. (copy to follow)
- 10. CLERK'S REPORT** – To receive and note a Report from the Clerk. (copy herewith)
- 11. MATTERS TO BE RAISED BY COUNCILLORS** – An opportunity for councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision.
- 12. LITTER BINS** – To receive an update and consider relocation of some litter bins.
- 13. DRAFT MEMORIAL BENCH POLICY** – To receive and consider the draft memorial bench policy. (copy herewith)
- 14. EVENTS** – To consider a request for the Events Working Group to begin planning for a street party during 2021 and another for the Queen's Platinum Jubilee in June 2022.
- 15. CALC** - To receive, note and where applicable respond to the following correspondence:-
- 15.1 CALC NEWSLETTER** – December 2020/January 2021
- 15.2 UPDATE ON LOCAL GOVERNMENT REORGANISATION IN CUMBRIA**
- 15.3 CARLISLE WINTER RESILIENCE EVENT**
- 16. CORRESPONDENCE RECEIVED** - To note items of correspondence received since the last meeting and take actions as appropriate:-
- 16.1 ROAD CROSSING AT WILLIAM HOWARD SCHOOL** – Email from resident.
- 16.2 TELFORDS COACHES 680** – Email from Transport Services, Cumbria County Council.

(information circulated to members by email, correspondence list report attached)

17. **LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-  
  
None to date
18. **DATE OF NEXT MEETING** – To confirm that the next virtual meeting will be held on 29<sup>th</sup> January 2020 at 7.00pm and will be called by electronic summons.
19. **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, (contract terms), it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.
20. **FOOTPATHS AND SMALL GRASS CUTTING 2021 – TENDERS** – Report by Clerk. (copy circulated by email prior to meeting)
21. **GRASS CUTTING CONTRACT 2021** – To receive a report from the Clerk regarding costs for the final year of the 3 year contract.

**MINUTES** of a **VIRTUAL MEETING** of **BRAMPTON PARISH COUNCIL** held on **TUESDAY 24<sup>th</sup> NOVEMBER 2020** at 7.00pm.

**PRESENT**

Councillor Mrs. J. Errington (Chairman, in the chair)	Councillor Ms. S. Angland
Councillor Mrs. M. Blake	Councillor J. J. Harding
Councillor Mrs. R. Logie	Councillor Ms. F. Macleod
Councillor Mrs. J. Spears	Councillor M. Spears
Councillor Mrs. J. Thompson	

**IN ATTENDANCE** – Clerk

**ALSO ATTENDING** – City Councillors K. Meller, M. Mitchelson and R. Tinnion.  
2 members of the public

**Action**

115/20	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> to note that apologies for absence were received and agreed from:- Councillors Charlton and Rodley.</p>	
116/20	<p><b>REQUESTS FOR DISPENSATION</b></p> <p><b>RESOLVED</b> to note that no requests for dispensation were received.</p>	
117/20	<p><b>DECLARATIONS OF INTEREST</b></p> <p><b>RESOLVED</b> to note that Councillor Thompson declared a non-pecuniary interest in item 133/20.2.</p>	
118/20	<p><b>LOCAL GOVERNMENT ACT 1972 – DISQUALIFICATION</b></p> <p><b>RESOLVED</b> to note the disqualification of Mr. K. Read-Bone due to the six month attendance regulations per the Local Government Act 1972.</p>	
119/20	<p><b>MINUTES</b></p> <p>Minutes of the meeting held on 27<sup>th</sup> October 2020 were submitted.</p> <p><b>RESOLVED</b> to authorise the Chairman to sign the minutes of the meeting held on 27<sup>th</sup> October 2020, confirmed as a true and accurate record. The minutes would be signed at the next face to face meeting.</p>	<b>JE</b>
120/20	<p><b>PUBLIC PARTICIPATION -</b></p> <p><b>RESOLVED</b> to note that members of the public in attendance had no matters to raise.</p> <p><b>CITY AND COUNTY COUNCILLOR REPORTS</b></p> <p><b>RESOLVED</b> to note that Councillor Mitchelson reported on the following:-</p> <ul style="list-style-type: none"> <li>• <b>LOCKDOWN 2</b> – Staff were still currently working from home.</li> <li>• <b>BUSINESS GRANTS</b> – Grants for businesses to help them with loss of income through Covid-19 restrictions were available on the website.</li> <li>• <b>DOG FOULING</b> – Additional signage was being erected in Brampton and the Enforcement Team would be carrying out extra patrols in town.</li> </ul>	

(Signed) Chairman  
Date

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121/20	<p><b>TOWN AND COUNTRY PLANNING APPLICATIONS -</b></p> <p>Applications for planning consent were considered.</p> <p><b>RESOLVED</b> to advise the appropriate Planning Authority of the Council's comments as follows:-</p> <p><b>121/20.1 THE GRANGE, CRAW HALL, BRAMPTON (20/0645)</b> – Replacement dwelling type to plot 1 (relating to previously approved permission 19/0559).</p> <p>No observations.</p>	Clerk
122/20	<p><b>NOTIFICATION OF DECISIONS</b></p> <p><b>RESOLVED</b> to note a report submitted by the Clerk advising members of the decisions of the appropriate planning authority on applications on which the Parish Council had previously commented.</p>	
123/20	<p><b>FINANCIAL MATTERS -</b></p> <p><b>123/20.1 BANK RECONCILIATION TO 31st OCTOBER 2020</b></p> <p>There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank and Building Society accounts statements.</p> <p><b>RESOLVED</b> to receive and note the bank reconciliation and balances to 31st October 2020 of £272,783.29. The petty cash balance remained unchanged at £3.63.</p> <p><b>123/20.2 FINANCIAL TRANSACTIONS</b></p> <p>There was submitted a report by the Clerk detailing the expenditure incurred and the income received since the last report to the Council.</p> <p><b>123/20.2.1 RESOLVED</b> to note the expenditure of £14,802.61 detailed in the Appendix hereto.</p> <p><b>123/20.2.2 RESOLVED</b> to note the income of £3,336.29 detailed in the Appendix hereto.</p> <p><b>101/20.3 EXPENDITURE TO APPROVE</b></p> <p>A report was submitted by the Clerk detailing expenditure to approve.</p> <p><b>RESOLVED</b> to authorise payment of the accounts listed in the Appendix hereto amounting to £10,297.05</p> <p><b>101/20.4 FINANCIAL ASSISTANCE</b></p> <p>A request for financial was submitted from a resident in the sum of £250.00 for training.</p> <p><b>RESOLVED</b>, after discussion, to award a grant from the Allison Bequest fund in the sum of £250.00.</p>	
124/20	<p><b>CLERK'S REPORT</b></p> <p>The Clerk submitted a written report detailing the following:-</p> <p><b>MOAT SITE VISIT (Min 085/20)</b> – Still to be arranged. <b>ONGOING</b></p> <p><b>BIG MAGAZINE CHRISTMAS FRONT COVER</b> – 30 entries received. Winner has been notified and arrangements made for the presentation of the Smyths voucher and medal. <b>ONGOING</b></p>	

(Signed) Chairman .....

Date .....

	<p><b>MOOT HALL MASONRY WORK</b> – Some pointing of the parapet had taken place to stop the ingress of water. Investigation into the felting on the flat roof was ongoing. <b>ONGOING</b></p> <p><b>FARMERS MARKET</b> – Manager has been informed that members agreed (by email) for the market to take place on the 28<sup>th</sup> November, food stalls only. <b>RATIFIED</b></p> <p><b>SIGNAGE AT QUARRYBECK</b> – Burtholme PC had been informed that members would contribute towards new signage but will take no responsibility for any ongoing maintenance or liability. £160.00 donation. <b>RATIFIED</b></p> <p>Burtholme PC and Andrew Nicholson were submitting a claim which would be processed by Cumbria County Council. The path was not a permissive path but it was hoped it would be registered as a Public Footpath. <b>ONGOING</b></p> <p><b>CHRISTMAS EVENT</b> – Plans are ongoing and a press release will be made in due course. <b>ONGOING</b></p> <p><b>QUERIES ON DRAINAGE/WALL REPAIRS</b> – Blocked drains at Lovers Lane and wall repairs at Moatside - reported to the relevant authority. <b>NOTED</b></p>	
125/20	<p><b>MATTERS TO BE RAISED BY COUNCILLORS</b></p> <p>Members were given the opportunity to raise any unforeseen matters, with the consent of the Chair, that did not require a decision.</p> <p><b>RESOLVED</b> to note that no matters were raised.</p>	
126/20	<p><b>PUBLIC TOILETS</b></p> <p>Costings for maintenance from the City Council were submitted to the meeting. The Chairman reported on the responses received from the latest Action Plan questionnaire relating to public toilets and that although the City Council had offered to bring the toilets to a serviceable standard, prior to any handover of ongoing responsibility, that the toilets should already be at that standard for the public using them.</p> <p>A member of the public in attendance suggested the toilets could be knocked down and the space used to install electric vehicle charging points.</p> <p><b>RESOLVED</b> to inform the City Council that the Parish Council would not be taking over responsibility for the public toilets.</p>	Clerk
127/20	<p><b>ELECTRIC VEHICLE CHARGING POINT</b></p> <p>Carlisle City Council confirmed that a maximum of 2 spaces would be allocated at Showfield Car Park for an electric vehicle charging point.</p> <p><b>RESOLVED</b> approval for a charging point to be located at Showfield Car Park.</p>	
128/20	<p><b>TRAFFIC CONCERNS</b></p> <p>Councillor M. Spears had carried out a survey of the buses and HGV's turning on Longtown Road/Carlisle Road following concerns raised from residents. Video evidence of the buses overhanging/mounting the pavement and crossing over lanes had been circulated to members.</p> <p><b>RESOLVED</b>, after further discussion, to pass the concerns raised to Highways.</p>	Clerk

(Signed) Chairman  
Date

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129/20	<p><b>ST. CUTHBERT'S GARDEN VILLAGE – CONSULTATION</b></p> <p>A letter from the City Council requesting views on the draft St. Cuthbert's Local Plan and the Strategic Design Supplementary Planning Document was submitted to the meeting.</p> <p>The Clerk informed City Council members that once the survey had been looked at, even without responding, it couldn't be accessed again.</p> <p><b>RESOLVED</b> to note that members had no observations to make on the consultation and that City Councillor Meller would inform the IT department of the access issue.</p>	KM
130/20	<p><b>THE MOAT BAT SURVEY</b></p> <p>The bat survey carried out at the Moat by OS Ecology had been circulated to members.</p> <p><b>RESOLVED</b> to note the survey would form part of the Moat Management Plan.</p>	
131/20	<p><b>BECK LANE/HIGH CROSS STREET RECONSTRUCTION OF COBBLED AREA</b></p> <p>Correspondence received from Highways and City Councillor Mitchelson regarding the reconstruction work was considered.</p> <p>Councillor Mitchelson reported that a meeting had been held with Highways and that High Cross Street might only need to be closed for 1 week instead of the proposed 7. A traffic management system could be put in place for short periods of approximately 30 minutes at other times. Highways were not keen to create another entrance to Central Car Park while the work was being carried out.</p> <p>Members agreed that 7 weeks was too long for the road to be closed.</p> <p><b>RESOLVED</b> to note that Councillor Mitchelson would report back to the Clerk following another meeting with Highways to discuss the matter further. The Parish Council may be required to submit correspondence in support of a shorter road closure in due course.</p>	MM/Clerk
132/20	<p><b>CALC</b></p> <p>The following correspondence from CALC was received and noted:-</p> <p><b>132/20.1 STANDARDS MATTER 2: PUBLIC CONSULTATION AND PUBLIC SECTOR SURVEYS</b></p> <p><b>132/20.2 PRESENTATION FOR CPCA NATURE RECOVERY EVENT</b></p> <p><b>132/20.3 CHRISTMAS TOY APPEAL</b></p>	
133/20	<p><b>CORRESPONDENCE RECEIVED BY THE CLERK</b></p> <p><b>RESOLVED</b> to note the following correspondence had been received: -</p> <p><b>133/20.1 IMPROVEMENTS TO MURRAY PARK FOOTPATHS – Email from resident.</b></p> <p><b>RESOLVED</b> that the Clerk would obtain quotes for the work.</p> <p><b>133/20.2 ADDITIONAL STREET LIGHTING AT CAPON TREE ROAD – Email from resident.</b></p> <p><b>RESOLVED</b>, after discussion, that members did not feel there was a need for additional street lighting.</p>	Clerk

(Signed) Chairman .....

Date .....

	<p><b>133/20.3 NOTICE BOARD AT UNITED REFORMED CHURCH</b> – Email from resident.</p> <p><b>RESOLVED</b> that the Clerk would ask the United Reformed Church what was happening to the noticeboard.</p> <p><b>133/20.4 REMOVAL OF HEDGEROW AT LANERCOST ROAD</b> – Email from residents and Carlisle City Council.</p> <p><b>RESOLVED</b> to note the correspondence received.</p> <p><b>133/20.5 APPLICATION FOR A BENCH IN THE CEMETERY</b> – Email from resident.</p> <p><b>RESOLVED</b> to note that members felt that the proposed seating was not suitable for the cemetery and that the Clerk would draft a Memorial Bench Policy for the Cemetery, to be considered at the next meeting.</p> <p><b>133/20.6 REPLACEMENT BOUNDARY AT THE SANDS</b> – Email from resident.</p> <p><b>RESOLVED</b> to note that the City Council’s Enforcement Team were dealing with the matter.</p> <p><b>133/20.7 AMAZON VANS TRAVELLING THROUGH BRAMPTON</b> – Email from resident.</p> <p><b>RESOLVED</b> to note that Councillor Mitchelson would check whether Councillor Mallinson had received a response from Amazon (min. 103/20) and that the Clerk would write to Amazon on behalf of the Parish Council detailing the concerns raised regarding the amount, and speed of, vehicles traveling through Brampton on a daily basis.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>MM/Clerk</b></p>
<p><b>134/20</b></p>	<p><b>LITERATURE AVAILABLE FROM CLERK</b></p> <p><b>RESOLVED</b> to note the following items were available from the Clerk:-</p>	
	<p><b>134/20.1 EXECUTIVE KEY DECISIONS</b> – 9<sup>th</sup> and 13<sup>th</sup> November 2020.</p>	
	<p><b>134/20.2 ACT GAZETTE</b> – Autumn/Winter 2020.</p>	
<p><b>135/20</b></p>	<p><b>DATE OF NEXT MEETING</b> - The next meeting would be held virtually on Tuesday 15<sup>th</sup> December 2020 at 7.00pm and called by electronic summons.</p>	
<p><b>136/20</b></p>	<p><b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b></p> <p><b>RESOLVED</b> in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, the public be temporarily excluded and instructed to withdraw from the meeting.</p>	
<p><b>137/20</b></p>	<p><b>SCRIBE CEMETERY QUOTATION</b></p> <p>Consideration was given to the quotation for Scribe Cemetery which provides a web based, long term solution to help Cemetery management and integrates with Scribe Accounts or can be used as a stand-alone package.</p> <p><b>RESOLVED</b> to note the quotation and package for possible use in the future.</p>	
<p><b>138/20</b></p>	<p><b>PHOTOCOPIER CONTRACT</b></p> <p>The Clerk reported on the current copier contract situation and the quotes received for a new lease.</p> <p><b>RESOLVED</b> to continue with the current lease until it ends in July 2021.</p>	

(Signed) Chairman .....

Date .....



<p>139/20</p>	<p><b>NB: The Clerk left the meeting prior to discussion of the following item</b></p> <p><b>REVIEW OF CLERK'S HOURS &amp; CONDITIONS OF SERVICE</b></p> <p>A written report was submitted from the Clerk for members to review the Clerk's contracted hours and benchmark description.</p> <p><b>RESOLVED</b>, following discussion, that the Clerk's contracted hours would be increased to full time, from 35 per week to 37, with immediate effect. The benchmark description would be amended with immediate effect to profile 3 under substantive (previously profile 2 above substantive). This equated to a wage increase, from scale point 31 to 33 on the National Joint Council pay scales.</p> <p>Meeting closed at 8.10pm.</p>	
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(Signed) Chairman .....  
Date .....

**Expenditure (from Scribe report)**

<b>Description</b>	<b>Supplier</b>	<b>Total £</b>
Monthly charges	Barclays Bank	1.84
Quarterly Bill	BRHS	427.10
Joinery work	P A Thompson	1,855.00
Main contract	Cut n' Edge	2,820.00
strimming moat bank	Cut n' Edge	90.00
Annual inspection	Orian	42.00
Monthly bill	Plusnet	54.00
Monthly bill - electric	SSE	25.80
Webinar sessions	SLCC	30.00
Equipment for bench installation	ABW	216.65
Tree work	R&M Lowther	1,800.00
Quarterly Bill	Maxxia	302.40
Annual Fee	Orian	42.00
Wages	Stephen Hillary	36.08
Wages	Peter Reynolds	180.40
PAYE	HMR&C	2,592.29
Tester pots	M Wannop	24.38
Monthly bill	Daisy Communications	62.56
Contribution	NEST	219.02
Wages	Clerk	2,077.61
Monthly bill	Vodafone	32.79
Monthly bill - electric	SSE	30.09
Annual Fee	Information Commissioner	35.00
Monthly charges	Sensible IT Solutions	20.00
Rates	Carlisle City Council	54.00
Rates	Carlisle City Council	39.00
Rates	Carlisle City Council	77.00
Postage	Post Office	15.60
Lump sum deficit	Cumbria LGPS	1,600.00
		<b>14,802.61</b>

**Income (from Scribe report)**

<b>Description</b>	<b>Supplier</b>	<b>Total £</b>
Contribution - copier	Bowling Club	6.29
Memorial Erection	Ian Robinson	120.00
Grant - new seats	Carlisle City Council	600.00
Interment	Ian Blair	470.00
Interment	Ian Blair	470.00
Interment	Ian Blair	500.00
Interment	Ian Blair	150.00
Burial Fee	Mr & Mrs Harding	500.00
Burial Charges	Ian Robinson	50.00
Burial Charges	Co-operative Funeralcare	470.00
		<b>3,336.29</b>

(Signed) Chairman  
Date

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## Expenditure To Approve

Amount £	Payee	Detail	Chq number/FP
20.00	Sensible IT Solutions	Office (website)	D/D
170.00	Carlisle City Council	Various – rates	D/D
63.98	Daisy Communications	Office	D/D
54.00	Plusnet	Visitor Centre	D/D
191.63	Nest	Staff – pension	D/D
1.84	Barclays Bank	Charges	D/D
150.00	GA Estates	Garage rent	F/P
2990.00	Cut n' Edge	Grounds Maintenance	F/P
108.00	Shift-it	Murray Park	F/P
469.96	SSE	Moot Hall	F/P
29.10	SSE	Moot Hall	F/P
198.00	Cumbria Clock Company	Moot Hall	F/P
125.99	Risus Wholesale	Special Projects	F/P
245.99	Cut Price Wholesaler	Special Projects	F/P
139.60	Waterplus	Allotments	F/P
289.75	Risus Wholesale	Special Projects	F/P
18.00	Jimbars	Office	F/P
68.00	Poppy Appeal	S137	F/P
191.34	ABW	Murray Park	F/P
43.08	S Hillary	Staff	F/P
279.02	P Reynolds	Staff	F/P
714.02	OS Ecology	Bat Survey	F/P
159.75	Bargain Wholesaler	Special Projects	F/P
33.50	Anderson Wholesale	Special Projects	F/P
	<b>Above items to be ratified</b>	<b>Below items to be approved</b>	
137.96	S Hillary	Murray Park	F/P
71.40	Vending Superstore	Special Projects	F/P
15.75	A Riddell -Ebay	Special Projects	F/P
20.99	Monmore Confectionery	Special Projects	F/P
2077.61	A Riddell	Staff	F/P
16.25	A Riddell	Postage	F/P
55.02	A Riddell - Amazon	Special Projects	F/P
14.39	A Riddell - zoom	Misc services	F/P
646.80	Good Signs & Print	Special Projects	F/P
450.88	A Riddell – various	Special Projects	F/P
13.45	J Gordon – Home Barg's	Special Projects	F/P
22.00	J. Spears	Special Projects	F/P
<b>£10,297.05</b>			

(Signed) Chairman  
Date

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**TOWN AND COUNTRY PLANNING  
NOTIFICATION OF DECISIONS**

**1. SUMMARY OF REPORT**

This report advises members of the decisions of the appropriate planning authority on applications on which the Parish Council has previously commented.

**2. RECOMMENDATIONS**

That members **NOTE** the information.

**3. REPORT**

Members are asked to note that Carlisle City Council has advised of its decisions on planning applications on which the Parish Council has already commented as follows:-

<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
Edgewood, Station Road, Brampton	Formation of new vehicular access	Granted subject to conditions regarding commencement of work, approved documents and access area construction.

**Brampton Parish Council**

Prepared by: ALISON RIDDELL  
*Name and Role (Clerk/RFO etc)*

Date: 8/12/2020

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>Bank Reconciliation at 30/11/2020</b>		
	Cash in Hand 01/04/2020	178,554.51
	<b>ADD</b> Receipts 01/04/2020 - 30/11/2020	197,692.00
		376,246.51
	<b>SUBTRACT</b> Payments 01/04/2020 - 30/11/2020	122,099.58
<b>A</b>	<b>Cash in Hand 30/11/2020</b> (per Cash Book)	<b>254,146.93</b>
	Cash in hand per Bank Statements	
	Petty Cash 30/11/2020 3.63	
	Allison Bequest Account 30/11/2020 104,512.15	
	Barclays Tracker Account 30/11/2020 145,501.76	
	Barclays Current Account 30/11/2020 4,129.39	
		<b>254,146.93</b>
	Less unrepresented payments	0.00
		254,146.93
	Plus unrepresented receipts	0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>254,146.93</b>
<b>A = B Checks out OK</b>		

9 December 2020 (2020 - 2021)

**Brampton Parish Council**  
**PAYMENTS LIST - 1st to 30th November 2020**

Voucher	Code	Description	Total
230	Website	Hosting Fee	20.00
232	Telephone/Broadband	Zoom fee	14.39
234	MP - play surface and repairs	Excavator & dumper hire	108.00
237	External Audit Fees	Annual Fee	480.00
240	MP - new equipment	New play equipment in MP	7,854.40
227	Rates - office	Rates	39.00
228	Moot Hall - rates	Rates	77.00
229	Rates	Rates	54.00
233	Moot Hall - Lets	Refund	15.00
238	Cut n' Edge contract	Main contract	2,145.00
231	Misc repairs	Tester pots	7.20
235	Newsletter	Big Mag article	300.00
239	Cut n' Edge - burial fees	Burial Charges	845.00
241	MP - new equipment	New play equipment in MP	3,710.00
236	Gas costs	Quarterly Bill	469.96
242	Bank Charges	Charges	1.84
243	Visitor Centre Expenditure	Monthly bill	54.00
244	Goods for Elf Trail	Goods for Elf Trail	854.98
245	Telephone/Broadband	Zoom fee	14.39
246	Caretaker wage (net) - market ma	Wages	43.08
247	Water rates - Clay Dubbs	Rates	139.60
248	Garage rent	Garage rent	150.00
249	Caretaker wage (net)- general	Wages	279.02
250	Telephone/Broadband	Monthly bill	63.98
251	Goods for Elf Trail	Goods for Elf Trail	55.02
253	MP - play surface and repairs	Pliers & Rings	47.96
252	MP - play surface and repairs	Excavator & dumper hire	90.00
255	Goods for Elf Trail	Goods for Elf Trail	108.14
254	Postage	Postage	16.25
256	NEST pension	Contribution	191.63
257	Goods for Elf Trail	Goods for Elf Trail	22.00
258	Clerk wage (net)	Wages	2,077.61
259	Goods for Elf Trail	Goods for Elf Trail	13.45
260	Telephone/Broadband	Zoom fee	14.39
262	Telephone/Broadband	Zoom fee	28.24
263	Disposal unit supplies	Hygiene unit	78.62
265	Digital Mapping	Annual Fee	300.00
270	Goods for Elf Trail	Goods for Elf Trail	512.83
261	Postage	Postage	16.25
264	Misc Grants	Grant	250.00
266	Goods for Elf Trail	Goods for Elf Trail	634.80
267	Caretakers mobile phone	Monthly bill	27.53
269	Goods for Elf Trail	Goods for Elf Trail	13.20
268	Electricity costs	Monthly bill - electric	29.10
<b>Total</b>			<b>22,266.86</b>

**Brampton Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
38	Goods for Elf Trail	13/11/2020	Barclays Current Acco		Contribution	Winged Heart	Z	50.00	0.00	50.00
39	Goods for Elf Trail	18/11/2020	Barclays Current Acco		Contribution	Cranstons Butchers	Z	35.00	0.00	35.00
40	Goods for Elf Trail	19/11/2020	Barclays Current Acco		Contribution	Andrew Riddell	Z	35.00	0.00	35.00
41	Goods for Elf Trail	19/11/2020	Barclays Current Acco		Contribution	Scotch Arms	Z	50.00	0.00	50.00
42	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	M Wannop	Z	20.00	0.00	20.00
47	Memorial Fees - erection	20/11/2020	Barclays Current Acco		Memorial Erection	Dalston Memorials	Z	120.00	0.00	120.00
48	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	BRHS	Z	35.00	0.00	35.00
49	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Masonic Lodge	Z	35.00	0.00	35.00
50	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Cut n' Edge	Z	10.00	0.00	10.00
51	Market - outdoors	20/11/2020	Barclays Current Acco		Market Rent	Various	Z	55.00	0.00	55.00
52	Memorial Fees - inscription	20/11/2020	Barclays Current Acco		Memorial inscription	Ian Robinson	Z	50.00	0.00	50.00
53	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Ian Robinson	Z	200.00	0.00	200.00
54	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	M Armstrong	Z	100.00	0.00	100.00
55	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Hair by Laura	Z	30.00	0.00	30.00
56	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	NM Windows	Z	60.00	0.00	60.00
57	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	C McAuley	Z	100.00	0.00	100.00
58	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	A McCabe	Z	35.00	0.00	35.00
59	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Cumbria Optical	Z	35.00	0.00	35.00
60	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Colin Moore Butchers	Z	35.00	0.00	35.00
61	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Halfmoon Wholefoods	Z	35.00	0.00	35.00
62	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Eden Podiatry Clinic	Z	35.00	0.00	35.00
63	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Clinic client	Z	10.00	0.00	10.00
64	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Jay Smith Plastering	Z	20.00	0.00	20.00
65	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Howie Nixon	Z	35.00	0.00	35.00
66	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Mr Browns	Z	35.00	0.00	35.00
67	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Railhead Garage	Z	30.00	0.00	30.00
68	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	New Mills Trout Farm	Z	20.00	0.00	20.00
69	Goods for Elf Trail	20/11/2020	Barclays Current Acco		Contribution	Mark Finney	Z	35.00	0.00	35.00
43	Goods for Elf Trail	23/11/2020	Barclays Current Acco		Contribution	Cumberland Building Society	Z	50.00	0.00	50.00
44	Goods for Elf Trail	23/11/2020	Barclays Current Acco		Contribution	Lawn Revive Ltd	Z	35.00	0.00	35.00
45	Goods for Elf Trail	26/11/2020	Barclays Current Acco		Contribution	Ian Blair	Z	70.00	0.00	70.00
46	Goods for Elf Trail	27/11/2020	Barclays Current Acco		Contribution	Cartmell Shepherd Solicitors	Z	100.00	0.00	100.00
70	Burial Grant	27/11/2020	Barclays Tracker Acco		Burial Grant	Carlisle City Council	Z	2,026.87	0.00	2,026.87
<b>Total</b>								<b>3,626.87</b>	<b>0.00</b>	<b>3,626.87</b>

## EXPENDITURE TO APPROVE

### 1. SUMMARY OF REPORT

This report details the expenditure to ratify and/or approve since the last full meeting of the Council.

### 2. RECOMMENDATIONS

2.1 that the undernoted expenditure of £11,329.36 is **APPROVED**.

### 3. REPORT

3.1 The following expenditure transactions require to be ratified and/or approved:-

Amount £	Payee	Detail	Chq number/FP
20.00	Sensible IT Solutions	Office (website)	D/D
170.00	Carlisle City Council	Various – rates	D/D
62.69	Daisy Communications	Office	D/D
54.00	Plusnet	Visitor Centre	D/D
191.63	Nest	Staff – pension	D/D
1.84	Barclays Bank	Charges	D/D
86.74	United Utilities	Water rates	D/D
2155.00	Cut n' Edge	Grounds Maintenance	F/P
500.00	H Graham	Moot Hall	F/P
30.00	Polka Pops	Elf Trail	F/P
64.80	Solopress	Elf Trail	F/P
79.99	Microsoft	Office	F/P
82.69	Inspiration Wholesale	Elf Trail	F/P
205.11	ABW	Parks/Moot Hall	F/P
120.00	CALC	Training	F/P
96.37	Solopress	Elf Trail	F/P
350.00	BIG Mag	Misc Services	F/P
144.75	Carlisle Bus Supplies	Office	F/P
2668.15	Wages x3 for December	Staff	F/P
4245.60	Plantscape	Christmas lights	F/P
<b>£11,329.36</b>			

Councillor signature.....

Councillor signature.....



**CLERK'S REPORT – 15<sup>th</sup> DECEMBER 2020**

**DRAIN AT RECREATION GROUND** – Under investigation and repair. **ONGOING**

**POLICE WILDLIFE & RURAL AFFAIRS NEWSLETTER** – Subscribed. Will be circulated to members as and when received. **ONGOING**

**PARISH COUNCIL'S CARBON FOOTPRINT TOOL TESTING WORKSHOP** – Rescheduled to 12<sup>th</sup> January 2021. Clerk to attend and report back to members. **TO NOTE**

**SEASONAL ILLUMINATIONS INVENTORY** – Completed and returned to Electricity North West. **TO NOTE**

**INTERNAL PAINTING OF MOOT HALL** - Commenced and continuing. **TO NOTE**

**ANNUAL PLAY AREA INSPECTIONS** – Received and minor repairs being carried out by grounds maintenance team. **ONGOING**

**BRAMPTON PARISH COUNCIL DRAFT MEMORIAL BENCH POLICY**

For discussion at Council meeting on 15th December 2020

Following some research into what other Councils do, the report below pulls together various provisions into a draft policy. There are a number of questions that members may want to debate such as:

- Would you want a uniform sort of bench which PC orders and which is the same as all the others or should the donor be allowed to choose while adhering to specified guidelines? (Penrith Town Council has chosen a specific bench whereas others are more flexible)
- Wood or recycled (or other?)
- Who installs? PC or donor
- Who would be responsible for maintenance? PC or donor? If PC should an upfront charge be made as per para 16?
- Do you want a policy on size/design/wording of the plaque?
- Do you want the bench to become the property of the PC on installation with a period of initial maintenance or should the bench remain the responsibility of the donor?
- How realistic is it for BPC to keep in contact with the donor over the years?
- Do you want to consider the placing of a plaque only?
- How long should the initial maintenance period be – 10 or 15 years? Penrith has an initial 10 year period but the recycled plastic benches should last longer.

A first draft policy is attached at Annex A below.

## MEMORIAL BENCHES

### INTRODUCTION

1. Brampton Parish Council supports the needs and principles of allowing memorial benches within the parish and will consider requests for memorial benches on its land. This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial bench.
- To establish responsibility for the maintenance, repair and replacement of memorial benches.
- To ensure that memorial benches are not out of place in the area in which they are situated.

### POLICY

2. This policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

3. The Parish Council will only permit memorial benches to individuals or, in exceptional circumstances, an historical event. Applications for memorials to pets will not be considered. Memorials will be limited to benches.

4. The Parish Council will limit the number of memorial benches on land which it controls.

5. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.

6. Applications must be made on the official application form and signed by the applicant. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost. For avoidance of doubt it is advised that the applicant provides details and a picture to the Council for its approval prior to the purchase of the bench.

7. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most slat of the back of the bench.

8. The Parish Council will consider each application on an individual basis. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.

9. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council notified on the application form. This is to ensure compliance with both Health & Safety and insurance requirements.

10. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance in the vicinity.

11. The Parish Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). If the damage has not been repaired within 4 weeks of this notification, the Parish Council may arrange for the removal of the memorial bench.

12. The Parish Council will be responsible for any reasonable maintenance of any memorial bench for an initial period of 15 years.

13. The Parish Council reserves the right to remove or re-site memorial benches at any time.

14. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose or is beyond reasonable repair. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.

15. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.

16. All memorial benches should be paid for by the applicant before the completion of the installation. A maintenance fee of £100 per 15 year period is due to the Parish Council prior to installation.

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## Form of Agreement for a Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench

### Memorial Agreement between Brampton Parish Council and

(name & address).....  
.....

This letter sets out the agreement for a new bench to be placed at

.....

Your bench will carry a stainless steel/bronze memorial plaque or engraved inscription in the name of

.....

Your memorial message will read

.....  
.....  
.....

(name) ..... will pay the sum of £100 being a contribution to the cost of insurance and maintenance for 15 years of the installed bench

The Council will be responsible for the bench for the period of its natural life (approximately 15 years). Once the bench has reached the end of its natural life, the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time.

The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my cheque for £..... and pictorial design statement for approval.

I agree to the Memorial bench policy.

I agree to being contacted by, and my details being held by Brampton Parish Council for the purposes of this memorial bench scheme and in line with the Parish Council's Privacy Notice.

Signed..... Date.....

Contact telephone number.....

**AGENDA ITEM 16****LIST OF CORRESPONDENCE FOR BRAMPTON PARISH COUNCIL MEETING HELD ON 15th DECEMBER 2020**

<b>NAME</b>	<b>ITEM</b>	<b>POST/DEPT</b>	<b>ORGANISATION</b>	<b>SUBJECT</b>	<b>DATE</b>	<b>ACTION</b>
	16.1	Brampton resident		Could a crossing be looked into at William Howard School? Struggling to get across the road with a pram and feels like it's an accident waiting to happen.	20.11.20	To consider
Mark Hodgkiss	16.2	Transport Services	Cumbria County Council	Details of changes to the 680 bus service provided by Telford Coaches.	8.12.20	To consider