

MINUTE of the ANNUAL MEETING of BRAMPTON PARISH COUNCIL held in the MOOT HALL, MARKET PLACE, BRAMPTON on TUESDAY 28th MAY 2019 at 7.00pm.

PRESENT

Councillor D. Moorat (Chairman, in the chair)
Councillor Mrs. J. Errington
Councillor O. Ramshay
Councillor R. Wood
Councillor K. Read-Bone (arrived 7.20pm)

Councillor Mrs. C. Bell
Councillor J. J. Harding
Councillor Mrs. J. Thompson
Councillor I. Pennington (arrived 7.28pm)

IN ATTENDANCE – Clerk

ALSO ATTENDING – County Councillor L. Fisher
City Councillors R. Tinnion and M. Mitchelson/K. Mellor (both arrived 7.15pm)
3 members of the public
Member of the local press

Action

| | | |
|----------------------|---|--|
| <p>001/19</p> | <p>ELECTION OF CHAIRMAN</p> <p>The previous Chairman Councillor D. Moorat took the Chair.</p> <p>Councillor Harding, seconded by Councillor Errington, moved that Councillor Moorat be elected to the office of Chairman of the Council.</p> <p>There were no other nominations.</p> <p>RESOLVED unanimously to elect Councillor Moorat as Chairman for the Council Year 2019/20.</p> | |
| <p>002/19</p> | <p>DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN</p> <p>RESOLVED to note that Councillor Moorat in the presence of the Council, signed the Declaration of Acceptance of Office of Chairman of the Council and the Declaration was witnessed by the Clerk.</p> | |
| <p>003/19</p> | <p>ELECTION OF VICE CHAIRMAN</p> <p>Councillor Errington, seconded by Councillor Harding, moved that Councillor Bell be elected to the office of Vice Chairman of the Council.</p> <p>There were no other nominations.</p> <p>RESOLVED, unanimously, to the election of Councillor Bell as Vice Chairman of the Council.</p> <p>Councillor Moorat addressed the meeting to thank Councillor Harding for his hard work as the previous Vice-Chairman of the council.</p> | |
| <p>004/19</p> | <p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received from:-</p> <p>Councillors Jackson, Nixon and Tankard.</p> | |
| <p>005/19</p> | <p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p> | |

(Signed) Chairman

25th June 2019

| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|-------------------------|-----------------------------|---------------------|-----------------------|------------------------|--------|--------|--|--|--|-------------------------|-----------------------|-----------------------|-----------------------|--------------------|--------|--|
| 006/19 | <p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that no declarations of interest were made.</p> | | | | | | | | | | | | | | | | | | | |
| 007/19 | <p>MINUTES</p> <p>MINUTES OF THE MEETINGS HELD ON 30th APRIL 2019 AND 9th MAY 2019 WERE SUBMITTED.</p> | | | | | | | | | | | | | | | | | | | |
| | <p>RESOLVED to authorise the Chairman to sign the minutes of the meetings held on 30th April 2019 and 8th May 2019, confirmed as a true and accurate record.</p> | DM | | | | | | | | | | | | | | | | | | |
| 008/19 | <p>COMMITTEE REPORTS</p> <p>There were submitted Minutes of Meetings of</p> <p>Finance and General Purposes Committee held on 14th May 2019 Property and Environment Committee held on 14th May 2019</p> <p>RESOLVED to receive the minutes of both committees and to endorse and accept all recommendations contained therein.</p> | | | | | | | | | | | | | | | | | | | |
| 009/19 | <p>COUNCIL ADMINISTRATION - COMMITTEE STRUCTURE AND MEMBERSHIP</p> <p>There was submitted a report by the Clerk regarding the Committee remits and structure of the Council and inviting members to consider both the remits and structure and make appointments to the Committees.</p> <p>RESOLVED</p> <p>009/19.1 to approve the current remits of the Council's Committees;</p> <p>009/19.2 to continue the current Committee Structure, with all Allison Bequest applications going through the Finance and General Purposes Committee; and</p> <p>009/19.3 to approve the membership of the Standing Committees as follows:-</p> <p>Property and Environment Committee - 9 Members</p> <table data-bbox="331 1375 1158 1525"> <tr> <td>Councillor D. Moorat (<i>ex officio</i>)</td> <td>Councillor C. Bell (<i>ex officio</i>)</td> </tr> <tr> <td>Councillor K. Read-Bone</td> <td>Councillor I. A. Pennington</td> </tr> <tr> <td>Councillor W. Nixon</td> <td>Councillor G. Tankard</td> </tr> <tr> <td>Councillor J. Thompson</td> <td>Vacant</td> </tr> <tr> <td>Vacant</td> <td></td> </tr> </table> <p>Finance and General Purposes Committee - 8 Members</p> <table data-bbox="331 1621 1158 1742"> <tr> <td>Councillor D. Moorat (<i>ex officio</i>)</td> <td>Councillor C. Bell (<i>ex officio</i>)</td> </tr> <tr> <td>Councillor J. Errington</td> <td>Councillor J. Harding</td> </tr> <tr> <td>Councillor S. Jackson</td> <td>Councillor O. Ramshay</td> </tr> <tr> <td>Councillor R. Wood</td> <td>Vacant</td> </tr> </table> <p>009/18.4 to appoint the following substitutes:-</p> <p>Property and Environment Committee - Councillor S. Jackson</p> <p>Finance and General Purposes Committee - Councillor I. Pennington</p> | Councillor D. Moorat (<i>ex officio</i>) | Councillor C. Bell (<i>ex officio</i>) | Councillor K. Read-Bone | Councillor I. A. Pennington | Councillor W. Nixon | Councillor G. Tankard | Councillor J. Thompson | Vacant | Vacant | | Councillor D. Moorat (<i>ex officio</i>) | Councillor C. Bell (<i>ex officio</i>) | Councillor J. Errington | Councillor J. Harding | Councillor S. Jackson | Councillor O. Ramshay | Councillor R. Wood | Vacant | |
| Councillor D. Moorat (<i>ex officio</i>) | Councillor C. Bell (<i>ex officio</i>) | | | | | | | | | | | | | | | | | | | |
| Councillor K. Read-Bone | Councillor I. A. Pennington | | | | | | | | | | | | | | | | | | | |
| Councillor W. Nixon | Councillor G. Tankard | | | | | | | | | | | | | | | | | | | |
| Councillor J. Thompson | Vacant | | | | | | | | | | | | | | | | | | | |
| Vacant | | | | | | | | | | | | | | | | | | | | |
| Councillor D. Moorat (<i>ex officio</i>) | Councillor C. Bell (<i>ex officio</i>) | | | | | | | | | | | | | | | | | | | |
| Councillor J. Errington | Councillor J. Harding | | | | | | | | | | | | | | | | | | | |
| Councillor S. Jackson | Councillor O. Ramshay | | | | | | | | | | | | | | | | | | | |
| Councillor R. Wood | Vacant | | | | | | | | | | | | | | | | | | | |

(Signed) Chairman

25th June 2019

| | | |
|--------|---|---|
| 010/19 | REPRESENTATION ON OUTSIDE BODIES | |
| | <p>There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.</p> | |
| | <p>RESOLVED that the following appointments be made:-</p> | |
| | <p>BRAMPTON & DISTRICT NEIGHBOURHOOD FORUM</p> | <p>Councillor D. Moorat</p> |
| | <p>BRAMPTON FAIR TRADE GROUP</p> | <p>Councillor J. Harding</p> |
| | <p>BRAMPTON HOSPITAL LEAGUE OF FRIENDS</p> | <p>Councillor D. Moorat</p> |
| | <p>BRAMPTON TOWN TWINNING ASSOCIATION</p> | <p>Councillor D. Moorat</p> |
| | <p>BRAMPTON YOUTH FORUM</p> | <p>Councillor R. Wood Councillor O. Ramshay</p> |
| | <p>CARLISLE PARISH COUNCILS ASSOCIATION</p> | <p>Councillor D. Moorat Councillor J. Harding</p> |
| | <p>BRAMPTON ECONOMIC PARTNERSHIP (BEP)</p> | <p>None</p> |
| | <p>BRAMPTON & BEYOND COMMUNITY TRUST</p> | <p>Councillor C. Bell Councillor J. Errington</p> |
| | <p>BRAMPTON PRIMARY SCHOOL GOVERNOR (4 year term) (NB – The head teacher would confirm whether Councillor Ramshay could also attend meetings)</p> | <p>Councillor R. Wood</p> |
| | <p>WALKERS ARE WELCOME</p> | <p>Councillor O. Ramshay</p> |
| | <p>VISITOR CENTRE STEERING GROUP</p> | <p>Councillor D. Moorat</p> |
| | <p>BRAMPTON BUSINESS ASSOCIATION</p> | <p>Councillor S. Jackson</p> |
| 011/19 | INSPECTION OF DEEDS AND TRUST INSTRUMENTS | |
| | <p>A report was given by the Clerk on the deeds and trust instruments held by the Parish Council and available for inspection.</p> | |
| | <p>RESOLVED to approve the current arrangements for custody of the Council's deeds and records.</p> | |
| 012/19 | COUNCIL MEETING DATES FOR 2019/20 | |
| | <p>The Clerk submitted a report detailing proposed meeting dates for Committee and Council meetings for the forthcoming year.</p> | |
| | <p>RESOLVED to agree the proposed dates for Council and Committee meeting for 2019/20.</p> | |
| 013/19 | POLICY REVIEW | |
| | <p>The following core policies were circulated prior to the meeting and adopted/reviewed accordingly:- (013/19.1 – 013/19.9)</p> | |
| | <ul style="list-style-type: none"> ● Complaints procedure ● Publication scheme/Freedom of Information Policy ● Media and Press Policy ● Health and Safety Policy ● Equality and Diversity Policy ● Equal Opportunities Policy ● Fraud/corruption Detection & Prevention Policy ● Statement of intent on Community Engagement ● Grants Policy | |

(Signed) Chairman

25th June 2019

RESOLVED to approve/adopt the core policies and agree the amendments to the Fraud/corruption Detection & Prevention Policy regarding the Council's fidelity guarantee and electronic bank payments.

13/19.10 STANDING ORDERS AND FINANCIAL REGULATIONS

2018 revised NALC model standing orders and the council's financial regulations were circulated prior to the meeting for review and adoption.

RESOLVED to adopt the revised model standing orders and financial regulations with the following amendments:-

Standing Order 3f – 5 minutes per speaker

Standing Orders – add to standing orders that if anyone attending a meeting is under the influence of alcohol, they will be asked to leave.

Financial Regulations – 11h – Lower value to be £500.00

13/19.11 FINANCIAL REGULATIONS

Members considered the continuance of staff payments by electronic transfer through the Council's online banking facility.

RESOLVED that all payments, where possible, should be made electronically through the Council's online banking facility.

014/19 GENERAL DATA PROTECTION REGULATIONS (GDPR)

14/19.1 DATA PROTECTION OFFICER (DPO)

Members considered the appointment of a Data Protection Officer.

RESOLVED to appoint the Clerk as DPO for 2019/20.

14/19.2 GDPR POLICY REVIEW

The following GDPR related policies were circulated prior to the meeting and reviewed:-

RESOLVED to approve and adopt the following policies with no amendments:-

- Data Protection Policy
- Privacy Notice for Staff/Councillors/Role Holders/General Privacy Notice
- Personal Data Breach Policy

015/19 INSURANCE

The insurance quote from Zurich insurance for 2019/20 was submitted to the meeting at a cost of £4510.48 and members reviewed the policy to confirm the council had cover in respect of all risks.

RESOLVED to accept the quote from Zurich in the sum of £4510.48 and note that the fidelity guarantee had been raised to the next level of £500,000.00 with immediate effect at no additional cost.

016/19 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

016/19.1 RESOLVED to note the renewal of the CALC subscription for 19/20 in the sum of £516.04, which was agreed under Minute 314/18.4.

016/19.2 RESOLVED to renew the SLCC subscription due for renewal in December 2019, approximate cost £209.00.

(Signed) Chairman

25th June 2019

| | | |
|--|--|---|
| | <p>016/19.3 RESOLVED to renew the LCR annual subscription in the sum of £17.00.</p> <p>017/19 PUBLIC PARTICIPATION -</p> <p>Representatives from Brampton Primary School attended the meeting to raise concerns at the impact of additional pupils at the school from the proposed development at Carlisle Road of 80 dwellings (planning application 19/0380), highlighting the recent reduction in the Schools Pupil Admission Number (PAN) from 45 to 30 for each year group, the ongoing budget deficit and the lack of further funding from the Local Education Authority.</p> <p>Councillor Moorat raised concern that at a recent CPCA meeting, planning representatives had stated that there was no guarantee that future Section106 monies would be ring-fenced for the community in which the build took place.</p> <p>RESOLVED to note the concerns and that comments would be submitted from the Council on planning application 19/0380 reflecting these.</p> <p>018/19 POLICE MATTERS</p> <p>RESOLVED to note that the latest newsletter had not been received and that there were no matters to be brought to the attention of the police.</p> <p>019/19 TOWN AND COUNTRY PLANNING APPLICATIONS -</p> <p>Applications for planning consent were considered.</p> <p>RESOLVED to advise the appropriate Planning Authority of the Council's comments as follows:-</p> <p>019/19.1 BELMORE, STATION ROAD, BRAMPTON (19/0028/S211) – Removal of beech tree.</p> <p>No observations.</p> <p>019/19.2 LOW GELT BRIDGE FARM, BRAMPTON (19/0411) – Erection of slurry tower.</p> <p>No observations.</p> <p>019/19.3 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.</p> <p>No observations.</p> <p>019/19.4 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.</p> <p>Additional comments to those made previously on planning application 17/0869 -</p> <ul style="list-style-type: none"> - That highways consider the extension of the 30mph limit on Carlisle Road - That highways consider a pedestrian crossing being installed on Carlisle Road - If there is any s106 monies available relating to the application, that consideration is given to some funding being ring-fenced for Brampton Primary School to cope with the additional numbers of children that may want to attend the local primary school (the school is currently at capacity) - That all s106 monies relating to this development and ear-marked for education, play provision or infrastructure in Brampton is spent in the parish of Brampton and not elsewhere. | <p style="text-align: center;">Clerk</p> |
|--|--|---|

(Signed) Chairman

25th June 2019

020/19 FINANCIAL MATTERS -**020/19.1 S137 SPENDING**

Consideration was given to s137 spending for the current and previous financial year.

RESOLVED to note that the only spending under s137 for the year ending 31st March 2019 was £68.00 for a poppy wreath/crosses and the same amount was projected expenditure for spending under s137 for the current financial year.

020/19.2 APPOINTMENT OF INTERNAL AUDITOR

Consideration was given to the appointment of an internal auditor for 2019/20.

RESOLVED to appoint Mrs. Joanne Batey, MAAT, as internal auditor for 2019/20

020/19.3 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019 –

There were submitted Section 1, Annual Governance Statement, and 2, Statement of Accounts, of the Annual Return, Receipts and Payments Accounts, Balance Sheet Supporting Notes and Internal Audit for the year ended 31st March, 2019.

020/19.3.1 RESOLVED to approve the Annual Governance Statement for the year ending 31st March 2019.

020/19.3.2 RESOLVED to approve the Statement of Accounts for the year ending 31st March 2019.

020/19.3.3 RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for 31st March 2019.

020/19.3.4 RESOLVED to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2019 as Monday 18th June to Friday 27th July 2019.

020/19.3.5 RESOLVED to agree that the Accounts, Balance Sheet and Supporting Notes reflected the Parish Council's financial position at 31st March 2019.

020/19.4 YEAR END BALANCES

There was submitted a report by the Clerk regarding the cash balances at 31st March 2019 and recommendation of their allocation to various funds.

RESOLVED to agree to the allocation of the balances as follows:-

| | |
|-------------------------------------|--------------------|
| Allison Bequest (balance after tfr) | £92,770.97 |
| Cemetery Development Fund | £26,655.40 |
| Parks Fund | £15,483.73 |
| Special Projects | £2,553.00 |
| Development Fund | £2,000.00 |
| Property Fund | £2,000.00 |
| Moot Hall Fund | £5,000.00 |
| Commemorative Fund | £4,769.00 |
| Surplus Account | £16,133.43 |
| Total | £167,365.53 |

(Signed) Chairman

25th June 2019

| | | |
|--------|--|-------|
| | <p>020/19.5 FINANCIAL ASSISTANCE</p> <p>RESOLVED to defer an application for financial assistance from United Reformed Church until further information was submitted. The Chairman would speak to the applicant.</p> <p>020/19.6 EXPENDITURE TO APPROVE</p> <p>There was submitted a report by the Clerk detailing expenditure to approve.</p> <p>RESOLVED to authorise payment of the accounts listed in the Appendix hereto amounting to £3,069.22.</p> <p>020/19.7 TRAINING</p> <p>RESOLVED to pay the costs for the Clerk to attend the NALC/LGCR Expo at Droitwich, June 21st, and the SLCC Regional Roadshow at Harrogate, July 31st, costs including travel will be approximately £228.00 for both events.</p> | DM |
| 021/19 | <p>REPRESENTATIVES' REPORTS</p> <p>021/19.1 BRAMPTON TWINNING ASSOCIATION</p> <p>Councillor Moorat reported on the local Town Twinning Group's recent trip to France. A new walkway has been created between the villages of Berry Bouy and Marmagne called the Brampton footpath. The cultural exchange had also included an evening cabaret.</p> <p>RESOLVED to note the report.</p> <p>021/19.2 CARLISLE PARISH COUNCIL'S ASSOCIATION (CPCA)</p> <p>Councillor Moorat reported on a recent meeting of the CPCA where the main topic had been Section 106 monies which in the future may not be guaranteed to be spent in the locality the development has taken place but could be diverted elsewhere at the Planning Authority's discretion.</p> <p>City Councillors Mitchelson and Tinnion said they would check up on the matter.</p> <p>RESOLVED to note the report.</p> | MM/RT |
| 022/19 | <p>LORNA GRAVES BOOK</p> <p>A request was submitted for the book on Lorna Graves to be sold from the Visitor Centre.</p> <p>RESOLVED to agree the book sale in principal if 20% commission could be agreed with the author.</p> | Clerk |
| 023/19 | <p>BRAMPTON AND DISTRICT RED SQUIRREL GROUP</p> <p>A request, deferred from the last meeting, to trap then dispatch grey squirrels at the Old Church was considered.</p> <p>RESOLVED by a majority vote (6 for, 2 against, 1 abstention) to give permission. The Clerk would confirm with the City Council then inform the group.</p> | Clerk |
| 024/19 | <p>SUMMER SPLASH</p> <p>RESOLVED that King George V Field could be used for the Summer Splash event to be held on August 15th 2019 and that the organisers submit a copy of the insurance to cover the event.</p> | |

(Signed) Chairman

25th June 2019

| | | |
|--------|--|-------|
| 025/19 | <p>WEBSITE</p> <p>RESOLVED to add a link to the Parish Council website for people to find their nearest Jobcentre Office.</p> | Clerk |
| 026/19 | <p>BRAMPTON AND BEYOND</p> <p>The Clerk reported that the request for the independent investigation report of Brampton and Beyond to be circulated to members was refused.</p> <p>Members raised further concerns that the café was still closed when events were taking place at the Community Centre and those attending had been told to bring their own refreshments.</p> <p>Councillor Fisher wanted to call a public meeting for concerns to be raised with members of Brampton and Beyond.</p> <p>RESOLVED to note that Councillor Fisher would arrange a public meeting to be held in due course. The date would be advertised when confirmed.</p> | LF |
| 027/19 | <p>CCTV</p> <p>Information from Cumbria Police was circulated on the installation of CCTV in Brampton town centre.</p> <p>RESOLVED to note that members agreed in principle that it was a good idea and would wait for further information on funding.</p> | |
| 028/19 | <p>CALC</p> <p>The following correspondence from CALC was received and noted:-</p> <p>028/19.1 CALC CIRCULAR – May 2019.</p> <p>028/19.2 CALC SUMMER CONFERENCE</p> <p>028/19.3 BIG LUNCH</p> <p>028/19.4 TRAFFIC COMMISSIONERS</p> | |
| 029/19 | <p>CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>029/19.1 THE WRITTEN ROCK OF GELT – Email from Historic England.</p> <p>RESOLVED that the Clerk would ask whether an interpretation panel on the Written Rock could be sited in Gelt Woods.</p> <p>029/19.2 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE SCHEME – Update from Jim O’Neil.</p> | Clerk |
| 030/19 | <p>LITERATURE AVAILABLE FROM CLERK –</p> <p>RESOLVED to note the following literature was available from the Clerk:-</p> <p>030/19.1 NOTICE OF EXECUTIVE KEY DECISIONS – 17th May 2019</p> <p>030/19.1 CLERKS AND COUNCILS DIRECT – May 2019</p> | |

(Signed) Chairman

25th June 2019

| | | |
|--------|---|-------|
| 031/19 | <p>AGENDA ITEMS FOR NEXT MEETING</p> <ul style="list-style-type: none"> • Disabled parking in Brampton – Councillor Errington <p>RESOLVED to note that any further items for consideration should be submitted to the Clerk on or before 18th June 2019.</p> | |
| 032/19 | <p>DATE OF NEXT MEETING - Tuesday 25th June 2019, Moot Hall, 7.30pm. Committee meetings will be held on Tuesday 11th June 2019, from 7.00pm.</p> | |
| 033/19 | <p>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</p> | |
| 034/19 | <p>WORK TO TREES AT KING GEORGE V FIELD</p> <p>Members considered the quotations received for the work to trees at King George V field.</p> <p>RESOLVED to appoint R&M Lowther to undertake the required work at the agreed sum of £1,500.00.</p> | Clerk |

(Signed) Chairman

25th June 2019

Expenditure To Approve

| £ | Supplier | Detail | E/P or Chq |
|-------------------------|----------------------------|----------------|-------------------|
| 2021.70 | A Riddell | Staff | E/P |
| 186.53 | NEST | Pension | E/P |
| 180.40 | S Hillary | Staff | E/P |
| 324.72 | P Reynolds | Staff | E/P |
| 95.00 | J Batey | Internal audit | E/P |
| 35.87 | Carlisle Business Supplies | Office | E/P |
| 225.00 | Bingham Yates | Misc services | E/P |
| <u>£3,069.22</u> | | | |

DRAFT

(Signed) Chairman

25th June 2019