

Minutes 29th September 2020 MINUTES of a VIRTUAL MEETING of BRAMPTON PARISH COUNCIL held on TUESDAY 24th NOVEMBER 2020 at 7.00pm.

PRESENT

Councillor Mrs. J. Errington (Chairman, in the chair)
Councillor Mrs. M. Blake
Councillor Mrs. R. Logie
Councillor Mrs. J. Spears
Councillor Mrs. J. Thompson

Councillor Ms. S. Angland
Councillor J. J. Harding
Councillor Ms. F. Macleod
Councillor M. Spears

IN ATTENDANCE – Clerk

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

Action

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

(Signed) Chairman

Date

121/20	<p>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>121/20.1 THE GRANGE, CRAW HALL, BRAMPTON (20/0645) – Replacement dwelling type to plot 1 (relating to previously approved permission 19/0559).</p> <p>No observations.</p>	Clerk
122/20	<p>NOTIFICATION OF DECISIONS</p> <p>RESOLVED 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>FINANCIAL MATTERS -</p> <p>123/20.1 BANK RECONCILIATION TO 31st OCTOBER 2020</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>RESOLVED 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>123/20.2 FINANCIAL TRANSACTIONS</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>123/20.2.1 RESOLVED to note the expenditure of £14,802.61 detailed in the Appendix hereto.</p> <p>123/20.2.2 RESOLVED to note the income of £3,336.29 detailed in the Appendix hereto.</p> <p>101/20.3 EXPENDITURE TO APPROVE</p> <p>A report was submitted by the Clerk detailing expenditure to approve.</p> <p>RESOLVED to authorise payment of the accounts listed in the Appendix hereto amounting to £10,297.05</p> <p>101/20.4 FINANCIAL ASSISTANCE</p> <p>A request for financial was submitted from a resident in the sum of £250.00 for training.</p> <p>RESOLVED, after discussion, to award a grant from the Allison Bequest fund in the sum of £250.00.</p>	
124/20	<p>CLERK'S REPORT</p> <p>The Clerk submitted a written report detailing the following:-</p> <p>MOAT SITE VISIT (Min 085/20) – Still to be arranged. ONGOING</p> <p>BIG MAGAZINE CHRISTMAS FRONT COVER – 30 entries received. Winner has been notified and arrangements made for the presentation of the Smyths voucher and medal. ONGOING</p>	

(Signed) Chairman

Date

	<p>MOOT HALL MASONRY WORK – Some pointing of the parapet had taken place to stop the ingress of water. Investigation into the felting on the flat roof was ongoing. ONGOING</p> <p>FARMERS MARKET – Manager has been informed that members agreed (by email) for the market to take place on the 28th November, food stalls only. RATIFIED</p> <p>SIGNAGE AT QUARRYBECK – 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. RATIFIED</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. ONGOING</p> <p>CHRISTMAS EVENT – Plans are ongoing and a press release will be made in due course. ONGOING</p> <p>QUERIES ON DRAINAGE/WALL REPAIRS – Blocked drains at Lovers Lane and wall repairs at Moatside - reported to the relevant authority. NOTED</p>	
125/20	<p>MATTERS TO BE RAISED BY COUNCILLORS</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>RESOLVED to note that no matters were raised.</p>	
126/20	<p>PUBLIC TOILETS</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>RESOLVED to inform the City Council that the Parish Council would not be taking over responsibility for the public toilets.</p>	Clerk
127/20	<p>ELECTRIC VEHICLE CHARGING POINT</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>RESOLVED approval for a charging point to be located at Showfield Car Park.</p>	
128/20	<p>TRAFFIC CONCERNS</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>RESOLVED, after further discussion, to pass the concerns raised to Highways.</p>	Clerk

(Signed) Chairman

Date

129/20	<p>ST. CUTHBERT'S GARDEN VILLAGE – CONSULTATION</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>RESOLVED 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>THE MOAT BAT SURVEY</p> <p>The bat survey carried out at the Moat by OS Ecology had been circulated to members.</p> <p>RESOLVED to note the survey would form part of the Moat Management Plan.</p>	
131/20	<p>BECK LANE/HIGH CROSS STREET RECONSTRUCTION OF COBBLED AREA</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>RESOLVED 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>CALC</p> <p>The following correspondence from CALC was received and noted:-</p> <p>132/20.1 STANDARDS MATTER 2: PUBLIC CONSULTATION AND PUBLIC SECTOR SURVEYS</p> <p>132/20.2 PRESENTATION FOR CPCA NATURE RECOVERY EVENT</p> <p>132/20.3 CHRISTMAS TOY APPEAL</p>	
133/20	<p>CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>133/20.1 IMPROVEMENTS TO MURRAY PARK FOOTPATHS – Email from resident.</p> <p>RESOLVED that the Clerk would obtain quotes for the work.</p> <p>133/20.2 ADDITIONAL STREET LIGHTING AT CAPON TREE ROAD – Email from resident.</p> <p>RESOLVED, after discussion, that members did not feel there was a need for additional street lighting.</p>	Clerk

(Signed) Chairman

Date

	<p>133/20.3 NOTICE BOARD AT UNITED REFORMED CHURCH – Email from resident.</p> <p>RESOLVED that the Clerk would ask the United Reformed Church what was happening to the noticeboard.</p> <p>133/20.4 REMOVAL OF HEDGEROW AT LANERCOST ROAD – Email from residents and Carlisle City Council.</p> <p>RESOLVED to note the correspondence received.</p> <p>133/20.5 APPLICATION FOR A BENCH IN THE CEMETERY – Email from resident.</p> <p>RESOLVED 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>133/20.6 REPLACEMENT BOUNDARY AT THE SANDS – Email from resident.</p> <p>RESOLVED to note that the City Council’s Enforcement Team were dealing with the matter.</p> <p>133/20.7 AMAZON VANS TRAVELLING THROUGH BRAMPTON – Email from resident.</p> <p>RESOLVED 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>Clerk</p> <p>Clerk</p> <p>MM/Clerk</p>
<p>134/20</p>	<p>LITERATURE AVAILABLE FROM CLERK</p> <p>RESOLVED to note the following items were available from the Clerk:-</p> <p>134/20.1 EXECUTIVE KEY DECISIONS – 9th and 13th November 2020.</p> <p>134/20.2 ACT GAZETTE – Autumn/Winter 2020.</p>	
<p>135/20</p>	<p>DATE OF NEXT MEETING - The next meeting would be held virtually on Tuesday 15th December 2020 at 7.00pm and called by electronic summons.</p>	
<p>136/20</p>	<p>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</p> <p>RESOLVED 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>137/20</p>	<p>SCRIBE CEMETERY QUOTATION</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>RESOLVED to note the quotation and package for possible use in the future.</p>	
<p>138/20</p>	<p>PHOTOCOPIER CONTRACT</p> <p>The Clerk reported on the current copier contract situation and the quotes received for a new lease.</p> <p>RESOLVED to continue with the current lease until it ends in July 2021.</p>	

(Signed) Chairman

Date

<p>139/20</p>	<p>NB: The Clerk left the meeting prior to discussion of the following item</p> <p>REVIEW OF CLERK’S HOURS & CONDITIONS OF SERVICE</p> <p>A written report was submitted from the Clerk for members to review the Clerk’s contracted hours and benchmark description.</p> <p>RESOLVED, 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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DRAFT

(Signed) Chairman
Date

Expenditure (from Scribe report)

Description	Supplier	Total £
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
		14,802.61

Income (from Scribe report)

Description	Supplier	Total £
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
		3,336.29

(Signed) Chairman
Date

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
	Above items to be ratified	Below items to be approved	
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
<u>£10,297.05</u>			

(Signed) Chairman

Date