

MINUTES of a **VIRTUAL MEETING** of **BRAMPTON PARISH COUNCIL** held on **TUESDAY 29th SEPTEMBER 2020** at 7.00pm.

PRESENT

Councillor Mrs. J. Errington (Chairman, in the chair)
Councillor Mrs. M. Blake
Councillor J. J. Harding
Councillor Ms. F. Macleod
Councillor Mrs. J. Spears

Councillor Ms. S. Angland
Councillor D. Charlton
Councillor Mrs. R. Logie
Councillor I. Rodley
Councillor M. Spears

IN ATTENDANCE – Clerk

ALSO ATTENDING – City Councillors K. Meller and M. Mitchelson
3 members of the public
1 Member of the local press

Action

<p>067/20</p>	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received and agreed from:-</p> <p>Councillor Thompson</p>	
<p>068/20</p>	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
<p>069/20</p>	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that the following declarations of interest were made:-</p> <p>Councillors J & M Spears declared a non-pecuniary interest in item 087/20.2 and would make no comment Councillor Macleod declared a pecuniary interest in item 091/20</p>	
<p>070/20</p>	<p>MINUTES</p> <p>Minutes of the meeting held on 28th July 2020 were submitted.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 28th July 2020, confirmed as a true and accurate record. The minutes would be signed at the next face to face meeting.</p>	<p>JE</p>
<p>071/20</p>	<p>PUBLIC PARTICIPATION -</p> <p>RESOLVED to note there were no matters raised by the members of the public in attendance.</p> <p>CITY AND COUNTY COUNCILLOR REPORTS</p> <p>RESOLVED to note that Councillor Mitchelson reported that the Civic Centre would be back in operation shortly although some employees would continue to work from home. The Sands Centre was being re-looked at for a swimming pool.</p>	
<p>072/20</p>	<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>Clerk</p>

(Signed) Chairman

Date

<p>072/20</p>	<p>072/20.1 WARREN BANK, STATION ROAD, BRAMPTON (20/0008) – Erection of wall to replace existing and extend further around property boundary with repositioned gate.</p> <p>No observations.</p>		
	<p>072/20.2 EDGEWOOD, STATION ROAD, BRAMPTON (20/0585) – Formation of new vehicular access.</p> <p>No observations.</p>		
	<p>072/20.3 TARN END, TALKIN, BRAMPTON (20/0026/TPO) – Removal of oak tree subject to TPO 242.</p> <p>Comment – Members would like the view of the tree officer before they can support this application.</p>		
	<p>072/20.4 ANUTHAGO, PAVING BROW, BRAMPTON (20/0047/S211) – Removal of 1 horse chestnut tree in Brampton Conservation Area.</p> <p>No observations.</p>		
	<p>072/20.5 STATION HOUSE, NAWORTH, BRAMPTON (20/0614) – Erection of first floor extension to provide bedroom together with single storey side extension to provide sunroom.</p> <p>No observations.</p>		
	<p>072/20.6 HIGH CROFT, MAIN STREET, BRAMPTON (20/0565) – Conversion of existing garage/workshop to granny annexe.</p> <p>No observations</p>		
	<p>RESOLVED to ratify the following applications:-</p>		
	<p>072/20.7 LAND TO REAR OF GARTH HOUSE, GREENFIELD LANE (20/0499) – Variation of condition 2 (Approved Documents) of previously approved permission 18/0822 (Erection of 2 dwellings including garden and parking areas) to amend design.</p> <p>No observations</p>		
<p>072/20.8 THE GRANGE, CRAW HALL, BRAMPTON (20/0498) – Erection of single storey rear extension to provide extended kitchen together with internal alterations of store into a bar; erection of detached outdoor kitchen and attached firepit.</p> <p>No observations</p>			
<p>073/20</p>	<p>NOTIFICATION OF DECISIONS</p> <p>073/20.1 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> <p>073/20.2 RESOLVED that the Clerk would write to the Enforcement Officer as the wall at Braefoot had already been demolished.</p>	<p>Clerk</p>	

074/20 FINANCIAL MATTERS -**074/20.1 BANK RECONCILIATION TO 31st AUGUST 2020**

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.

RESOLVED to receive and note the bank reconciliation and balances to 31st August 2020 of £294,682.38. The petty cash balance remained unchanged at £3.63.

074/20.2 FINANCIAL TRANSACTIONS

There was submitted a report by the Clerk detailing the expenditure incurred and the income received since the last report to the Council.

050/20.2.1 RESOLVED to note the expenditure of £21,430.95 detailed in the Appendix hereto.

050/20.2.2 RESOLVED to note the income of £10,840.16 detailed in the Appendix hereto.

074/20.3 EXPENDITURE TO APPROVE

A report was submitted by the Clerk detailing expenditure to approve.

RESOLVED to authorise payment of the accounts listed in the Appendix hereto amounting to £19,698.95

074/20.4 EXTERNAL AUDITOR'S REPORT AND CERTIFICATE 2019/20

The external Auditor's report, certificate and opinion was submitted to the meeting for the Accounts for the year ending March 2020.

074/20.4.1 RESOLVED to note the report and certificate and that no other matters had come to the attention of the external auditor.

074/20.4.2 RESOLVED to note the display of the conclusion of notice of audit on the website and noticeboard prior to the end of September 2020.

074/20.5 NATIONAL SALARY AWARD 2020/21

The Clerk submitted a report advising members of the recent pay award which had been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1st April 2020 to 31st March 2021.

RESOLVED to implement updated pay scales for the clerk and caretakers backdated from 1st April 2020. The additional hourly cost for the clerk was £0.48 and for the caretakers £0.25.

075/20 CLERK'S REPORT

The Clerk reported on the following items and members considered what action, if any, to take:-

075/20.1 BENCH INSTALLATION – Ongoing. **NOTED**

075/20.2 RESIDENTS COMPLAINTS – Issues regarding overgrown hedges, littering and the library had been passed to the correct authority. **NOTED**

075/20.3 BURIAL ACCOUNT INFORMATION – The Burial Account information for the year ending 31st March 2020 had been passed to the City Council for consideration. **NOTED**

(Signed) Chairman

Date

	<p>075/20.4 ROTARY CLUB ENQUIRY – An enquiry re parking the sleigh up at the Moot Hall had been withdrawn. NOTED</p>	
<p>076/20</p>	<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 the following matters were raised:-</p> <p>076/20.1 LITTER BINS</p> <p>Councillor Charlton reported that more litter bins were required in and around the town.</p> <p>RESOLVED that the matter would be included on the next agenda.</p>	
<p>077/20</p>	<p>PUBLIC TOILETS</p> <p>Councillor Errington reported on a recent Teams meeting with Mark Lambert from the City Council to discuss the public toilets.</p> <p>The City Council would bring the toilets up to a serviceable standard and hand them over to the parish council if members agreed to take on the ongoing maintenance and liability for the toilets.</p> <p>The City Council had received several letters of complaint following a previous suggestion that the toilets should be demolished to create additional parking spaces.</p> <p>Local businesses were not happy with the suggestion that they were paid a nominal fee for members of the public to make use of their toilet facilities.</p> <p>RESOLVED that the matter would be considered further at the next meeting.</p>	
<p>078/20</p>	<p>ROTARY INCREDIBLE EDIBLE</p> <p>Councillor Logie reported on a recent virtual meeting where the concept of ‘Incredible Edible’ had been explored by the local Rotary Club and interested parties. The idea is to grow vegetables in the community and pick what you want when you want. Several sites had been identified by the group including the small bed in the top corner of Murray Park which they would like to make use of for the project.</p> <p>RESOLVED to give permission for use of the bed in Murray Park for the Incredible Edible project.</p>	<p>Clerk/RL</p>
<p>079/20</p>	<p>BRAMPTON ACTING TOGETHER (BAT)</p> <p>A written report from BAT was circulated to members prior to the meeting, which listed actions the group had carried out over the last few months, and a finance update detailing that of the £2,000 that had been transferred to the group back in March, £997 had been spent on food, basic provisions, welfare packs and storage.</p> <p>Members stated that the work the group had carried out had been incredible. One councillor said ‘they saved the town’.</p> <p>RESOLVED to:-</p> <p>079/20.1 note the report;</p> <p>079/20.2 permit the group to hold on to the remaining funding from the parish council in case it was needed over the winter months with a further review in February; and</p> <p>079/20.3 permit the group to continue answering the Moot Hall land line even though there were Visitor Centre queries now being asked as well as those for Covid-19.</p>	

(Signed) Chairman

Date

080/20	<p>EVENTS –</p> <p>080/20.1 BIG MAGAZINE FRONT COVER</p> <p>Consideration was given to the BIG magazine Christmas cover competition that the parish council funds.</p> <p>RESOLVED to:-</p> <p>080/20.1.1 continue with the Christmas front cover competition; and</p> <p>080/20.1.2 to frame the cover to be presented to the winner.</p> <p>080/20.2 REMEMBRANCE EVENTS</p> <p>An email was read out from the Chairman of the local branch of the Royal British Legion requesting that under the current circumstances, and as RBL HQ had decided that branches are not to arrange parades, that the Parish Council formally requests that the local branch of the RBL organises a limited Remembrance Parade on 8th November on behalf of the community.</p> <p>Members gave consideration to the email and what arrangements could be undertaken under Covid-19 restrictions. It was felt that there should be no parade and that RAF Spadeadam should be asked for an opinion. Live streaming of the wreath laying would make it more inclusive.</p> <p>RESOLVED to note the email and that Councillor Rodley would liaise with RAF Spadeadam before replying to the local RBL branch. Councillor Rodley would also look into the possibility of live streaming the wreath laying</p>	IR
081/20	<p>WEBSITE</p> <p>081/20.1 ACCESSIBILITY STATEMENT</p> <p>RESOLVED to ratify the publication of the accessibility statement which was now on the website.</p> <p>081/20.2 NEW WEBSITE</p> <p>RESOLVED to defer the item to the next meeting.</p>	
082/20	<p>MOOT HALL/VISITOR CENTRE</p> <p>RESOLVED to note a report from Councillor Blake detailing the following:-</p> <ul style="list-style-type: none"> • Toilet area was now complete • Joiner was almost finished • Kitchen – additional space had been found to free up some of the counter top area • Letter received regarding bank account in ex parish councillor's name only for volunteer donations (The parish council had not been made aware of this, this type of practice would not continue and it was something for the previous volunteers to sort out as they must have agreed the arrangement) • Town Trail – thoughts from members still required in order to update the leaflet • Volunteers – still receiving application forms • Re-opening of Visitor Centre – probably late February 2020, depending on Covid-19 situation • No coffee mornings until refurbishment of the kitchen was complete • All user groups will have to submit their own risk assessment • Use of tables and chairs outside – only if weather permitting and outside use must be compliant with Covid-19 regulations 	

(Signed) Chairman

Date

	<ul style="list-style-type: none"> • Walkers are Welcome could have one free coffee morning per annum • Curtain quotations – despite several requests only one quote had been received. To comply with financial regulations, further quotes would have to be received before a decision could be made. 	
083/20	<p>MOOT HALL EXTERIOR DECORATION</p> <p>Councillor Blake reported on the number of responses received and the comments made on the exterior paintwork colour for the Moot Hall. An historic paint analysis was still to be undertaken and a Listed Building Consent application would have to be submitted. Many comments were made that grey and white was a fad and would go out of date, there were several comments that white would be too much upkeep and others saying that the colours of the Moot Hall should remain the same as it blends in. Further consideration was given to the vernacular of the area before a vote was taken.</p> <p>RESOLVED, by a majority of 6 for 3 against, that the main walls of the Moot Hall would be a cream colour and the cornerstones, railings etc would be black.</p>	
084/20	<p>CCTV</p> <p>Consideration was given to the CCTV survey reports submitted from Tellemachus.</p> <p>RESOLVED that the library building would be the best location of the 4 surveys.</p>	
085/20	<p>MOAT WORKING GROUP</p> <p>The Clerk reported that very little work had been carried out from October 2019 to February 2020 and no work could be carried out during the nesting season, March to August/September. Due to Covid-19 the bat survey had been carried out using remote monitoring and a report would be submitted in due course.</p> <p>A request was made for a working group to discuss ongoing work.</p> <p>RESOLVED to note that following the meeting, Councillor Rodley said he would attend a site visit with the Clerk if he was in the area.</p>	Clerk/IR
086/20	<p>CALC</p> <p>The following correspondence from CALC was received and noted:-</p> <p>086/20.1 CALC NEWSLETTER – September/October 2020</p> <p>086/20.2 CUMBRIA EMERGENCY SUPPORT HELPLINE</p> <p>086/20.3 LOCAL GOVERNMENT REORGANISATION CUMBRIA</p> <p>086/20.4 NACO NEWSLETTER</p> <p>086/20.5 PLANNING WHITE PAPERS</p> <p>086/20.6 DEVELOPING YOUR SKILLS</p>	
087/20	<p>CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>087/20.1 PARISH COUNCIL ZOOM MEETINGS – Email from resident.</p> <p>RESOLVED to note that holding meetings in person was not something that could be considered at the moment due to the rule of 6.</p>	

(Signed) Chairman

Date

	<p>087/20.2 STORY HOMES – Email from resident.</p> <p>RESOLVED that the Clerk would email the planning department with concerns at the request from Story Homes to reduce the affordable housing at the Carlisle Road development.</p> <p>087/20.3 USE OF HOWARD MEMORIAL SHELTER – Email from resident.</p> <p>RESOLVED to permit use of the Howard Memorial Shelter as a ‘brocante’, subject to the following conditions:-</p> <ol style="list-style-type: none"> 1 - Summer only activity 2 - Litter must be cleared up immediately after the event 3 - No parking on any of the grass verges - if this occurs it would be down to the organiser to fence the areas off to prevent any parking 4 - Organiser to submit insurance cover details to confirm public liability etc for this type of event 5 - Organiser to submit a risk assessment <p>The Clerk would check with the council’s insurers whether use of the building for such an event was covered.</p> <p>087/20.4 PROJECT TRUST – Update from resident.</p> <p>087/20.5 THE EDEN CATCHMENT PLAN – Letter from the Chair of the Eden Catchment Partnership and CEO of Eden Rivers Trust.</p> <p>087/20.6 ROAD CLOSURE HIGH CROSS STREET – Email from Cumbria County Council</p>	
088/20	<p>LITERATURE AVAILABLE FROM CLERK</p> <p>RESOLVED to note the following items were available from the Clerk:-</p> <p>088/20.1 EXECUTIVE KEY DECISIONS – 11th September 2020.</p> <p>088/20.2 EDEN CARERS – Autumn newsletter.</p>	
089/20	<p>DATE OF NEXT MEETING - The next meeting would be held virtually on Tuesday 27th October 2020 at 7.00pm and called by electronic summons.</p>	
090/20	<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>	
091/20	<p>MOOT HALL</p> <p>091/20.1 MASONRY WORK</p> <p>Consideration was given to the quotes received for the masonry work at the Moot Hall.</p> <p>RESOLVED to accept the quote submitted from Mr. A. Riddell in the sum of £18,700.00.</p>	

(Signed) Chairman

Date

NB: Councillor Macleod left the meeting prior to discussion of the following items.

091/20.2 INTERNAL AND EXTERNAL PAINTING

Consideration was given to the quotes received for the internal and external painting of the Moot Hall.

RESOLVED to accept the quote submitted from Mr. M. Wannop in the sum of £10,775.00.

092/20 PHOTOCOPIER CONTRACT

The Clerk reported on issues with the current photocopier contract with Office Technology.

RESOLVED to note the report and that consideration on a new contract would be deferred until additional quotes were received.

Meeting closed at 9.00pm.

DRAFT

(Signed) Chairman
Date

Expenditure

Description	Supplier	Total
Hosting Fee	Sensible IT Solutions	20.00
Rates	Carlisle City Council	194.00
Garage rent	Jeremy Morris	50.00
Remote IT Assistance	Office Technology	60.00
Main contract	Cut n' Edge	2,095.00
Zoom fee	Zoom	14.93
Dell soundbar	Dell	54.35
Desk screen	XL Displays	82.80
Branch removal	R&M Lowther	120.00
Rates	Waterplus	8.46
Annual contribution	Mike Dresser	500.00
Quarterly Bill	BRHS	427.10
Monthly bill	Plusnet	54.00
Monthly bill	Daisy Communications	62.35
Monthly bill	NEST	186.53
Quarterly Bill	Maxxia	302.40
Monthly bill	ABW	141.77
replace locks	R T Mitchell	163.20
Postage	Post Office	16.92
Timber & screws	Laversdale Timber	33.19
Various	ABW	76.12
Repairs	Brunstock Engineering	2,280.00
Quarterly Bill	HMR&C	2,383.35
Wages	Stephen Hillary	36.08
Fee	Emma Hutchinson	40.00
Wages	Peter Reynolds	198.44
Zoom fee	Zoom	14.39
Monthly bill - electric	SSE	43.32
Charges	BRHS	812.23
Refund	Community Centre	15.00
Wages	Clerk	2,030.46
Monthly bill	Vodafone	27.17
Hosting Fee	Sensible IT Solutions	20.00
Charges	Barclays Bank	1.84
Rates	Carlisle City Council	194.00

(Signed) Chairman
Date

Charges	Tellemachus Ltd	907.84
Monthly bill	GA Estates	50.00
Mileage	Clerk	22.41
Charges	Clerk	142.87
Window cleaning	NM Windows	40.00
Monthly charges	Cut n' Edge	3065.00
Contribution	NEST	186.53
Wages	Peter Reynolds	180.40
Refund	Walkers are Welcome	15.00
Monthly bill	Plusnet	54.00
Monthly bill	Daisy Communications	62.72
Toilet roll & soap	Instock	21.89
Registration fee	Sensible IT Solutions	23.99
Hygiene unit	Rentokil	83.34
Repairs	Sensible IT Solutions	102.00
Branch removal	R&M Lowther	120.00
Wages	Clerk	2,030.46
Charges	Tom Ayre	1,170.00
Quarterly Bill	SSE	365.57
Monthly bill	Vodafone	27.53
	Total	21,430.95

Income

Description	Supplier	Total
Burial Fee	J Glencross	500.00
Burial Fee	J Glencross	470.00
Burial Fee	Ian Blair	470.00
Burial Fee	Ian Blair	500.00
Burial Charges	Ian Blair	450.00
Burial Charges	Ian Blair	500.00
Contribution	BRHS	170.16
Memorial Erection	M Armstrong	120.00
Insurance claim	Zurich Insurance	1,650.00
Contribution	PCC for Cumbria	3,000.00
Contribution	Carlisle City Council	3,010.00
	Total	10,840.16

(Signed) Chairman
Date

Expenditure To Approve

Amount £	Payee	Detail	Chq number/FP
40.00	Sensible IT Solutions	Office x 2 (website)	D/D
388.00	Carlisle City Council	Various – rates	D/D
62.72	Daisy Communications	Office	D/D
54.00	Plusnet	Visitor Centre	D/D
186.53	Nest	Staff – pension	D/D
3.68	Barclays Bank	Charges	D/D
100.00	GA Estates	Garage rent x 2	F/P
5050.00	Cut n' Edge	Grounds Maintenance x 2	F/P
40.00	NM Windows	Moot Hall	F/P
165.28	A Riddell	Various	F/P
83.34	Rentokil	Moot Hall	F/P
23.99	Sensible IT Solutions	Office (website)	F/P
102.00	Sensible IT Solutions	Office (website)	F/P
365.57	SSE	Moot Hall	F/P
21.89	Instock	Office/Moot Hall	F/P
120.00	R&M Lowther	Parks	F/P
2030.46	A Riddell	Staff	F/P
1530.00	J Hall	Moot Hall	F/P
597.50	Oakbank Nurseries	Flowerbeds	F/P
54.00	Geltsdale Flooring	Moot Hall	F/P
350.00	BIG Mag	Misc Services	F/P
907.84	Tellemachus Ltd	CCTV	F/P
1170.00	T Ayre	Flowerbeds	F/P
	Above items ratified	Below items approved	
180.40	P Reynolds	Staff	F/P
27.53	Vodafone	Office	F/P
25.80	SSE	Moot Hall	F/P
7.80	Post Office	Postage	F/P
2152.80	Solway Direct	Special Projects - benches	F/P
54.00	Plusnet	Visitor Centre	F/P
59.92	Daisy Communications	Office	F/P
186.53	NEST	Staff	F/P
2.94	ABW	Parks	F/P
79.16	Instock	Logistics	F/P
90.00	Geltsdale Flooring	Moot Hall	F/P
270.60	P Reynolds	Staff	F/P
36.08	S Hillary	Staff	F/P
2311.11	A Riddell	Staff	F/P
14.39	A Riddell	Office – zoom	F/P
139.60	Waterplus	Allotments	F/P
480.00	PFK Littlejohn	External audit	F/P
12.49	Waterplus	Parks	F/P
108.00	Shift-it	Parks	F/P
13.00	M Blake	Postage	F/P
£19,698.95			

(Signed) Chairman

Date