

MINUTES of a **VIRTUAL MEETING** of **BRAMPTON PARISH COUNCIL** held on **TUESDAY 28th JULY 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 I. Rodley
Councillor Mrs. J. Spears	Councillor M. Spears
Councillor Mrs. J. Thompson	

IN ATTENDANCE – Clerk

ALSO ATTENDING – City Councillor Tinnion
 3 members of the public
 1 Member of the local press

Action

042/20	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received and agreed from:-</p> <p>Councillors Charlton, Macleod and Read-Bone. City Councillors Meller and Mitchelson.</p>	Action
043/20	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
044/20	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that the following declarations of interest were made:-</p> <p>Councillor Rodley declared a pecuniary interest in item 048/20.2.1 Councillor Thompson declared a non-pecuniary interest in item 048/20.5 Councillor Logie declared a pecuniary interest in any item relating to Mblemwear Ltd.</p>	
045/20	<p>MINUTES</p> <p>Minutes of the meeting held on 30th June 2020 were submitted.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 30th June 2020, confirmed as a true and accurate record. The minutes would be signed at the next face to face meeting.</p>	
046/20	<p>LOCAL GOVERNMENT ACT 1972 – FILLING OF VACANCIES</p> <p>There were 4 vacancies to fill. A letter of interest was submitted from Ms. Sharon Angland who was in attendance.</p> <p>Councillor Harding seconded by Councillor Blake, moved that Ms. Sharon Angland be co-opted to the Parish Council.</p> <p>RESOLVED, after a unanimous vote, that Ms. S. Angland be co-opted to the Parish Council. The Clerk would arrange for the Declaration of Acceptance of Office to be signed in a safe manner within 7 days of the meeting.</p>	

(Signed) Chairman
 Date

<p>047/20</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 Tinnion reported that there was still the seriousness of Covid-19 and concerns that people were not giving the correct information for the test and trace service currently in place.</p>	
<p>048/20</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>048/20.1 EDGE HILL, TREE ROAD, BRAMPTON (19/0063/S211) – Crown reduction of 1-2metres to 1 beech tree in Brampton Conservation Area.</p> <p>No observations.</p> <p>048/20.2 FORMER TARN END HOUSE HOTEL, BRAMPTON (20/0020/TPO) – Removal of 2 oak trees and removal of limb from 1 tree.</p> <p>No observations.</p> <p>048/20.3 1 MOAT STREET, BRAMPTON (20/0181) – Installation of new composite door to south elevation; 4 UPVC sliding sash windows to east elevation; 1 UPVC sliding sash window to west elevation and new window and door to north elevation.</p> <p>No observations on the installation of the windows and doors.</p> <p>NB: Concern was raised that the property would be a three bedroom property rather than the current 1 bedroom flat which perhaps should have been made clearer on the application as it may impact parking in the area; however the planning authority confirmed the following - <i>it is only the external alterations which require planning permission – what the applicant does inside is, unfortunately, not part of our consideration in this instance.</i></p> <p>048/20.4 LAND TO THE SOUTH OF GRANGE HOUSE, AARONSTOWN LONNING, BRAMPTON (20/0457) – Erection of 1 dormer bungalow, detached garage and associated parking and access.</p> <p>No observations.</p> <p>048/20.5 LAND AT CAPON TREE LODGE, CAPON TREE ROAD, BRAMPTON (20/0452) – Erection of 1 dwelling. (outline)</p> <p>Members of Brampton Parish Council resolved by a majority decision to object.</p> <p>Comments and concerns were as follows:-</p> <ul style="list-style-type: none"> - Quarry Lane is too narrow and not maintained sufficiently to support access to construction vehicles etc - Could the proposed dwelling be relocated elsewhere in the garden area of Capon Tree Lodge and the access be from Capon Tree Road itself which would be more in keeping with the area? - The usage study undertaken by highways that is mentioned in one of the online objections is of concern and doesn't seem to be actual representative data. Could an additional study be undertaken by highways that is more accurate? 	<p>Clerk</p>

(Signed) Chairman
Date

048/20.6 3 EDMONDSON CLOSE, BRAMPTON (20/0039/S211) – Removal of 1 silver birch tree in Brampton Conservation Area.

No observations.

048/20.7 UNIT 10, TOWNFOOT INDUSTRIAL ESTATE, BRAMPTON (20/0479) – Variation of condition 2 (approved documents) of previously approved application 18/0969 (change of use from B1/B8 (business/storage/distribution) to D1 (place of worship) to amend elevations and materials from brickwork to painted render.

No observations.

048/20.8 14 EDMONDSON CLOSE, BRAMPTON (20/0042/S211) – Removal of 1 eucalyptus tree in rear garden.

No observations.

049/20 NOTIFICATION OF DECISIONS

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.

050/20 FINANCIAL MATTERS -

050/20.1 BANK RECONCILIATION TO 30th JUNE 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 30th June 2020 of £305,273.17. The petty cash balance remained unchanged at £3.63.

050/20.2 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 £12,727.32 detailed in the Appendix hereto.

050/20.2.2 RESOLVED to note the income of £61.29 detailed in the Appendix hereto.

050/20.3 MONITORING REPORT

RESOLVED to note a report by the Clerk detailing the current position with regard to income received and expenditure incurred to 30th June 2020 compared to the budget. The Clerk also reported on the difference between various income and expenditure budgets from the first quarter of this financial year compared to the last financial year.

050/20.4 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 £12,173.47

(Signed) Chairman

Date

051/20	<p>CLERK'S REPORT</p> <p>The Clerk reported on the following items and members considered what action, if any, to take:-</p> <p>051/20.1 COFFEE MORNINGS – Have had one request for a refund. Others either hadn't paid or were happy to roll it over to a future booking. NOTED</p> <p>051/20.2 PUBLIC FOOTPATHS – Issues at the Blackpath and Jocks Hill had both been passed to the County Council for attention. NOTED</p> <p>051/20.3 JACOBITE EVENT – The organiser had been in touch with the Clerk to confirm that unfortunately the planned Capon Tree event scheduled for 18th October 2020 had been cancelled.</p> <p>The organiser had approached the primary school and had a meeting with the history teacher in early March, who was very enthusiastic and supportive of any local events recognising Brampton's history. They had agreed to make contact early in the new year to see what the prospects look like for trying, in 2021, to put on the sort of event set out previously under minute 296/19. Organisers fully intended to try again when it was safe to do so, hopefully next year. NOTED</p> <p>051/20.4 TEMPORARY ROAD CLOSURES – Information on the A6071, U1056 and the continuation of U1241 at Gilsland had all been circulated to members prior to the meeting. NOTED</p> <p>051/20.5 COVID-19 – The following plea from the County Council had been received – <i>As part of the effort to stop the spread of the virus, pubs and restaurants should be collecting contact details from customers to help local contact tracing work should it be needed. Since last week over 1200 people have received a text message from the council advising them to get tested. But it has emerged that around 15-20% of the contact information provided by stomers is wrong or unusable. Issues include:</i></p> <ul style="list-style-type: none"> • <i>No details or clearly false numbers.</i> • <i>Incorrect mobile phone numbers with too many or too few digits</i> • <i>Illegible handwriting</i> <p><i>Now the public are being asked to stop and double check the details they provide, and wherever possible provide a mobile phone number rather than a landline. NOTED</i></p> <p>051/20.6 VJ DAY - Branches of the Royal British Legion were under instruction <i>not</i> to Parade at a War Memorial, Cenotaph or any public event. The council could hold a 2 minute silence, but obviously anyone in attendance at the Moot Hall would be socially distanced etc.</p> <p>The town crier would still be doing his bit at 11.10am and 'the cry for peace' from the Pageant master had been forwarded. NOTED</p> <p>051/20.7 MURRAY PARK – ASB and vandalism was continuing. Members were asked to consider that if the signs explaining covid-19 guidelines were continually ripped off and adherence to the actions on the signs was necessary as a mitigation measure, if the signs then weren't being complied with, how could members be satisfied that the area was covid safe for all users? Should CCTV be considered? NOTED TO MONITOR THE AREA AND CLOSE IF REQUIRED</p> <p>051/20.8 HIGHWAYS ASSET MANAGEMENT STRATEGY (2020-2025) - This was approved by the County Council Cabinet on 23rd July 2020. The strategy set out the County Council's commitment to:</p> <ul style="list-style-type: none"> • Enhance the customer experience and keep customers better informed • Make it easier for customers to access information online, by phone and email • Provide staff with the right resources, skills and capability to carry out their roles effectively in a digital organisation • Continue to work with partner organisations and communities to achieve shared aspirations 	Clerk/SH
--------	--	----------

(Signed) Chairman

Date

- Work closely with Parish and Town Councils to further develop the Working Together project to support communities to undertake additional work on the highway within an agreed protocol
- Develop innovative solutions using digital technology to improve the resilience of our highways network and reduce the impact of climate change.

Information had been forwarded to members. **NOTED**

052/20 MATTERS TO BE RAISED BY COUNCILLORS

Members were given the opportunity to raise any unforeseen matters, with the consent of the Chair, that did not require a decision.

RESOLVED to note the following matters were raised:-

052/20.1 VANDALISM

Councillor Logie reported that tyres had been slashed again on residents cars. The police had been made aware.

053/20 CHRISTMAS LIGHTS –

053/20.1 CONE TREE

Consideration was given to the cost of repairing the cone tree and/or replacement equipment.

RESOLVED to defer repair of the cone tree and/or purchase of new equipment to the next financial year.

053/20.2 SWITCH-ON

Consideration was given to whether the scheduled switch-on event for the Christmas lights could go ahead.

RESOLVED to cancel the Christmas light switch-on event.

054/20 MOOT HALL

Consideration was given to re-opening the Moot Hall for the Wednesday craft fair.

RESOLVED to give permission to re-open following submission of a risk assessment; that only 5 tables would be permitted; a one way system would be introduced; limited numbers within the Moot Hall at any one time and strict adherence to Covid-19 guidelines.

055/20 WEBSITE

RESOLVED to agree the purchase of a 'plug-in' to make the website compliant with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

056/20 MOAT STEPS

RESOLVED that a hand rail should be included in the job specification for the steps at the Moat drying green.

057/20 USE OF GREEN SPACES

RESOLVED to note that the request for use of King George V field and/or the Recreation Ground for Carlisle Youth Zone had been withdrawn as the group was using land at the Primary School.

(Signed) Chairman

Date

058/20	<p>BENCHES</p> <p>RESOLVED, after discussion, to purchase 6 replacement benches from Solway Recycled.</p> <p>RESOLVED to note that Councillors Tinnion and Mitchelson would help with funding through the City Council's small scale grants scheme.</p>	
059/20	<p>CRICKET CLUB LEASE</p> <p>RESOLVED to ratify the amendments to the cricket club lease permitting use of the waste ground for allotments.</p>	
060/20	<p>CALC</p> <p>The following correspondence from CALC was received and noted:-</p> <p>060/20.1 DEVOLUTION WHITE PAPER</p> <p>RESOLVED to note that Councillor Rodley would give a response to the Clerk for circulation.</p> <p>060/20.2 ASH DIEBACK INFORMATION</p> <p>060/20.3 CALC ANNUAL GENERAL MEETING 2020</p> <p>060/20.4 DWP UPDATE</p> <p>060/20.5 PRECEPT ANALYSIS</p>	
061/20	<p>CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>061/20.1 UPDATE - THE LOCAL ELECTRICITY BILL'S REINTRODUCTION – Email from Director, Power to People.</p> <p>RESOLVED to support the bill.</p> <p>061/20.2 REVITALISING RURAL CONSULTATION – Email from Rural Services Network</p> <p>061/20.3 MEMORIAL TO LI YUAN-CHIA – Email from member of the public.</p> <p>RESOLVED to note the request and to respond that a memorial at Banks where the artist lived/worked would be more appropriate.</p> <p>061/20.4 SYCAMORE TREE TO REAR OF EDMONDSON CLOSE – Email from resident.</p> <p>RESOLVED to approve the work required.</p>	Clerk
062/20	<p>LITERATURE AVAILABLE FROM CLERK</p> <p>RESOLVED to note the following items were available from the Clerk:-</p> <p>020/20.1 EXECUTIVE KEY DECISIONS – 17th July 2020.</p> <p>062/20.2 ACT GAZETTE – Summer 2020.</p>	
063/20	<p>DATE OF NEXT MEETING - The next meeting would be held virtually on Tuesday 29th September 2020 at 7.00pm and called by electronic summons.</p>	

(Signed) Chairman

Date

064/20	<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>
065/20	<p>MOOT HALL AND VISITOR CENTRE</p> <p>065/20.1 JOINERY WORK</p> <p>Consideration was given to the quotes received for the joinery work at the Moot Hall.</p> <p>RESOLVED to accept the quote submitted from P. A. Thompson Joinery in the sum of £1,770.00.</p> <p>065/20.2 REFURBISHMENT OF TOILET</p> <p>Consideration was given to the quotes received for the refurbishment of the toilet at the Moot Hall.</p> <p>RESOLVED to accept the quote submitted from Josh Hall Plumbing and Heating in the sum of £1,275.00. (excl VAT)</p> <p>065/20.3 EXTERIOR LIGHTING</p> <p>Consideration was given to the quotes received for the exterior lighting at the Moot Hall.</p> <p>RESOLVED to accept the quote submitted from Zumtobel Group in the sum of £6,484.74. (excl VAT)</p> <p>065/20.4 CARD PAYMENTS</p> <p>Consideration was given to the information received from Barclays Bank on card payments for the Visitor Centre.</p> <p>RESOLVED not to proceed with card payments at the moment but undertake a review once the Visitor Centre was open.</p> <p>065/20.5 GENERAL UPDATE</p> <p>Councillor Blake reported on the progress being made with other work to the Moot Hall including replacement of curtains, leaflets, new training and possible events.</p> <p>RESOLVED to note the report.</p>
066/20	<p>PLAY AREA EQUIPMENT – MURRAY PARK</p> <p>Consideration was given to the quotes and designs received for the replacement of the multi play unit in Murray Park.</p> <p>Following a public consultation held previously, a Kompan design had been chosen.</p> <p>RESOLVED to accept the quote and design submitted from Kompan in the sum of £9,637.00.</p>

(Signed) Chairman

Date

Expenditure

Detail	Description	Supplier	Total
Website	Monthly charges	Sensible IT Solutions	20.00
Rates	Rates	Carlisle City Council	54.00
Rates - office	Rates	Carlisle City Council	39.00
Moot Hall - rates	Rates	Carlisle City Council	77.00
Market Rates	Rates	Carlisle City Council	24.00
Water Rates - MH	Rates	Waterplus	81.74
Garage rent	Monthly bill	Jeremy Morris	50.00
VE Day expenditure	Bunting	Post Office	3.99
VE Day expenditure	Bunting	Post Office	14.45
Disposal unit supplies	Hygiene unit	Rentokil	83.34
Rural Market Towns Group	Subscription	Rural Services Partnership	132.00
VE Day expenditure	VE Day Mugs	Mblem-wear Ltd	1,386.31
Postage	Postage	Post Office	7.80
Window cleaning	Moot Hall windows	NM Windows	40.00
Internal Audit Fees	Fee	Joanne Batey	95.00
Cut n' Edge contract	Monthly bill	Cut n' Edge	1,990.00
Moat clearance work	Monthly bill	Cut n' Edge	90.00
BAT expenditure	Wool for poppies	Lovecrafts	94.98
Visitor Centre Expenditure	Monthly bill	Plusnet	54.00
Moat clearance work	Monitoring Survey	Brampton & District Red Squirrel Group	250.00
Confidential shredding	Shredding	Lancashire Shredding	88.80
Stationery/software	Monitor riser	SDEG Ltd	40.85
Office equipment	Monitor	Dell	100.80
Office equipment	Vostro computer	Dell	382.80
Telephone/Broadband	Monthly bill	Daisy Communications	67.67
LCR/Clerks & Councils Direct	Subscription	NALC	17.00
Newsletter	Big Mag article	A Findon	400.00
Stationery/software	Webcam	Amazon	41.89
Room Hire	Room Hire	William Howard School	42.00
Cleaner	Moot Hall	Helen Graham	410.00
Stationery/software	Quarterly Bill	BT	7.20
NEST pension	Contribution	NEST	186.53
Misc repairs	Traffic cones	CID Group	101.04
Computer repairs	Remote assistance	Office Technology	60.00
VE Day expenditure	VE Day Mugs	Mblem-wear Ltd	306.60
Caretaker wage	Wages	Stephen Hillary	36.08
Caretaker wage	Wages	Peter Reynolds	180.40
Clerk wage	Wages	Clerk	2,030.46
Insurance	Insurance	Came & company	3,614.16
Caretakers mobile phone	Monthly bill	Vodafone	25.43

Total **12,727.32**

Income

Detail	Description	Supplier	Total
Interest Received	Quarterly Int.	Barclays Bank	61.29

(Signed) Chairman
Date

Expenditure To Approve

Amount £	Payee	Detail	Chq number/FP
20.00	Sensible IT Solutions	Office	D/D
194.00	Carlisle City Council	Various – rates	D/D
62.35	Daisy Communications	Office	D/D
54.00	Plusnet	Visitor Centre	D/D
43.32	SSE	Moot Hall	D/D
302.40	Maxxia	Office	D/D
186.53	Nest	Staff – pension	D/D
427.10	BRHS	Office	S/O
217.89	ABW	Flowerbeds/Covid-19	F/P
2095.00	Cut n' Edge	Grounds Maintenance	F/P
33.19	Laversdale Timber	Cemetery	F/P
2280.00	Brunstock Engineering	Moot Hall	F/P
40.00	Emma Hutchinson	Open Spaces – Mole control	F/P
60.00	Office Technology	Office	F/P
2383.25	HMR&C	Staff	F/P
163.20	R Mitchell	Moot Hall	F/P
16.92	Postage	Office	F/P
54.35	Dell	Office - soundbar	F/P
82.80	XL Displays	Office	F/P
14.39	Zoom (A Riddell)	Subs	F/P
365.57	SSE	Moot Hall	F/P
198.44	P Reynolds	Staff	F/P
36.08	S Hillary	Staff	F/P
2030.46	A Riddell	Staff	F/P
812.23	BRHS	Office	
<u>£12,173.47</u>			

(Signed) Chairman

Date