

MINUTES of a **VIRTUAL MEETING** of **BRAMPTON PARISH COUNCIL** held on **THURSDAY 28th MAY 2020** at 7.00pm.

PRESENT

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

Councillor Mrs. M. Blake
Councillor J. J. Harding
Councillor I. Rodley
Councillor M. Spears

IN ATTENDANCE – Clerk

ALSO ATTENDING – 9 members of the public
1 Member of the local press

Action

001/20	<p>RESIGNATION OF CHAIRMAN</p> <p>Mr. David Moorat had circulated his resignation to members, the Carlisle City Council had been informed and the statutory notice displayed.</p> <p>RESOLVED to note the resignation.</p>	
002/20	<p>ITEM CHAIRMAN</p> <p>A member of the council was selected to preside over the next item only.</p> <p>RESOLVED that Councillor Errington would be the item Chairman.</p>	
003/20	<p>ELECTION OF CHAIRMAN</p> <p>Councillor Thompson, seconded by Councillor Blake, moved that Councillor Errington be elected to the office of Chairman of the Council.</p> <p>There were no other nominations.</p> <p>RESOLVED unanimously to elect Councillor Errington as Chairman until May 2021.</p>	
004/20	<p>DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN</p> <p>RESOLVED to note that Councillor Errington would arrange with the Clerk to sign the Declaration of Acceptance of Office of Chairman in a safe manner within 7 days of the meeting.</p>	
005/20	<p>ELECTION OF VICE CHAIRMAN</p> <p>Councillor Thompson, seconded by Councillor Logie, moved that Councillor Harding 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 Harding as Vice Chairman of the Council.</p>	
006/20	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received and agreed from:-</p> <p>Councillor Read-Bone. City Councillors Mitchelson and Tinnion.</p>	

(Signed) Chairman
Date

007/20	<p>LOCAL GOVERNMENT ACT 1972 –</p> <p>007/20.1 RESIGNATIONS</p> <p>Members were asked to formally ratify and/or note the resignations of Mr. I. Pennington, Mrs. C. Bell, Ms. G. Tankard and Mr. W. Nixon.</p> <p>Mr. Nixon submitted a request to be able to continue monitoring Irthing Park play area on behalf of the parish council and to help with the Christmas lights switch-on.</p> <p>RESOLVED to ratify/note the resignations and agree to Mr. Nixon’s request to continue monitoring Irthing Park play area on behalf of the parish council and to help with the Christmas lights switch-on.</p> <p>007/20.2 FILLING OF VACANCIES</p> <p>There were 7 vacancies to fill. Letters of interest were submitted from Mr. D. Charlton, Mr. I. Rodley. Mrs. J Spears and Mr. M. Spears who were all in attendance.</p> <p>Councillor Harding seconded by Councillor Blake, moved that Mr. D. Charlton, Mr. I. Rodley. Mrs. J Spears and Mr. M. Spears be co-opted to the Parish Council.</p> <p>RESOLVED, after a unanimous vote, that Mr. D. Charlton, Mr. I. Rodley. Mrs. J. Spears and Mr. M. Spears 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>	
008/20	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
009/20	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that no declarations of interest were made.</p>	
010/20	<p>MINUTES</p> <p>Minutes of the meetings held on 25th February 2020 and 20th March 2020 were submitted.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meetings held on 25th February 2020 and 20th March 2020, confirmed as a true and accurate record. The minutes would be signed in a safe manner as soon as possible.</p>	
011/20	<p>PUBLIC PARTICIPATION -</p> <p>011/20.1 OPEN LETTER FROM RESIDENT</p> <p>An open letter from a resident was submitted to the meeting and read out by the Clerk. The letter referred to the ratification of minutes from the meeting held on 20th March 2020, subsequent financial approvals and comments made on a social media platform.</p> <p>The Clerk responded to the letter detailing evidence to the contrary of the contents of the open letter and 2 members stated that no parish councillor had made comments or accusations on social media platforms and that this particular complaint from the resident should be taken up with the influencer and then follow the etiquette for complaining. Furthermore a parish council meeting was not the appropriate place to chastise other local residents and the council had no control over the social media page concerned.</p> <p>RESOLVED to note the letter and the responses made.</p>	

(Signed) Chairman
Date

011/20.1 CITY AND COUNTY COUNCILLOR REPORTS

RESOLVED to note there were no reports submitted.

012/20 STANDING ORDERS

An addendum to the Standing Orders had been circulated to enable the Council to meet virtually during the current pandemic.

RESOLVED to adopt the standing orders with immediate effect.

013/20 TOWN AND COUNTRY PLANNING APPLICATIONS -**013/20.1 RATIFICATION OF DECISIONS**

Under delegated working arrangements, all suggested planning responses had been circulated to members and submitted upon agreement by a minimum of four members. It was subsequently resolved to ratify the following submitted responses.

Location	Proposal	Decision
20/0180 - Land Adjacent to Hillcrest, Milton, Brampton	Variation of condition 2 (Approved Documents) of previously approved application 19/0184 (Erection of 1 dwelling) to omit a dormer window and replace with solar panels to power an air source heat pump	No observations
20/0203 - Cotehill Farm, Brampton	Demolition of existing dilapidated agricultural building; erection of new cubicle cattle building	No observations
20/0254 - Irthing Vale Caravan Park, Old Church Lane, Brampton, CA8 2AA	Variation of conditions 2 & 3 of previously approved permission 80/0463 (Use of land as a caravan park) to enable the use of the site as a caravan park on a year round basis for up to 40 static caravans (Revised Application)	No observations
20/0018/S211 - Westwynd, 8 Tree Gardens, Brampton	Removal of 1 cypress tree and reduction of 1 cherry tree by 2-3 metres off the sides, dead wood, crossing and damaged branches removed in Brampton Conservation Area.	No observations
20/0021/S211 - Land to the rear of 8 Edmondson Close, Brampton	Removal Of 1no. sycamore tree within Brampton Conservation Area	No observations
20/0253 & 20/0254 - White Lion Hotel, High Cross Street, Brampton	Change of use of part of hotel from hotel/public house to 1 dwelling	No observations
20/0274 – 7 Craw Park, Brampton	Erection of first floor side extension to provide en-suite bedroom	No observations

(Signed) Chairman
Date

013/20.2 PLANNING APPLICATIONS

Applications for planning consent were considered.

RESOLVED to advise the appropriate Planning Authority of the Council's comments as follows:-

013/20.2.1 LAND TO REAR OF BRAEFOOT, LANERCOST ROAD, BRAMPTON (20/0291) – Proposed new access and driveway (relating to previously approved application 18./0990).

No observations.

013/20.2.2 CLOVER HILL, TREE ROAD, BRAMPTON 20/0029/S211 – Removal of 1 spruce tree in Brampton Conservation Area.

No observations.

013/20.2.3 QUARRY BANK, CAPON HILL, BRAMPTON (20/0284) – Alterations of windows and doors and removal of bay windows together with installation of skylights and PV and solar thermal panels.

No observations

014/20 FINANCIAL MATTERS -**014/20.1 BANK RECONCILIATIONS TO 30TH APRIL 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 April 2020 of £328,328.21.

014/20.2 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.

014/20.2.1 RESOLVED to note the expenditure of £42,559.98 detailed in the Appendix hereto.

014/20.2.2 RESOLVED to note the income of £191,894.37 detailed in the Appendix Hereto

014/20.3 INSURANCE

Insurance quotes from Zurich and Came and Company for 2020/21 were submitted to the meeting and members reviewed the policy to confirm the council had cover in respect of all risks.

RESOLVED to accept the quote from Came and Company in the sum of £3,614.16.

014/20.4 EXPENDITURE TO APPROVE

There was submitted a report by the Clerk detailing expenditure to ratify and/or approve.

RESOLVED to authorise payment of the accounts listed in the Appendix hereto amounting to £5,902.73

(Signed) Chairman
Date

014/20.5 ACCOUNT SIGNATORIES

Consideration was given to additional signatories required for the Council's bank and building society accounts.

RESOLVED that Councillors Errington, Blake and J. Spears would act as additional signatories on the Barclays Bank accounts.

RESOLVED that Councillors Errington and Charlton would act as additional signatories on the Cumberland Building Society account.

014/20.6 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/2020 –

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 Annual Internal Audit for the year ended 31st March, 2020.

014/20.6.1 RESOLVED to approve the Annual Governance Statement for the year ending 31st March 2020.

014/20.6.2 RESOLVED to approve the Statement of Accounts for the year ending 31st March 2020.

014/20.6.3 RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for 31st March 2020.

014/20.6.4 RESOLVED to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2020 as Monday 15th June to Friday 24th July 2020.

014/20.6.5 RESOLVED to agree that the Accounts, Balance Sheet and Supporting Notes reflected the Parish Council's financial position at 31st March 2020.

015/20 CLERK'S REPORT

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

015/20.1 FLOWERBEDS – To note that minimum maintenance was being carried out due to the gardener having to shield. The bed at St. Martin's had been planted in a rainbow as a thank you to all key workers. **NOTED**

015/20.2 CRICKET PITCH – To note that Irthing Vale Cricket Club had been asked to stop working on the rough ground at the cricket pitch which will be used for allotments following a complaint from a resident. Work will recommence when the lease between the parish council and the cricket club has been reviewed, amended and formally agreed for the change of use of the land. There is no planning permission required unless a car park is to be added and/or the erection of sheds. **ONGOING**

015/20.3 SHELTERD BIKE RACK – To consider a request for a safe, sheltered bike rack.

RESOLVED that the Clerk would contact the City and County Council for further information as the Moot Hall is a listed building and may not be the best location.

015/20.4 MURRAY PARK – To note that following recent incidents of vandalism the area would be monitored more closely. **ONGOING**

015/20.5 CHRISTMAS LIGHTS –

015/20.5.1 SWITCH-ON EVENT - At the current time it is not possible to predict whether a switch-on event will be permissible. **NOTED**

015/20.5.2 LIGHTING SCHEME – The parish council is due to choose a new 3 year scheme for the Christmas lights, however Gala Lights has informed the Clerk that manufacturing is currently delayed and new requests for lighting may not be met. In addition, site visits with other companies are on hold.

RESOLVED, after further discussion, not to progress with a new 3 year scheme but use the current lights for the Moot Hall and tree at St. Martin's and purchase solar powered lights for the lamp columns from Plantscape for this season.

016/20 DATE OF NEXT MEETING – the next meeting will be virtual and called at a date to be confirmed by electronic summons.

017/20 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.

A member of the public requested that the following item should be held in public.

The Clerk reported that items that involve contracts, conduct of employees and/or legal action can be held confidentially and that the following item fell into one of these categories.

Members **RESOLVED** that the item be held confidentially.

018/20 CLERK AND COUNCILLOR ROLES

The Clerk updated new members on the background to the dispute that had resulted in the request from Brampton Acting Together (BAT) for the helpdesk phone line to be diverted direct to BAT and the subsequent correspondence received from the previous Chairman.

The Clerk left the meeting for members to discuss what action, if any, should be taken.

The following statement was collated by members of the parish council.

A confidential discussion took place regarding the issue that led to the resignation of the previous Parish Council Chair including a summary of events and correspondence. A further discussion was then conducted, without the clerk present, to investigate claims of inappropriate behaviour and it was determined that there was no case to answer and no requirement for a further formal investigation. Furthermore, the council has every confidence in the ability and professionalism of their staff and the support received from the City Council, County Council and CALC.

The new council, under the guidance and leadership of the new chair, hopes to now focus on building strong, healthy, professional relationships to empower the members to work as a team, with open communication and mutual respect, for the benefit of our Community. A group of newly co-opted, enthusiastic councillors are looking forward to serving the Parish in a positive and pro-active manner; working with all local groups to improve the quality and range of services.

RESOLVED to note the correspondence received and that no further action was required.

Expenditure

£	Supplier	Cost Centre
88.02	City Council	Rates - April
100.00	J. Morris	Storage rent x2
22.80	BT	Office
40.00	Bounce it around	Website x2
43.57	Vodafone	Office x2
3.68	Barclays Bank	Charges x2
92.02	Plusnet	Visitor Centre x2
117.38	Daisy Comms	Office x2
373.06	Nest	Staff – pension x2
100.91	SSE	Moot Hall x2
427.10	BRHS	Office
302.40	Maxxia	Office
108.24	S Hillary	Staff x3
4185.00	Cut n' Edge	Grounds Mnce x2
4052.16	A Riddell	Staff x2
780.18	P Reynolds	Staff x3
2449.03	HMR&C	Staff - PAYE
63.98	Brampton Woodworks	Parks
366.00	Shift-it	Cemetery & Moat
14.99	Amazon	Office
820.79	ABW	Moot Hall & Cemetery x2
39.45	Waterplus	Allotments
72.86	Carlisle Business Supplies	Covid-19 - BAT
100.00	Eden Valley Hospice	Covid-19 - BAT
151.57	Instock	Moot Hall
250.00	BIG Mag	Misc services
283.18	A Riddell - various	Office & covid-19 - BPC
640.00	T Ayre	Flowerbeds
82.94	E-on	Christmas lights
852.60	Fibrous Funeral Supplies	Cemetery
2000.00	Allison Bequest	Covid-19 - BAT
5000.00	Transfer	Covid -19 - BAT
118.53	A Riddell	Mileage
793.50	Joseph's Amazing Camels	Christmas lights – deposit '20
199.00	Border Offset	Covid-19 - SHINE
300.00	Brampton Medical Practice	Covid-19 - BPC
350.00	Mr D Slater	Covid-19 – BAAG/SHINE
1000.00	Transfer	Covid-19 - SHINE
98.07	Carlisle Business Supplies	Covid-19 - BAT
147.28	Waterplus	Moot Hall
15529.69	Gala Lights	Christmas lights

£42,559.98

(Signed) Chairman

Date

Income

£	Detail	Cost Centre
15.00	Rent	Market
102.57	Sales	Visitor Centre
252.77	Walton PC	Office & subs
315.56	Irthington PC	Office & subs
105.00	Brampton Town Club	Moot Hall
233.15	Kirkandrews on Esk PC	Office & subs
284.46	Farlam PC	Office & subs
1440.00	Ian Blair	Cemetery
5000.00	League of Friends	Covid-19 – BAT
470.00	Co-operative Funeralcare	Cemetery
27.58	Barclays Bank	Interest
6161.77	HMR&C	VAT
470.00	Ian Blair	Cemetery
1000.00	Mr & Mrs Cook	Covid-19 - SHINE
3000.00	Cumbria Comm. Fnd'n	Covid-19 BAT & SHINE
171231.00	Carlisle City Council	Precept 20/21
1785.51	Cumberland BS	Interest
<u>£191,894.37</u>		

(Signed) Chairman

Date

Expenditure To Approve

Amount £	Payee	Detail	Chq number/FP
20.00	Sensible IT Solutions	Office	D/D
197.21	Carlisle City Council	Various – rates	D/D
61.99	Daisy Communications	Office	D/D
54.00	Plusnet	Visitor Centre	D/D
31.89	SSE	Moot Hall	D/D
186.53	Nest	Staff – pension	D/D
1.84	Barclays Bank	Charges	D/D
101.25	A Riddell - wool	Covid-19 - BAT	F/P
1800.00	Cut n' Edge	Grounds Maintenance	F/P
83.54	ABW	Parks/Covid-19	F/P
299.00	Northern Vacuums	Covid-19 – SHINE	F/P
435.35	SSE	Moot Hall	F/P
533.09	CALC	Subscription	F/P
796.20	BRHS	Office	F/P
1350.00	Howard Arms	Covid-19 – BPC	F/P
2553.20	Covid-19 – BAT	Transfer of CCF funds	F/P
446.80	Covid-19 SHINE	Transfer of CCF funds	F/P
	Above items to be ratified	Below items to be approved	
40.00	NM Windows	Moot Hall	F/P
132.00	Rural Services Partnership	Subs	F/P
83.34	Initial	Moot Hall	F/P
42.00	William Howard School	Special Projects (police mtng)	F/P
95.00	Joanne Batey	Internal Audit	F/P
101.04	A Riddell – CID group	Moot Hall	F/P
26.24	A Riddell	Postage/bunting	F/P
<u>£5,902.73</u>			

(Signed) Chairman
Date