

MINUTES of a **VIRTUAL MEETING** of **BRAMPTON PARISH COUNCIL** held on **TUESDAY 30th JUNE 2020** at 7.00pm.

PRESENT

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

Councillor Mrs. M. Blake
Councillor J. J. Harding
Councillor Miss. F. Macleod
Councillor Mrs. J. Spears
Councillor Mrs. J. Thompson

IN ATTENDANCE – Clerk

ALSO ATTENDING – City Councillors Mitchelson and Tinnion
3 members of the public
1 Member of the local press

Action

	<p>Prior to the start of the meeting, a minute's silence was held in respect of the late County Councillor Lawrence Fisher.</p> <p>019/20 APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received and agreed from:- Councillor Read-Bone.</p> <p>020/20 REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p> <p>021/20 DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that the following declarations of interest were made:- Councillor Thompson – items 25/20.5 and 25/20.6</p> <p>022/20 MINUTES</p> <p>Minutes of the meeting held on 28th May 2020 were submitted.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 28th May 2020, confirmed as a true and accurate record. The minutes would be signed at the next face to face meeting.</p> <p>023/20 LOCAL GOVERNMENT ACT 1972 – FILLING OF VACANCIES</p> <p>There were 5 vacancies to fill. A letter of interest was submitted from Miss Fiona Macleod who was in attendance.</p> <p>Councillor Harding seconded by Councillor Blake, moved that Miss F. Macleod be co-opted to the Parish Council.</p> <p>RESOLVED, after a unanimous vote, that Miss F. Macleod 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>	<p>Clerk</p>
--	--	---------------------

(Signed) Chairman

Date

<p>024/20</p>	<p>PUBLIC PARTICIPATION -</p> <p>A member of the public informed members that they had attended the recent Farmers Market in Brampton and had been told that the market had asked the parish council 3 times for permission to be held during lockdown but were refused.</p> <p>RESOLVED to note that the Chair said she would investigate the matter and get back to the member of the public.</p> <p>NB – Following the meeting, the member of the public reported on their Facebook page that <i>‘the police and City Council blocked attempts to bring it back’</i>.</p> <p>CITY AND COUNTY COUNCILLOR REPORTS</p> <p>RESOLVED to note that Councillor Mitchelson reported that shops were opening back up and everyone was taking care.</p>	
<p>025/20</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>25/20.1 HOW GLEN, TREE ROAD, BRAMPTON (20/0360) – Alterations to facilitate the conversion of existing outhouse boiler room into shower room and WC accessible from the house.</p> <p>No observations.</p> <p>25/20.2 UNITY FARM COTTAGE, UNITY FARM, BRAMPTON (20/0362) – Demolition of existing cottage; erection of replacement dwelling to include associated adjustments to levels and boundary of existing site.</p> <p>No observations.</p> <p>25/20.3 THE MANSE, TREE ROAD, BRAMPTON (20/0032/S211) – Removal of 3 Leyland/Lawson cypress trees; removal of hedge in Brampton Conservation Area.</p> <p>No observations.</p> <p>25/20.4 THE GRANGE, CRAW HALL, BRAMPTON (20/0033/S211) – Removal of 2 horse chestnuts, 1 ash, 3 conifers; crown raise 1 copper beech tree in Brampton Conservation Area.</p> <p>No observations.</p> <p>25/20.5 BEECH MOUNT, CAPON TREE ROAD, BRAMPTON (20/0018/TPO) – Reduce lowest substantial lateral branch by up to 2.5m into upper crown profile; remove lowest 2 secondary lateral branches back to branch stem on sycamore tree.</p> <p>No observations.</p> <p>25/20.6 BEECH MOUNT, CAPON TREE ROAD, BRAMPTON (20/0019/TPO) – Works to 1 beech tree subject to TPO202.</p> <p>No observations.</p>	<p>Clerk</p>

(Signed) Chairman
Date

25/20.7 KIRKHOUSE QUARRY, HALLBANKGATE, BRAMPTON -

Application Reference Number:1/20/9005 Proposal: Section 73 variation of Conditions 1 and 2 of planning permission 1/09/9015 to extend the expiry date of operations to 30th November 2032 and approved documents and variation of conditions 32 and 34 to allow revised restoration scheme to be completed by 30 November 2033.

No observations.

Application Reference Number:1/20/9006 Proposal: Section 73 variation of Condition 2 of planning permission 1/09/9016 (lateral extension of quarry site) to extend the expiry date of operations to 30th November 2033.

No observations.

NB: Due to an admin error at the City Council, comments on the following planning application were determined under the Parish Council's expedited procedure and were ratified at this meeting.

25/20.8 MOOT LODGE RESIDENTIAL HOME, MARKET PLACE, BRAMPTON

(20/0025/S211) – Work to trees in Brampton Conservation Area. Remove and treat stump of 1 ash; remove and treat stumps of 2 willow and remove elder and hawthorn at base and crown raise to a maximum 2.5m.

No observations.

026/20 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.

027/20 FINANCIAL MATTERS -**027/20.1 BANK RECONCILIATION TO 31ST MAY 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 May 2020 of £317,919.20.

027/20.2 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 £11,269.01 detailed in the Appendix hereto.

014/20.2.2 RESOLVED to note the income of £880.00 detailed in the Appendix hereto.

027/20.3 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 £8,435.05

(Signed) Chairman

Date

028/20	<p>CLERK'S REPORT</p> <p>The Clerk reported on the following items and members considered what action, if any, to take:-</p> <p>028/20.1 AGAR AND YEAR END ACCOUNTS – Completed, signed and sent off to the external auditor. Receipt of the information had been acknowledged. NOTED</p> <p>028/20.2 NEW COMPUTER/ADDITIONAL MONITOR – The Clerk wished to formally thank Councillor Rodley for all his help with the new IT set up. NOTED</p> <p>028/20.3 PUBLIC FOOTPATHS AT COTEHILL AND THE DANDY – To note that the Clerk had informed the footpaths officer of the concerns raised regarding maintenance at both footpaths. Cotehill would be prioritised with the County Council's contractor and damage to the surface at the underpass along the Dandy would be investigated by the County Council. ONGOING</p> <p>028/20.4 HIMALAYAN BALSAM AT THE MOAT – Concerns had been raised by a local resident regarding the amount of Himalayan balsam on the Moat spreading from a nearby field. The Clerk had contacted the County Council for advice. If the path towards the Ridge was becoming overgrown, the County Council would attend to it, Cut n' Edge were already in the process of removing areas of the weed from the Moat. The Clerk would ask which weed killer the County Council used to deal with Himalayan balsam. ONGOING</p> <p>028/20.5 PUBLIC TOILETS – To note that the City Council had not yet opened the public toilets. The situation was being reviewed as and when government guidelines were published. ONGOING</p> <p>RESOLVED to note that Councillor Mitchelson would arrange a meeting to discuss the future of the public toilets.</p> <p>028/20.6 BROKEN TREE LIMB AT KING GEORGE V FIELD – work completed. NOTED</p> <p>028/20.7 PLAY AREAS – To note that play areas could reopen from 6th July 2020. The Clerk was preparing draft risk assessments/signage for approval by members and a meeting would be arranged in due course to agree these. NALC would be engaging with the government on the impractical nature of much of the published guidance for reopening play areas and the financial implications for local councils. NOTED</p>	
029/20	<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 the following matters were raised:-</p> <p>029/20.1 STICKERS</p> <p>Some stickers had started appearing around town, but no-one knew who was responsible.</p> <p>029/20.2 HAND SANITISER</p> <p>Although several hand sanitisers had been installed by the City Council around town, there were none towards the bottom end of Front Street near the takeaways.</p>	

(Signed) Chairman

Date

030/20	<p>BRAMPTON TO LANERCOST ROAD</p> <p>A request was submitted from Burtholme Parish Council to support their work and signage for a path at Quarrybeck.</p> <p>RESOLVED to support the move to get pedestrians off the road and onto a footpath. Members were happy with the concept of the path but the legislative impact of maintenance needed to be clarified.</p>	Clerk
031/20	<p>ADDITIONAL WASTE BINS</p> <p>RESOLVED, after discussion, to trial additional waste bins at Showfield car park and Old Church Lane. It was noted that household waste was appearing in several waste bins around the town.</p>	Clerk
032/20	<p>ELECTRIC VEHICLE CHARGING POINT</p> <p>RESOLVED to note a report from the Clerk detailing the possibility of an electric vehicle charging point being installed at one of the car parks in Brampton through a collaboration with the City Council and Charge My Street. A City Council officer would contact the Clerk in the next few days to discuss the matter further.</p>	
033/20	<p>MOOT HALL AND VISITOR CENTRE</p> <p>Councillor Blake gave a report on the proposed work to the Moot Hall and Visitor Centre, members RESOLVED the following items:-</p> <ul style="list-style-type: none"> • MISSING LAPTOP – Report to the police • VOLUNTEERS – Terminate all current volunteers and request that all interested volunteers for the Visitor Centre, old and new, contact Councillor Blake. • VISITOR CENTRE –Relocation of desk and the purchase of new filing cabinets, seating, larger safe and any other associated items to improve working conditions for volunteers. Investigate making a video of the local area to be shown on a monitor. • STORAGE CUPBOARDS –Relocation of storage cupboards from the toilet area to main room. • PPE –Purchase of any relevant PPE and/or equipment to comply with Covid-19 regulations and safety measures. • TOILET – Full renovation of toilet area to comply with current disability and building regulations. • REAR DISABLED ACCESS – Request highways to investigate how to improve defining the disabled access at the rear of the Moot Hall. • KITCHEN –Install a fridge and if necessary, additional wall cupboards. • CURTAINS – Purchase new curtains throughout the whole building with blackout blind to rear downstairs door. • DECORATION –Full internal and external decoration including railings. • UPSTAIRS STORAGE UNIT – Remove unit and install bespoke unit more fit for purpose. • FIRE SAFETY ASSESSMENT – Review, and purchase any required equipment and/or signage. • QUOTES –Clerk to request quotes for all required work including joinery, plumbing, electrics, decorating etc • STONEMASONRY – Clerk to re-issue tenders for the work required. • TOWER – Tower to be investigated for the ongoing water leak, preferably when the weather-vane is being fixed. • EXTERNAL LIGHTING – Agree to the purchase of external lighting to illuminate the Moot Hall. • COLOURS – Members to submit preferred colour options for internal/external decorating. 	Clerk/MB

(Signed) Chairman

Date

<p>034/20</p> <p>035/20</p> <p>036/20</p> <p>037/20</p> <p>038/20</p> <p>039/20</p> <p>040/20</p> <p>041/20</p>	<p>PARKING RESTRICTIONS ON CRAW HALL</p> <p>Consideration was given to support a request for additional parking restrictions on Craw Hall.</p> <p>RESOLVED by a majority vote, to support the proposed restrictions of additional double yellow lines outside units 5 and 7, Brewery Yard, Craw Hall.</p> <p>BENCHES</p> <p>A review of benches had been undertaken for members to agree any repair or replacement.</p> <p>RESOLVED that the Clerk would get quotes for the replacement of 4 normal sized benches and either 1 longer length or 2 normal length for King George V field and report back.</p> <p>FARMERS MARKET</p> <p>RESOLVED to ratify the decision (taken by email between meetings) to permit the Farmers Market to go ahead last weekend and permit the use of the Moot Hall toilet for stall holders only.</p> <p>CALC</p> <p>The following correspondence from CALC was received and noted:-</p> <p>037/20.1 CODE OF CONDUCT CONSULTATION</p> <p>RESOLVED to note that members would respond individually and send the Clerk comments to collate a response from the parish council.</p> <p>037/20.2 ON AND OFF STREET CAR PARKING ENFORCEMENT</p> <p>037/20.3 NALC LEGAL TOPIC UPDATE – Elections and co-options</p> <p>037/20.4 NALC LEGAL TOPIC UPDATE - Procurement</p> <p>LITERATURE AVAILABLE FROM CLERK</p> <p>RESOLVED to note the following items were available from the Clerk:-</p> <p>038/20.1 EXECUTIVE KEY DECISIONS – 19th June 2020.</p> <p>DATE OF NEXT MEETING - the next meeting will be held virtually on Tuesday 28th July 2020 at 7.00pm and called by electronic summons.</p> <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> <p>LAND AT GELT ROAD</p> <p>RESOLVED to note an update from the Clerk.</p>	<p>Clerk</p>
---	---	---------------------

(Signed) Chairman

Date

Expenditure

£	Supplier	Cost Centre
197.21	City Council	Rates
50.00	J. Morris	Storage rent
20.00	Bounce it around	Website
22.02	Vodafone	Office
54.00	Plusnet	Visitor Centre
61.99	Daisy Comms	Office
186.53	Nest	Staff – pension
31.89	SSE	Moot Hall
36.08	S Hillary	Staff
1800.00	Cut n' Edge	Grounds Mnce
2030.46	A Riddell	Staff
180.40	P Reynolds	Staff
2553.20	BAT	Grant tfr from CCF
446.80	SHINE	Grant tfr from CCF
1350.00	Howard Arms	Special Projects
299.00	Northern Vacuums	Covid-19 - SHINE
83.54	ABW	Moot Hall
533.09	CALC	Subscriptions
435.35	SSE	Moot Hall
796.20	BRHS	Office
101.25	Lovecrafts	Covid-19 BPC wool
<u>£11,269.01</u>		

Income

£	Detail	Cost Centre
470.00	Co-operative Funeralcare	Cemetery
<u>410.00</u>	Ian Robinson	Cemetery
<u>£880.00</u>		

(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
67.67	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
76.12	ABW	Flowerbeds/Covid-19	F/P
2080.00	Cut n' Edge	Grounds Maintenance	F/P
483.60	Dell	Office – computer & monitor	F/P
40.85	Hartleys	Office – monitor risers	F/P
41.89	Amazon	Office - webcam	F/P
1386.31	Mblem-wear Ltd	Special Projects	F/P
88.80	Lancashire Shredding	Office	F/P
410.00	H Graham	MootHall	F/P
17.00	LCR	Subscriptions	F/P
306.60	Mblem-wear Ltd	Special Projects	F/P
60.00	Office Technology	Office	F/P
180.40	P Reynolds	Staff	F/P
36.08	S Hillary	Staff	F/P
2030.46	A Riddell	Staff	F/P
500.00	M Dresser	Special Projects	F/P
14.39	A Riddell	Subs – zoom meeting	F/P
120.00	R&M Lowther	Parks	F/P
8.46	Waterplus	Parks	F/P
£8,435.05			

(Signed) Chairman

Date