

BRAMPTON PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
The Old Brewery
Craw Hall
Brampton
CA8 1TR
Tel: 016977 3382
Email:bramptonpc@gmail.com

29 March, 2021

A Virtual Meeting of the **BRAMPTON PARISH COUNCIL** which will be held on **TUESDAY, 30th MARCH, 2021 at 7.00 p.m.**

The meeting is accessible by logging on to www.zoom.us and using Meeting ID 893 3634 0853 with the passcode **787198**. The meeting can also be joined by telephone by dialling one of the following numbers - 0203 481 5240 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237. Please aim to arrive at the meeting by 6.50pm in case of connectivity problems.

Members of the public are welcome to attend.



Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence.
2. **REQUESTS FOR DISPENSATION** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
3. **DECLARATIONS OF INTEREST** – To receive declarations of interests by elected and co-opted members in respect of items on this agenda.
4. **MINUTES** -
MINUTES OF THE MEETING HELD ON 23RD FEBRUARY 2021- To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 23rd February 2021. (see agenda pack – minutes will be signed in a safe manner as soon as possible)
5. **PUBLIC PARTICIPATION** –
 - 5.1 **PUBLIC PARTICIPATION** - To receive comments and representation from members of the public in relation to any item on the Agenda. (*15 minutes is set aside for public participation and each member of the public is permitted to speak on any Agenda item for up to 3 minutes. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman*).
 - 5.2 **CITY AND COUNTY COUNCILLOR REPORTS** – To receive reports from City and County Councillors on issues relating to the parish.

6. TOWN AND COUNTRY PLANNING APPLICATIONS – To consider the following:-

- 6.1 FORMER TARN END HOUSE HOTEL, TALKIN (21/0159)** – Erection of 1 detached single storey holiday let unit.
- 6.2 6 PARKHEAD ROAD, BRAMPTON (21/0146)** – Demolition of existing single storey outbuilding and store; erection of 2 storey side extension to provide lounge, W/C & store on ground floor and 1 en-suite bedroom above.
- 6.3 HOTTSFIELD, MARKET PLACE, BRAMPTON (21/0204)** – Erection of single storey rear extension to provide sunroom.
- 6.4 16 FRONT STREET, BRAMPTON (21/0201)** – Change of use of basement and ground floor from bank to laundry.
- 6.5 FOREST GLADE HOUSE, CRAW HALL, BRAMPTON (21/0020/S211)** – Removal of 2 conifer and 1 horse chestnut tree and crown raise 1 sycamore and 1 lime tree by 6 metres.
- 6.6 LAND BETWEEN GELT RISE AND GELT ROAD, BRAMPTON (21/0223)** – Variation of conditions 2 (approved documents) and 23 (landscaping details) of previously approved permission 16/0769 (erection of 18 dwellings) to amend landscaping to deal with overgrown trees and hedges on the site.
- 6.7 ABBEY BRIDGE INN, LANERCOST, BRAMPTON (21/0233)** – Remove partition walls and en-suite to create larger bedroom; remove partition walls and 2 en-suites to create family bathroom and blocking up of 2 existing doorways (LBC).
- 6.8 LOW GELTBRIDGE FARM, BRAMPTON (21/0253)** – Construction of new roof cover to existing agricultural silage pit and open cattle pens.

(Information available on Carlisle City Council website, links sent via email to members)

7. NOTIFICATION OF DECISIONS – To note a report from the Clerk. (see agenda pack)

8. FINANCIAL MATTERS –

- 8.1 BANK RECONCILIATION TO 28TH FEBRUARY 2021** – To note the information in the Scribe Report. (see agenda pack)
- 8.2 FINANCIAL TRANSACTIONS** - To note the income and expenditure detailed from the Scribe Report. (see agenda pack)
- 8.3 EXPENDITURE TO APPROVE** – That the Council approves the expenditure detailed. (see agenda pack)
- 8.4 BUDGET VIREMENT** – To consider the following:-
- All phone costs for Moot Hall land line (£655.32) to be taken from Allison Bequest funding for Brampton Acting Together (BAT) rather than the visitor centre budget.
 - Visitor centre budget (£850.00 (if agreed above)), student travel budget (£1,000.00), remainder of flowerbed budget (£4450), misc & property contingency budgets (£800.00), remainder of office budget (£700) to be allocated to Moot Hall budget for improvement work and purchases such as the new tables and to Special Projects for the repairs to Lovers Lane (cost TBC).
- 8.5 RETURN OF FUNDING** – To note the return of £736.11 to the council's bank account from the original donation of £2,000.00 for Brampton Acting Together.

9. BUILDINGS VALUATION – To consider requesting an up to date value of parish council buildings prior to the insurance renewal review due in May 2021.

10. CLERK'S REPORT – To receive and note a Report from the Clerk. (copy herewith)

11. POLICIES –

11.1 REVIEW OF CURRENT POLICIES – To review, and if applicable amend, the following policies:-

- Standing Orders
- Financial Regulations
- Document Retention Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Complaints Procedure
- Media and Press Policy
- Model Publication Scheme
- Freedom of Information Policy
- Fraud/Corruption Detection and Prevention
- Grants Policy
- Statement of intent on Community Engagement

11.2 ADDITIONAL POLICIES – To consider the addition of the following draft policies:-

- Tree Survey Policy
- Lone worker Policy

12. REPRESENTATIVES' REPORTS – To receive reports from representatives on Outside Bodies.

13. MOOT HALL/VISITOR CENTRE –

13.1 USE OF MOOT HALL BY BRAMPTON ACTING TOGETHER (BAT) – To consider the update from BAT and note that the group no longer requires use of the Moot Hall and landline under the current pandemic.

13.2 REPAIRS AND IMPROVEMENTS – To receive an update.

14. WEDNESDAY MARKET –

14.1 MARKET COMPLAINT – To consider the complaint received from the previous meeting (min. 192/20), the letters of support submitted to the Clerk and what action, if any, should be taken.

14.2 WORKING GROUP – To consider setting up a working group to review policies/risk assessments and consider promotion of the Wednesday Market.

15. LANCASTER UNIVERSITY STUDENT PROJECTS -

15.1 BRAMPTON AS A DARK SKY TOWN – To receive an update, if applicable, regarding the Brampton as a Dark Sky Town proposal. (Councillor Rodley to report)

16. RAINBOW GARDEN AND TREE PLANTING – To receive and consider a report from Councillor Thompson.

17. CALC - To receive, note and where applicable respond to the following correspondence, circulated by email to members:-

17.1 CALC NEWSLETTER – February/March 2021 (To note)

17.2 NALC LEGAL UPDATE (To note)

17.3 CARBON CALCULATOR FOR PARISHES (To note)

17.4 CPCA EXECUTIVE COMMITTEE MINUTES (To note)

17.5 ZERO CARBON CUMBRIA PARTNERSHIP (To note)

17.6 CUMBRIA CC ENVIRONMENT FUND AND GREEN RECOVERY (To note)

- 17.7 NATIONAL FREE WEBINAR – CRISIS COMMUNICATIONS** (To note)
- 17.8 CALC MEMBER SURVEY** (To consider and respond)
- 18. CORRESPONDENCE RECEIVED -** To note items of correspondence received since the last meeting and take actions as appropriate:-
- 18.1 SOIL ASSOCIATION** - Email from Forest Consultation Team.
- 18.2 SPEEDING IN BRAMPTON**– Email from resident.
- 18.3 TULLIE HOUSE** – Email from Market Manager.
- 18.4 PUBLIC FOOTPATHS** – Email from resident.
- 18.5 CEMETERY** – Email from resident.
- 18.6 DOG FOULING AT MILTONRIGG WOOD** – Email from resident.
- 18.7 CEILIDH BAND AT STREET PARTY** – Email from resident.
- 18.8 VOLUNTEER WORK** – Email from Brampton Area Action Group.
- (information circulated to members by email, correspondence list report in agenda pack)
- 19. LITERATURE AVAILABLE FROM CLERK -** To note items of literature received since the last meeting:-
- 19.1 ACT GAZETTE** – Spring 2021
- 20. DATE OF NEXT MEETING** – To confirm that the next virtual meeting will be held on 27th April 2021 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.
- 21. 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, (contract terms), it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.
- 22. BRAMPTON CEMETERY** – To consider the quotes received regarding grave shoring equipment. Clerk to report.
- 23. COTEHILL CRICKET CLUB** – To review and agree the draft lease. (copy circulated to members)