

# BRAMPTON PARISH COUNCIL

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13 May, 2021

Dear Councillor,

You are summoned to the Annual Meeting of the **BRAMPTON PARISH COUNCIL** which will be held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **TUESDAY, 18th MAY, 2021** at **7.00 p.m.**

The meeting is open to the press and members of the public, however, social distancing measures will be in place (masks must be worn) and seats are limited to a maximum of 18. Please contact the Clerk if you wish to attend.

If you would rather not attend the meeting but have a matter to raise, please email the Clerk before mid-day on 18<sup>th</sup> May.

Please do not attend the meeting if you have Covid-19 symptoms.

Face to face meeting protocols and risk assessment are available on the website.

*Allison Riddell*

Clerk

## AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence.
5. **REQUESTS FOR DISPENSATIONS** - 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
6. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

7. **MINUTES OF THE MEETING HELD ON 27<sup>TH</sup> APRIL 2021** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 27<sup>th</sup> April 2021. (copy herewith)
8. **PUBLIC PARTICIPATION SESSION –**
  - 8.1 **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).
  - 8.2 **CITY AND COUNTY COUNCILLOR REPORTS –** To receive reports from City and County Councillors.
9. **COMMITTEES**
  - 9.1 **COMMITTEE REMITS –** To review committee remits. Report by Clerk. (copy herewith)
  - 9.2 **MEMBERSHIP –** To consider committee membership. Report by Clerk. (copy herewith)
10. **REPRESENTATION ON OUTSIDE BODIES –** To consider representation on Outside Bodies. Report by Clerk. (copy herewith)
11. **INSPECTION OF DEEDS AND TRUST INSTRUMENTS –** To consider the inspection of deeds and trust instruments. Report by Clerk. (copy herewith)
12. **COUNCIL MEETING DATES FOR THE YEAR 2021-22 –** To receive and consider the proposed dates for the full council and committee meetings for the forthcoming year. (copy herewith)
13. **POLICY REVIEW –** To review the council's core policies. (No change from 2020/21)
14. **STANDING ORDERS AND FINANCIAL REGULATIONS –** To re-adopt standing orders and financial regulations. (no change from 2020/21)
14. **GENERAL DATA PROTECTION REGULATIONS (GDPR) –**
  - 14.1 **DATA PROTECTION OFFICER –** To consider the appointment of the Clerk as Data Protection Officer for 2021/22.
  - 14.2 **PRIVACY POLICIES –** To review the council's GDPR core policies. (No change from 2020/21 – available on website)
15. **INSURANCE –** To confirm the parish council has insurance cover in respect of all risks and consider the renewal invitation from Came and Company and BHiB. (copies to be circulated by email when all information is received)
16. **SUBSCRIPTIONS –** To review the Parish council's subscriptions -
  - 16.1 **CALC –** To consider the invitation to renew the CALC annual subscription for 2021/22 in the sum of £516.04.
  - 16.2 **SLCC -** To consider continuation of contributing towards the Clerk's subscription to SLCC. This is not due for renewal until December 2021 and net cost to the Council after contributions is approximately £450.00.
  - 16.3 **LCR –** To consider the invitation to renew the LCR annual subscription for 2021/22 in the sum of £17.00. (copy available from the Clerk)
17. **TOWN AND COUNTRY PLANNING APPLICATIONS –** To be considered:-
  - 17.1 **21 MILLFIELD, BRAMPTON (21/0399) –** Erection of detached outbuilding.
  - 17.2 **GARTH HOUSE, GREENFIELD LANE, BRAMPTON (21/0448) –** Replacement of existing windows (LBC).

(information available from Carlisle City Council website)
18. **NOTIFICATION OF DECISIONS –** To note a Report from the Clerk. (copy herewith)

**20. FINANCIAL MATTERS –**

**20.1 s137 SPENDING** – To note and review the spending under s137 for 2020/21 and 2021/22. Clerk to report.

**20.2 INTERNAL AUDITOR** – To consider the appointment of the internal auditor for 2021/22.

**20.3 BANK RECONCILIATION TO 30.04.21** – Report by Clerk. (copy herewith)

**20.4 FINANCIAL TRANSACTIONS** - To note the income and expenditure detailed for April 2021. (copy herewith)

**20.5 EXPENDITURE TO APPROVE** – That the Council approves the expenditure detailed. (copy herewith)

**20.6 ZOOM SUBSCRIPTION** – To consider whether to continue with the zoom subscription for working group meetings.

**21. REPRESENTATIVES' REPORTS** - To receive information and reports by representatives on Outside Bodies.

**22. MOOT HALL/VISITOR CENTRE** – To receive an update from Councillor Blake.

**23. PROVISION OF DIGITAL MARKETING SERVICES** – To receive an update from Councillor Angland.

**24. CLERK'S REPORT** – To note a report from the Clerk. (copy herewith)

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

**25.1 CALC CIRCULAR – APRIL/MAY 2021.**

**25.2 HIGHWAYS HEADS UP**

**25.3 NALC CYBER SECURITY GUIDE**

**25.4 MHCLG ELECTRONIC COMMUNICATIONS INFRASTRUCTURE CONSULTATION**

**25.5 OPEN SPACES SOCIETY'S GRANT A GREEN CAMPAIGN**

**25.6 DCMS RURAL BROADBAND CONSULTATION**

**25.7 GREAT CUMBRIAN LITTER PICK**

**25.8 NALC RESPONSE TO GOVERNMENT CONSULTATION ON LGR**

**25.9 HIGH COURT JUDGEMENT ON VIRTUAL MEETINGS**

**25.10 CLIMATE CHANGE 90 MINUTE INTERACTIVE SESSIONS**

**26. CORRESPONDENCE RECEIVED** - To note items of correspondence received since the last meeting and take actions as appropriate:-

**26.1 CUMBRIA CYCLING AND WALKING** – Email from Cumbria County Council.

**26.2 LITTER BIN REQUEST** – Email from resident.

**26.3 REQUEST FOR CWGC SIGN AT OLD CHURCH** – Email from Commonwealth War Graves Commission volunteer.

**26.4 CARLISLE EDUCATION CHARITY** – Email from Carlisle City Council.

(information circulated to members by email, correspondence list report herewith)

- 27. LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting
- 27.1 NOTICE OF EXECUTIVE KEY DECISIONS** – 4th May 2021.
- 27.2 CLERKS & COUNCILS DIRECT** – May 2021
- 28. AGENDA ITEMS FOR NEXT MEETING** – To submit items for the next meeting and note that any further items should be submitted to the Clerk on or before 18th June 2018.
- 29. DATE OF NEXT MEETING** – Tuesday 29th June 2021, 7.30pm, Moot Hall. Committee meetings will be held on Thursday 17<sup>th</sup> June 2021 from 7.00pm in the Moot Hall.