

MINUTES of a **VIRTUAL MEETING** of **BRAMPTON PARISH COUNCIL** held on **TUESDAY 27th APRIL 2021** at 7.00pm.

PRESENT

Councillor J. Errington (Chairman, in the chair)
Councillor M. Blake
Councillor J. J. Harding
Councillor S. Quinn
Councillor M. Spears

Councillor S. Angland
Councillor D. Charlton
Councillor R. Logie
Councillor J. Spears
Councillor J. Thompson

IN ATTENDANCE – Clerk

ALSO ATTENDING – 1 member of the press

Action

| | | |
|--------|--|-------|
| 233/20 | <p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received and agreed from:- Councillors Macleod and Rodley</p> | |
| 234/20 | <p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p> | |
| 235/20 | <p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note there were no declarations of interest made.</p> | |
| 236/20 | <p>MINUTES</p> <p>Minutes of the meeting held on 30th March 2021 were submitted.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meetings held on 30th March 2021, confirmed as a true and accurate record. The minutes would be signed at the next face to face meeting.</p> | JE |
| 237/20 | <p>PUBLIC PARTICIPATION -</p> <p>RESOLVED to note that no members of the public were in attendance.</p> <p>RESOLVED to note that guidance relating to the Welcome Back Fund had been received from City Councillor Mitchelson and that a working group would be formed to consider how to progress an Action Plan for an allocation of the funding. The working group would be made up of Councillors Charlton, Errington, M. Spears and the Clerk.</p> | |
| 238/20 | <p>INCREDIBLE EDIBLE PROJECT</p> <p>RESOLVED to note that a report on the project would be deferred to a future meeting as no-one from the group was able to attend.</p> | |
| 239/20 | <p>TOWN AND COUNTRY PLANNING APPLICATIONS - To consider/ratify</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>239/20.1 GLENRIDDING HOUSE, STATION ROAD, BRAMPTON (21/0206) – Erection of single storey rear extension to provide garden room and verandah for outdoor seating area.</p> <p>No observations</p> | Clerk |

(Signed) Chairman
Date

239/20.2 THE PADDOCK, PAVING BROW, BRAMPTON (21/0267) – Change of use from dwelling to 1 holiday let (retrospective)

No observations

239/20.3 ROSEWOOD HOUSE, STATION ROAD, BRAMPTON (21/0273) – Erection of single storey rear and side extension to provide 1 en-suite bedroom together with rendering of whole house.

No observations

239/20.4 1 MOAT STREET, BRAMPTON (21/0316) – Installation of new composite door and 2 PVCu sliding sash windows to south elevation, 3 PVCu sliding sash windows to east elevation, 2 infill sections at ground floor level on the east elevation comprising vertical timber boarding and 5 PVCu sliding sash windows to west elevation and 2 PVCu sliding sash windows and door to north elevation; rendering of front elevation and partial render of south elevation (revised/part retrospective application)

No observations

239/20.5 LAND ADJACENT OAKFIELD, MILTON, BRAMPTON (21/0328) – Erection of 1 dwelling house with detached garage; access improvements at junction with A689; upgrading of drainage arrangements (revised application)

No observations

239/20.6 LAWSON MASONIC HAL, CRAW HALL, BRAMPTON (21/0029/S211) – Works to 12 trees in Brampton Conservation Area.

No observations

240/20 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.

241/20 FINANCIAL MATTERS -

241/20.1 BANK RECONCILIATION TO 31st MARCH 2021

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 March 2021 of £256,326.77. The petty cash balance remained unchanged at £3.63.

241/20.2 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.

241/20.2.1 RESOLVED to note the expenditure of £23,728.44 detailed in the Appendix hereto.

241/20.2.2 RESOLVED to note the income of £14,156.91 detailed in the Appendix hereto.

(Signed) Chairman

Date

241/20.3 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 £11,549.44.

242/20 CLERK'S REPORT

The Clerk submitted a written report detailing the following:-

DEATH OF HRH PRINCE PHILIP – Flag flown at half-mast during public mourning period and website updated as per protocol. Flag now removed and website homepage back to normal.

TO NOTE

DRAIN AT RECREATION GROUND – Castles and Coasts contribution to cover half of the costs had been received to the council's bank account. No date yet as to when the work would be carried out by Rod Hind Drainage.

ONGOING

MISUSE OF PUBLIC LITTER BIN – Complaint from resident received and passed to the City Council's Operations Manager for Clean Neighbourhoods to investigate. Complaint stated that a district nurse visiting a residents home was being directed to put clinical waste in a public litter bin on Carlisle Road.

TO NOTE

WORK TO THE DANDY FOOTPATH – Several residents asked who had carried out the improvements work at the underpass section of the Dandy footpath. The local Cumbria County Council footpaths officer was not aware of the work and the Parish Council did not undertake the work either.

TO NOTE

WEDNESDAY MARKET – 3 complaints have been received relating to vehicles travelling at speed on the road adjacent to the market which runs past Moot Lodge. Highways has been contacted for advice, no response received to date.

ONGOING

VALUATION OFFICE – Request for forms to be submitted relating to information on Showfield Car Park and Brampton Cemetery.

TO NOTE

INSURANCE REINSTATEMENT COST ASSESSMENT – Clerk to meet with valuer on 7th May 2021 regarding the assessment of the Moot Hall and the Howard Memorial Shelter.

TO NOTE

BENCH REPAIRS - Emergency repairs to broken slats on benches at the Sands and Murray Park to be carried out by Brampton Woodworks at a cost of £195.00 (+VAT).

TO NOTE

PUBLIC SAFETY ON THE RIDGE FOOTPATH – Complaints regarding a farmer placing a cattle feeder immediately adjacent to the access gate at Ridgewood, making it difficult for users as the cattle congregate at the gate, and a fault to one of the kissing gates had been passed to the County Council's footpaths officer.

TO NOTE

HIGHWAYS ISSUES – Complaints from residents relating to pot holes and dangerous trees on verges had been reported via the County Council's 'report a fault' website page.

TO NOTE

IRTHING PARK – Vandalism to the safety surfacing underneath the swings in the park had resulted in the park being closed until repairs were made. However, youths were still climbing over the fence.

TO NOTE

RESOLVED to note the report.

243/20 LOCAL GOVERNMENT REORGANISATION

RESOLVED to ratify the response to the consultation submitted by Councillor Rodley, confirming that the preferred option for Brampton Parish Council was 'The Bay'.

(Signed) Chairman

Date

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|--------|---|--------------|
| 244/20 | <p>POLICIES –</p> <p>DRAFT MEMORIAL BENCH POLICY</p> <p>Further consideration was given to bench designs for the memorial bench policy.</p> <p>RESOLVED that in addition to the design chosen from Solway Recycled (Min. 179/20), that the 'Lakeside' seat design from Broxap, in holly green or jet black, would be included in the memorial bench policy for purchase by members of the public.</p> <p>RESOLVED to adopt the following policies:-</p> <ul style="list-style-type: none"> • TRAINING POLICY • GENERAL RESERVES POLICY (General reserves balance to be 3-6 months of net revenue expenditure) | |
| 245/20 | <p>WEDNESDAY MARKET -</p> <p>245/20.1 STALL HOLDER DOCUMENTATION</p> <p>RESOLVED to ratify that all stall holders must hold public liability insurance and any registration or certification relevant to each stall, for example, food stalls must be registered with their local environmental health service and hold food hygiene certificates etc.</p> <p>245/20.2 FREE STALL</p> <p>Consideration was given to making available a free stall to registered local charities and local branches of national charities, amateur sporting, local organisations (excluding political parties) and schools.</p> <p>RESOLVED that the Clerk would draft a policy which would include a limit on the amount of times such a stall would be available per annum to each charity or organisation.</p> | Clerk |
| 246/20 | <p>REPRESENTATIVES' REPORTS</p> <p>RESOLVED to note there were no reports.</p> | |
| 247/20 | <p>MOOT HALL/VISITOR CENTRE</p> <p>Councillor Blake gave an update on the ongoing work for the reopening of the Visitor Centre and training for future volunteers. Interviews for interested volunteers would take place in due course.</p> <p>RESOLVED:-</p> <p>247/20.1 to note the report;</p> <p>247/20.2 that there would be no charge for local businesses to advertise in the Moot Hall and any event posters would be local and limited in number as there would be no more posters displayed in the windows of the Moot Hall; and</p> <p>247/20.3 that opening hours would initially be set at 10am to 2pm Monday to Saturday and that the Visitor Centre would be closed seasonally from mid-December to late February.</p> | |
| 248/20 | <p>CLIMATE EMERGENCY</p> <p>RESOLVED, that following the information received from the SLCC and CALC on climate emergency, a working group, consisting of Councillors Angland, Errington, Quinn and Rodley, would consider what action the Parish Council could take.</p> | |

(Signed) Chairman

Date

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|---------------|---|------------------------|
| <p>255/20</p> | <p>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</p> <p>RESOLVED 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), the public be temporarily excluded and instructed to withdraw from the meeting.</p> | |
| <p>256/20</p> | <p>LOVERS' LANE</p> <p>Consideration was given to the contribution for repair of the wall at Lover's Lane.</p> <p>RESOLVED to contribute £1,500.00 as a goodwill gesture following confirmation from Wellers Hedley Solicitors that the owner of a retaining wall is responsible for complying with an implied legal obligation to provide support to the higher land. In this case, this means that the owner of the wall is obliged to maintain the wall to ensure the continued stability of the higher land (Lovers' Lane); and that whilst the Parish Council has legal power to maintain and repair the footpath if it chooses to do so, the overall duty to maintain the footpath resides with the County Council.</p> | <p>Clerk</p> |
| <p>257/20</p> | <p>SOCIAL MEDIA/WEBSITE CONTRACT</p> <p>Consideration was given to the draft tender for the provision of digital marketing services to raise the profile of Brampton as a tourist destination.</p> <p>RESOLVED, after discussion, that Councillor Angland would meet with the Clerk to discuss the tender further.</p> <p>Meeting closed at 8.35pm.</p> | <p>SA/Clerk</p> |

(Signed) Chairman
 Date

Expenditure

| £ | <u>Supplier</u> | <u>Detail</u> |
|----------|--------------------------|--|
| 300.00 | SLCC | Training- Clerk |
| 147.22 | Flooring Supplies Direct | Misc repairs |
| 20.00 | Sensible IT Solutions | Telephone/Broadband |
| 81.28 | SSE | Electricity costs |
| 19.60 | ABW | Cleaning materials |
| 264.00 | Infect protect | Cleaning materials |
| 27.53 | Vodafone | Caretakers mobile phone |
| 2000.00 | Cut n' Edge | Cut n' Edge – contract & Moat clearance |
| 215.37 | NEST | Pension contribution |
| 4,975.00 | Cut n' Edge | Footpaths & small grass cutting contract |
| 6,560.00 | Cut n' Edge | Main grass cutting contract |
| 1.84 | Barclays Bank | Bank Charges |
| 273.60 | Gala Lights | Hire & installation - main contract |
| 60.30 | ABW | Cleaning materials |
| 288.00 | Shift-It | Repairs & gritting |
| 54.00 | Plusnet | Visitor Centre |
| 36.24 | Post Office | Postage |
| 23.07 | E-on | Christmas lights |
| 59.95 | Daisy Communications | Telephone/Broadband |
| 1,326.00 | Ian Crick-Smith | Misc repairs - analysis report |
| 109.18 | Greenfields | boiler Service |
| 31.22 | Waterplus | Water rates - Clay Dubbs |
| 473.00 | Oakbank Nurseries | Flowerbeds - plants, compost etc |
| 189.00 | Northern Vacuums | Moot Hall fridge |
| 378.00 | Bingham Yates | Misc repairs - survey report |
| 552.00 | Brampton Skip Hire | Cemetery - Skip hire |
| 1,996.80 | Furniture @ work | Moot Hall – new tables |
| 10.29 | Waterplus | Parks - water rates |
| 26.70 | Amazon | VC - stationery |
| 2,835.01 | Staff | Wages x 3 |
| 26.97 | SSE | Electricity costs |
| 97.01 | Instock | Cleaning materials |
| 71.95 | Zoom | Telephone/Broadband |
| 27.53 | Vodafone | Caretakers mobile phone |
| 140.78 | Amazon | VC – new chair & stationery |
| 30.00 | Old Peoples Association | Moot Hall - Lets refund |

23,728.44

(Signed) Chairman
Date

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Income

| <u>£</u> | <u>Detail</u> | <u>Cost Centre</u> |
|------------------|-----------------------|--------------------|
| 3.55 | Barclays Bank | Interest Received |
| 470.00 | Ian Blair | Cemetery |
| 150.00 | E. Baxter | Cemetery |
| 200.44 | Irthington PC | Office |
| 510.00 | Market Rent | Market |
| 78.62 | Rentokil | Moot Hall |
| 736.11 | BAT | Covid-19 |
| 11,132.35 | HMR&C | VAT refund |
| 42.00 | Orian | Moot Hall |
| 30.00 | Market Rent | Market |
| 120.00 | M Armstrong | Cemetery |
| 240.00 | Ian Robinson | Cemetery |
| 196.54 | Farlam PC | Office |
| 217.30 | Kirkandrews on Esk PC | Office |
| 30.00 | Market Rent | Market |
| 14,156.91 | | |

Expenditure To Approve

| <u>Amount</u> <u>£</u> | <u>Payee</u> | <u>Detail</u> | <u>D/D/Chq /FP</u> |
|---------------------------|-----------------------|---|--------------------|
| 200.59 | Carlisle City Council | Rates | D/D |
| 20.00 | Sensible IT Solutions | Office (website) | D/D |
| 50.00 | GA Estates | Logistics | D/D |
| 62.94 | Daisy Communications | Office | D/D |
| 50.42 | Plusnet | Visitor Centre | D/D |
| 215.37 | Nest | Staff – pension | D/D |
| 427.10 | BRHS | Office | D/D |
| 1.84 | Barclays Bank | Charges | D/D |
| 30.96 | Southern Electric | Moot Hall | D/D |
| 1560.00 | Cut n' Edge | Grounds Maintenance/Moat | F/P |
| 2835.01 | Wages x3 for April | Staff | F/P |
| 138.76 | ABW | Moot Hall/Cemetery/Parks | F/P |
| 20.00 | CALC | Training | F/P |
| 540.00 | Wellers Hedley | Professional Fees | F/P |
| 561.60 | Scribe | Office (Accountancy software) | F/P |
| 500.00 | Mr M Dresser | SP – Howard Arms Lane | F/P |
| 2939.88 | HMR&C | Staff - PAYE | F/P |
| 302.40 | Maxxia | Office (copier) | D/D |
| 14.39 | Zoom/Clerk | Office | F/P |
| 734.88 | BRHS | Office | F/P |
| 147.16 | VKF Renzel/Amazon | Visitor Centre | F/P |
| 196.14 | Allison Riddell | Moot Hall (reimbursement for social distancing items) | F/P |
| £11,549.44 | | | |

(Signed) Chairman

Date

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COUNCIL ADMINISTRATION COMMITTEE AND WORKING GROUP REMITS

1. SUMMARY OF REPORT

This report details the current remits for the Standing Committees and working groups of the Parish Council.

2. RECOMMENDATIONS

That the Committee **NOTES** the remits and if required, **AGREES** to any amendments.

3. REPORT

- 3.1 The Parish Council has approved the Committee Structure for council administration and agreed to the formation of three working groups, operating within that structure. The structure is:-

PARISH COUNCIL

Property and Environment Committee

Cemetery Working Group
Footpaths and Rights of Way Working Group

Finance and General Purposes Committee

Events and Publicity Working Group

- 3.2 Although remits for the Property and Environment and Finance and General Purposes Committees were agreed a number of years ago, it is good practise to review these.

- 3.3 The law provides that the Parish Council is ultimately responsible for all of its functions whether they are exercised by it directly, through a committee system, by an officer or by an outside agent. The Council may, except for the five functions specified below, arrange for any of its functions to be exercised by a committee, officer or outside agent. The five functions for which the Council cannot delegate responsibility are:-

- ☞ determination of its overall borrowing limit,
- ☞ determination of its short term borrowing limit,
- ☞ determination of the amount of interest payable by it at rates variable by a lender or which are controlled by external factors,
- ☞ issue of a precept, and
- ☞ approval of a lottery scheme.

All other functions may be delegated, with or without power to make a final decision.

- 3.4 Committee remits are contained in the Appendix hereto.
- 3.5 Members are asked to NOTE the Committee remits and if required AGREE to any amendments.

PROPERTY AND ENVIRONMENT COMMITTEE

The Committee shall be responsible for:-

1. The management, maintenance and improvement of all Council properties.
2. The promotion and management of the market.
3. The assessment of need for and provision and development of recreational, leisure and sporting facilities and services.
3. The provision and management of a burial ground.
4. The preparation of a budget for the functions within its remit.
5. The management, implementation and development of the Grounds Maintenance contract.
6. The preparation and implementation of a programme of work.
7. Equipment owned, leased or otherwise acquired by the Council, other than that within the remit of the Finance and General Purposes Committee.
8. Consideration of applications for planning consent and building warrant.
9. The formulation of proposals for the improvement and development of facilities and services within its remit.
10. The formulation of proposals for the improvement of the Town Centre, its operation, amenity and appearance.
11. The quality of the parish environment.
12. Highways and road safety matters.
13. Footpaths, Rights of Way and Bridleways.
14. Co-operation with other local authorities, landowners, etc., and other interested parties for the development and implementation of approved proposals.

The Committee shall have delegated to it, the power

to make observations direct to the appropriate planning authority on any application referred to the Parish Council for comment where there is unanimity in the Committee's decision.

FOOTPATHS AND RIGHTS OF WAY WORKING GROUP

The Working Group shall be responsible for advising and making recommendations to the Property and Environment Committee on:-

1. Monitoring the condition of the footpath and bridleway network in the Parish.
2. Establishing and protecting public footpaths and bridleways.
3. Ensuring the maintenance of footpaths and bridleways (including signing) by the appropriate owner/authority.
4. All other matters falling within the general purview of footpaths and rights of way.

CEMETERY WORKING GROUP

The Working Group shall be responsible for advising and making recommendations to the Property and Environment Committee on:-

1. Burial rights, interment and memorial charges.
2. Future interment provision.
3. Future development.

FINANCE AND GENERAL PURPOSES COMMITTEE

The Committee shall be responsible for:-

1. All hospitality and civic affairs matters.
2. All public relations and corporate identity matters.
3. The formulation of financial objectives and priorities of the Council
4. The preparation of a budget for the functions within its remit.
5. Initial consideration of the Council's overall budget and precept.
6. The monitoring of expenditure against the approved budget.
7. The monitoring and reviewing of the financial administration of the Council.
8. The investigation of funding and financing arrangements.
9. The management of income, charges, etc. for functions and services within its remit.
10. Consideration of applications for financial assistance from individuals, charities and voluntary organisations.
11. The management of income, fixing of charges, etc. for the use of those properties, facilities and services connected therewith.
12. The review of income, charges, etc.
13. The review of the acquisition and disposal of assets.
14. The organisation of Council business and administration, Standing Orders and Committee Structure.
15. All personnel, manpower and other logistical matters, including equipment.
16. Tourism and the promotion of Brampton as a tourist or other centre.
17. Licensing matters.
18. Twinning matters.
19. Management of the Allison Bequest funds.
20. Creation and administration of schemes for the disbursement and application of the Allison Bequest funds.
21. Consideration of applications for financial assistance from individuals, charities and voluntary organisations.
22. All other matters not falling with the remit of the Property and Environment or specifically reserved to the Parish Council.

EVENTS AND PUBLICITY WORKING GROUP

The Working Group shall be responsible for advising and making recommendations to the Finance and general Purposes Committee on:-

1. The planning, marketing and implementation of events that the Parish Council hold.
2. Working with other groups to improve events that the Parish Council are involved with.

COMMITTEE STRUCTURE AND MEMBERSHIP

1. SUMMARY OF REPORT

This report advises of the council's administrative structure and the membership of Standing Committees and invites members to approve the current structure and to agree which Councillors are to serve on each Committee

2. RECOMMENDATIONS

That the Council

- 2.1 **APPROVES** the current committee structure;
- 2.2 **AGREES** the membership of those Committees; and
- 2.3 **AGREES** the appointment of substitutes for the Standing Committees to lessen the chances of inquorate meetings.

3. REPORT

- 3.1 Currently the administrative structure of the Parish Council is:-

| | |
|--|-----------|
| Property and Environment Committee | 9 members |
| Finance and General Purposes Committee | 8 members |

Additionally, there are three Working Groups which meet on an informal basis and report to the appropriate Committee as required. These are the Cemetery Working Group, Footpaths & Rights of Way Working Group and the Events and Publicity Working Group. As these are more in the nature of Sub Committees than Committees, membership decisions should be taken at Committee level.

- 3.2 Members are asked to consider the current structure and approve its continuation or amend accordingly.
- 3.3 Previous membership of the Standing Committees was as follows, most places are vacant as members co-opted during 2020 were not allocated to a committee:-

Property and Environment Committee

| | |
|---|--|
| Councillor J. Errington (<i>ex officio</i>) | Councillor J. J. Harding (<i>ex officio</i>) |
| Councillor J. Thompson | Councillor M. Blake |
| Vacant | Vacant |
| Vacant | Vacant |
| Vacant | |

Substitutes- Vacant

Finance and General Purposes Committee

| | |
|---|--|
| Councillor J. Errington (<i>ex officio</i>) | Councillor J. J. Harding (<i>ex officio</i>) |
| Councillor R. Logie | Vacant |
| Vacant | Vacant |
| Vacant | Vacant |

Substitutes- Vacant

- 3.4 Members are asked to agree the memberships of these Committees. Members may wish to move to a different Committee, only the Chairman and Vice-Chairman are on both Committees.
- 3.5 The Parish Council agreed at a meeting a number of years ago to appoint substitutes to serve on Committees as required (principally to lessen the chances of Committee meetings being inquorate).
- 3.6 If members agree to the continuation of this system, they are asked to appoint substitutes to the Standing Committees.

REPRESENTATION ON OUTSIDE BODIES

1. SUMMARY OF REPORT

This report invites members to appoint representatives to outside bodies on which the Council is or has been invited to be represented.

2. RECOMMENDATIONS

2.1 That the Council **AGREES** its representation on the outside bodies listed in the report.

3. REPORT

3.1 The following are the bodies on which the Council is already represented or had previously been invited to be represented. The existing representatives who are still members of the Parish Council are shown alongside the body. Members may wish to consider contacting some groups and asking for any updates to be sent direct to the Clerk rather than having a formal representative.

| Body | Representative |
|--|-----------------------------------|
| BRAMPTON & DISTRICT NEIGHBOURHOOD FORUM NB: At present, forum meetings are not taking place and decisions on grants are being made by email, currently the Chairman of the Parish Council makes a decision on behalf of Brampton PC | Chairman |
| BRAMPTON FAIR TRADE GROUP | Councillor J. J. Harding |
| BRAMPTON HOSPITAL LEAGUE OF FRIENDS | Vacant |
| BRAMPTON TOWN TWINNING ASSOCIATION | Vacant |
| BRAMPTON YOUTH FORUM | Vacant Vacant |
| CARLISLE PARISH COUNCILS ASSOCIATION | Chairman Councillor J. Harding |
| BRAMPTON & BEYOND COMMUNITY TRUST | Councillor J. Errington |
| BRAMPTON PRIMARY SCHOOL GOVERNOR (NB: 4 YEAR TERM) | Vacant |
| WALKERS ARE WELCOME | Councillor S. Angland |
| VISITOR CENTRE LIASON | Councillor M. Blake |
| BRAMPTON BUSINESS ASSOCIATION | Vacant |
| INCREDIBLE EDIBLE | Councillor S. Angland |

3.2 Members are asked to consider and agree appointments to the above bodies.

3.3 Members are asked to note that where time permits, reports from representatives on outside bodies are to be submitted in writing.

INSPECTION OF DEEDS AND TRUST INSTRUMENTS

1. SUMMARY OF REPORT

This report advises of the deeds and trust instruments held by the Parish Council and available for inspection.

2. RECOMMENDATIONS

That the Council

2.1 NOTES the position, and

2.2 APPROVES the current arrangements for custody of its deeds and records.

3. REPORT

- 3.1 The Local Government Act 1972 makes provision for the public inspection of Parish Council deeds and documents and for the right of Parish Councillors to have access to such documents.
- 3.2 For the purpose of this report the Parish Council's deeds and documents have been divided into two categories, namely:-
- Deeds**, which include title deeds to parish council property, leases, agreements, and other documents which might be considered to be "legal documents" and which are normally drafted by a lawyer and recorded or registered at some official central Register; and
- Documents**, which include council and committee meeting minutes, financial ledgers, account books, registers, etc.
- 3.3 **Deeds** are normally held in the County Archive at the Carlisle Archive Centre, Lady Gilford's House, Carlisle and, so far as I am aware, only one is held by the Council's solicitors. Copies are held in the Parish Council office for reference purposes. These arrangements have satisfied the County Council, as the supervising authority, in the past and I have no reason to believe them to be inadequate in any way.
- 3.4 **Documents** are held both in the Parish Council office and in the County Archive. Those in the County Archive are what can be considered historical and of minor relevance to the Council's ongoing business. More modern minutes, financial records and papers are held in the Council's office and are transferred to the Archive as the need to refer to them almost disappears. This arrangement also appears to meet the County Council's requirements and will continue, unless the Council decides otherwise.
- 3.5 Legislation provides for the right of this Council to inspect the records and public books of the parochial church council and for that council to have a similar right of inspection of the books and records of the Parish Council. There appears to me, that there is no need for the Parish Council to exercise this power generally, and I am satisfied that if inspection of the parochial church council's records were required in any particular situation, this would easily be achieved.
- 3.6 Members are asked to note this report and approve the current arrangements.

MEETING DATES 2021-2022

1. SUMMARY OF REPORT

This report advises of the scheduled meeting dates for 2021/22.

2. RECOMMENDATIONS

That the Committee

2.1 **NOTES** the scheduled meeting dates for 2021/22, and

2.2 **AGREES** to their implementation.

3. REPORT

Below are details of the dates of the scheduled Parish Council meetings for 2021/22, up to and including next year's annual meeting to be held in May.

Members are asked to agree the scheduled dates.

Please note that to accommodate members that work away for part of the week, committee meetings have been rescheduled to a Thursday evening.

F&GP = Finance & General Purposes Committee

P&E = Property & Environment Committee

| MONTH | DATE | TIME | COMMITTEE | COUNCIL |
|-----------|-------------|--------|-----------|---------|
| June | 17th | 7.00pm | F&GP | |
| June | 17th | 7.30pm | P&E | |
| June | 29th | 7.30pm | | Full |
| July | 15th | 7.00pm | F&GP | |
| July | 15th | 7.30pm | P&E | |
| July | 27th | 7.30pm | | Full |
| August | No meetings | | | |
| September | 16th | 7.00pm | F&GP | |
| September | 16th | 7.30pm | P&E | |
| September | 28th | 7.30pm | | Full |
| October | 14th | 7.00pm | F&GP | |
| October | 14th | 7.30pm | P&E | |
| October | 26th | 7.30pm | | Full |

| | | | | |
|--------------|------------|------------------|------|---------------|
| November | 18th | 7.00pm | F&GP | |
| November | 18th | 7.30pm | P&E | |
| November | 30th | 7.30pm | | Full |
| December | 14th (tbc) | 7.30pm | | Full |
| January 2022 | 25th | 7.30pm | | Full |
| February | 22nd | 7.30pm | | Full |
| March | 29th | 7.30pm | | Full |
| April | 14th | 7.00pm | F&GP | |
| April | 14th | 7.30pm | P&E | |
| April | 28th | 7.00pm | | Annual Parish |
| April | 28th | 7.30pm (approx.) | | Full |
| May | 19th | 7.00pm | F&GP | |
| May | 19th | 7.30pm | P&E | |
| May | 31st | 7.30pm | | Full |

NB: During the months of December to March, unless there are urgent items to be considered there will be no separate committee meetings.

TOWN AND COUNTRY PLANNING NOTIFICATION OF DECISIONS

1. SUMMARY OF REPORT

This report advises members of the decisions of the appropriate planning authority on applications on which the Parish Council had previously commented.

2. RECOMMENDATIONS

That members **NOTE** the information.

3. REPORT

Members are asked to note that Carlisle City Council has advised of its decisions on planning applications on which the Parish Council has already commented as follows:-

| Location | Proposal | Decision |
|---------------------------|--|---|
| 6 Parkhead Road, Brampton | Demolition of existing single storey outbuilding and store; erection of 2 storey side extension to provide lounge, W/C & store on ground floor, 1 ensuite bedroom above. | Granted subject to conditions regarding commencement of development, approved documents and window placement. |
| Low Geltbridge, Brampton | Construction of new roof cover to existing agricultural silage pit & open cattle pens | Granted subject to conditions regarding commencement of development & approved documents. |
| 16 Front Street, Brampton | Change of use of basement & ground floor from bank to laundry. | Granted subject to conditions regarding commencement of development & approved documents. |

BRAMPTON PARISH COUNCIL
BANK RECONCILIATION AT 30th APRIL 2021

Community Account - 60200905

| | | | |
|-----------------------|-------------------------|-------------|-------------------------|
| Balance b/f | 11,526.33 | | |
| Income | 3,936.00 | Expenditure | 12,138.83 |
| Transfer from tracker | 10,000.00 | | |
| | | Balance c/f | 13,323.50 |
| | <u><u>25,462.33</u></u> | | <u><u>25,462.33</u></u> |

Bank Reconciliation

Balance per statement @ 30.04.21 13,323.50

Less o/s cheques

None

0.00

13,323.50

Base Tracker Account - 80777692

| | | | |
|-------------|--------------------------|------------------|--------------------------|
| Balance b/f | 140,288.29 | | |
| Income | | Tfr to Comm. A/C | 10,000.00 |
| Interest | | Balance c/f | 130,288.29 |
| | <u><u>140,288.29</u></u> | | <u><u>140,288.29</u></u> |

Allison Bequest Account - 51707596

| | | | |
|-------------|--------------------------|----------------|--------------------------|
| Balance b/f | 104,512.15 | To tracker a/c | |
| | | Balance c/f | 104,512.15 |
| | <u><u>104,512.15</u></u> | | <u><u>104,512.15</u></u> |

No petty cash currently being operated

| | <u>Balance B/F</u> | <u>Balance C/F</u> |
|-------------------------|----------------------------|----------------------------|
| Petty Cash | 3.63 | 3.63 |
| Community Account | 11,526.33 | 13,323.50 |
| Base Tracker Account | 140,288.29 | 130,288.29 |
| Allison Bequest Account | 104,512.15 | 104,512.15 |
| | <u><u>£ 256,326.77</u></u> | <u><u>£ 248,123.94</u></u> |

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the month indicated.

FINANCIAL TRANSACTIONS

1. SUMMARY OF REPORT

This report details the expenditure incurred and the income received since the last meeting of the Council.

2. RECOMMENDATIONS

- 2.1 that the undernoted expenditure of £12,138.83 is **NOTED**, and
- 2.2 the undernoted income of £3,936.00 is **NOTED**.

3. REPORT

- 3.1 The following expenditure transactions require to be noted:-

| <u>£</u> | <u>Supplier</u> | <u>Detail</u> |
|------------------|-----------------------|---|
| 200.59 | Carlisle City Council | Business Rates |
| 20.00 | Sensible IT Solutions | Telephone/Broadband |
| 50.00 | GA Estates | Garage rent |
| 427.10 | BRHS | Office |
| 215.37 | NEST | Pension contribution |
| 27.85 | Vodafone | Caretakers mobile phone |
| 1560.00 | Cut n' Edge | Cut n' Edge – contract & Moat clearance |
| 500.00 | M Dresser | Howard Arms Lane |
| 540.00 | Wellers Law Group | Lovers Lane |
| 2939.88 | HMR&C | Staff – PAYE |
| 302.40 | Maxxia | Office photocopier |
| 15.00 | CALC | Training - member |
| 734.88 | BRHS | Office |
| 1500.00 | JS Howe | Lovers Lane Wall |
| 50.42 | Plusnet | Visitor Centre |
| 62.94 | Daisy Communications | Telephone/Broadband |
| 2632.87 | Staff | Wages x 3 |
| 196.14 | Shopshields | Sanitiser dispensers etc |
| 45.04 | Amazon | Stationery for VC |
| 102.12 | VFK Renzel | Holders for VC |
| 14.39 | Zoom | Telephone/Broadband |
| 1.84 | Barclays Bank | Charges |
| 12,138.83 | | |

- 3.2 The following income receipts require to be noted:-

| <u>£</u> | <u>Detail</u> | <u>Cost Centre</u> |
|-----------------|-------------------|--------------------|
| 1331.00 | Castle & Coasts | Open spaces |
| 120.00 | G Forster | Cemetery |
| 970.00 | I Blair | Cemetery |
| 665.00 | Rents | Market |
| 800.00 | Co-op Funeralcare | Cemetery |
| 50.00 | Beattie Memorials | Cemetery |
| 3,936.00 | | |

CLERK'S REPORT

- PRECEPT 2021/22** – Precept received to bank 10th May 2021. **TO NOTE**
- DRAIN AT RECREATION GROUND** –No date yet as to when the work will be carried out by Rod Hind Drainage. **ONGOING**
- CEMETERY TRAINING** – Training for the grounds team on the new shoring equipment has been carried out. **TO NOTE**
- MURRAY PARK** – Installation of new equipment has been provisionally scheduled for w/c 24th May 2021. **ONGOING**
- CHRISTMAS LIGHTS** – 2 meetings, one virtual and one face to face have taken place with lighting companies for additional quotes for a new 3 year lighting scheme. Once all the quotes have been received they will be initially considered by the Events and Publicity Working Group before being put forward to full council. Quote already received from previous supplier. **TO NOTE**
- FOI REQUEST** – A freedom of information request was received and responded to within the prescribed deadlines **TO NOTE**
- IRTHING PARK** – Safety surfacing repair kit received and repairs will be carried out by Cut 'n Edge as soon as possible. **TO NOTE**
- SEAT IN GELT WOODS** – Report of a broken seat in Gelt Woods has been received and passed to Cut 'n Edge to investigate repair or replacement. **TO NOTE**
- WELCOME BACK FUND** – Estimated project costs submitted to Carlisle City Council for consideration within prescribed time limits. **TO NOTE**

LIST OF CORRESPONDENCE FOR BRAMPTON PARISH COUNCIL MEETING HELD ON 18th MAY 2021

| NAME | ITEM | POST/DEPT | ORGANISATION | SUBJECT | DATE | ACTION |
|---------------|------|---------------------------------------|---------------------------|---|---------|--------------------------|
| Nicola Parker | 26.1 | Infrastrcuture Planning Manager | Cumbria County Council | Information on a public consultation which ends on 28th May 2021 relating to emerging Local Cycling and Walking Infrastructure Plans (LCWIPs) | 7.5.21 | To consider & respond |
| | 26.2 | Brampton resident | | Email thanking the scouts for the litter pick and a request for a bin to be provided near the pelican crossing on the Green Door side of the street and possibly signage. | 1.5.21 | To consider & respond |
| | 26.3 | Volunteer | CWGC | Request for a green CWGC sign for the entrance to the Old Churchyard. | 10.5.21 | To consider & respond |
| Jacqui Issatt | 26.4 | Committee Clerk | Carlisle City Council | Information on the Carlisle Education Charity. | 27.4.21 | To note. |

