

**BRAMPTON PARISH COUNCIL**

**MINUTES** of the Meeting of **BRAMPTON PARISH COUNCIL** held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **TUESDAY, 29th JUNE, 2021** at **7.30 p.m.**

**PRESENT**

Councillor J. Errington (in the chair)  
Councillor M. Blake  
Councillor R. Logie  
Councillor J. Spears

Councillor S. Angland  
Councillor J. J. Harding  
Councillor S. Quinn  
Councillor J. Thompson

**IN ATTENDANCE** – Clerk

**053/21 APOLOGIES FOR ABSENCE**

**RESOLVED** to note that apologies for absence were received and agreed from:-

Councillors Charlton, Rodley and M. Spears.

City and/or County Councillors Meller (City), Mitchelson (City and County) and Tinnion (City).

**054/21 REQUESTS FOR DISPENSATION**

**RESOLVED** to note that no requests for dispensation were received.

**055/21 DECLARATIONS OF INTEREST**

**RESOLVED** to note the following declarations of interest were made:-

- Councillor Thompson declared a non-pecuniary interest in item 059/21.4
- Councillors Logie and J. Spears declared a non-pecuniary interest in any item relating to Brampton Acting Together (BAT)

**056/21 MINUTES -**

**MINUTES OF THE MEETING HELD ON 18TH MAY 2021 WERE SUBMITTED.**

**RESOLVED** to authorise the Chair to sign the minutes of the meeting held on 18th May 2021, confirmed as a true and accurate record.

**057/21 COMMITTEE REPORTS**

There were submitted Minutes of Meetings of:-

Finance and General Purposes Committee held on 17<sup>th</sup> June 2021  
Property and Environment Committee held on 17<sup>th</sup> June 2021

**RESOLVED** to receive the minutes of both committees and to endorse and accept all recommendations contained therein.

**058/21 PUBLIC PARTICIPATION SESSION -**

**058/21.1 PUBLIC PARTICIPATION**

Members of the public were invited to make representations to the Council in relation to any item on the agenda.

**RESOLVED** to note there were no members of the public present.

(Signed) Chair.....  
Date

**058/21.2 CITY AND COUNTY COUNCILLOR REPORTS**

**RESOLVED** to note there were no City/County Councillor reports.

**059/21 TOWN AND COUNTRY PLANNING – APPLICATIONS -**

Applications for planning consent were considered.

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

**059/21.1 LAND AT THE SANDS, BRAMPTON (21/0041/S211)** – Crown raise 3 limes tree and 2 sycamore trees by 6 metres and crown raise 1 rowan tree by 3 metres.

No observations.

**059/21.2 WESTWOOD, STATION ROAD, BRAMPTON (21/0013/TPO)** – Removal of 1 beech and thinning of 1 beech subject to TPO 260

No observations.

**059/21.3 WESTWOOD, STATION ROAD, BRAMPTON (21/0040/S211)** – Removal of 1 tree and conifer hedge in Brampton Conservation Area.

No observations.

**059/21.4 CAPON GENERATION COMPOUND, CAPON TREE ROAD, BRAMPTON (21/0626)** – Replacing existing 15 diesel generators with new low carbon battery energy storage system within existing fenced compound.

Comment - Support the application.

**ACTION:** Clerk

**060/21 FINANCIAL MATTERS –****060/21.1 EXPENDITURE TO APPROVE**

There was submitted a report by the Clerk detailing expenditure to approve.

**RESOLVED** to authorise payment of the accounts listed in the Appendix hereto amounting to £2,670.66.

**060/21.2 INTERNAL AUDIT REPORT**

**RESOLVED** to note the internal auditor's report and that there were no matters of concern.

**060/21.3 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021 –**

There were submitted Section 1, Annual Governance Statement, and 2, Statement of Accounts, of the Annual Return, Receipts and Payments Accounts, Balance Sheet and Supporting Notes for the year ended 31st March, 2021.

**060/21.3.1 RESOLVED** to approve the Annual Governance Statement for the year ending 31st March 2021.

**060/21.3.2 RESOLVED** to approve the Statement of Accounts for the year ending 31st March 2021.

**060/21.3.3 RESOLVED** to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for 31st March 2021.

(Signed) Chair.....  
Date

**060/21.3.4 RESOLVED** to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2021 as Wednesday 30th June to Tuesday 10th August 2021.

**061/21 REPRESENTATIVES' REPORTS -**

**061/21.1 WALKERS ARE WELCOME**

**RESOLVED** to note a written report from Councillor Angland. The group is looking into a parish boundary walk amongst other plans and Councillor Angland would liaise with the group regarding the proposed website for Discover Brampton and related social media presence.

**061/21.2 INCREDIBLE EDIBLE**

**RESOLVED** to note a written report from Councillor Angland and that the group would give a presentation to the parish council in due course.

**061/21.3 LEAGUE OF FRIENDS**

**RESOLVED** to note that Councillor Quinn reported that the group required an architect and planning permission to progress the proposed sensory garden.

**062/21 MOOT HALL SECURITY -**

Members considered the following:-

**062/21.1 KEY COLLECTION POINT**

**RESOLVED** that the key collection point for the Visitor Centre volunteers would be from Councillor Blake with the council office as backup when Councillor Blake is on holiday. The caretaker would open and lock up for other meetings with Councillors Errington and Harding as backup.

**062/21.2 USE OF TOILET**

**RESOLVED** that for the Wednesday Market, traders may use the Moot Hall toilet until 9.15am and the Market Manager must clean it thoroughly prior to the Visitor Centre opening. From 9.15am traders would then have to use the public toilets. Traders at the Farmers Market would have to use the public toilets.

**062/21.3 INTERNAL CCTV**

**RESOLVED** that the Clerk would investigate costs for CCTV to be installed in the Moot Hall for the ground floor only.

**ACTION:** Clerk

**062/21.4 DEVELOPMENT OF PROCESSES**

**RESOLVED** to note that Councillor Blake was working on the various processes for the Visitor Centre with the volunteers. Concern had been raised at lone working and personal alarms were being investigated. A copy of all process documents would be given to the Clerk.

**063/21 CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA)**

**RESOLVED**, after considering the CiLCA Learning Agreement, to agree the following:-

- Support the Clerk through her studies
- Note updates on achievements and progress

(Signed) Chair.....  
Date

- Allow one day per week (Clerk to decide which day is appropriate as this could change from week to week) as additional and remunerated time for the Clerk to complete the portfolio of evidence
- Cover the costs of training and any travelling costs to training events
- Recognise the importance of the CiLCA qualification and its benefits to the council.

#### 064/21 CUMBRIA GUIDE FEATURE

Consideration was given to advertising in the next edition of the Cumbria Guide which would include a feature on Brampton.

**RESOLVED** to purchase a full page advert to promote the weekly market and encourage shoppers from outside the area.

#### 065/21 CLERK'S REPORT

**RESOLVED** to note a Report from the Clerk detailing the following:-

- **DRAIN AT RECREATION GROUND** – No date yet as to when the work will be carried out by Rod Hind Drainage. (ongoing)
- **CEMETERY TRAINING FOR CLERK** – Part 1 carried out, part 2 deferred to July 8th for technical reasons. (to note)
- **MURRAY PARK** – Installation of new equipment completed. (to note)
- **IRTHING PARK** – Safety surfacing repair completed. (to note)
- **WELCOME BACK FUND** – Apology received from City Council at the length of time it was taking. In order to provide a more flexible approach, a £50,000 pot for rural parishes and urban groups to access with less strings attached had been proposed. Grant guidance was being drawn up and approval would be considered at a meeting of the City Council to be held on the 20th July 2021. (ongoing)
- **COMMUNITY CENTRE OPEN DAY** – Date deferred to August 29th 2021. (to note)
- **PLATINUM JUBILEE** – information has been received on national arrangements which will be reviewed by the Events Working Group in due course. (to note)
- **CCTV** – Preferred location above library, waiting for a response from the County Council properties team. (to note)
- **CIRCULAR SEAT AT CO-OP** – Referred to Riverside for repair. (to note)
- **INFORMATION BOARD AT MOAT DRYING GREEN** – The board has been damaged and has been removed for safe keeping by Councillor Quinn. A replacement will be looked into when the Moat Management Plan is reviewed. (to note)
- **LITTER BIN EMPTYING** – A report of some town centre litter bins not being emptied regularly has been passed to the Operations Manager. (to note)
- **GELT ROAD HOUSING DEVELOPMENT** – Complaints relating to earth moving vehicles, start times and the possibility of additional permission being required for work carried out at the site, all passed to the Enforcement Officer at the City Council per request from resident. (to note)
- **YOUTH GROUP** – Using King George V field on Wednesdays (6.45pm – 7.45pm) and Fridays (7.30pm to 8.30pm) (to note)
- **BORDER RAMBLER BUS** – New timetable available from the Visitor Centre and posted on the noticeboard. (to note)

(Signed) Chair.....  
Date

**066/21 CALC**

The following correspondence from CALC was received and noted:-

**066/21.1 EALC COUNTRYSIDE ACCESS****066/21.2 CONNECTING CUMBRIA NEWSLETTER****066/21.3 PLACES CALLED HOME PROGRAMME****066/21.4 ACT NEWS UPDATE****066/21.5 ANALYSIS OF LOCAL COUNCILS PRECEPT DATA 2021-22****067/21 CORRESPONDENCE RECEIVED BY THE CLERK –**

**RESOLVED** to note the following correspondence had been received: -

**067/21.1 30MPH LIMIT AT LANERCOST –** Request from Burtholme Parish Council to support the erection of a 30mph sign to be positioned near Lanercost Bridge.

**RESOLVED** that the Clerk would respond confirming that members would prefer a 40mph limit from Boothby all the way through Lanercost.

**ACTION:** Clerk.

**067/21.2 MURRAY PARK –** Concern at the amount of dog fouling and a request for members to consider banning dogs from Murray Park.

**RESOLVED** not to ban dogs from Murray Park and that the Clerk would speak to the Enforcement Team at the City Council to highlight the problem.

**ACTION:** Clerk.

**067/21.3 DOG FOULING –** Email from 1<sup>st</sup> Wetheral Brownies detailing the work carried out by the group for their 'Speak out' badge on dog fouling near Unity Farm.

**067/21.4 GREEN SPACE INDEX –** Email from Fields in Trust regarding the launch of the 2021 Fields in Trust Green Space Index by TRH The Duke and Duchess of Cambridge.

**067/21.5 COMMUNITY GRANT SCHEME –** Email from Fellfoot Forward.

**067/21.6 CODE OF CONDUCT –** Email from Democratic Services reminding members to keep their Register of Interests up to date.

**067/21.7 HIGHWAYS INFORMATION ASSET MANAGEMENT SYSTEM (HIAMS) –** Email from Cumbria County Council regarding the launch date (June 29<sup>th</sup>) and information on HIAMS.

**067/21.8 PROBLEM PARKING –** Complaint from business owner at the lack of parking near their business on a Wednesday due to the market and customers receiving parking tickets for not displaying a disc.

**RESOLVED** that the Clerk would inform the Market Manager of the problem.

**ACTION:** Clerk.

**067/21.9 PROPOSAL OF 'NO WAITING AT ANY TIME' PARKING RESTRICTION CRAW HALL –** Statutory consultation from Cumbria County Council.

**RESOLVED** not to support the proposal.

**ACTION:** Clerk.

**068/21 LITERATURE AVAILABLE FROM CLERK –**

**068/21.1 NOTICE OF EXECUTIVE KEY DECISIONS –** 4th June 2021

(Signed) Chair.....  
Date

**069/21 AGENDA ITEMS FOR NEXT MEETING**

**RESOLVED** to note that any further items for the next agenda should be submitted to the Clerk on or before 22nd July 2021.

- King George V field – To consider giving permission for the playing of golf on the field
- One way system – To consider requesting the implementation of a one-way system through town
- Community Centre Open Day – To consider what members will do
- Social Media – To consider a parish council Facebook page

**070/21 DATE OF NEXT MEETING** - Thursday 29th July 2021, Moot Hall, 7.30pm. Committee meetings to take place on 15th July 2021 from 7.00pm in the Moot Hall.

**071/21 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.

**072/21 DISCOVER BRAMPTON**

Councillor Angland gave an update on the updated draft tender and work to date for the provision of digital marketing services to raise the profile of Brampton as a tourist destination.

**RESOLVED** to purchase the domain name, set up a holding page and put the tender out to various companies.

**ACTION:** Councillor Angland/Clerk.

**073/21 FIRE ALARM**

There was submitted a report by the Clerk on the tenders invited and received for the installation of a fire alarm in the Moot Hall.

**RESOLVED** to accept the tender submitted by Beacon Fire Protection Ltd in the sum of £2,650.00.

**074/21 SAFETY SURFACING AT MURRAY PARK**

**RESOLVED** to request the grounds maintenance team to carry out the required work to the surfacing under some of the equipment in Murry Park.

**075/21 PHOTOCOPIER**

There was submitted a report by the Clerk on the tenders invited and received for a photocopier with new service level agreement for the parish council office.

**RESOLVED** to accept the tender submitted by Sensible Choice in the sum of £117.00 per quarter including printing and consumables.

**076/21 MOOT HALL ROOF**

**RESOLVED** to note that members ratified the agreed tender from Nick Hedley in the sum of £4,000.00 to repair the Moot Hall flat roof. Should the cost increase due to damp felt being discovered, a review would be undertaken.

**077/21 BRAMPTON PARISH COUNCIL**

**RESOLVED** to note the letter received from Mark Lambert, Carlisle City Council and that no further action was required other than circulating the new code of conduct to members.

(Signed) Chair.....  
Date

**078/21 CHRISTMAS LIGHTS**

The Events Working Group submitted a recommendation to the meeting after reviewing the tenders invited and received.

**RESOLVED** to accept the recommendation from the Events Working Group for Gala lights as the contractor for the Christmas lights scheme for 2021 to 2023 inclusive. The sum of £10,367.00 was agreed for the cross street and pole motifs. An additional £4,500.00 was agreed for the area at St. Martin's although a design was still to be approved.

**079/21 MEMORIAL SAFETY TESTING**

Consideration was given to the tenders invited and received for the memorial safety testing required at Brampton Cemetery. The work should be carried out every 5 years.

**RESOLVED** to accept the tender received from Douglas Swan and Sons in the sum of £2,040.00.

DRAFT

(Signed) Chair.....  
Date

## Expenditure To Approve

Amount £	Payee	Detail	Chq number/FP
358.14	J Smith Plastering	Moot Hall	F/P
18.12	A. Riddell	Postage	F/P
2294.40	Lisa Anderson Int. Design	Moot Hall (curtains)	F/P
<b><u>£2,670.66</u></b>			

DRAFT

(Signed) Chair.....  
Date