

BRAMPTON PARISH COUNCIL

MINUTES of the Annual Meeting of **BRAMPTON PARISH COUNCIL** held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **TUESDAY, 18th MAY, 2021** at **7.00 p.m.**

PRESENT

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

Councillor S. Angland
 Councillor D. Charlton
 Councillor R. Logie
 Councillor I. Rodley
 Councillor M. Spears

IN ATTENDANCE – Clerk

ALSO ATTENDING – City/County Councillor Mitchelson
 One member of the press
 One member of the public

001/21 ELECTION OF CHAIR

Councillor J. J. Harding, seconded by Councillor R. Logie, moved that Councillor J. Errington be elected to the office of Chair of the Council.

There were no other nominations.

RESOLVED, unanimously, that Councillor J. Errington be, and is hereby elected, as Chair of the Council for the ensuing year.

002/21 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

RESOLVED to note that the Chair made the formal declaration of acceptance of Office in pursuance of the Local Government Act 1972.

003/21 ELECTION OF VICE CHAIR

Councillor M. Spears, seconded by Councillor S. Quinn, moved that Councillor J. J. Harding be elected to the office of Vice Chair of the Council

There were no other nominations.

RESOLVED, unanimously, that Councillor J. J. Harding be, and is hereby elected, as Chair of the Council for the ensuing year.

004/21 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from City Councillors Meller and Tinnion.

005/21 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

006/21 DECLARATIONS OF INTEREST

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

- Councillor Rodley declared a non-pecuniary interest in item 018/21.1
- Councillors Logie and J. Spears declared a non-pecuniary interest in any item relating to Brampton Acting Together (BAT)

(Signed) Chair.....
 Date

007/21 MINUTES**MINUTES OF THE MEETING HELD ON 27TH APRIL 2021 WERE SUBMITTED.**

RESOLVED to authorise the Chair to sign the minutes of the meeting held on 27th April 2021, confirmed as a true and accurate record.

008/21 PUBLIC PARTICIPATION SESSION

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

008/21.1 GARTH HOUSE, GREENFIELD LANE, BRAMPTON

RESOLVED to note that a member of the public in attendance spoke in support of item 018/21.2, planning application 21/0448 for Garth House, Greenfield Lane, Brampton.

008/21.2 CITY AND COUNTY COUNCILLOR REPORTS

RESOLVED to note that City/County Councillor Mitchelson reported on the following items:-

- Return to work at the Civic Centre - ongoing
- New bylaw relating to leaving a car with the engine running – now an offence
- Enforcement camera vehicle – still difficult to catch people
- Borderlands funding – long term case for link to Hadrian's wall and local tourism
- Promotion leaflet for Brampton – Forwarded to economic department at the City Council to see if they could do something to help
- Cycling and walking routes consultation – would lobby that the rural area was not incorporated in the new scheme

009/21 COUNCIL ADMINISTRATION – COMMITTEE REMITS, STRUCTURE AND MEMBERSHIP**009/21.1 COMMITTEE REMITS**

A report by the Clerk was received detailing the current remits for Standing Committees and working groups of the parish council.

RESOLVED to note the remits and that no amendments were required.

009/21.2 COMMITTEE STRUCTURE AND MEMBERSHIP

A report by the Clerk was received advising the council's administrative structure and inviting members to approve the current structure and to agree which councillors were to serve on each Committee.

009/21.2.1 RESOLVED to approve the current Standing Committee structure

009/21.2.2 RESOLVED to approve the membership of the Standing Committees as follows:-

Property and Environment Committee – 9 members

| | |
|---|--|
| Councillor J. Errington (<i>ex officio</i>) | Councillor J. J. Harding (<i>ex officio</i>) |
| Councillor D. Charlton | Councillor S. Quinn |
| Councillor I. Rodley | Councillor M. Spears |
| Councillor J. Thompson | Vacant |
| Vacant | |

Finance and General Purposes Committee – 8 members

| | |
|---|--|
| Councillor J. Errington (<i>ex officio</i>) | Councillor J. J. Harding (<i>ex officio</i>) |
| Councillor S. Angland | Councillor M. Blake |
| Councillor R. Logie | Councillor J. Spears |
| Vacant | Vacant |

(Signed) Chair.....
Date

009/21.2.3 RESOLVED to appoint the following substitutes:-

Property and Environment Committee Councillor M. Blake

Finance and General Purposes Committee Councillor J. Thompson

010/21 OUTSIDE BODIES - REPRESENTATION

There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.

RESOLVED that the following appointments be made:-

| | |
|---|--|
| BRAMPTON & DISTRICT NEIGHBOURHOOD FORUM | Councillor J. Errington |
| BRAMPTON FAIR TRADE GROUP | Councillor J. J. Harding |
| BRAMPTON HOSPITAL LEAGUE OF FRIENDS | Councillor I. Rodley |
| BRAMPTON TOWN TWINNING ASSOCIATION | None |
| BRAMPTON YOUTH FORUM | Councillor S.Quinn |
| CARLISLE PARISH COUNCILS ASSOCIATION | Councillor J. Errington Councillor J. Harding |
| BRAMPTON ECONOMIC PARTNERSHIP (BEP) | None |
| BRAMPTON & BEYOND COMMUNITY TRUST | Councillor J. Errington |
| BRAMPTON PRIMARY SCHOOL GOVERNOR (4 year term) | None |
| WALKERS ARE WELCOME | Councillor S. Angland |
| VISITOR CENTRE LIAISON | Councillor M. Blake |
| BRAMPTON BUSINESS ASSOCIATION | Councillor J. Errington Councillor M. Blake |

011/21 INSPECTION OF DEEDS AND TRUST INSTRUMENTS

A written report was submitted by the Clerk on the deeds and trust instruments held by the Parish Council and available for inspection.

RESOLVED to approve the current arrangements for custody of the Council's deeds and records.

012/21 COUNCIL MEETING DATES FOR 2021/22

The Clerk submitted a report detailing proposed meeting dates for Committee and Council meetings for the forthcoming year.

Comments were received from members that meetings held on a Tuesday might affect attendance and the ability to be a councillor.

RESOLVED that Committee meetings would be held on a Thursday evening and where possible, full council meetings would also be held on a Thursday evening.

(Signed) Chair.....
Date

013/21 POLICY REVIEW

RESOLVED to re-adopt the Council's core policies with no amendments.

014/21 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to re-adopt standing orders and financial regulations with no amendments.

015/21 GENERAL DATA PROTECTION REGULATIONS (GDPR)**015/21.1 DATA PROTECTION OFFICER (DPO)**

RESOLVED to appoint the Clerk as DPO for 2021/22.

015/21.2 GDPR POLICY REVIEW

RESOLVED to note that members reviewed and agreed the policies relating to GDPR with no amendments.

016/21 INSURANCE

The revaluation costs for the Moot Hall and Howard Memorial Shelter had just been received.

RESOLVED to delegate the decision for agreement of the Council's insurance for the year 2021/22 to be carried out by email and ratified at the next full meeting.

017/21 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

017/21.1 Renew the CALC subscription for 2021/22 in the sum of £546.77, which was submitted to the meeting.

017/21.2 Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £450.00.

017/21.3 Renew the LCR annual subscription for 2021/22 in the sum of £17.00.

ACTION: Clerk

018/21 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:-

018/21.1 21 MILLFIELD, BRAMPTON (21/0399) – Erection of detached outbuilding

No observations

018/21.2 GARTH HOUSE, GREENFIELD LANE, BRAMPTON (21/0448) – Replacement of existing windows (LBC).

Support the application.

ACTION: Clerk

(Signed) Chair.....
Date

019/21 NOTIFICATION OF DECISIONS

RESOLVED to note the report submitted by the Clerk, advising members of the decisions of the appropriate planning authority on applications on which the Parish Council has previously commented.

020/21 FINANCIAL MATTERS –**020/21.1 S137 SPENDING**

Consideration was given to s137 spending for the current and previous financial year.

RESOLVED to note that spending under s137 for the year ending 31st March 2021 totalled £68.00 and a similar amount was projected as spending under s137 for the current financial year.

020/21.2 INTERNAL AUDITOR

RESOLVED to appoint Mrs J. Batey MAAT as internal auditor for the current financial year.

020/21.3 BANK RECONCILIATION to 30.04.21

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 balance to 30th April 2021 of £248,123.94.

020/21.4 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.

020/21.4.1 RESOLVED to note the expenditure of £12,138.83 detailed in the Appendix hereto.

020/21.4.2 RESOLVED to note the income of £3,936.00 detailed in the Appendix hereto.

020/21.5 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 £10,506.90.

020/21.6 ZOOM SUBSCRIPTION

RESOLVED, as working group meetings could still be carried out remotely, that the Council would continue with its subscription to zoom.

021/21 REPRESENTATIVES' REPORTS

None.

022/21 MOOT HALL/VISITOR CENTRE

RESOLVED to note a Report from Councillor Blake highlighting the following points:-

- Phone interviews carried out for new volunteers
- System for key collection to be agreed
- Following covid-19 guidance for retailers
- Looking into the litter bin being relocated away from the front door
- Interested in exhibitions from local photographers, already contacted by a local artist
- Looking into better signage for Showfield car park.

(Signed) Chair.....
Date

023/21 PROVISION OF DIGITAL MARKETING SERVICES

RESOLVED to note that work on the project was ongoing and that Councillor Angland would submit a report at the next meeting.

024/21 CLERK'S REPORT

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

- **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)

025/21 CALC

The following correspondence from CALC was received and noted:-

025/21.1 CALC CIRCULAR – APRIL/MAY 2021

025/21.2 HIGHWAYS HEADS UP

025/21.3 NALC CYBER SECURITY GUIDE

025/21.4 MHCLG ELECTRONIC COMMUNICATIONS INFRASTRUCTURE CONSULTATION

025/21.5 OPEN SPACES SOCIETY'S GRANT A GREEN CAMPAIGN

025/21.6 DCMS RURAL BROADBAND CONSULTATION

RESOLVED that members would respond individually.

025/21.7 GREAT CUMBRIAN LITTER PICK

025/21.8 NALC RESPONSE TO GOVERNMENT CONSULTATION ON LGR

025/21.9 HIGH COURT JUDGEMENT ON VIRTUAL MEETINGS

(Signed) Chair.....
Date

025/21.10 CLIMATE CHANGE 90 MINUTE INTERACTIVE SESSIONS

RESOLVED that members of the climate change working group would be booked on available Sessions.

026/21 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence had been received: -

026/21.1 CUMBRIA CYCLING AND WALKING – Email from Cumbria County Council.

RESOLVED to note this was focussed on Carlisle rather than the rural area.

026/21.2 LITTER BIN REQUEST – Email from resident.

RESOLVED to note the request and to include consideration with other relocations of bins.

ACTION: Councillor Charlton.

026/21.3 REQUEST FOR CWGC SIGN AT OLD CHURCH – Email from Commonwealth War Graves Commission volunteer.

RESOLVED to agree to the request.

026/21.1 CARLISLE EDUCATION CHARITY – Email from Carlisle City Council.

RESOLVED to note the information was on the Council's noticeboard.

027/21 LITERATURE AVAILABLE FROM CLERK –

027/21.1 NOTICE OF EXECUTIVE KEY DECISIONS – 4th May 2021

027/21.2 CLERKS & COUNCILS DIRECT – May 2021

028/21 AGENDA ITEMS FOR NEXT MEETING

RESOLVED to note that any items for the next agenda should be submitted to the Clerk on or before 17th June 2021.

029/21 DATE OF NEXT MEETING - Tuesday 29th June 2021, Moot Hall, 7.30pm. Committee meetings would take place on 17th June 2021.

Meeting closed 7.55pm.

(Signed) Chair.....
Date

Appendix 1

Expenditure -

| <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 |
| <u>12,138.83</u> | | |

Income –

| <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 |
| <u>3,936.00</u> | | |

(Signed) Chair.....
Date

Appendix 2

Expenditure To Approve

| Amount £ | Payee | Detail | D/D/Chq /FP |
|--------------------------|-----------------------|--------------------------|-------------|
| 202.00 | Carlisle City Council | Rates | D/D |
| 20.00 | Sensible IT Solutions | Office (website) | D/D |
| 50.00 | GA Estates | Logistics | D/D |
| 35.92 | Daisy Communications | Office | D/D |
| 51.00 | Plusnet | Visitor Centre | D/D |
| 1.84 | Barclays Bank | Charges | D/D |
| 142.33 | United Utilities | Rates | D/D |
| 30.96 | Southern Electric | Moot Hall | D/D |
| 2350.00 | Cut n' Edge | Grounds Maintenance/Moat | F/P |
| 2835.01 | Wages x3 for May | Staff | F/P |
| 36.59 | ABW | Moot Hall | F/P |
| 253.00 | Gelt Art Ltd | Visitor Centre | F/P |
| 228.00 | Creative Joinery | Moot Hall | F/P |
| 2937.60 | Teleshore (UK) Ltd | Cemetery | F/P |
| 405.00 | H Graham | Moot Hall | F/P |
| 14.39 | Zoom/Clerk | Office | F/P |
| 24.45 | Icon wall stickers | Visitor Centre | F/P |
| 36.47 | Direct Shopfittings | Visitor Centre/Moot Hall | F/P |
| 118.14 | Shopshields | Visitor Centre/Moot Hall | F/P |
| 201.43 | Fire Safety UK | Moot Hall | F/P |
| 55.50 | Wrights GPX | Visitor Centre | F/P |
| 255.00 | Direct slatwall | Visitor Centre | F/P |
| 39.90 | WH Smith | Office | F/P |
| 172.39 | Amazon | Moot Hall | F/P |
| 9.98 | Spar | Moot Hall | F/P |
| <u>£10,506.90</u> | | | |

(Signed) Chair.....
Date