

IRTHINGTON PARISH COUNCIL

MINUTES of the **ANNUAL MEETING** of **IRTHINGTON PARISH COUNCIL** held in **NEWTOWN VILLAGE HALL** on **WEDNESDAY 15th MAY 2019** at 7.30pm.

Present: Cllrs M. Ogden (Acting Chairman), R. Peart, M. Ridley and H. Slack.

In Attendance: Clerk
City/County Councillor - John Mallinson

Action

001/19	<p>ELECTION OF CHAIRMAN</p> <p>Councillor M. Ridley, seconded by Councillor M. Ogden, moved that Councillor C. Adams be elected to the office of Chairman of the Council.</p> <p>There were no other nominations.</p> <p>AGREED unanimously to the election of C. Adams as Chairman of the Council.</p>	
002/19	<p>DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN</p> <p>Councillor Adams was not in attendance and will sign the Declaration of Acceptance of Office of Chairman of the Council in due course.</p>	
003/19	<p>ELECTION OF VICE CHAIRMAN</p> <p>Councillor H. Slack, seconded by Councillor R. Peart, moved that Councillor A. Jordan be elected to the office of Vice Chairman of the Council</p> <p>There were no other nominations.</p> <p>AGREED, unanimously, to the election of A. Jordan as Vice Chairman of the Council.</p>	
004/19	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that apologies for absence were received and agreed from:-</p> <p>Councillors Adams, Jordan, Beck and Storr. City Councillor Tarbitt.</p>	
005/19	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
006/19	<p>DECLARATIONS OF INTEREST</p> <p>Councillors were invited to record their interests in the register.</p> <p>RESOLVED to note there were no declarations of interest made.</p>	
007/19	<p>MINUTES</p> <p>MINUTE OF THE MEETING HELD ON 3RD APRIL 2019 WAS SUBMITTED.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 3rd April 2019, confirmed as a true and accurate record.</p>	

(Signed) Chairman

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008/19	<p>OUTSIDE BODIES - REPRESENTATION</p> <p>There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.</p> <p>RESOLVED that the following appointments be made:-</p> <p>CARLISLE PARISH COUNCILS ASSOCIATION (CPCA) Councillor M. Ridley</p> <p>NEWTOWN VILLAGE HALL Councillor M. Ridley Councillor P. Storr Councillor G. Beck</p> <p>BRAMPTON AND BEYOND – Request details of meetings and minutes to be circulated to members and a councillor would attend when available.</p>	
009/19	<p>STANDING ORDERS AND FINANCIAL REGULATIONS</p> <p>2018 revised NALC model standing orders and the council's financial regulations were circulated prior to the meeting for review and adoption.</p> <p>RESOLVED to adopt the revised model standing orders and financial regulations with the following amendments (in bold):-</p> <p>Standing Orders, 3g – a member of the public may speak under public participation for 5 minutes.</p> <p>Financial Regulations – 11h– When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply. Under the value of £500 only one estimate is required.</p>	
010/19	<p>ASSETS</p> <p>Members reviewed the assets held by the council.</p> <p>RESOLVED to note that the old computer equipment held by Councillor Ridley had been scrapped and would be removed from the register. The play area equipment would be listed separately at no cost. The Parish Council has 4 noticeboards and 3 benches, other than memorial benches, in total.</p>	
011/19	<p>INSURANCE</p> <p>Members reviewed the Council's insurance cover in respect of all risks and considered the insurance quote from BHIB insurance for 2019/20 which was submitted to the meeting at a cost of £316.91.</p> <p>RESOLVED that all relevant insurance cover was in place and to accept the renewal quotation from BHIB with effect from 1st June 2019 in the sum of £316.91.</p>	Clerk
012/19	<p>SUBSCRIPTIONS</p> <p>Members reviewed the parish council's current subscriptions.</p> <p>RESOLVED to:-</p> <p>12/19.1 Renew the CALC subscription for 19/20 in the sum of £190.16, which was submitted to the meeting.</p>	Clerk

(Signed) Chairman

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	<p>12/19.2 Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £40.00.</p> <p>013/19 POLICY REVIEW</p> <p>The following core policies were circulated prior to the meeting and reviewed:-</p> <ul style="list-style-type: none"> ● Complaints procedure – no amendments ● Publication scheme/Freedom of Information Policy – no amendments ● Media and Press Policy – no amendments ● Health and Safety Policy – no amendment ● Equality and Diversity Policy – no amendments ● Equal Opportunities Policy – no amendments ● Document Retention Policy – no amendments ● Fraud/corruption Detection & Prevention Policy – no amendments <p>RESOLVED to note the core policies and that no amendments were required. All policies are available on the website.</p> <p>014/19 GENERAL DATA PROTECTION REGULATIONS (GDPR)</p> <p>14/19.1 DATA PROTECTION OFFICER (DPO)</p> <p>Members gave consideration to the appointment of a Data Protection Officer after receiving information from CALC that parish councils could have the Clerk acting as DPO rather than an outside body.</p> <p>RESOLVED to appoint the Clerk as DPO for 2019/20.</p> <p>14/19.2 GDPR POLICY REVIEW</p> <p>The following GDPR related policies were circulated prior to the meeting and reviewed:-</p> <p>RESOLVED to approve and adopt the following policies with no amendments:-</p> <ul style="list-style-type: none"> ● Data Protection Policy ● Privacy Notice for Staff/Councillors/Role Holders/General Privacy Notice ● Personal Data Breach Policy ● Email Consent Log <p>015/19 MEETING CALENDAR</p> <p>A report advising of the scheduled meeting dates for 2019/20 was submitted to the meeting.</p> <p>RESOLVED to note the report and agree the meeting dates.</p> <p>016/19 PUBLIC PARTICIPATION</p> <p>RESOLVED to note that there were no members of the public in attendance.</p> <p>017/19 REPRESENTATIVES' REPORTS –</p> <p>17/19.1 Councillors Ogden and Ridley reported on a site visit to Carlisle Lake District Airport which was also attended by Councillors Peart and Beck and 2 members of the public. The tour had been informative covering the baggage handling area, security and runway. Car hire would be available from the airport along with camper van hire by prior arrangement once flights are up and running and charter flights to the Isle of Man when the TT Races are on are being considered.</p> <p>RESOLVED to note the report.</p>	
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(Signed) Chairman

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018/19	<p>TOWN AND COUNTRY PLANNING - APPLICATIONS –</p> <p>APPLICATIONS – Applications for planning consent were considered.</p> <p>RESOLVED to advise the appropriate Planning Authority of the Council's comments as follows:-</p> <p>18/19.1 ROWAN SYDE, LAVERSDALE LANE END (19/0339) – Alterations and raising of garage roof to provide sitting room on ground floor with 1 en-suite bedroom above, creation of ink to main house incorporating boot room.</p> <p>No observations.</p>	
019/19	<p>FINANCIAL MATTERS</p> <p>19/19.1 Bank Reconciliation to 14.04.19</p> <p>There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.</p> <p>RESOLVED to receive and note the bank reconciliation and balance to 14th April 2019 of £5,530.29.</p> <p>19/19.2 Approval of Expenditure</p> <p>RESOLVED to authorise the following expenditure for payment:-</p> <ul style="list-style-type: none"> • £355.34 A. Riddell – net wage to 17.05.19 – chq number 100820 <p>19/19.3 s137 Spending</p> <p>Consideration was given to s137 spending for the current and previous financial year.</p> <p>RESOLVED to note that there was no spending under s137 for the year ending 31st March 2019 and there was no projected expenditure for spending under s137 or the current financial year.</p> <p>19/19.4 APPOINTMENT OF INTERNAL AUDITOR</p> <p>Consideration was given to the appointment of an internal auditor for 2019/20.</p> <p>RESOLVED to appoint Mrs. Joanne Batey, MAAT, as internal auditor for 2019/20.</p> <p>19/19.5 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019 AND EXEMPTION CERTIFICATE–</p> <p>19/19.5.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2019.</p> <p>RESOLVED to approve the Annual Governance Statement for year ending 31st March 2019.</p> <p>19/19.5.2 To consider the approval of the Statement of Accounts for year ending 31st March 2019.</p> <p>RESOLVED to approve the Statement of Accounts for year ending 31st March 2019.</p>	

(Signed) Chairman

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	<p>19/19.5.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2019.</p> <p>RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2019.</p> <p>19/19.5.4 To agree that Irthington Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.</p> <p>RESOLVED that the Parish Council can certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor having confirmed that gross income or gross expenditure did not exceed £25,000 in the year ending 31st March 2019.</p>	<p>MO</p> <p>Clerk</p>
020/19	<p>GENERAL POWERS OF COMPETENCE</p> <p>RESOLVED to note that further consideration of the General Powers of Competence would be taken once the Clerk was CiLCA qualified.</p>	
021/19	<p>DEFIBRILLATOR</p> <p>Councillor Ridley reported that the Hall Committee had agreed for a defibrillator to be fitted on the outside wall.</p> <p>RESOLVED that the Clerk would look into costings for a defibrillator and Councillor Ridley would ask if anyone was available from the hall committee to carry out weekly checks once a defibrillator was fitted.</p>	<p>Clerk</p> <p>MR</p>
022/19	<p>EDUCATION FOUNDATION</p> <p>Councillors Ridley and Mallinson reported that following a meeting with representatives from Irthington School about the funding available through the Education Foundation, the representatives were to consider the matter and report back in due course.</p> <p>RESOLVED to note the report and that information on the Education Foundation would be included in the next Chairman's Newsletter.</p>	
023/19	<p>FLY THE RED ENSIGN FOR MERCHANT NAVY DAY</p> <p>Discussion took place on whether to purchase a red ensign flag for Merchant Navy day.</p> <p>RESOLVED not to participate.</p>	
024/19	<p>INCINERATOR AT KINGMOOR</p> <p>RESOLVED to note that the item was deferred to the next meeting as Councillor Adams was not in attendance.</p>	
025/19	<p>CALC</p> <p>RESOLVED that the following correspondence from CALC was received and noted:-</p> <p>25/19.1 CALC CIRCULAR –May 2019.</p> <p>25/19.2 COMMUNITY INFRASTRUCTURE LEVY BRIEFING NOTE</p> <p>25/19.3 CUMBRIA PARTNERSHIP NHS MERGER</p>	

(Signed) Chairman

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	<p>25/19.4 NORTH WEST COASTAL ACCESS UPDATE</p> <p>25/19.5 TRAINING</p> <p>25/19.6 CALC SUMMER CONFERENCE</p> <p>026/19 CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>26/19.1 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE – Email from Implementation Officer.</p> <p>RESOLVED that the Clerk would ask the officer to attend a future meeting.</p> <p>26/19.2 FIRE ENGINE AT LAKE DISTRICT AIRPORT – Press release.</p> <p>027/19 LITERATURE AVAILABLE FROM CLERK –</p> <p>RESOLVED to note the following literature was available from the Clerk:-</p> <p>27/19.1 NOTICE OF EXECUTIVE KEY DECISIONS – 30th April 2019</p> <p>028/19 AGENDA ITEMS FOR NEXT MEETING</p> <ul style="list-style-type: none"> . Defibrillator . Education Foundation . Incinerator at Kingmoor <p>RESOLVED to note that items for consideration should be submitted to the Clerk on or before 29th May 2019.</p> <p>029/19 COUNCILLOR SURGERY</p> <p>RESOLVED that Councillor Ridley would attend the surgery for June’s meeting. Councillor Mallinson would attend future councillor surgeries whenever possible, the Clerk would amend future agenda’s accordingly.</p> <p>030/19 30/19 DATE OF NEXT MEETING - Wednesday 5th June 2019, Newtown Village Hall, 7.30pm.</p>	<p>Clerk</p> <p>MR</p>
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(Signed) Chairman

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