

# IRTHINGTON PARISH COUNCIL

Clerk: Allison Riddell  
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28<sup>th</sup> October 2022

Dear Councillor,

You are summoned to attend a meeting of **IRTHINGTON PARISH COUNCIL** that will be held in **NEWTOWN VILLAGE HALL**, on **WEDNESDAY 2nd NOVEMBER 2022**, at 7.30pm.  
The meeting is open to the press and members of the public.  
Please do not attend the meeting if you have Covid-19 symptoms.

*Allison Riddell*

## AGENDA

1. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence and accept reasons for absence.
  2. **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.
  3. **DECLARATIONS OF INTEREST**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
  4. **MINUTES**
    - 4.1 **MINUTES OF THE MEETING HELD ON 7TH SEPTEMBER 2022** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 7th September 2022. (copy herewith)
  5. **PUBLIC PARTICIPATION SESSION**
    - 5.1 **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda.
    - 5.2 **CITY-AND COUNTY COUNCILLOR REPORTS** – To receive reports if applicable.
  6. **REPRESENTATIVES' REPORTS**  
To receive reports by representatives on Outside Bodies.
  7. **TOWN AND COUNTRY PLANNING APPLICATIONS**  
To consider the following application:-
    - 7.1 **THE SALLY, IRTHINGTON (22/0758)** – Change of use of public house to bed and breakfast establishment (including restaurant/bar for residents) with owners accommodation.
    - 7.2 **WATTY'S FIELD, LAVERSDALE (22/0291)** – Erection of 2 detached dwellings.
- (Copy available on Carlisle City Council website)
8. **NOTIFICATION OF DECISIONS**  
To receive a report from the Clerk. (copy herewith)

**9. FINANCIAL MATTERS**

**9.1 BANK RECONCILIATION TO 14.10.22** – To receive a report by the Clerk. (copy herewith)

**9.2 EXPENDITURE TO APPROVE** – To approve/ratify\* the following schedule of payments:-

<b>Amount £</b>	<b>Payee</b>	<b>Detail</b>	<b>Chq/DP</b>
314.42	A Riddell	Net wage to 5.09.22 *	DP
235.60	HMRC	PAYE *	DP
24.00	Netwise	Website *	DP
314.22	A. Riddell	Net wage to 5.11.22	DP
8.00	HSBC	Charges	DP
18.00	Unity Bank	Charges	DP

**9.3 MONITORING REPORT** – To note the monitoring report detailing the income and expenditure to date against the budget.

**9.4 PRECEPT 2023/24** – To consider any projects that may affect the precept.

**10. SPEEDWATCH**

To receive an update.

**11. PLATINUM JUBILEE MEMORABILIA**

To receive an update.

**12. DRAFT TRAINING AND DEVELOPMENT POLICY**

To consider the draft training and development policy. (copy herewith)

**13. IRTHINGTON IN BLOOM**

To receive an update.

**14. CALC**

To note that all CALC emails have been circulated to members. Emails requiring a decision are as follows:-

**14.1 DLUHC COMMITTEE FUNDING INQUIRY** – To consider a response.

(Circulated to members by email)

**15. CORRESPONDENCE RECEIVED BY THE CLERK**

To note items of correspondence received since the last meeting and take actions as appropriate.

**15.1 HAYTON ESTATE WOODLAND CRESTION CONSULTATION** – Email from Edwin-Thompson.

**15.2 NOTICE OF EXECUTIVE KEY DECISIONS 23/9/22** – Email from Carlisle City Council.

(Circulated to members by email)

**16. AGENDA ITEMS FOR NEXT MEETING**

To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 30<sup>th</sup> November 2022.

- Precept 2023/24

**17. DATE OF NEXT MEETING**

Wednesday 7th December 2022 – Newtown Village Hall, 7.30pm.



**IRTHINGTON PARISH COUNCIL**

**MINUTES of the MEETING of IRTHINGTON PARISH COUNCIL held in NEWTOWN VILLAGE HALL on WEDNESDAY 7th SEPTEMBER 2022 at 7.30pm.**

**PRESENT:** Cllrs G. Beck (Vice-Chairman, in the Chair), M. Ridley, C. Robinson, H. Slack and P. Storr

**IN ATTENDANCE:** Clerk  
County Councillor J. Mallinson

**060/22 APOLOGIES FOR ABSENCE**

**RESOLVED** to note apologies for absence were received and agreed from:-  
Councillor Jordan.

**061/22 REQUESTS FOR DISPENSATION**

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

**062/22 DECLARATIONS OF INTEREST**

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

Councillors Ridley and Slack declared a non-disclosable interest in items 066/22.1 and 066/22.4-7.  
Councillor Robinson declared a non-disclosable interest in item 066/22.3.

**063/22 MINUTES**

**063/22.1 MINUTES OF THE MEETING HELD ON 6TH JULY 2022 WERE SUBMITTED.**

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 6th July 2022, confirmed as a true and accurate record.

**ACTION:** GB

**064/22 PUBLIC PARTICIPATION**

**RESOLVED** to note there were no member of the public in attendance.

**RESOLVED** to note there were no updates from City/County Councillors.

**065/22 REPRESENTATIVES' REPORTS**

**065/22.1 CPCA AGM – 20<sup>TH</sup> JULY 2022**

**RESOLVED** to note that Councillor Ridley attended the online meeting. There was an update on the Local Government Review from Darren Crossley and concerns raised at the possible cost of parish council elections in 2023. Minutes from the meeting had not yet been received.

Members debated the probable cost of next year's parish council elections and the effect on the precept.

**RESOLVED** that the Clerk would write a letter to the City Council expressing concerns at the cost and the delay informing members.

**ACTION:** Clerk

**066/22 TOWN AND COUNTRY PLANNING APPLICATIONS –**

Applications for planning consent were considered (066/22.1) and ratified (066/22.2 to 066/22.7)

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

**066/22.1 NEWBY MANOR, NEWBY EAST (22/0600) – Internal and external alterations (LBC)**

No observations.

**066/22.2 ROSE COTTAGE, LAVERSDALE (21/1137) – Appeal for the proposed change of use of self-contained annexe to a dwelling.**

No further comments.

**066/22.3 CHURCH CLOSE, IRTHINGTON - LIME TREES UNDER TPO59 – To revoke the TPO.**

No observations.

**066/22.4 NEWBY MANOR, NEWBY EAST (22/0519 and 22/0520 LBC) – Erection of replacement lean-to timber clad storage shed (revised application)**

No observations.

**066/22.5 NEWBY MANOR, NEWBY EAST (22/0525 and 22/0526 LBC) – Demolition of outside WC and erection of single storey shower room/WC extension.**

No observations.

**066/22.6 NEWBY MANOR, NEWBY EAST (22/0533) – Erection of single storey garden room (part retrospective)**

No observations.

**066/22.7 NEWBY MANOR, NEWBY EAST (22/0537) – Retention and continuation of works to provide single storey garden room (LBC)**

No observations.

**067/22 NOTIFICATION OF DECISIONS**

**RESOLVED** to note the report submitted by the Clerk advising members of the decision/s of the appropriate planning authority on application/s on which the Parish Council had previously commented.

**068/22 FINANCIAL MATTERS**

**068/22.1 BANK RECONCILIATION to 14.08.22**

The Clerk submitted a report on the reconciliation of the Council's financial records with its bank account statements.

**RESOLVED** to receive and note the bank reconciliation and balance to 14<sup>th</sup> August 2022 of £12,734.41.



**068/22.2 EXPENDITURE TO APPROVE**

**RESOLVED** to authorise the following expenditure for payment:-

<b>Amount £</b>	<b>Payee</b>	<b>Detail</b>	<b>Chq/DP</b>
314.22	A Riddell	Net wage to 5.08.22	DP
314.22	A Riddell	Net wage to 5.09.22	DP
40.00	R Farrimond	Mole control	DP
396.00	Netwise	Website	DP
16.00	HSBC	Bank charges	DD
18.00	Unity Bank	Bank Chgs (3 months)	DD

**068/22.3 SAAA 2022 OPT-OUT COMMUNICATION**

**RESOLVED** not to opt-out of the next round of 5-year external audit appointments.

**069/22 PARISH COUNCIL ELECTIONS 2023.**

See minute 065/22.1.

**070/22 PLATINUM JUBILEE EVENTS –****070/22.2 MEMORABILIA**

**RESOLVED** to note that the bookmarks were still in production.

**071/22 HEDGE AT NEWTOWN VILLAGE GREEN**

The grass cutting contractor had informed the Clerk that a large amount of hedge cuttings from the hedge bordering the village green had been left and he had been unable to cut the grass as per the contract.

**RESOLVED** that the Clerk would write to the property owner and request that in future the hedge trimmings be collected.

**ACTION:** Clerk

**072/22 CLERK'S REPORT**

To note the Clerk's Report as follows:-

**FINANCIAL SERVICES COMPENSATION SCHEME** – Eligibility confirmed with Unity Trust Bank.

**AGAR** – Confirmation of receipt of exempt status logged with PKF Littlejohn received.

**JUBILEE FUNDING PROJECT COMPLETION REPORT** – Submitted to Cumbria County Council and acknowledged.

**HIGHWAYS ISSUES** – Blocked drains reported online  
- My account functionality – Irthington PC registered and activated

**DEFIBRILLATOR REGISTRATION REQUEST** – Forwarded to Councillors Beck, Ridley and Storr for completion.

**PLAY AREA IMPROVEMENT GRANT** – Invoice from contractor submitted to City Council, awaiting payment to Unity Trust Bank.

**CALC WOMEN'S HEALTH IN THE WORKPLACE QUESTIONNAIRE** – Completed and submitted.

**073/22 CIVILITY AND RESPECT PLEDGE**

**RESOLVED** that Irthington Parish Council would sign up to the Civility and Respect Pledge.

**ACTION:** Clerk

**074/22 CALC**

**RESOLVED** to note that all CALC emails had been circulated to members, the following required a formal decision.

**074/22.1 CUMBERLAND PLAN ENGAGEMENT SESSION 16/9/22 – To consider attending.**

**RESOLVED** to note that no members would attend.

**074/22.2 CUMBRIA'S BEE PLAN – To consider responding to the consultation.**

**RESOLVED** to note that the Council already had pieces of land for pollinators.

**074/22.3 20MPH SPEED LIMIT REVIEW - To consider responding to the consultation.**

Comments made included the following:-

- The Council had been fighting for 30mph in 2 villages without success, never mind 20mph
- 20mph can be more damaging to the environment than 30mph
- People become frustrated driving too slowly

**RESOLVED** to support the idea near schools.

**074/22.4 CLIMATE CHANGE – To consider taking action.**

**RESOLVED** not to take any action.

**075/22 CORRESPONDENCE RECEIVED BY THE CLERK –**

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

**075/22.1 NEIL HUDSON MP – Summer Newsletter**

**075/22.2 NOTICE OF EXECUTIVE KEY DECISIONS 26/8/22 – Email from Carlisle City Council.**

**076/22 AGENDA ITEMS FOR NEXT MEETING**

Any items for consideration should be submitted to the Clerk on or before 28th September 2022.

**077/22 DATE OF NEXT MEETING - Wednesday 5th October 2022, Newtown Village Hall, 7.30pm.**

Meeting closed at 8.30pm.



## TOWN AND COUNTRY PLANNING NOTIFICATION OF DECISIONS

### 1. SUMMARY OF REPORT

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

### 2. RECOMMENDATIONS

That the Council **NOTES** the information.

### 3. REPORT

Members are asked to note that Carlisle City Council has advised of their decision on a planning application on which the Parish Council has already commented as follows:-

<b>Location</b>	<b>Proposal</b>	<b>Decision</b>
Hillcrest, Newby East	Change of use from domestic annexe to holiday let	Approved subject to conditions regarding commencement of development, approved documents and use of premises.

IRTHINGTON PARISH COUNCIL

BANK RECONCILIATIONS AT 14th SEPTEMBER 2022

HSBC ACCOUNT - 20476129

Balance b/f @ 14/08/22	10,123.38		
Income		Expenditure	8.00
		Balance c/f	10,115.38
	<u>10,123.38</u>		<u>10,123.38</u>

Bank Reconciliation			
Balance per statement @ 14.09.22		10,115.38	
Less o/s cheques			
None			
		0.00	
		<u>10,115.38</u>	

<u>Income</u>		<u>Expenditure</u>			
Date	£	Date	Charges	Detail	£
	<u>0.00</u>	4.9.22			8.00
					<u>8.00</u>

UNITY BANK ACCOUNT - 20451590

Balance b/f at 14/08/22	2,611.03	Expenditure	1,244.44
Income	0.00	Balance c/f	1,366.59
	<u>2,611.03</u>		<u>2,611.03</u>

Bank Reconciliation			
Balance per statement @ 14.09.22		1,366.59	
Less o/s cheques			
		0.00	
		<u>1,366.59</u>	

<u>Income</u>		<u>Expenditure</u>			
Date	£	Date	Detail	Detail	£
	<u>0.00</u>	7.9.22	Inform Printed Solutions		180.00
		7.9.22	Netwise		396.00
		7.9.22	Allison Riddell		628.44
		7.9.22	R Farrimond		40.00
					<u>1244.44</u>

Balance c/f - HSBC	10,115.38
Balance c/f - Unity	1,366.59
Total balance c/f	<u>11,481.97</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 date indicated.



**IRTHINGTON PARISH COUNCIL**

**BANK RECONCILIATIONS AT 14th OCTOBER 2022**

**HSBC ACCOUNT - 20476129**

Balance b/f @ 14/09/22	10,115.38		
Income		Expenditure	8.00
		Balance c/f	10,107.38
	<u>10,115.38</u>		<u>10,115.38</u>

<b>Bank Reconciliation</b>	
Balance per statement @ 14.10.22	10,107.38
Less o/s cheques	
None	
	0.00
	<u>10,107.38</u>

<u>Income</u>		<u>Expenditure</u>			
<u>Date</u>	<u>£</u>	<u>Date</u>	<u>Detail</u>		<u>£</u>
		5.10.22	Charges		8.00
	<u>0.00</u>				<u>8.00</u>

**UNITY BANK ACCOUNT - 20451590**

Balance b/f at 14/09/22	1,366.59	Expenditure	42.00
Income	2,000.00	Balance c/f	3,324.59
	<u>3,366.59</u>		<u>3,366.59</u>

<b>Bank Reconciliation</b>	
Balance per statement @ 30.09.22	1,366.59
Less o/s cheques	
	0.00
	<u>1,366.59</u>

<u>Income</u>		<u>Expenditure</u>			
<u>Date</u>	<u>£</u>	<u>Date</u>	<u>Detail</u>		<u>£</u>
30.9.22	2000.00	21.9.22	Netwise		24.00
		30.9.22	Service Charge		18.00
	<u>2,000.00</u>				<u>42.00</u>

Balance c/f - HSBC	10,107.38
Balance c/f - Unity	3,324.59
Total balance c/f	<u>13,431.97</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 date indicated.

**Income**

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept	8586.00												8586.00	8,586.00	0.00	Received as requested Platinum Jubilee/fencing reps
City/County Council grants		500.00	250.00			2000.00							2750.00	0.00	2750.00	
Other grants													0.00	0.00	0.00	
Village Hall grants													0.00	0.00	0.00	
VAT													0.00	0.00	0.00	
	<b>8586.00</b>	<b>500.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,336.00</b>	<b>8,586.00</b>	<b>2,750.00</b>	
<b>Expenditure</b>																
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	
Clerks wages/HMR&C	530.38	314.42	314.22	549.82		628.44							2337.28	4111.16	-1773.88	
Village Hall grants													0.00	0.00	0.00	
Other grants													0.00	200.00	-200.00	
Grass cutting		476.00	476.00										952.00	1400.00	-448.00	
Insurance		398.62											398.62	425.00	-26.38	
adverts													0.00	0.00	0.00	
CALC & SLCC subs		214.18											214.18	240.00	-25.82	
Members & training													0.00	175.00	-175.00	
Hall hire													0.00	180.00	-180.00	
Audit Fees		55.00											55.00	50.00	5.00	
Admin costs													0.00	360.00	-360.00	
ICO													0.00	35.00	-35.00	
Website						350.00							350.00	315.00	35.00	
Play area				2250.00									2250.00	550.00	1700.00	
Platinum Jubilee	437.72	490.00	132.99			150.00							1210.71	0.00	1210.71	
Blackgap													0.00	200.00	-200.00	
Bank charges	11.00	8.00	8.00	26.00	8.00	26.00							87.00	0.00	87.00	
Misc repairs						40.00							40.00	450.00	-410.00	
Assets													0.00	0.00	0.00	
<b>Sub total</b>	<b>979.10</b>	<b>1956.22</b>	<b>931.21</b>	<b>2825.82</b>	<b>8.00</b>	<b>1194.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,894.79</b>	<b>8,691.16</b>	<b>-796.37</b>	
VAT		98.00	26.60			100.00										
<b>Total</b>	<b>979.10</b>	<b>2,054.22</b>	<b>957.81</b>	<b>2,825.82</b>	<b>8.00</b>	<b>1,294.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,119.39</b>	<b>Total including VAT</b>		

A Ganda Item 9.3



**IRTHINGTON PARISH COUNCIL**  
**TRAINING & DEVELOPMENT POLICY**

### **1. INTRODUCTION**

Irthington Parish Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring the Council is kept up to date with all new legislation. To support this funds are allocated to a training budget annually to enable Councillors and staff to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them.

### **2. POLICY STATEMENT**

Irthington Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors and staff are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practises.

The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be regarded as an integral part of the Council's business.

### **3. TRAINING AND DEVELOPMENT ACTIVITY**

Irthington Parish Council consists of up to ten elected or co-opted Councillors and employs one part time Parish Clerk who is also the Responsible Financial Officer.

Training and development for each of the Councillors will be reviewed regularly but will contain, as a minimum requirement:

#### Councillors

- a) Attendance at induction sessions explaining the roles and responsibilities of a councillor, legal compliance, a good council etc such as CALC's 'The Effective Councillor' training course for new councillors – within six months of the date on which they are elected or co-opted.
- b) Provision of a Councillor Information Pack which includes copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant. This pack is to be provided within seven days of the date on which they are elected or co-opted.
- c) Councillor's with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role. For instance, those responsible for finance will receive basic finance training, those responsible for planning will receive basic planning training.



d) The Chair of the Council (and of any sub-committee) shall receive Chairmanship skills training as soon as possible but within six months of the date on which they are elected as Chair.

e) Attendance at relevant courses provided by external bodies, such as Cumbria County Association of Local Councils (CALC) related to the Council's aims and objectives, as and when required and within three months of a training need being identified.

#### Clerk/Responsible Financial officer

a) Induction sessions explaining the role of Clerk, such as attendance at a 'New Clerks' training course, or similar – within three months of the date on which they are employed.

b) Provision of a Councillor Information pack which contains copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant – to be This is to be provided within seven days of the date on which they are employed.

c) Gaining the Certificate of Local Council Administration (CiLCA) \*members to consider whether there should be a time limit on this

d) Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs and assessments – within three (3) months of the need being identified.

e) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), Cumbria County Association of Local Councils (CALC), County and District Councils.

The Council will meet (or make a contribution if the Clerk is also employed by other councils) the costs of all pre-approved training undertaken or meetings attended, including mileage and parking costs involved.

The Council will pay (or make a contribution if the Clerk is also employed by other councils) for pre-approved subscriptions to relevant publications and advice services, including the purchase of the approved handbook, Local Council Administration.

#### **4. TRAINING NEEDS IDENTIFIED**

Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chair and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

Annually the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council.

Training needs for the Clerk will be identified initially through the recruitment process for new Clerks, including the application form and interview, and then through formal and informal discussions and annual staff appraisals.

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.



## **5. RESOURCING TRAINING**

Annually an allocation will be made in the budget, each year as required, to enable necessary training and development.

Annually the Council will consider an allocation in the budget for the payment and/or contribution of a subscription to the Society of Local Council Clerks and Cumbria County Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

Purchase of relevant resources such as publications will be considered on an ongoing basis.

## **6. EVALUATION AND REVIEW OF TRAINING**

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process stated in section 4 above.

Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the Council: This will include requirements for new qualifications; new equipment; complaints received; incidents which highlight training needs; requests from the Clerk, Councillors or volunteers.

The Clerk will maintain a record of training attended by themselves and Councillors.

**Adopted on .....**

**To be reviewed annually**