

IRTHINGTON PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
The Old Brewery
Craw Hall
Brampton
CA8 1TR
Tel: 016977 3382

Email: irthingtonpc@gmail.com
<https://irthingtonpc.org.uk>

31st March 2023

Dear Councillor,

You are summoned to attend a meeting of **IRTHINGTON PARISH COUNCIL** that will be held in **NEWTOWN VILLAGE HALL**, on **WEDNESDAY 5th APRIL 2023**, 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 1ST MARCH 2023** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 1st March 2023. (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. *(Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*
 - 5.2 **CUMBERLAND COUNCILLOR REPORT** – To receive a report if applicable.
6. **REPRESENTATIVES' REPORTS**
To receive reports by representatives on Outside Bodies.
7. **TOWN AND COUNTRY PLANNING APPLICATIONS**
To consider the following:-

None at time of agenda publication

8. FINANCIAL MATTERS

8.1 BANK RECONCILIATION TO 31.03.23 – To receive a report by the Clerk. (copy herewith)

8.2 EXPENDITURE TO APPROVE – To approve the following schedule of payments:-

Amount £	Payee	Detail	Chq/DP
338.55	A Riddell	Net wage to 5.04.23	DP
253.80	HMRC	PAYE	DP
135.00	Newtown Village Hall	Hall hire	DP

9. ASH DIEBACK

To receive and consider an update from the Clerk following an inspection by Lowther Tree Services.

10. CORONATION TREE

To receive and consider the costings for an oak tree and plaque to commemorate the coronation of King Charles III.

11. COMMUNITY ASSET REGISTRATION

To collate and agree submission of the comments received from members regarding re-registering 'The Sally' as a community asset.

12. RISK ASSESSMENT

To review the annual risk assessment. (copy herewith)

13. HIGHWAY ISSUES -

13.1 ROAD WORKS AT BELLMOUNT, LAVERSDALE

To receive information on work to the flooded road at Bellmount, Laversdale.

13.2 ROAD TRAFFIC ACCIDENTS ON A689

To receive information on the number of accidents.

14. CALC

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

None to date.

15. CORRESPONDENCE RECEIVED BY THE CLERK

To note items of correspondence received since the last meeting requiring a decision:-

None to date.

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 8th May 2023.

17. DATE OF NEXT MEETING

TBC – as elections are being held on May 4th, a meeting must be held within fourteen days after, the day on which the councillors elected at that election take office.
The Annual parish meeting will also be held on the same date.

IRTHINGTON PARISH COUNCIL

MINUTES of the MEETING of IRTHINGTON PARISH COUNCIL held in NEWTOWN VILLAGE HALL on WEDNESDAY 1st MARCH 2023 at 7.30pm.

PRESENT: Cllrs A. Jordan (Chairman, in the Chair), R. Armstrong, G. Beck, M. Ridley, C. Robinson, H. Slack and P. Storr.

IN ATTENDANCE: Clerk
County Councillor Mallinson

147/22 APOLOGIES FOR ABSENCE

RESOLVED to note there were no apologies for absence from members.

City Councillor Pickstone gave his apologies.

148/22 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

149/22 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest made.

150/22 MINUTES

150/22.1 MINUTES OF THE MEETING HELD ON 1ST FEBRUARY 2023 WERE SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 1st February 2023, confirmed as a true and accurate record.

ACTION: AJ

151/22 LOCAL GOVERNMENT ACT 1972 –

151/22.1 FILLING OF VACANCIES

An email of interest was submitted from Mr. R. Armstrong who was in attendance and spoke of his interest in being co-opted to the council.

RESOLVED, after a unanimous vote, that Mr. R. Armstrong be co-opted to the Parish Council. Mr. Armstrong signed the Declaration of Acceptance of Office and took his place in the meeting.

152/22 PUBLIC PARTICIPATION

152/22.1 RESOLVED to note there were no members of the public in attendance, however, it was noted that photographs were being requested from highways regarding the recent reports of pot holes in the area.

152/22.2 RESOLVED to note County Councillor Mallinson updated members on moving to a unitary Authority, highlighting the borrowing of funds, the increase in council tax and budget setting.

153/22 REPRESENTATIVES' REPORTS

RESOLVED to note there were no reports.

154/22 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:-

154/22.1 SEAT HILL FARM, LAVERSDALE (23/0091) – Conversion of agricultural building to form 1 dwelling.

No observations.

154/22.2 WALL HOUSE, IRTHINGTON (23/0089) – Creation of living space within existing loft area; installation of 2 skylights to front elevation (LBC).

ACTION: Clerk

155/22 FINANCIAL MATTERS

155/22.1 BANK RECONCILIATION to 14.02.23

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 14th February 2023 of £10,484.02.

155/22.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

Amount £	Payee	Detail	Chq/DP
338.55	A Riddell	Net wage to 5.03.23	DP
70.00	Ross Farrimond	Mole control	DP
221.20	Brampton Parish Council	Copier/stationery/SLCC	DP

156/22 ASH DIEBACK

RESOLVED to defer the item until an inspection had taken place.

157/22 CORONATION MEMORABILIA

RESOLVED, after discussion, not to purchase individual items to commemorate the coronation, but to purchase an oak tree to plant on the village green. The Clerk would look into costs for a tree and a plaque.

ACTION: Clerk

158/22 COMMUNITY ASSET REGISTRATION

RESOLVED to note that comments from members were still required to complete the application relating to re-registering 'The Sally' as a community asset.

ACTION: All/Clerk

159/22 PLAY AREA ANNUAL INSPECTION REPORT

RESOLVED, to note, that:-

159/22.1 Ross Farrimond would complete minor work to the fencing when carrying out the grass cutting.

159/22.2 Councillors Beck and Ridley would carry out the minor work required to removing cable ties from equipment and relaying safety surfacing when the weather improved.

ACTION: GB/MR/RF

160/22 HIGHWAY ISSUES -

160/22.1 ROAD WORKS AT BELLMOUNT, LAVERSDALE

RESOLVED that the Clerk would ask Highways what work had been carried out.

ACTION: Clerk

160/22.2 ROAD TRAFFIC ACCIDENTS ON A689

Discussion took place on the recent fatality on the A689, the consistent speeding and the need for traffic calming measures.

County Councillor Mallinson reported that the recent accident would be discussed at the next CRASH meeting.

RESOLVED, that the Clerk would request accident numbers on the A689 from the police and email Highways expressing concern at another fatality.

ACTION: Clerk

161/22 CALC

RESOLVED to note that all CALC emails had been circulated to members and none required a formal decision.

162/22 CORRESPONDENCE RECEIVED BY THE CLERK -

RESOLVED to note there were no items of correspondence requiring a decision.

163/22 AGENDA ITEMS FOR NEXT MEETING

- Ash trees – update from inspection
- Coronation Event – report on costings for oak tree and plaque
- A6071 diversion – to receive and consider the emails/information from Councillor Beck
- Community Asset – update on comments received for re-registration form completion

Any further items for consideration should be submitted to the Clerk on or before 29th March 2023.

164/22 DATE OF NEXT MEETING - Wednesday 5th April 2023, Newtown Village Hall, 7.30pm.

Meeting closed at 8.09pm.

IRTHINGTON PARISH COUNCIL

BANK RECONCILIATION AT 31st MARCH 2023

UNITY BANK ACCOUNT - 20451590

Balance b/f at 14/01/23	10,484.02	Expenditure	629.75
Income	239.50	Balance c/f	10,093.77
	<u>10,723.52</u>		<u>10,723.52</u>

Bank Reconciliation
Balance per statement @ 31.03.23

10,093.77

Less o/s cheques
None

0.00

10,093.77

Income

<u>Date</u>		<u>£</u>
9.3.23	HMRC - VAT	239.50
		<u>239.50</u>

Expenditure

<u>Date</u>	<u>Detail</u>	<u>£</u>
1.3.23	A Riddell	338.55
1.3.23	Ross Farrimond	70.00
1.3.23	Brampton Parish Council	221.20
		<u>629.75</u>

Balance c/f - Unity	<u>10,093.77</u>
Total balance c/f	<u>10,093.77</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 RISK ASSESSMENT SCHEDULE

Definition of Risk Management

Risk is the threat that an event of action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structure and processes, standards of conduct and service delivery arrangements.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and records are kept at the office of Brampton Parish Council. The Clerk makes a daily/monthly back up of files. Word files are stored remotely in OneDrive. In the event of the Clerk being indisposed the Chairman to contact CALC for advice and Brampton Parish Council or Brampton Rural Housing Society for access to office.	Review when necessary. Ensure procedures are undertaken.
Councillors	Insufficient Council members to function legally	M	When a vacancy arises there is a legal process to follow. This either leads to a Bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 7 vacancies at any one time on the Council it becomes inquorate. The legal process of Cumberland Council appointing members takes place	Existing procedures adequate. Council to actively recruit new volunteers Procedures of another body are adequate

Meeting location	Adequacy Health and Safety	L	Meetings are held in Newtown Village Hall. Access to the buildings is through the caretaker. The premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend, from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire or damage	L	The Parish Council records are stored at the office of Brampton Parish Council. The building is alarmed.	Damage or theft is unlikely and so provision adequate
Council Records - electronic	Loss through theft, fire, damage or corruption of computer	LM	The Parish Council's electronic records are stored on the office computer. Back-ups of the files are taken at daily/monthly intervals on a usb pen & an external hard drive which is kept in a locked cabinet.	Existing procedure adequate

FINANCE

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to CCC Amount not received by CCC	L L L	Regular budget monitoring by Full Council. The precept is an agenda item at a meeting held between November & January. To determine the precept amount required, the Parish Council receives a budget update report, including actual position and projected position to end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cumberland Council. This figure is submitted by the Clerk in writing to CC. The Clerk informs the Council when the monies are received (approx May time).	Existing procedure adequate

Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is taken (before the time of the policy renewal) of all insurance arrangements in place. Employers/Employee Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Ensure compliance measures and fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review compliance annually.
Banking	Inadequate checks Bank mistakes Loss Charges Loss of signatories	L L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of account. Bank reconciled monthly.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary especially after an AGM and an election. Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. The Council has no petty cash or float. Any cash transactions are made by the Clerk, are fully receipted and then reimbursed by cheque on receipt of an invoice.	Existing procedure adequate. Review the Financial Regulations when necessary
Financial controls and records	Inadequate checks	L	Monthly reconciliation prepared by RFO and checked at monthly meeting and signed by a member of the Parish Council. Two signatories on cheques, electronic payments are scheduled by the Clerk and approved online by 2 account signatories. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted before any commitment. Any s137 payments must be recorded at time of approval.	Existing procedure adequate.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the	Monitor and report any impacts of requests made under the F of I Act.

			right to re-submit the request broken down into sections, thus negating the payment of a fee.	
Clerk	Loss of Clerk	M	A contingency fund should be established to enable training for the Cilca qualification in the event of the Clerk resigning.	Include in financial statement when setting precept.
	Fraud	L	The requirements of the Fidelity Guarantee insurance must be adhered to.	
	Actions Undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice	Membership of CALC & SLCC maintained. Purchase revised books. Monitor working conditions.
	Salary paid incorrectly	L	The Clerks salary is set by a formula agreed with NALC and the SLCC and is reviewed annually. Tax is calculated using an Inland Revenue computer programme updated as required. All tax payments are submitted in the Inland revenue Annual Return.	Existing payment scheme is adequate.
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing then checked and sent out to the External Auditor within time limit.	Existing procedures adequate
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. Parish Councillors request a copy of S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council doesn't receive an annual grant. Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedures adequate
Best value Accountability	Work awarded incorrectly Overspend on services	L M	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders	Existing procedure adequate. Review Financial Regulations regularly.

			would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	
ASSETS				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third part(ies)/property	L L	An annual review is undertaken for insurance provision, storage and maintenance provision. Asset register reviewed/updated annually.	Existing procedures adequate
LIABILITY				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings, including a reference to the power used.	Existing procedures adequate
Minutes/Agendas/ Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at next meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place.	Existing procedures adequate
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from CALC or CCC.	Existing procedures adequate
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
Members Interests	Conflict of interest Register of Members Interests	L L	Councillors have a duty to declare any interest at the start of a meeting. Register of Members Interest form should be reviewed regularly by Councillors.	Existing procedures adequate Members to take responsibility to update their register
Election Costs	Risk of election cost	LM	Risk is higher in an election year. There are no measures which can be	Existing procedure adequate

			adopted to minimise the risk of having a contested election as this is a democratic process. When an election is due the Clerk will obtain an estimate of costs from CC for a full election and an uncontested election. Ear-marked reserves for election costs to be maintained.	
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner	Ensure annual renewal of registration

COVID-19				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members & staff	Exposure to virus in confined spaces	H	The Parish Council uses Zoom for all meetings. Post all information on website rather than noticeboards	Existing procedure adequate
Members of the public	Exposure to virus in play areas/green spaces	H	Play areas to be closed in specific alert levels. Parents to retain responsibility for hand cleaning after use of equipment. Council acts in accordance with current government guidelines Adequate signage posted	Existing procedures adequate Clerk and members will keep updated with current guidelines and act as quickly as possible
Clerk	Inability of Clerk to host meeting due to ill health	M	The Parish Council to appoint a second host as and when required.	Existing procedures adequate
Members	Non-attendance of members due to ill health	H	Clerk is in electronic contact with members Quorum is 4 Remote meetings can be altered as necessary	Existing procedures adequate

Chairman.....

Date:

Clerk.....

Date: