

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>

26th October 2023

Dear Councillor,

You are summoned to attend a meeting of **IRTHINGTON PARISH COUNCIL** that will be held in **NEWTOWN VILLAGE HALL**, on **WEDNESDAY 1st NOVEMBER 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**
To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 4th October 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 COUNCIL REPORT** – To receive a report from Councillor Mallinson including an update on the registration of The Sally as an asset of community value.
6. **REPRESENTATIVES' REPORTS**
To receive reports by representatives on Outside Bodies.

7. TOWN AND COUNTRY PLANNING APPLICATIONS

None at time of agenda publication.

8. NOTIFICATION OF DECISIONS

To note the following decisions by Cumberland Council on applications on which the Parish Council has previously commented:-

- **23/0592 – STEADFOLDS, IRTHINGTON**– Erection of single storey side extensions to extend kitchen and provide additional living space and utility room.
GRANTED
- **23/00008 TPO – STONE CROFT, 5 CHURCH CLOSE, IRTHINGTON** – Height reduction to 5 lime trees subject to TPO 45.
GRANTED
- **23/0541 – FREELANDS PLACE, HETHERSGILL** – Erection of first floor balcony to front elevation together with revised roofline and internal alterations.
GRANTED
- **23/0598 – RYECROFT, IRTHINGTON** – Erection of ground floor extensions to annexe to provide extended kitchen and new garden room; raising of roof to provide first floor accommodation comprising 1 en-suite bedroom, 1 bedroom and 1 bathroom; construction of new pitched roofs to replace flat roofs; change to external materials and finishes to existing dwelling; reconfiguration of ground floor internal layout; installation of solar panels.
GRANTED

(Information available on Cumberland Council website)

9. FINANCIAL MATTERS

9.1 BANK RECONCILIATION TO 31.10.23 – To receive a report by the Clerk. (copy to be tabled at meeting due to agenda publication time constraints)

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

Amount £	Payee	Detail	Chq/DP
338.35	A Riddell	Net wage to 5.11.23	DP

9.3 OFFICE CUPBOARD

To consider the purchase of a metal office cupboard as advised by the fire risk assessment. Clerk to give details of costs at the meeting.

9.4 BUDGET 2024/25

To consider the draft budget for the financial year 2024/25. (copy herewith)

10. LOCAL FOOTPATHS

To consider any issues relating to local footpaths and what action to take.

11. BLACK GAP

To note the fencing repairs required and the costing received. (Information circulated to members)

12. CORONATION TREE

To receive information from the Clerk on costs and confirm purchase of an oak tree.

13. BIODIVERSITY POLICY

To consider the draft policy. (copy to be tabled at meeting)

14. CALL FOR SITES

To note the following response from the Catchment Nutrients Officer, Lake District National Park Authority –

Replacing/improving package treatment plants can be used as mitigation in certain circumstances. Over the next couple of weeks we'll be drafting guidance that sets out when this kind of mitigation is appropriate.

We hoped to develop a PTP replacement grant scheme that would create credits for developers to purchase however there's now some uncertainty about whether the Government will make the funding available. We are in the process of developing a Register of PTPs though and will be publishing more information about that when we make the guidance available.

15. CALC

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

16. CORRESPONDENCE RECEIVED BY THE CLERK

To note items of correspondence received since the last meeting have been circulated to members by email and the following requires a decision:-

16.1 COMMUNITY PANEL NETWORK EVENT – To confirm attendance at the event being held on Thursday 23rd November, 6-8pm, Downagate Community Centre, Warwick Bridge.

17. 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 29th November 2023.

18. DATE OF NEXT MEETING

Wednesday 6th December 2023, 7.30pm, Newtown Village Hall.

19. 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 and/or legal terms) it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

20. GRASS CUTTING 2024

To consider the quotes received for the 2024 grass cutting contract. (Quotes received will be tabled at the meeting).

IRTHINGTON PARISH COUNCIL

MINUTES of the MEETING of IRTHINGTON PARISH COUNCIL held in NEWTOWN VILLAGE HALL on WEDNESDAY 4th OCTOBER 2023 at 7.30pm.

PRESENT: Cllrs A. Jordan (Chairman), R. Armstrong, G. Beck, M. Ridley and C. Robinson.

IN ATTENDANCE: Clerk

081/23 APOLOGIES FOR ABSENCE

RESOLVED to note apologies for absence were received and agreed from Councillor Slack.

Cumberland Councillor Mallinson also submitted apologies.

082/23 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

083/23 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest made.

084/23 MINUTES

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 6th September 2023, confirmed as a true and accurate record.

ACTION: AJ

085/23 PUBLIC PARTICIPATION SESSION

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

RESOLVED to note there was no Cumberland Council update from Councillor Mallinson.

086/23 REPRESENTATIVES' REPORTS

086/23.1 CARLISLE PARISH COUNCILS ASSOCIATION (CPCA)

RESOLVED to note that Councillor Ridley had attended the CPCA Forum held on 25th September 2023 which had included guest speaker Lisa Brown who spoke about the community panel structure within Cumberland Council.

087/23 TOWN AND COUNTRY PLANNING -

Applications for planning consent were considered.

RESOLVED to advise Cumberland Council of the Parish Council's comments as follows:-

087/23.1 THE LIMES, 4 CHURCH CLOSE, IRTHINGTON (23/0017/TPO) – Height reduction to 1 lime trees subject to TPO 45.

No observations.

ACTION: Clerk

088/23 NOTIFICATION OF DECISIONS

RESOLVED to note the following decisions by Cumberland Council:-

- **23/0541 – FREELANDS PLACE, HETHERSGILL**– Erection of first floor balcony to front elevation together with revised roofline and internal alterations.
GRANTED
- **23/0529 – LAND TO THE WEST OF THE COTTAGE, NEWTOWN** – Variation of condition 2 (approved documents) of previously approved application 18/0433 (erection of 3 dwellings) and further varied by permissions 21/1167 and 22/0333 for substitution of house type to plot 3.
GRANTED

089/23 FINANCIAL MATTERS**089/23.1 BANK RECONCILIATION to 29.09.23**

There was submitted a report by the Clerk 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 29th September 2023 of £17,137.37.

089/23.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

Amount £	Payee	Detail	Cheque No/DP
338.55	A Riddell	Net wage to 05.10.23	DP
253.80	HMRC	PAYE	DP
499.60	R Farrimond	Grass cutting	DP

089/23.3 MONITORING REPORT

RESOLVED to note the monitoring report detailing the income and expenditure to 29th September 2023 against the budget.

089/23.4 BUDGET 2024/25

Members considered future projects/proposals that would impact on the budget for the next financial year.

RESOLVED to include the following item/s:-

- Battery/pads for defibrillator

090/23 SPEEDWATCH

Councillors Beck and Jordan reported that no-one had been in contact following the recent article in the local church magazine requesting volunteers for Speedwatch. There were currently only 3 volunteers which was felt to be insufficient.

RESOLVED to:-

- 090/23.1** Wait for further volunteers before organising any Speedwatch training.
- 090/23.2** That the Clerk would request attendance figures for the speed van in the parish.
- 090/23.3** That a councillor would attend the next police drop-in session at Brampton Community Centre.

ACTION: Clerk

091/23 NEWTOWN VILLAGE GREEN

RESOLVED that the Clerk would start the process of registering the village green with Cumberland Council using application form CA13 as this best fit the criteria for the area that had previously been missed.

ACTION: Clerk

092/23 GRASS CUTTING CONTRACT

Members reviewed the annual grass cutting contract.

RESOLVED to make no amendments.

093/23 CALC

RESOLVED to note that all CALC emails had been circulated to members and that the following required a formal decision:-

093/23.1 CALL FOR SITES

Consideration was given to a letter detailing the 2023 Cumbria wide call for the submission of information on land that could deliver Biodiversity Net Gain or habitat restoration through a change in land use or management.

RESOLVED, after a lengthy discussion, to respond that although there were no specific sites that members felt would fit the criteria, that improvements to waste water treatment plants in the area were much needed and could this be considered.

ACTION: Clerk

094/23 CORRESPONDENCE RECEIVED BY THE CLERK

RESOLVED to note all correspondence had been circulated to members and that the following required a formal decision:-

094/23.1 SLOW WAYS NATIONAL WALKING NETWORK

RESOLVED to note the information but take no further action.

095/23 AGENDA ITEMS FOR NEXT MEETING

- Local footpaths
- Biodiversity Policy
- Budget 2024/25

Any further items for consideration should be submitted to the Clerk on or before 25th October 2023.

096/23 DATE OF NEXT MEETING - Wednesday 1st November 2023, Newtown Village Hall, 7.30pm.

Meeting closed at 8.35pm.

IRTHINGTON PARISH COUNCIL - DRAFT BUDGET FOR 2024/2025

PRECEPT INCREASE	42.3%							2023-24	
	2023-24	APR-NOV					2023-24		
RECEIPTS	BUDGET	ACTUAL	DEC	JAN	FEB	MARCH	TOTAL	VARIANCE	
Precept	12097.00	12097.00					12097.00	0.00	
Grants received	0.00	0.00					0.00	0.00	
Val Refund	0.00					70.00	70.00	70.00	
	<u>12097.00</u>	<u>12097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>70.00</u>	<u>12167.00</u>	<u>70.00</u>	

PAYMENTS	2023-24	APR-NOV						2023-24		2024-25	
	BUDGET	ACTUAL	DEC	JAN	FEB	MARCH	TOTAL	VARIANCE	PROPOSED BUDGET	Comments	
Salaries - believed to be £1,925 pro rata inc. for 23/24	5180.00	3469.60	611.76	453.48	453.48	453.48	5441.80	-261.80	5805.80	Assuming same increase of £1,925 pro-rata which equals £1 per hour	
Bank charges	72.00	36.00	18.00			18.00	72.00	0.00	72.00	Assuming Unity remains @ £6 p/m	
ICO	35.00	0.00		35.00			35.00	0.00	35.00	Assuming fee to remain the same	
Grass Cutting	1600.00	1498.80					1498.80	101.20	1600.00	Allowing for a £100 increase on 23/24 rate	
Admin - Contribution to Brampton PC	250.00					200.00	200.00	50.00	250.00	Expected to be similar cost so provision as previously	
Newsletter	50.00			50.00			50.00	0.00	50.00	No increase - left as previously	
Village Hall Grants	0.00						0.00	0.00	0.00	No provision	
Village Hall Hire - @31.3.24 will be paid to March '23	198.00	135.00				165.00	300.00	-102.00	165.00	Assumed cost remains at £15 - Hall cttee to confirm	
Other grants	200.00					200.00	200.00	0.00	200.00	No increase - left as previously (Irthington PCC)	
Training	175.00					175.00	175.00	0.00	175.00	No increase - left as previously	
Subscriptions	252.00	236.36		38.00			274.36	-22.36	300.00	Estimated increase	
Insurance	440.00	432.94					432.94	7.06	476.00	Allowing for a 10% increase	
Audit Fee	55.00	55.00					55.00	0.00	60.00	Allowed for small increase	
Website	330.00	350.00					350.00	-20.00	367.50	Allowed 5% increase on 23/24 costs	
External Audit Fee	0.00						0.00	0.00	0.00	No provision - inc/ecp under £25k	
Black Gap	200.00			200.00			200.00	0.00	200.00	Provision as previously	
Special Projects - Jubilee, coronation etc	0.00		100.00				100.00	-100.00	0.00	No provision - assuming grants will be applied for	
Parish Plan	0.00						0.00	0.00	0.00	No provision - to consider	
Playground	550.00	200.00		60.00		290.00	550.00	0.00	550.00	Provision as previously	
Microsoft Office package	60.00			60.00			60.00	0.00	60.00	Provision as previously	
Parish Paths improvements etc	0.00						0.00	0.00	0.00	No provision	
Bullersyke Lomning	0.00						0.00	0.00	0.00	No provision	
Misc. repairs - signs/seats/defib/mole control	450.00					450.00	450.00	0.00	450.00	Provision as previously	
Work to trees	0.00			500.00			500.00	-500.00	0.00	To consider provision	
Election costs	2000.00						0.00	2000.00	0.00	Previous budget will be ring fenced for any future expenditure	
	<u>12097.00</u>	<u>6413.70</u>	<u>1396.48</u>	<u>453.48</u>	<u>1951.48</u>	<u>1951.48</u>	<u>10944.90</u>	<u>1152.10</u>	<u>10816.30</u>		

Balance b/f @1.4.23	10,075.77
Projected Income @ 31.3.24	12,167.00
Less Projected Expenditure @31.3.24	(10,944.90)
Balance c/f @ 31.3.24	<u>11,297.87</u>

Earmarked Reserves	1,044.00	Play area
Earmarked Reserves	2,000.00	Election costs
General Reserves	8,253.87	Approx 9 months of NRE per 24/25 proposed budget
	<u>11,297.87</u>	

GENERAL RESERVES BALANCE

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves should be agreed with the Annual Budget. JPAG (March 2023 edition) advises: The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept/Levy less any loan repayment and/or amounts included in Precept/Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority, the nearer to 3 months.