

# IRTHINGTON PARISH COUNCIL

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

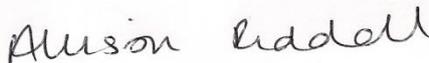
Email: [irthingtonpc@gmail.com](mailto:irthingtonpc@gmail.com)  
<https://irthingtonpc.org.uk>

28<sup>th</sup> December 2023

Dear Councillor,

You are summoned to attend a meeting of **IRTHINGTON PARISH COUNCIL** that will be held in **NEWTOWN VILLAGE HALL**, on **WEDNESDAY 3rd JANUARY 2024**, 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.



## 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 6th December 2023. (copy herewith)
5. **LOCAL GOVERNMENT ACT 1972**
  - 5.1 **FILLING OF VACANCIES** – To consider person/s expressing an interest in being co-opted to membership of the Parish Council. Any applications received would be circulated to members by email prior to the meeting.
6. **PUBLIC PARTICIPATION SESSION**
  - 6.1 **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).*
  - 6.2 **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.
7. **REPRESENTATIVES' REPORTS**  
To receive reports by representatives on Outside Bodies.

**8. TOWN AND COUNTRY PLANNING APPLICATIONS**

- 8.1 RYE CLOSE FARM, IRTHINGTON (23/0704)** – Erection of an earth banked slurry lagoon and associated works including mitigation.

**9. NOTIFICATION OF DECISIONS**

To note the following decision by Cumberland Council on an application on which the Parish Council had previously commented:-

- **23/0403 NEWBY MANOR, NEWBY EAST** – Variation of condition 2 (Approved Documents) of previously approved application 22/0961 (erection of single storey extension to provide garden room; erection of stone wall to rear of property; refurbishment and modernisation of house (LBC)) to amend the method of insulation.  
**REFUSED**

(For items 8 and 9, Information available on Cumberland Council website)

**10. FINANCIAL MATTERS**

- 10.1 BANK RECONCILIATION TO 31.12.23** – To receive a report by the Clerk. (copy to be tabled at meeting as bank statement not available at time of agenda publication)

- 10.2 EXPENDITURE TO APPROVE** – To approve the following schedule of payments, and any additional payments received prior to the meeting:-

Amount £	Payee	Detail	Chq/DP
362.78	A Riddell	Net wage to 5.01.24	DP
TBC	HMRC	PAYE	DP
55.00	Parish News	Parish Newsletter	DP
200.00	R. Farrimond	Fence repairs	DP

- 10.3 PRECEPT 2024/25** - To consider setting the precept for the financial year 2024/25. (Report herewith)

**11. NEWTOWN VILLAGE GREEN**

**11.1 REPLACEMENT OF ASH TREES**

To consider replacement of ash trees on Newtown village green.

**11.2 MEMORIAL BENCH**

To ratify placing a memorial bench on Newtown village green.

**12. SPEED RESTRICTIONS THROUGH NEWTOWN**

To consider a review of the speed limit through Newtown.

**13. WEBSITE**

To consider the inclusion of local history on the website. Clerk to report.

**14. CALC**

To note that all CALC emails have been circulated to members and the following require a formal decision :-

**14.1 BUDGET CONSULTATION**

To consider commenting on Cumberland Council's budget proposals for 2024/25

**14.2 POLICING BUDGET PROPOSALS**

To consider commenting on the proposed 2024/25 budget for Cumbria Constabulary.

**14.3 ELECTRIC VEHICLE POINTS**

To consider the information from Charge My Street.

**15. CORRESPONDENCE RECEIVED BY THE CLERK**

To note items of correspondence received since the last meeting have been circulated to members by email and none required a formal decision.

**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 31st January 2024.

**17. DATE OF NEXT MEETING**

Wednesday 7th February 2024, 7.30pm, Newtown Village Hall.

## IRTHINGTON PARISH COUNCIL

**MINUTES of the MEETING of IRTHINGTON PARISH COUNCIL held in NEWTOWN VILLAGE HALL on WEDNESDAY 6th DECEMBER 2023 at 7.30pm.**

**PRESENT:** Cllrs A. Jordan (Chairman), R. Armstrong, G. Beck and H. Slack.

**IN ATTENDANCE:** Clerk  
Cumberland Councillor J. Mallinson  
2 members of the public

### **118/23 APOLOGIES FOR ABSENCE**

**RESOLVED** to note apologies for absence were received and agreed from Councillors Ridley and Robinson.

### **119/23 REQUESTS FOR DISPENSATION**

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

### **120/23 DECLARATIONS OF INTEREST**

**RESOLVED** to note that Councillor Jordan declared a pecuniary interest in items 124/23.2 and 124/23.3.

### **121/23 MINUTES**

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

**ACTION:** AJ

### **122/23 PUBLIC PARTICIPATION SESSION**

**RESOLVED** to note that the members of the public in attendance did not raise any issues.

**RESOLVED** that a request for a memorial bench to be erected on Newtown village green was considered and approved and would be formally ratified at the next meeting.

**RESOLVED** to note that Councillor Mallinson would chase up the registration of The Sally as a community asset and after reporting on winter maintenance, requested that if any routes were not being gritted to let him know. Councillor Mallinson reported further on the difficulties Cumberland Highways was facing being short staffed; that Cumberland Council had a £30 million overspend within the first financial quarter and that job evaluations would be carried out in due course.

### **123/23 REPRESENTATIVES' REPORTS**

#### **123/23.1 COMMUNITY PANEL NETWORK EVENT, DOWNAGATE COMMUNITY CENTRE**

**RESOLVED** to note that the Clerk and Councillors Jordan and Ridley had attended a recent networking event to engage with local groups and receive feedback and priorities for the area. A report from the event had been circulated to members by email.

**124/23 TOWN AND COUNTRY PLANNING -**

Applications for planning consent were considered.

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

**124/23.1 STONEWALLS FARM, LAVERSDALE (23/0642)** – Construction of below ground concrete panel slurry store with floating flexible cover and security fencing.

Comment - Due to the property being near the site of Hadrian's wall, the Historic Officer for Cumberland Council reviews the application and offers comment/advice as appropriate.

NB: Councillor Jordan left the room prior to the following 2 items being considered and Vice-Chairman Councillor Beck took control of the meeting.

**124/23.2 KOMATSU, LAND TO THE SOUTH AND WEST OF UNIT 5, CARLISLE AIRPORT BUSINESS PARK (23/0714)** – Continued display of 1 fascia sign; 1 sign on gate and 1 freestanding directional sign (all non-illuminated).

No observations.

**124/23.3 LAND TO THE SOUTH AND WEST OF UNIT 5, CARLISLE AIRPORT BUSINESS PARK (23/0709)** – Variation of condition 2 (approved drawings) of previously approved permission 22/0196 (erection of office, parts department and workshop together with associated infrastructure and creation of new access) to change colour of cladding.

No observations.

**125/23 NOTIFICATION OF DECISIONS**

**RESOLVED** to note the following decision by Cumberland Council:-

- **23/0017 TPO – THE LIMES, 4 CHURCH CLOSE, IRTHINGTON** – Height reduction to 1 lime trees subject to TPO 45.  
**GRANTED**

**126/23 FINANCIAL MATTERS -****126/23.1 BANK RECONCILIATION to 30.11.23**

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 30th November 2023 of £15,689.07, checked by Councillor Slack.

**126/23.2 EXPENDITURE TO APPROVE**

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

Amount £	Payee	Detail	Chq/DP
532.79	A Riddell	Net wage to 5.12.23	DP
35.00	ICO	Data Protection Fee	DD
500.00	R&M Lowther	Tree removal	DP

**126/23.3 CLERKS SALARY AWARD 2023-24**

**RESOLVED** to note the report and the recent pay award which had been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 in the amount of £1 per hour.

**126/23.4 PRECEPT 2024/25**

**RESOLVED** to defer the item to the next meeting as council tax base information had not been received from Cumberland Council.

**127/23 LOCAL FOOTPATHS**

**RESOLVED** to note there were no issues to raise.

**RESOLVED** to note that a member of the public in attendance concerned at biodiversity and leaving areas of public footpaths to grow, was directed to Cumberland Council with any concerns as Cumberland Council was responsible for the maintenance of public footpaths in the parish.

**128/23 UPDATE ON CORONATION OAK TREE**

**RESOLVED**, that further to receiving information on additional delivery costs from a previously agreed online supplier, that a 6-7-foot oak tree would be purchased locally in January 2024 from Whitesyke Garden Centre at a cost of £69.99.

**ACTION:** Clerk

**129/23 SPEED RESTRICTIONS THROUGH LAVERSDALE**

Members gave consideration to the concerns raised by a resident at excessive speed and the amount of heavy goods vehicles passing through Laversdale.

Councillor Mallinson reported that unfortunately Laversdale does not meet the criteria for a 30mph speed limit.

**RESOLVED** that the Clerk would write to Cumberland Highways detailing the concerns raised and request a review of the speed limit.

**ACTION:** Clerk

**130/23 CALC**

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

**131/23 CORRESPONDENCE RECEIVED BY THE CLERK**

**RESOLVED** to note all correspondence had been circulated to members and none, other than those already included on the agenda, required a formal decision.

**132/23 AGENDA ITEMS FOR NEXT MEETING**

- Review of Newtown speed limit
- Precept 2024/25 (if information is received from Cumberland Council)

Any further items for consideration should be submitted to the Clerk on or before 21st December 2023.

A member of the public had requested that declaring a climate emergency should be on the agenda, however, as this was considered at the September meeting under Minute 077/3.3 and in accordance with Standing Order 7, previous resolutions, the item would not be added to the January agenda but could be considered again after March 2024 unless, in the meantime, 3 councillors gave written notice.

**133/23 DATE OF NEXT MEETING - Wednesday 3rd January 2024, Newtown Village Hall, 7.30pm.**

Meeting closed at 8.15pm.

## BUDGET/PRECEPT REPORT 2024-25

The purpose of agenda item 10.3 is to seek approval to set the 2024/2025 Precept, in accordance with the information set out by the Responsible Financial Officer (Clerk). The budget for 2024/25 was agreed at November's meeting, however up to date tax base calculations are still to be released by Cumberland Council.

Background Information - Irthington Parish Council agrees a budget annually for the next financial year and submits a precept request to Carlisle District Council. In accordance with section 25 of the Local Government Act 2003, this budget provides members with information concerning the budget and adequacy of balances and reserves, to meet the financial requirements of the next financial year. Irthington Parish Council is required to set its Precept in accordance with statutory requirements.

The precept is the total amount that is to be raised via a householder's council tax bill. For those living in Irthington parish, a council tax bill comprises of funding for the police, Cumberland Council and the Parish Council. The implications of setting the Councils' Precept for 2024/25 and the impact it will have on the Council's proportion of the Council Tax Bill are given later in the report.

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.

The reserve balance needs to be taken into consideration when setting the precept.

Projected allocated reserves at 31.3.2024 total £11,297.87. Earmarked reserves of £1,044.00 are for the play area, this sum is the surplus received from the transfer of funds from the play area group when the play area was installed and £2,000.00 has been allocated for election expenses. General reserves total £8,253.87 which is approximately 8 months of NRE per the 2024-25 proposed budget, within the JPAG guidelines mentioned above.

General reserves are subject to alteration should members agree to do so.

2024-25 – A Proposed Budget Report was prepared and agreed in November 2023, in order to justify and support the proposed budget for the year. The budget process incorporated a budget review by the Responsible Financial Officer (Clerk), with all budgets having been prudently set to take into consideration spending pressures, such as officer pay awards, election costs, inflation and unavoidable growth. Balancing the budget required looking for savings where possible and ensuring the services provided by the Council are as cost effective as possible to meet the requirements of the next financial year. The budget has also been set in accordance with statutory requirements as set out in sections 39 to 51 of the Local Government Finance Act 1992 and the Accounting and Audit Regulations.

As well as being developed on the principle of maintaining existing service levels whilst keeping the required increase in Council Tax to a minimum; the setting of the budget also took into account any likely changes in costs and income associated with the running of Irthington Parish Council.

Reserves. The current level of general reserves is sufficient at 8 months of annual net expenditure which will provide adequate resources to protect against any unforeseen spending pressures, possible future funding cuts and to support the future year's spending and any capital investment requirements.

The budget estimates the resources required to fund the services Irthington Parish Council provides and to also meet community and local taxpayer needs and priorities. The agreed budget proposals will be published on the Parish Councils' website once the precept has been agreed.

Budget Calculation – Projected income and expenditure for this financial year (2023/24) has been calculated to determine the level of reserves. As the reserves level is sufficient there is no adjustment required when calculating the precept. Projected expenditure for the year 2024/25 has then been calculated, this gives the level of precept required. Per the report this is £12,016.30. Last year's precept was set at £12,097.00.

Members also need to be conscious of the effect that the precept has financially on residents in the parish. The current tax base for Band D equivalents when calculating the tax base is 327.91 for 2023/24. A more up to date schedule incorporating the latest directions from the Valuation Officer will likely be issued towards the end of December 2023 by the Cumberland Council. This means that unless there are changes to the standard discounts and disabled relief between now and the issuing of council tax bills for the year 2024/25, householders in Band D would see no increase in their council tax bill if the precept is agreed as per the report, or remains the same as the current year.