

IRTHINGTON PARISH COUNCIL

Clerk: Allison Riddell
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1st 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 6th DECEMBER 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 1st November 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

- 7.1 STONEWALLS FARM, LAVERSDALE (23/0642)** – Construction of below ground concrete panel slurry store with floating flexible cover and security fencing.
- 7.2 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).
- 7.3 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.

8. NOTIFICATION OF DECISIONS

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

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

(For items 7 and 8, Information available on Cumberland Council website)

9. FINANCIAL MATTERS

- 9.1 BANK RECONCILIATION TO 30.11.23** – To receive a report by the Clerk. (copy herewith)
- 9.2 EXPENDITURE TO APPROVE** – To approve the following schedule of payments:-

Amount £	Payee	Detail	Chq/DP
532.79	A Riddell	Net wage to 5.12.23	DP
35.00	ICO	Data Protection Fee	DD

- 9.3 CLERK’S SALARY AWARD 2023-24** – To receive a report from the Clerk. (copy herewith)
- 9.4 PRECEPT 2024/25** - To consider setting the precept for the financial year 2024/25. (subject to council tax base information being received from Cumberland Council)

10. LOCAL FOOTPATHS

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

11. UPDATE ON OAK TREE

To receive an update from the Clerk.

12. SPEED RESTRICTIONS THROUGH LAVERSDALE

To consider the concerns raised by a local resident at excessive speed and the amount of heavy goods vehicles passing through the village.

13. CALC

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

14. 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 decision.

15. 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 21st December 2023.

16. DATE OF NEXT MEETING

Wednesday 3rd January 2024, 7.30pm, Newtown Village Hall.

IRTHINGTON PARISH COUNCIL

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

PRESENT: Cllrs M. Ridley (Acting Chairman), R. Armstrong, H. Slack and C. Robinson.

IN ATTENDANCE: Clerk

097/23 ELECTION OF CHAIRMAN

RESOLVED, that in the absence of the Chairman and Vice-Chairman, Councillor Ridley would act as Chairman for the meeting.

098/23 APOLOGIES FOR ABSENCE

RESOLVED to note apologies for absence were received and agreed from Councillors Jordan and Beck. Cumberland Councillor Mallinson also submitted apologies.

099/23 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

100/23 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest made.

101/23 MINUTES

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 4th October 2023, confirmed as a true and accurate record.

ACTION: MR

102/23 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.

103/23 REPRESENTATIVES' REPORTS

103/23.1 CARLISLE PARISH COUNCILS ASSOCIATION (CPCA)

RESOLVED to note that Councillor Ridley had attended a recent Teams meeting which had included discussion on village hall grants and future grants. The CPCA had £2,685 to spend.

104/23 TOWN AND COUNTRY PLANNING -

There were no applications for consideration.

105/23 NOTIFICATION OF DECISIONS

RESOLVED to note the following decisions by Cumberland Council:-

- **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

106/23 FINANCIAL MATTERS**106/23.1 BANK RECONCILIATION to 31.10.23**

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 31st October 2023 of £16,027.42.

106/23.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

Amount £	Payee	Detail	Cheque No/DP
338.35	A Riddell	Net wage to 05.11.23	DP

106/23.3 OFFICE CUPBOARD

RESOLVED that in order to comply with the latest fire risk assessment, a metal office cupboard would be purchased from Adexa in the sum of £88.00 (excl. VAT)

106/23.4 BUDGET 2024/25

Members gave consideration to the draft budget for the 2024/25 financial year, taking into consideration ear-marked and general reserve balances. Once the council tax base calculations were received from Cumberland Council the precept would be set.

RESOLVED to increase/include the following item/s:-

- £1800.00 – grass cutting contract
- £500.00 – village hall grants
- £250.00 – Parish Plan
- £250.00 – work to trees

107/23 LOCAL FOOTPATHS

RESOLVED to defer the item to the next meeting.

108/23 BLACK GAP

RESOLVED that the Clerk would instruct Ross Farrimond to carry out the fencing repairs in the sum of £200.00.

ACTION: Clerk

109/23 CORONATION TREE

Members gave consideration to the purchase of an oak tree to commemorate the coronation of King Charles III.

RESOLVED that the Clerk would purchase a tree (rootball with 6-8cm girth) from Grasslands in the sum of £75.00 excl. VAT and delivery.

ACTION: Clerk

110/23 BIODIVERSITY POLICY

Members gave consideration to the draft Biodiversity Policy submitted by the Clerk.

RESOLVED to adopt the policy after amending/including local groups, projects and that Irthington had been a study area for biodiversity for Cumbria Wildlife Trust.

ACTION: Clerk

111/23 CALL FOR SITES

RESOLVED 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.

112/23 CALC

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

113/23 CORRESPONDENCE RECEIVED BY THE CLERK

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

113/23.1 COMMUNITY PANEL NETWORK EVENT – 23/11/23, 6.00pm, Downagate Community Centre.

RESOLVED that Councillors Jordan, Ridley and the Clerk would attend.

114/23 AGENDA ITEMS FOR NEXT MEETING

- Local footpaths
- Precept 2024/25 (if information is received from Cumberland Council)

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

115/23 DATE OF NEXT MEETING - Wednesday 6th December 2023, Newtown Village Hall, 7.30pm.

116/23 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.

117/23 GRASS CUTTING 2024

Members gave consideration to the quotes received for the 2024 grass cutting contract.

RESOLVED to accept the quote from Ross Farrimond in the sum of 1,800.00.

ACTION: Clerk

Meeting closed at 8.15pm.

DRAFT

IRTHINGTON PARISH COUNCIL

BANK RECONCILIATION AT 30th NOVEMBER 2023

UNITY BANK ACCOUNT - 20451590

Balance b/f at 31/10/23	16,027.42	Expenditure	338.35
Income	0.00	Balance c/f	15,689.07
	<u>16,027.42</u>		<u>16,027.42</u>

Bank Reconciliation
Balance per statement @ 30.11.23

15689.07

Less o/s cheques
None

0.00

15,689.07

Income

Date

£

Expenditure

Date

Detail

£

1.11.23

A Riddell

338.35

338.35

0.00

Balance c/f - Unity
Total balance c/f

15,689.07

15,689.07

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.

CONDITIONS OF SERVICE CLERK'S SALARY AWARD 2023-24

1. SUMMARY OF REPORT

This report advises of the recent pay award which has been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1st April 2023 to 31st March 2024.

2. RECOMMENDATIONS

That the Committee

2.1 **NOTES** the award; and

2.2 **AGREES** to its implementation.

3. REPORT

3.1 Parish Council staff are employed (as are the majority of local authority employees in Britain) on terms and conditions agreed by the National Joint Council for Local Government Services. These conditions are reviewed regularly and wage and salary rates are agreed annually and recommended by the NJC and Society of Local Council Clerks for implementation.

3.2 The wage and salary structure consists of a scale of wage/salary rates (known as the spinal column) and employees' wage/salary rates are determined by reference to points on this scale. For Parish Councils the scale for the salary of Clerks commences at spinal column point (scp) 5 and normally terminates at scp 62. The Parish Council has already determined that the salary scale applicable to the post of Clerk to the Parish Council is scp 17.

3.3 The spinal column points relate to an annual salary based on a 37 hour week and where a Clerk works for less this, the actual salary is calculated by reference to the hourly rate. Accordingly, the salary for the Clerk to this Parish Council, working a 7 hour week will be:-

Spinal Column Point	Annual Salary	Hourly Rate
17	£5,441.80	£14.95 (previously £13.95)

3.4 Whilst the Clerk's conditions of service specify that the salary shall be on the NJC Salary Scale scp 17 and the Clerk has a legal right to be remunerated on that scale, Members are, nevertheless, asked to approve implementation of the new rates.