

IRTHINGTON PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
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29th February 2024

Dear Councillor,

You are summoned to attend a meeting of **IRTHINGTON PARISH COUNCIL** that will be held in **NEWTOWN VILLAGE HALL**, on **WEDNESDAY 6th MARCH 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.

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 7th February 2024. (copy herewith)
5. **PUBLIC PARTICIPATION POLICY**
To consider adopting a public participation policy. (draft copy herewith)
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. *(The session lasts for up to 15 minutes depending on participation. 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 running water near Old Wall.
7. **REPRESENTATIVES' REPORTS**
To receive reports by representatives on Outside Bodies.
8. **TOWN AND COUNTRY PLANNING APPLICATIONS**
 - 8.1 **WHITE FLATT, NEWTOWN (24/0083)** – Demolition of existing dwelling; erection of replacement dwelling.

(Information available on Cumberland Council website)

9. FINANCIAL MATTERS

9.1 **BANK RECONCILIATION TO 29.02.24** – To receive a report by the Clerk. (copy herewith)

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

Amount £	Payee	Detail	Chq/DP
362.68	A Riddell	Net wage to 5.03.24	DP
TBC	Brampton Parish Council	Copier, stationery, SLCC etc	DP

9.3 **MONITORING REPORT** – To note the Monitoring Report detailing income and expenditure against the budget to 29th February 2024. (copy herewith)

9.4 FINANCIAL ASSISTANCE

Request from Irthington PCC to consider a donation towards replacing the light in the clock tower and putting a new auto winder on. (No costings submitted at time of agenda publication).

10. RISK ASSESSMENT

To review and consider the annual risk assessment. (copy herewith)

11. POLICIES

To review the information from the Society of Local Council Clerks model document list for small parish Councils and consider adoption of any relevant policies. (Information circulated to members by email)

12. NEWTOWN VILLAGE GREEN

12.1 TREE STUMPS

To receive an update from the Clerk on removal of the stumps.

12.2 TREE PLANTING

To receive an update from the Clerk on agreed tree purchases and make arrangements for planting.

13. DEFIBRILLATOR INSTALLATION AT NEWBY EAST

To consider the installation of a defibrillator at Newby East.

14. DOG FOULING

To consider what action to take on dog fouling in the area.

15. CAR CHARGER AT THE SALLY

To note information from Councillor Ridley.

16. CLERK'S REPORT

To receive a Report from the Clerk (copy herewith)

17. CALC

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

17.1 **CUMBRIA FIRE AND RESCUE COMMUNITY RISK MANAGEMENT PLAN CONSULTATION** – To consider a request to take part in the consultation.

17.2 **.GOV.UK DOMAIN NAMES** – To consider moving to a .gov.uk domain name and associated emails.

17.3 **OFFICIAL PORTRAIT OF HM THE KING** – To consider applying for a free portrait.

18. 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 required a formal decision:-

18.1 FIBRUS – To consider the complaint received regarding the installation of Superfast Broadband in the area. (Information circulated to members by email)

19. 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 27th March 2024.

20. DATE OF NEXT MEETING

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

IRTHINGTON PARISH COUNCIL

MINUTES of the MEETING of IRTHINGTON PARISH COUNCIL held in NEWTOWN VILLAGE HALL on WEDNESDAY 7th FEBRUARY 2024 at 7.30pm.

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

IN ATTENDANCE: Clerk
Cumberland Councillor J. Mallinson
1 member of the public

NB: At the start of the meeting a minute's silence was held in honour of ex-councillor Ray Milburn who had sadly passed away recently.

151/23 APOLOGIES FOR ABSENCE

None.

152/23 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

153/23 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest.

154/23 MINUTES

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 3rd January 2024, confirmed as a true and accurate record.

ACTION: AJ

155/23 LOCAL GOVERNMENT ACT 1972

155/23.1 FILLING OF VACANCIES

A resident had expressed an interest in being co-opted to the council, background information from the applicant had been circulated to members by email.

Councillor Beck proposed that the applicant be co-opted.

RESOLVED to note that as the proposal was not seconded, the motion fell.

156/23 PUBLIC PARTICIPATION SESSION

Due to disruptive behaviour at the previous two meetings, the layout of the tables and chairs was altered to give a more distinct area for any public in attendance.

RESOLVED to note that the member of the public in attendance raised the following points:-

- Replacement of the ash trees on the village green
- The difference between the village greens at Newtown and Walton
- That timber from felled trees should be left on the green for residents and local wildlife
- That a hedge should be planted on the village green to separate it from the A6071
- Reduction of the speed limit through Newtown to 20mph

NB: The Chairman warned the member of the public about their behaviour during this item.

Members commented on local wildlife, areas on the green that had been left for local wildlife, that a request for the reduction in the speed limit through Newtown had already been sent to Cumberland Highways.

RESOLVED to note Cumberland Councillor Mallinson reported on the following:-

- Budget process underway
- Highways – difficulties in getting things done
- Grant funding
- 20mph speed limits and the ineffectiveness of speed limits if set too low
- Winter gritting – some routes had been deleted – requested consideration of Newtown to Irthington to be covered

157/23 REPRESENTATIVES' REPORTS

None to report.

158/23 TOWN AND COUNTRY PLANNING -

Applications for planning consent were considered.

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

158/23.1 ECM LTD., LAVERSDALE (24/0035) – Erection of surface-mounted ancillary industrial building anchored to existing hardstanding.

No observations.

159/23 NOTIFICATION OF DECISIONS

RESOLVED to note the following decision by Cumberland Council:-

- **23/0584 CUMRENTON FARM, IRTHINGTON** – Erection of 1 dwelling in lieu of dwelling approved under application 20/0002.
GRANTED

160/23 FINANCIAL MATTERS -

160/23.1 BANK RECONCILIATION to 31.01.24

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 January 2024 of £13,677.00, checked by Councillor Slack.

160/23.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

Amount £	Payee	Detail	Chq/DP
362.68	A Riddell	Net wage to 5.02.24	DP
68.34	Cumberland Council	Annual play area inspection	DP
100.00	R&M Lowther	Tree felling (VAT)	DP
94.80	Adexa (Clerk reimburse)	Metal cupboard	DP

161/23 NEWTOWN VILLAGE GREEN**161/23.1 REPLACEMENT OF ASH TREES**

Members considered the replacement of the village green ash trees following advice from Cumbria Woodlands, and what action to take with the stumps from the felled trees.

RESOLVED to replace the ash trees with the following:-

- 2 crab apple
- 2 wild cherry
- 2 silver birch

RESOLVED that the Clerk would ask R&M Lowther what could be done with the remaining stumps.

ACTION: Clerk

NB: During the above item, the Chairman reminded the member of public in attendance to not disrupt the meeting.

161/23.2 ANNUAL PLAY AREA INSPECTION REPORT

Members considered the annual inspection report carried out by The Royal Society for the Prevention of Accidents (RoSPA) for the play area at Newtown.

RESOLVED to:-

161/23.1 note the report;

161/23.2 Clerk to ask RoSPA for recommendations to clean algae/moss and prevent strimmer damage; and

161/23.3 Councillor Beck to look at the fence for projected fixings etc.

ACTION: Clerk/GB

162/23 SPEED RESTRICTIONS THROUGH NEWTOWN

RESOLVED to note that the request to Cumberland Highways to review the speed limit through Newtown had been passed to a Highways Team.

ACTION: Clerk

163/23 CLERK'S REPORT

RESOLVED the Clerk's report was received and noted. (Appendix 1)

164/23 CALC

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

165/23 CORRESPONDENCE RECEIVED BY THE CLERK

RESOLVED to note all correspondence had been circulated to members and none required a formal decision.

166/23 AGENDA ITEMS FOR NEXT MEETING

- Dog fouling
- Defibrillator – consideration of installation of a defibrillator at Newby East
- Car charger at The Sally

Any further items for consideration should be submitted to the Clerk on or before 29th February 2024.

167/23 DATE OF NEXT MEETING - Wednesday 6th March 2024, Newtown Village Hall, 7.30pm.

Meeting closed at 8.17pm.

NB: At the close of the meeting, the Chairman again reiterated to the member of public in attendance to refrain from their aggressive and confrontational behaviour towards councillors and to the Clerk which also included personal and derogatory comments outwith her role as Clerk of Irthington Parish Council. The Chairman and Clerk requested several times that the member of the public should leave the meeting. The member of the public refused to leave initially and continued to be confrontational eventually stating they would wait outside for one councillor in particular. Outside, the member of the public was witnessed using abusive language, confrontational and threatening behaviour towards a councillor. Due to the ongoing, concerning behaviour displayed by the member of the public in and out of the meeting, the incident was reported to Cumbria Police.

CLERK'S REPORT

Members **NOTED** the following matters

HIGHWAYS ISSUES (Response from Highways or other agencies detailed if received)–

1 – Report EI/187973 – request for highways to consider lowering the speed limit through Newtown from 40mph to 30mph.

2 – Ref – 05215079 - Water running along the road from the airport to Laversdale reported to United Utilities. Notified on 31.1.24 that an engineer would attend to investigate. Nothing further received.

LIST OF CORRESPONDENCE RECEIVED TO BE NOTED (Circulated to members by email)

CALC –

- Partnership Information
- Procurement Threshold Changes from 1 January 2024
- Training courses
- S137 limits 2024/25 (£10.81)
- D-day 80 information
- New employment contract templates
- UK Shared Prosperity Fund & Rural England Prosperity Fund

OTHER CORRESPONDENCE

- Cumberland Council e-newsletters
- Connecting Cumbria Newsletter –January 2024
- Rural Services Network – Rural Market towns and latest bulletins
- Rural Funding Digest – January 2024
- ACT update – January 2024
- Netwise – end of year round-up. Mention of gov.uk emails – the push towards using these is again likely to be raised in this year's publication of the Joint Panel on Accountability and Governance (JPAG), usually released in March.
- Road closure – U1098 Newtown to Irthington – 14th to 17th February 2024.

IRTHINGTON PARISH COUNCIL

Public Participation Policy

In preparing this Policy the Parish Council has referred to guidance published by the National Association of Local councils (NALC).

INTRODUCTION

All members of the public and press are welcome to attend meetings of Irthington Parish Council and have a legal right to do so under the Public Bodies (Admission to Meetings) Act 1960.

Although there is no statutory right for members of the public to speak at these meetings Irthington Parish Council meets and makes its decisions in public and is committed to community engagement.

The agenda is the official order of business for Parish Council meetings. By law, the Parish Council cannot take action on items or issues that are not listed in the agenda.

From time to time confidential items may be discussed in which case the press and members of the public are excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960.

The Parish Council meeting is not a public meeting but a meeting conducted in public.

The public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted.

The agenda will indicate when the public participation will take place. This will be early on in the agenda so that Parish Councillors may take into account any views expressed when reaching their decisions.

Public participation is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.

RULES FOR PUBLIC PARTICIPATION

- ❖ Public participation will be for a period of **fifteen minutes** unless directed by the Chairman of the meeting.
- ❖ A maximum of **three minutes** is permitted for each member of the public to speak. If members of the public wish for a more detailed dialogue than the 3 minutes allowed then they should contact the Chairman or any other Councillor for an individual discussion. The Parish Council meeting is not the correct forum for conducting debates between Councillors and members of the public. Supplementary comments or questions are solely at the discretion of the Chairman.
- ❖ Members of the public are recommended to make the most of the 3 minutes by preparing notes carefully. In the event of several people wishing to speak either in favour or against the issue, the respective group(s) will be requested to select one spokesperson to address the Council. One person wishing to speak either in support or against the issue will be allowed to address the Council even if no other person wishes to present an opposing argument.
- ❖ Written questions received in advance of the meeting are encouraged but not essential; if provided in advance it is easier for an answer to be prepared. If questions are not provided in advance then members of the public should be aware the Chairman may be unable to answer and will defer the answer to a future date or until he/she can provide a written answer.
- ❖ Questions should ideally be submitted to the Parish Clerk two working days prior to the respective meeting. This is to allow sufficient time for research and preparation of an appropriate response. Questions may be submitted either in writing, by telephoning or by e-mail for the respective meeting.

Approved and adopted at the Parish Council meeting held on

- ❖ The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
- ❖ A person shall raise their hand when requesting to speak. A person who speaks at a meeting shall direct their comments to the Chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- ❖ Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. A question raised by a member of the public during a public speaking session shall not require a response at the meeting and there should be no debate or discussion between the Council and the public. The chairman of the meeting may direct that a written or oral response be given. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query. If a response is able to be given, it will be given by the Chairman or the Clerk.
- ❖ Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- ❖ If the issue is on the agenda, then it will be discussed under the appropriate item.
- ❖ Councillors with a prejudicial interest in an agenda item will be allowed to speak during this agenda item (and then leave the room when the item is considered).
- ❖ Members of the public will not be allowed to speak during the debate by the Council. The Chairman may decide to adjourn the meeting where Councillors express a wish to seek additional clarification from members of the public.
- ❖ A brief record of topics raised at public participation will be included in the minutes of that meeting, but libelous, offensive and discriminatory comments will not be minuted.
- ❖ All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
- ❖ All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal view on any person.

Please note:

Offensive and/or threatening behavior will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail their contribution.

If a member of the public persists in disrupting the meeting after receiving two warnings from the Chairman, the third reminder will result in the person(s) causing the disruption to be asked to leave the meeting. If a member of the public refuses to leave the meeting the Police will be called up to remove them.

IRTHINGTON PARISH COUNCIL

BANK RECONCILIATION AT 29th FEBRUARY 2024

UNITY BANK ACCOUNT - 20451590

Balance b/f at 31/01/24	13,677.00	Expenditure	625.82
Income	0.00	Balance c/f	13,051.18
	<u>13,677.00</u>		<u>13,677.00</u>

Bank Reconciliation

Balance per statement @ 29.02.24 13,051.18

Less o/s cheques

None

0.00

13,051.18

Income

Date

£

Expenditure

Date

Detail

£

8.2.24	A Riddell	362.68
8.2.24	Cumberland Council	68.34
8.2.24	R&M Lowther	100.00
8.2.24	A Riddell (Adexa reimbursement)	94.80

0.00

625.82

Balance c/f - Unity

13,051.18

Total balance c/f

13,051.18

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 - Monitoring Report 2023-24

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept	12097.00												12097.00	12,097.00	0.00	Received as requested
City/County Council grants													0.00	0.00	0.00	
Other grants													0.00	0.00	0.00	
Village Hall grants													0.00	0.00	0.00	
VAT													0.00	0.00	0.00	
	12097.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,097.00	12,097.00	0.00	
Expenditure																
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	
Clerks wages/HMR&C	592.35	338.55	338.55	592.35	338.55	338.55	592.35	338.35	532.79	671.28	362.68		5036.35	5180.00	-143.65	
Village Hall grants													0.00	0.00	0.00	
Other grants													0.00	200.00	-200.00	
Grass cutting		499.60		499.60			499.60						1498.80	1600.00	-101.20	
Insurance		432.94											432.94	440.00	-7.06	
adverts													0.00	0.00	0.00	
CALC & SLCC subs	236.36												236.36	252.00	-15.64	
Members & training													0.00	175.00	-175.00	
Hall hire	135.00												135.00	198.00	-63.00	£135 June 21-March 22
Audit Fees		55.00											55.00	55.00	0.00	
Admin costs										55.00			55.00	360.00	-305.00	
ICO										35.00			35.00	35.00	0.00	
Website						350.00							350.00	330.00	20.00	
Play area		200.00											256.95	550.00	-293.05	£200 fencing rep's
Special Projects													0.00	0.00	0.00	
Election costs													0.00	2000.00	-2000.00	
Blackgap										200.00			200.00	200.00	0.00	Fencing repairs
Bank charges			18.00			18.00			18.00				54.00	72.00	-18.00	
Misc repairs									500.00				500.00	450.00	50.00	
Assets											79.00		79.00	0.00	79.00	
Sub total	963.71	1526.09	356.55	1091.95	338.55	706.55	1091.95	338.35	1050.79	961.28	498.63	0.00	8,924.40	12,097.00	-3172.60	
VAT						70.00					127.19					
Total	963.71	1,526.09	356.55	1,091.95	338.55	776.55	1,091.95	338.35	1,050.79	961.28	625.82	0.00	9,121.59	Total including VAT		

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 regular back up of files. Word/Excel files are automatically 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. Files kept in metal filing cabinet and metal cupboard.	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, direct payments 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 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	Monitor and report any impacts of requests made under the F of I Act.

			request a fee if the work will take more than 15 hours but the applicant also has the 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 uploaded to the PC website within the 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	Existing procedure adequate. Review Financial Regulations regularly.

			undertaken or goods. For major contract services, formal competitive tenders 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.	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	Existing procedure adequate

			measures which can be 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
Local Government Transparency code	Non-compliance with regulations	L	Parish Council has its own website and the Clerk has access. Relevant information is uploaded within timescales. Clerk to review the smaller authorities transparency code regularly and inform members of any changes.	Existing procedure adequate

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:

CLERK'S REPORT

Members are **TO NOTE** the following matters

CLERKS FORUM – Hosted by CALC, scheduled for 20th March 2024, Clerk will attend.

FINANCIAL REGULATIONS – Currently being updated by NALC. Should be completed by the end of March and available sometime in May.

SPEED LIMIT THROUGH NEWTOWN –The following correspondence had been received from Cumberland Highways regarding the recent request for a reduction in the speed limit through Newtown to 30mph - *Unfortunately, funding is fully allocated for this financial year, however this request will be scored and costed accordingly and added to the Highways Improvement List for consideration in the future years. Speed Limits are supported by a Traffic Regulation Order, which is required to be in place to enforce the limit. Cumberland Council reviews this document on a four yearly basis dependent on area to introduce new limits and make any alterations. The process is lengthy due to there being a requirement for assessment, consultation, advertisement and approval. The next review for the reported area of Newtown is due to take place in the financial year 2025/26. Your request has been added to the file to be assessed during this review.*

HIGHWAYS ISSUES (Response from Highways or other agencies detailed if received)–

1 –.Ref – 05215079 - Water running along the road from the airport to Laversdale reported to United Utilities. Notified on 31.1.24 that an engineer would attend to investigate. Nothing further received.

LIST OF CORRESPONDENCE RECEIVED TO BE NOTED (Circulated to members by email)

CALC –

- Partnership Information
- Official D-Day 80 flag of peace
- Training courses
- Parish Support Officer for Cumberland – new details
- United Utilities Affordability Presentation and DWP update

OTHER CORRESPONDENCE -

- Cumberland Council e-newsletters
- Connecting Cumbria Newsletter –February 2024
- Rural Services Network –latest bulletins
- Police, Fire & Crime Commissioner – Winter Newsletter
- ACT update – January 2024
- Temporary road closure – U1095 Irthington
- Temporary road closure U1096 - Laversdale
- Telfords Coaches 680A