

WALTON PARISH COUNCIL

Clerk: Allison Riddell
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26th October 2020

A Virtual Meeting of the **WALTON PARISH COUNCIL** will be held on **TUESDAY, 3RD NOVEMBER, 2020** at **7.00 p.m.**

The meeting is accessible by logging on to www.zoom.us and using Meeting ID 810 7722 0738 with the password **864593**. The meeting can also be joined by telephone by dialling one of the following numbers - 0203 481 5240 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237. Please aim to arrive at the meeting by 6.50pm in case of connectivity problems.

Members of the public are welcome to attend.

Allison Riddell

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive and accept apologies 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.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)

4. **MINUTES**
 - 4.1 **MINUTES OF THE MEETING HELD ON 1ST SEPTEMBER 2020** - To agree the accuracy of the minutes of the meeting held on 1st September 2020. Minutes will be signed at the next face to face meeting. (copy herewith)
5. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (*The Public Participation period will last 15 minutes and members of the public are permitted to speak for up to 3 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman.*)
 - 5.1 **REPORTS** – To receive reports, if applicable, from City and County Councillors.
6. **TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered –
None to date.

(information available on Carlisle City Council website)

7. FINANCIAL MATTERS -

7.1 BANK RECONCILIATION TO 26.10.20 – Report by Clerk. (copy herewith)

7.2 EXPENDITURE TO APPROVE – That the Council ratify and/or approve the expenditure detailed.

Amount £	Payee	Detail	Cheque number
£222.00	J. Calvert	Grass cutting	000093
£51.59	I. Whetton (one.com)	Website	000094
	Above items – to ratify	Below items – to approve	
£222.00	J. Calvert	Grass cutting	000095

7.3 PRECEPT 2021/2022 – To consider the draft budget for 2021/22 in order to agree the precept at this meeting or defer to January's meeting. The Precept must be submitted to the City Council by 8th January 2021. (copy herewith)

7.4 NATIONAL SALARY AWARD 2020/21 – To note a report from the Clerk. (copy herewith)

8. SLCC NATIONAL CONFERENCE – Clerk to report.

9. MATTERS TO BE RAISED BY COUNCILLORS – An opportunity for councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision.

10. PLAY AREA – To receive an update on minor repairs.

11. COMMUNITY ASSET – To receive an update from City Councillor Tarbitt regarding the Centurion Inn as a community asset, item deferred from the last meeting.

12. MEMORIAL BENCHES – To review and agree a draft policy for the erection of memorial benches and consider a request for a memorial bench to be sited in the village, item deferred from the last meeting. (Information circulated to members 31st August 2020)

13. GRASS CUTTING – To review the grass cutting contract as agreed at the last meeting.

14. DOGS – To consider dog fouling and dogs on leads. Councillor Mark to report.

15. CALC – To receive, note and where applicable respond to the following correspondence, circulated prior to the meeting by email:-

15.1 NALC RESPONSE TO PLANNING CONSULTATION

15.2 CPCA AGM DRAFT MINUTES

15.3 LED STREET LIGHTING REPLACEMENT PROGRAMME

15.4 COVID-19 UPDATE

15.5 BUCKINGHAMSHIRE COUNCIL

15.6 UPDATE RE LOCAL GOVERNMENT REORGANISATION

15.7 CODE OF CONDUCT TRAINING

15.8 STANDARD MATTER 2: PUBLIC CONSULTATION & PUBLIC SECTOR SURVEYS

16. CORRESPONDENCE RECEIVED BY THE CLERK - To note items of correspondence received since the last meeting and take actions as appropriate. (circulated prior to the meeting by email)

16.1 HOW TO SAVE A LIFE – Email from North West Ambulance Service.

16.2 FORESTRY INVESTMENT ZONE UPDATE– Email from Implementation Officer.

16.3 WORKING TOGETHER SERVICE CARLISLE DISTRICT – Email from Service Officer.

17. LITERATURE AVAILABLE FROM CLERK - To note items of literature received since the last meeting:-

17.1 EXECUTIVE KEY DECISIONS – 9th October 2020

18. DATE OF NEXT MEETING – To confirm that the next virtual meeting will be held on Tuesday 5th January 2020 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.

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, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

20. TREE SURVEY QUOTES – To receive an update from the Clerk.

MINUTES of a **VIRTUAL MEETING** of **WALTON PARISH COUNCIL** held on **Tuesday 1st September 2020** at **7.00pm**.

Present: Cllrs G. Shaw (Chairman), T. Brocklebank, B Hogg D. Lockhart, T. Mark and T. Mounsey.

In Attendance: Clerk and five members of the public.

Action

033/20 APOLOGIES FOR ABSENCE

RESOLVED to note apologies for absence were received and agreed from:-

Councillors Armstrong and Wood.
County Councillor Tarbitt.

034/20 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

035/20 DECLARATIONS OF INTEREST

Councillors were invited to record their interests:-

RESOLVED to note that Councillor Shaw declared an interest in item 044/20.1

036/20 MINUTES -

MINUTES OF THE MEETING HELD ON 7th JULY 2020 WERE SUBMITTED

RESOLVED to confirm as a true and accurate record the minutes of the meeting held on 7th July 2020 after amending minute 020/20.1 to read vehicular access. The minutes would be signed by the Chairman at the next face to face meeting.

037/20 PUBLIC PARTICIPATION –

037/20.1 PLAY AREA

Residents in attendance reported that there was still work required to the matting of some play equipment.

RESOLVED to note the report.

037/20.1 CITY AND COUNTY COUNCILLOR REPORTS

RESOLVED to note that there were no City or County Councillors in attendance and no written reports had been submitted.

038/20 TOWN AND COUNTRY PLANNING

RESOLVED to note there were no applications to be considered.

039/20 NOTIFICATION OF DECISIONS

A report on the decisions of the appropriate planning authority on applications on which the Parish Council had previously been consulted was submitted.

RESOLVED to note the notification of decisions.

Signed (Chairman):.....

Date.....

040/20 FINANCIAL MATTERS**040/20.1 BANK RECONCILIATION TO 24.08.20**

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 24th August 2020 of £14,880.94.

040/20.2 EXPENDITURE TO APPROVE

There was submitted a report by the Clerk detailing expenditure to approve.

RESOLVED to authorise the following expenditure for payment:-

Amount £	Payee	Detail	Cheque number
£426.80	A Riddell	Net wage to 30.9.20	000090
£106.60	HMR&C	PAYE	000091
£16.80	Cumbria Payroll	Payroll Services	000092
£222.00	J. Calvert	Grass cutting	000093

041/19 MATTERS TO BE RAISED BY COUNCILLORS**041/20.1 DOGS**

Complaints had been received from residents regarding dog fouling on the village green and dogs not being kept on a lead in the vicinity of the play area.

RESOLVED that the Clerk would email the enforcement officer at the City Council to report the incidents and that up to date legislation would be circulated. The matter would be considered further at a future meeting.

Clerk**041/20.2 BUS SHELTER**

RESOLVED to note that complaints had been received that people had been using the rear of the bus shelter as a toilet.

041/20.3 VERGE MIRROR

A resident had requested the replacement of a verge mirror to improve vehicle safety.

RESOLVED that Councillor Lockhart would give the exact location to the Clerk who would pass the request to Highways for consideration.

Clerk/DL**042/20 RATS**

Several complaints had been received regarding sightings of rats in the village.

RESOLVED to note that the City Council was providing a reduced pest control service for rats free of charge to residents for outside areas only. Contact details were submitted to members for circulation to any concerned residents.

Signed (Chairman):.....

Date:.....

043/20 TREE SURVEY

RESOLVED to note that a tree survey had been carried out but additional quotes were required for work to 25 trees. **Clerk**

044/20 COMMUNITY ASSET

RESOLVED to note that as City Councillor Tarbitt was not in attendance and had not submitted a written report, no update on the Centurion Inn as a community asset was given and the matter was deferred to the next meeting.

045/20 MEMORIAL BENCHES

RESOLVED to defer the matter to the next meeting.

046/20 GRASS CUTTING

RESOLVED to monitor the grass cutting and review the matter further at the next meeting.

047/20 PARKING/ENCROACHMENT ON THE VILLAGE GREEN

Consideration was given to the correspondence received regarding encroachment onto the village green.

RESOLVED:-

047/20.1 That the decision for the surface above the gravel trench drain at Blackbridge Barn to be reinstated to grass remained unaltered.

047/20.2 That the Clerk would investigate whether there was any historical correspondence giving permission for the drain in its current state.

048/20 CALC

The following correspondence from CALC was received and noted:-

048/20.1 GREAT BRITISH SEPTEMBER CLEAN

RESOLVED to note that the Parish Council would not organise an event.

048/20.2 CUMBRIA EMERGENCY SUPPORT LINE**048/20.3 LOCAL GOVERNMENT REORGANISATION CUMBRIA****048/20.4 DEVELOPING YOUR SKILLS****048/20.5 CPCA ANNUAL GENERAL MEETING**

RESOLVED to note that details of the meeting would be circulated to members.

049/20 CORRESPONDENCE RECEIVED BY THE CLERK

RESOLVED to note that no additional correspondence had been received that wasn't already an agenda item.

050/20 LITERATURE AVAILABLE FROM CLERK –

RESOLVED to note the following literature was available from the Clerk:-

050/20.1 NOTICE OF EXECUTIVE KEY DECISIONS – 14th August 2020.

Signed (Chairman):.....

Date

051/20 DATE OF NEXT MEETING - The next virtual meeting will be held on Tuesday 3rd November 2020 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.

Meeting closed at 8.15pm.

Signed (Chairman):.....

Date.....

WALTON PARISH COUNCIL

BANK RECONCILIATION AT 26th OCTOBER 2020

Cumberland Building Society Current Account - 54249959

Balance b/f	6,806.48		
Income	Wayleave 102.21	Expenditure	1,045.79
		Balance c/f	5,862.90
	<u>6,908.69</u>		<u>6,908.69</u>

Bank Reconciliation
Balance per statement @ 26.10.20 5,862.90
Less o/s cheques
0.00
5,862.90
Income
-
Expenditure

11.9.20	A Riddell	426.80	
11.09.20	HMR&C	106.60	
11.9.20	Cumbria Payroll Services	16.80	
11.9.20	J Calvert	444.00	
11.9.20	I Whetton (one.com)	51.59	
11.9.20			
		<u>1,045.79</u>	

Cumberland Building Society Current Account - 55127472

Transfer from CBS - 54249959	6,915.65		
Income		Expenditure	
Interest received -		Balance c/f	6,915.65
	<u>6,915.65</u>		<u>6,915.65</u>

Cumberland Building Society Saver Account - 54249967

Transfer from HSBC - 71268821	1,158.81		
Interest rec'd -		Expenditure	
		Balance c/f	1,158.81
	<u>1,158.81</u>		<u>1,158.81</u>

BANK BALANCES

	B/F	C/F
Cumberland BS - 54249959	6,806.48	5,862.90
Cumberland BS - 54249967	1,158.81	1,158.81
Cumberland BS - 55127472	6,915.65	6,915.65
	<u>£ 14,880.94</u>	<u>£ 13,937.36</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.

WALTON PARISH COUNCIL - DRAFT BUDGET STATEMENT FOR 2021/2022

PRECEPT INCREASE

RECEIPTS	NOTES	5%	2%	1%	Nil	PER BUDGET	ACTUAL/PROJ	2019/20	2018/19
		DRAFT 2021/2022	DRAFT 2021/2022	DRAFT 2021/2022	DRAFT 2021/2022	2020/21	PER BUDGET 2020/21		
Precept		7875.00	7650.00	7575.00	7500.00	7500.00	7500.00 A	5500.00	5500.00
City Council (small scales grant)								800.00	500.00
County Council Grant									
Other Grants									
Insurance contribution	Estimated	265.00	265.00	265.00	265.00	250.00	257.80 A	719.93	
Interest received	Estimated	40.00	40.00	40.00	40.00	29.00	45.00 P	50.03	30.24
Wayleave	As previous	102.21	102.21	102.21	102.21	102.21	102.21 A	102.21	204.42
VAT Received							728.37 P	976.63	
		8282.21	8057.21	7982.21	7907.21	7881.21	8633.38	8148.80	6234.66

PAYMENTS

Salaries	2% increase	2236.25	2236.25	2236.25	2236.25	2175.60	2192.40 P	2352.17	2463.00
Data Protection	As previous	35.00	35.00	35.00	35.00	35.00	35.00 A	35.00	40.00
Grass Cutting	Per middle tender l/yr	4130.00	4130.00	4130.00	4130.00	2590.00	1665.00 P	1151.00	1285.58
Admin - payroll & Brampton PC contribution	Estimated	275.00	275.00	275.00	275.00	200.00	275.00 P	285.37	70.00
Village Hall Grants									
Village Hall Hire	est 5 meetings (May 21 to March 22)	70.00	70.00	70.00	70.00	84.00	70.00 P	28.00	98.00
Other grants	As previous	150.00	150.00	150.00	150.00	150.00	150.00 PB		
Members/training	As previous	150.00	150.00	150.00	150.00	150.00	150.00 PB		
Subscriptions	Estimated	155.00	155.00	155.00	155.00	140.00	150.00 P	141.77	137.00
Insurance	Estimated	1200.00	1200.00	1200.00	1200.00	1150.00	1161.33 A	1118.59	1027.49
Audit Fee	As previous	50.00	50.00	50.00	50.00	75.00	50.00 A	75.00	200.00
Newsletter	Assuming x3	330.00	330.00	330.00	330.00	330.00	330.00 ???	135.00	208.00
Website	Reduction - new provider in 2020	50.00	50.00	50.00	50.00	100.00	42.90 A	9.84	71.88
Tree cutting	Provision for any work req'd or reserves	500.00	500.00	500.00	500.00	500.00	1500.00 P		
Playground	As previous	500.00	500.00	500.00	500.00	500.00	500.00 PB	125.00	145.00
Misc repairs	As previous	250.00	250.00	250.00	250.00	250.00	386.69 P	217.00	187.00
Assets	As previous	100.00	100.00	100.00	100.00	100.00	100.00 PB		
Parish plan questionnaire & booklet	Hold current years budget in reserves					545.00	545.00 PB		
Clock repairs									420.00
Vat							347.20 P	311.77	352.38
		10181.25	10181.25	10181.25	10181.25	9074.60	9650.52	5985.51	6705.33

NB: If 2020/21 newsletter budget not spent - what about something for the children or elderly of the parish?

NB: 21/22 Grass cutting costs are estimated - per mid cost tender last year

NB: Parish plan questionnaire/booklet estimate - 140 A4 8 pages b/w copies of qre & 140 A4 16 pages incl up to 4 colour pages - hold the budget figure in earmarked reserves

NB: Are there any other projects to consider - what about the play area?

Opening Balance at 1st April 2020	10,272.77
Add draft income	8,633.38
Less draft Expenditure	9,650.52
Draft Balance at 31 March 2021	9,255.63

Increase to Precept

	NIL	1%	2%	5%
Draft opening Balance at 1st April 2021	9,255.63	9,255.63	9,255.63	9,255.63
Draft Income	7,907.21	7,982.21	8,057.21	8,282.21
Less draft expenditure	10,181.25	10,181.25	10,181.25	10,181.25
Draft Balance at 31st March 2022	6,981.59	7,056.59	7,131.59	7,356.59

CONDITIONS OF SERVICE CLERK'S SALARY AWARD 2020

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 2020 to 31st March 2021.

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) 15 and normally terminates at scp 64. The new scales now start at scp 5 and end at scp62. The Parish Council has already determined that the salary scale applicable to the post of Clerk to the Parish Council was scp 18 on the old scale which is now scp 7.
- 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 17.5 hour month will be:-

Spinal Column Point	Annual Salary	Hourly Rate
7 (new scale)	£2,192.40	£10.44

- 3.4 Whilst the Clerk's conditions of service specify that the salary shall be on the NJC Salary Scale scp 7 (new scale) and the Clerk has a legal right to be remunerated on that scale, Members are, nevertheless, asked to approve implementation of the new rates.