

MINUTE of the Annual Meeting of WALTON PARISH COUNCIL held on Thursday 9th May 2019 in WALTON VILLAGE HALL at 7.45pm. (Following the Annual Parish Meeting)

Present: Cllrs G Shaw (Chairman), B Hogg, T Mark, D Lockhart, A Armstrong, T Mounsey, S Wood and Tom Brocklebank.

In Attendance: Clerk & four parishioners.

Action

001/19 ELECTION OF CHAIRMAN

The outgoing Chairman Mr. J Fowler took the Chair.

Councillor Mounsey, seconded by Councillor Armstrong, moved that Councillor Brocklebank be elected to the office of Chairman of the Council.

Councillor Brocklebank declined the office of Chairman.

Further discussion took place on the election of office of Chairman of the Council and pecuniary interests.

Councillor Hogg, seconded by Councillor Brocklebank, moved that Councillor Shaw be elected to the office of Chairman of the Council.

There were no other nominations.

RESOLVED unanimously to elect Councillor Shaw as Chairman for the Council Year 2019/20.

Mr. Fowler took his place with members of the public at the meeting.

002/19 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

RESOLVED to note that Councillor Shaw in the presence of the Council, signed the Declaration of Acceptance of Office of Chairman of the Council and the Declaration was witnessed by the Clerk.

003/19 ELECTION OF VICE CHAIRMAN

Councillor Mark, seconded by Councillor Mounsey, moved that Councillor Brocklebank be elected to the office of Vice Chairman of the Council.

There were no other nominations.

RESOLVED, unanimously, to the election of Councillor Brocklebank as Vice Chairman of the Council.

004/19 APOLOGIES FOR ABSENCE

RESOLVED to note there were no apologies for absence.

005/19 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

006/19 DECLARATIONS OF INTEREST

Councillors were invited to record their interests:-

RESOLVED to note that Councillor Shaw declared an interest in any item relating to 'Save our Pub'.

Signed (Chairman):.....

2nd July 2019

007/19 MINUTES**007/19.1 MINUTE OF THE MEETING HELD ON 11TH MARCH 2019 WAS SUBMITTED.**

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 11th March 2019, confirmed as a true and accurate record.

008/19 APPOINTMENT OF CLERK

Members were asked to formally agree the appointment of Allison Riddell as Clerk to the Council and agree hours and pay scale.

RESOLVED to appoint Allison Riddell as Clerk to the Council, employed on LC1 SCP18 (£10.16 per hour) per the National Joint Council agreed pay scales for 17.5 hours per month from 2nd April 2019.

009/19 REPRESENTATION ON OUTSIDE BODIES

RESOLVED that the following appointments be made:-

Walton Village Hall Management Committee – Cllr Lockhart
 Save Our Pub Group – Cllr Wood (other members will attend meetings as previously arranged)
 Brampton and Beyond Community Trust – No representative
 Carlisle Parish Councils Association – Cllr Lockhart would attend whenever possible, future meeting dates to be circulated.

010/19 STANDING ORDERS AND FINANCIAL REGULATIONS

2018 revised NALC model standing orders and the council's financial regulations were circulated prior to the meeting for review and adoption.

RESOLVED to adopt the revised model standing orders and financial regulations with no amendments.

011/19 ASSETS

Members reviewed the assets held by the council.

RESOLVED that the old computer held at the previous Chairman's property would be disposed of securely and the printer would be offered to the school. The Clerk and Mrs P Cronin would arrange to review old Council documents held at Mrs Cronin's property, any current and/or relevant documentation would be kept at the Council office in Brampton. The filing cabinet would then be scrapped.

Clerk/PC/JF**012/19 INSURANCE**

The insurance quote from Came and Company insurance for 2019/20 was submitted to the meeting at a cost of £1,118.59 and members reviewed the policy to confirm the council had cover in respect of all risks

The insurance policy also incorporates the village hall and reading room who pay a contribution towards the insurance.

RESOLVED to accept the quote from Came and Company in the sum of £1,118.59 and that the Clerk would clarify the payment to be made by the Village Hall and Reading Room as no payment had been received for 3 years.

Clerk

Signed (Chairman):.....

2nd July 2019

013/19 SUBSCRIPTION

Members reviewed the parish council's current subscriptions.

RESOLVED to renew the CALC subscription for 19/20 in the sum of £118.37, which was submitted to the meeting. **Clerk**

014/19 POLICY REVIEW

The following core policies were circulated prior to the meeting and adopted/reviewed accordingly:-

- Complaints procedure
- Publication scheme/Freedom of Information Policy
- Media and Press Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Equal Opportunities Policy
- Document Retention Policy
- Fraud/corruption Detection & Prevention Policy
- Filming Policy

RESOLVED to note the core policies and that no amendments were required. All policies would be available on the website in due course.

015/19 GENERAL DATA PROTECTION REGULATIONS (GDPR)**15/19.1 DATA PROTECTION OFFICER (DPO)**

Members gave consideration to the appointment of a Data Protection Officer.

RESOLVED to appoint the Clerk as DPO for 2019/20.

15/19.2 GDPR POLICY REVIEW

The following GDPR related policies were circulated prior to the meeting and reviewed:-

RESOLVED to approve and adopt the following policies with no amendments:-

- Data Protection Policy
- Privacy Notice for Staff/Councillors/Role Holders/General Privacy Notice
- Personal Data Breach Policy
- Email Consent Log

Members also completed individual General Data Awareness Checklists to be kept on file.

016/19 MEETING CALENDAR

Consideration was given to meeting dates for 2019/20 for the council.

RESOLVED that future meetings would take place bi-monthly on the first Tuesday of the month commencing on July 2nd 2019.

Signed (Chairman):.....

2nd July 2019

017/19 GENERAL POWERS OF COMPETENCE

As per standing orders in an election year, members gave consideration to the eligibility of the council to exercise the general powers of competence.

RESOLVED to note that the Clerk is currently undertaking the CiLCA qualification. Until the Clerk is fully qualified then the council is not eligible.

018/19 PUBLIC PARTICIPATION -**018/19.1 CITY AND COUNTY COUNCILLOR REPORTS**

RESOLVED to note there were no City or County Councillors present.

018/19.2 PUBLIC PARTICIPATION

A member of the public queried the council's policy on the amount of time permitted for public participation at meetings.

The Clerk explained that most councils permitted 15 minutes for public participation at meetings as agreed per standing orders.

RESOLVED that the council's policy on public participation would be reviewed at the next meeting.

018/19.3 SPEEDING AT WALTON MOSS

Discussion took place regarding the ongoing problem of speeding in and around the village.

RESOLVED that information on Speedwatch would be put on the local Facebook page and the Clerk would ask the police if a Speed Indication Device could be placed near the Wilson Homes as soon as possible.

Clerk/TB

019/19 REPRESENTATIVES' REPORTS**019/19.1 VILLAGE HALL**

Councillor Lockhart reported on upcoming dates for events in the village including the AGM of the Hall (28.5.19), a cocktail night (14.6.19), music on the green (13.7.19) and a duck race (Sept date tbc).

RESOLVED to note that further information would be available on the local Facebook page and flyers.

020/19 TOWN AND COUNTRY PLANNING

APPLICATIONS – Applications for planning consent were considered.

RESOLVED to advise the appropriate Planning Authority of the Council's comments as follows:-

020/19.1 L/A REAR OF 1 AND 2 WHITEHOUSE, WALTON (19/0309) – Erection of 1 bungalow and garage (plot 3) without compliance with condition 2 imposed by planning permission 18/0777 to raise the roof height by 500mm.

No observations.

Signed (Chairman):.....

2nd July 2019

020/19.2 L/A WHINGARTH, WALTON (19/0275) – Erection of 1 dwelling (outline).

No observations.

021/19 FINANCIAL MATTERS

021/19.1 BANK RECONCILIATION TO 14.04.19

RESOLVED that as not all the information to complete the bank reconciliation had been passed to the newly appointed Clerk, the matter would be deferred to an extra-ordinary meeting.

021/19.2 APPROVAL OF EXPENDITURE

RESOLVED to authorise the following expenditure for payment:-

- P. Cronin – 17.5 hours (gross wage) at agreed rate. Information to be passed to Cumbria Payroll Systems to confirm any PAYE deductions.
- £183.60 Colville's Grounds Maintenance – grass cutting

021/19.3 s137 Spending

Consideration was given to s137 spending for the current and previous financial year.

RESOLVED to note that there was no spending under s137 for the year ending 31st March 2019 and there was no projected expenditure for spending under s137 for the current financial year. Current s137 rate for 2019/20 - £8.12 per elector.

021/19.4 APPOINTMENT OF INTERNAL AUDITOR

Consideration was given to the appointment of an internal auditor for 2019/20.

RESOLVED to appoint Mrs. Joanne Batey, MAAT, as internal auditor for 2019/20.

021/19.5 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019 AND EXEMPTION CERTIFICATE–

021/19.5.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2019.

021/19.5.2 To consider the approval of the Statement of Accounts for year ending 31st March 2019.

021/19.5.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2019.

021/19.5.4 To agree that Walton Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

RESOLVED that all the above items would be deferred to an extra-ordinary meeting as not all the information to complete the accounts had been passed to the newly appointed Clerk.

Signed (Chairman):.....

2nd July 2019

021/19.6 CHEQUE SIGNATORIES

A review of cheque signatories for the Parish Council's bank account was considered.

RESOLVED that the following Councillors would act as cheque signatories, Brocklebank, Wood, Armstrong and Mark.

The bank mandate would be amended accordingly.

022/19 PLAY AREA INSPECTION

Consideration was given to play area inspections.

RESOLVED that:-

022/19.1 The Clerk would review emails for the last annual inspection and arrange for one if is due before December 2019; **Clerk**

022/19.2 That Mrs P Cronin would inform the Clerk whether Mr Cronin would continue with weekly inspections of the play area; and **PC**

022/19.3 That the old mobile goalposts would be removed and scrapped. **TMo**

023/19 VILLAGE GREEN AND COMMON LAND

The monthly inspection of the village green was submitted to the meeting.

Councillors Mounsey and Mark reported the situation with the hole on the green and what action should be taken.

RESOLVED that a local contractor would investigate the hole as soon as possible, authorisation was given for any emergency work to be carried out immediately.

Councillor Mark reported that complaints had been received regarding dogs not on leads within the play area on the green.

RESOLVED that a request for dog owners to keep their dogs on a lead in the play area would be put on the local Facebook page. **TB**

024/19 VILLAGE PUB

Members updated the Clerk on the situation with the village pub. An update, following a site visit, hadn't been received from Chris Hardman, Carlisle City Council.

RESOLVED that the Clerk would check through emails for any information on the matter and speak to City Councillor, David Shepherd. **Clerk**

025/19 CALC

The following correspondence from CALC was received and noted:-

025/19.1 CALC CIRCULARS – April and May 2019.

025/19.2 COMMUNITY INFRASTRUCTURE LEVY BRIEFING NOTE

025/19.3 CUMBRIA PARTNERSHIP NHS MERGER

025/19.4 NORTH WEST COASTAL ACCESS UPDATE

Signed (Chairman):.....

2nd July 2019

025/19.5 TRAINING

RESOLVED that the Clerk would send an electronic copy of CALC training manuals to **Clerk** Councillors Lockhart and Shaw.

025/19.6 VOLUNTEERING FAIR**025/19.7 ST. CUTHBERTS GARDEN VILLAGE UPDATE****026/19 CORRESPONDENCE RECEIVED BY THE CLERK**

RESOLVED to note the following correspondence had been received: -

025/19.1 NORTH EAST CUMBRIA FORESTRY INVESTMENT ZONE – Email from Implementation Officer.

RESOLVED that the Clerk would send a summary to Councillor Brocklebank. **Clerk**

027/19 LITERATURE AVAILABLE FROM CLERK –

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

028/19.1 LOCAL COUNCIL REVIEW – Spring 2019

028/19.2 NOTICE OF EXECUTIVE KEY DECISIONS – 30th April 2019

028/19 AGENDA ITEMS FOR NEXT MEETING

- Village hall wi-fi

RESOLVED to note that any further items for consideration should be submitted to the Clerk on or before 25th June 2019.

029/19 DATE OF NEXT MEETING - Tuesday 2nd July 2019, Walton Village Hall, 7.30pm.
Extraordinary meeting - tbc

Signed (Chairman):.....

2nd July 2019