

MINUTES of a VIRTUAL MEETING of WALTON PARISH COUNCIL held on Tuesday 5th January 2021 at 7.00pm.

Present: Cllrs G. Shaw (Chairman), A. Armstrong, B Hogg, T. Brocklebank and S. Wood.

In Attendance: None

Action

072/20 APOLOGIES FOR ABSENCE

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

Councillors Lockhart, Mark and Mounsey.

REQUESTS FOR DISPENSATION

073/20 RESOLVED to note that no requests for dispensation were received.

DECLARATIONS OF INTEREST

074/20 Councillors were invited to record their interests:-

RESOLVED to note that no declarations of interest were made.

075/20 MINUTES -

MINUTES OF THE MEETING HELD ON 3rd NOVEMBER 2020 WERE SUBMITTED

RESOLVED to confirm as a true and accurate record the minutes of the meeting held on 3rd November 2020. The minutes would be signed by the Chairman at the next face to face meeting. **GS**

076/20 PUBLIC PARTICIPATION –

076/20.1 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.

077/20 TOWN AND COUNTRY PLANNING

RESOLVED to note there were no applications to be considered.

078/20 FINANCIAL MATTERS

078/20.1 BANK RECONCILIATION TO 21.12.20

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 21st December 2020 of £13,665.36.

078/20.2 EXPENDITURE TO APPROVE

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

RESOLVED to authorise the following expenditure for payment:-

Signed (Chairman):.....

Date.....

Amount £	Payee	Detail	Cheque number
£50.00	Walton & Lees Hill School	Donation	000096
£461.90	Clerk	Wages	000097
£16.80	Cumbria Payroll	Payroll Services	000098
£115.60	HMRC	PAYE	000099
£151.74	Brampton PC	Copier/stationary etc	000100
£60.00	City of Carlisle	Play Area Inspection	000101

079/20 POLICY REVIEW

RESOLVED to note that Councillors have considered the policies as detailed, and that are available on the Parish Council website, and that the contents remain as they are.

080/20 RISK ASSESSMENT

Clerk /
GS

RESOLVED to update the Risk Assessment as follows (highlighted red in the document attached to the agenda):

- Business Continuity – All files and records are kept at the Old Vicarage until a Clerk is appointed.
- Council Records – The Parish Council records are stored at the Old Vicarage until a Clerk is appointed.
- Council records, electronic – The Parish Council's electronic records are stored on a secure cloud or memory stick (to be checked with the former Clerk).
- Covid19 – Clerk – The Parish Council to appoint a permanent second host or as and when required.
- Covid 19 – Members – as stated on the current Risk Assessment.

081/20 MATTERS TO BE RAISED BY COUNCILLORS

081/20.1 Councillor Brocklebank showed a Christmas Card sent to the Parish Council from Walton & Lees Hill School, thanking the Parish Council for their recent donation.

082/20 PLAY AREA

Annual Inspection Report considered by Councillors. Councillor Hogg to speak to the former Clerk regarding the funds for the play area benches/tables.

BH

RESOLVED that at the next meeting, Councillors will go through the report item by item to decide what, if any, action is required. In the meantime, Councillors are encouraged to walk round the Play Area with the report in advance of the next meeting.

083/20 COMMUNITY ASSET

RESOLVED to include this item in the Parish Plan to gage opinion of the Parish in relation to the position of a Community Asset, in light of there being no appeal process to the decision.

GS / TB

084/20 CARAVAN ON THE VILLAGE GREEN

RESOLVED that the caravan needs to be moved by the owner. Agreed to establish who the owner is, and then the Parish Council will write to the owner asking them to move this within a certain time frame (to be agreed following confirmation of who the owner is) failing which removal will be considered at the next meeting.

AA /
Clerk

085/20 MEMORIAL BENCH

RESOLVED to defer to the next meeting as there was no information/progress available.

Signed (Chairman):.....

Date.....

- 086/20 PUBLIC SPACE PROTECTION ORDER (PSPO)**
RESOLVED to include in the Parish Plan to obtain Parish opinion and evidence. **GS / TB**
- 087/20 PARISH PLAN UPDATE**
RESOLVED - Project Plan circulated, and agreed that the Plan itself needs to be circulated in/after Spring.
- 088/20 UPDATE ON CLERK**
 Councillor Shaw reported that there has been no formal response to the job advert, so at present the Parish Council do not have a Clerk in place. Agreed to re-issue the advert where possible. **GS**
 Councillor Shaw will liaise with the former Clerk to obtain documents and passwords etc after the former Clerk exits Covid-19 isolation. Councillor Shaw will also contact CALC regarding possible options.
RESOLVED to share Zoom account with Walton WI.
RESOLVED that if the new clerk requires expenses such as a computer or training, then this will be authorised.
- 089/20 CALC**
 The correspondence from CALC, as detailed in the agenda, was received and noted as follows:
 CALC Newsletter – November/December 2020
 Letter from the Minister for Housing, Communities and Local Government
 Developing your Skills Programme
 Community Leaders Pack
 Carlisle Winter Resilience Event
 Update on Local Government Reorganisation in Cumbria
 Easements over Common Land and Village Greens – LTN57
- 090/20 CORRESPONDENCE RECEIVED FROM THE CLERK**
090/20.1 – Traffic issue near the Play Area: Discussed at length. **RESOLVED** to write to Highways with this and write back to the person saying that we have taken this course of action. **GS**
090/20.2 – 2021 National Census. Councillor Shaw has contacted this individual and will liaise about matters going forward. **GS**
- 091/20 LITERATURE AVAILABLE FROM THE CLERK**
 Read and noted.
- 092/20 DATE OF NEXT MEETING** - The next virtual meeting would be held on Tuesday 2nd March 2021 at 7.00pm and called by electronic summons unless there were changes to the Covid-19 regulations permitting public gatherings.
- 093/20 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 terms) it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.
- 094/20 GRASS CUTTING CONTRACT 2021**
RESOLVED to accept the tender from Mr J Calvert for 2021. Councillor Shaw to write to both parties who submitted tenders informing them of the decision. **GS**

Signed (Chairman):.....

Date.....

Meeting closed at 8.35pm.

DRAFT

Signed (Chairman):.....

Date.....