

Minutes of WALTON PARISH COUNCIL virtual meeting held by Zoom TUESDAY, 4th May, 2021

Present: Councillors: - Armstrong, Hogg, Mark, Mounsey and Shaw.

In attendance: - Clerk, 2 members of the public

- 001/21 ELECTION OF CHAIRMAN – RESOLVED** nomination for the office of Chairman received for Councillor Shaw, elected unopposed and unanimously.
- 002/21 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN – RESOLVED** Clerk to ensure Councillor Shaw signs the Declaration of Acceptance of Office at the earliest opportunity.
- 003/21 ELECTION OF VICE CHAIRMAN – RESOLVED** nomination for the office of Vice Chairman received for Councillor Brocklebank, elected unopposed and unanimously.
- 004/21 CO-OPTION INTO COUNCIL VACANCY – RESOLVED** Clerk to receive nominations for the vacancy and Council to elect at the next meeting.
- 005/21 CONFIRMATION OF APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER – RESOLVED** To formally agree the appointment of the Clerk also as Responsible Financial Officer confirm hours of work at 17.5 hours per calendar month at the nationally agreed salary scale point.
- 006/21 APOLOGIES FOR ABSENCE – RESOLVED** apologies for absence were received and accepted from Councillors Brocklebank and Wood.
- 007/21 REQUESTS FOR DISPENSATIONS – RESOLVED** No requests were received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 008/21 DECLARATIONS OF INTEREST – RESOLVED** No declarations by elected and co-opted members of interests in respect of items on this agenda were received.
- 009/21 MINUTES**
- 009/21.1 MINUTES OF THE MEETING HELD ON 3RD MARCH 2021 – RESOLVED** To authorise the Chairman sign, as a correct record, the minutes of the meeting held on 3rd March 2021.
- 010/21 REPRESENTATION ON OUTSIDE BODIES –** To agree representatives on the following outside bodies and agree any additional bodies: -
- Walton Village Hall Management Committee
 - Carlisle Parish Councils Association
 - Brampton and Beyond Community Trust
- After a brief discussion the following was RESOLVED Clerk to speak with Councillor Brocklebank and the Chair of the Village Hall Management Committee to formulate a methodology of reporting issues from the Committee to the Parish Council. Clerk to represent the Council at the Carlisle Parish Councils Association and Clerk to meet up with Councillor Brocklebank to understand the situation regarding Brampton and Beyond and formulate a plan for Council to provide representation to the group if required.
- 011/21 STANDING ORDERS AND FINANCIAL REGULATIONS –RESOLVED** that the review and adaptation was undertaken.

012/21 SUBSCRIPTIONS – RESOLVED To subscribe to the following bodies for 2021/2022 -

CALC –£127.34

SLCC – (Society of Local Council Clerks) £85

013/21 POLICY REVIEW – RESOLVED the following core policies available were reviewed and adopted for 2021/2022 Clerk was requested to take a further look at the policy at 013/21/4 Health and Safety and bring further instruction to the next meeting.

013/21/1 COMPLAINTS PROCEDURE

013/21/2 PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY

013/21/3 MEDIA AND PRESS POLICY

013/21/4 HEALTH AND SAFETY POLICY

013/21/5 EQUALITY AND DIVERSITY POLICY

013/21/6 EQUAL OPPORTUNITIES POLICY

013/21/7 DOCUMENT RETENTION POLICY

013/21/8 FRAUD/CORRUPTION DETECTION & PREVENTION POLICY

013/21/9 FILMING POLICY

014/21 MEETING CALENDAR – RESOLVED dates of future meetings. Clerk to speak with Councillor Brocklebank to ensure maximum availability and if necessary bring suggestions to next meeting.

6th July 2021

7th September 2021

2nd November 2021

4th January 2022

1st March 2022

3rd May 2022

015/21 PUBLIC PARTICIPATION – RESOLVED that no comments and representations from members of the public in relation to any item on the Agenda were forthcoming.

REPORTS – RESOLVED that no reports were received from City and County Councillors. Clerk to follow-up previous attempts to encourage City and County Councillors to attend future meetings.

016/21 REPRESENTATIVES' REPORTS – RESOLVED No reports were received by representatives on Outside Bodies.

017/21 TOWN AND COUNTRY PLANNING APPLICATIONS – NONE

018/21 FINANCIAL MATTERS

018/21/1 INTERNAL AUDITOR – RESOLVED the appointment of the internal auditor Georgina Airey was ratified

018/21/2 EXPENDITURE TO APPROVE –

Amount	Payee	Cheque Number	Details
£36.40	HMRC	102	Income tax payment
£16.80	Cumbria Payroll Services	103	Payroll Services
£146.30	A Dawes	104	Clerk wages
£80.87	A Dawes	105	Clerk expenses including Assets
£50.00	J Airey	106	Internal Audit Fee
£127.34	CALC	107	2021/2022 Subscriptions
£85.00	SLCC	108	2021/2022 Subscriptions

RESOLVED that all the above items be approved for payment.

018/21/3 S137 SPENDING – To note that there was no spending in the financial year to 31st March 2021 under s137. **NOTED**

018/21/4 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021 AND EXEMPTION CERTIFICATE–

018/21/4.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2021.

018/21/4.2 To consider the approval of the Statement of Accounts for year ending 31st March 2021.

018/21/4.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2021.

018/21/4.4 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 items associated with the above AGAR returns were approved and the Clerk authorised to sign and present to the Chair for authorisation and then subsequent onward transmission.

018/21/5 CHEQUE SIGNATORIES – RESOLVED Clerk to discuss the current signatory arrangements with Councillor Brocklebank.

018/21/6 ASSETS – RESOLVED assets register reviewed.

019/21 PLAY AREA INSPECTION – Update received from Councillor Hogg regarding some repairs to equipment and Picnic Benches **RESOLVED** Clerk to attempt to acquire quotes for Wooden and Plastic replacement picnic benches.

020/21 VILLAGE GREEN AND COMMON LAND

020/21/1 VILLAGE GREEN - To receive an update regarding issues on the village green.

020/21/2 TREES – Update on progress regarding Maintenance of Trees.

After lengthy discussion regarding the issues of Village Green boundaries and regulations regarding use and it was **RESOLVED** that the Clerk would attempt to circulate the latest map of the Village indicating the boundaries of the Village Green for Councillors to comment and agree upon together with a Draft policy regarding the use. Clerk also to take advantage of Webinar event on 18th May 2021 via CALC on Village Greens.

RESOLVED that the CLERK would contact the contractor responsible for the treatment to the Trees and ascertain where / when the Contract would be fulfilled.

021/21. TRAINING: - RESOLVED Clerk would bring recommendations for Training events to Council meetings for Councillors and a Training programme for the Clerk for Councillors to consider.

022/21 CORRESPONDENCE AND LITERATURE RECEIVED BY THE CLERK - Noted

023/21 NEWSLETTER AND PARISH PLAN UPDATES: -

023/21/1 **NEWSLETTER: - Production responsibility, timing and Budget.**
023/21/2 **PARISH PLAN UPDATE: - Production responsibility, timing and Budget.**

RESOLVED Clerk to discuss with Councillor Brocklebank methodology of production of previous Newsletters and progress.

RESOLVED Clerk to discuss with Councillors, Shaw and Brocklebank proposed methodology, timing and progress.

024/21 AGENDA ITEMS FOR NEXT MEETING – NOTED items for the next meeting should be submitted to the Clerk on or before 22nd June 2021

025/21 DATE OF NEXT MEETING – July 6TH 2021 Reading Room or Village Hall, Walton, 7.30pm.