

# Bowness-on-Solway Parish Council

## Minutes of the Meeting of the Parish Council held on Wednesday 10<sup>th</sup> January 2018 at 7.00p.m. in The Bower, Port Carlisle.

Present:

Councillors: Graham (Chair), Bradshaw, Carruthers, Coates, Harrington, Hodgson, Hutton, Hinks, Reay and Wills.

In attendance: Borough Councillor Hodgson, County Cllr Markley

Public attendance: Ms J Carrick, Mrs C Poxon, Mrs S Gallagher, Mr R Irving.

Clerk: M Abbs

### 1.1 Apologies for absence and declarations of interest.

Apologies for absence had been received from Cllr Knowles

#### 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.

Cllr Carruthers declared an interest in respect of item 4.14.

An on-going dispensation is in force in respect of the Precept.

#### DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Cllr Carruthers declared an interest in respect of item 4.14.

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.)

Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.

### 2 Minutes (previously circulated)

**2.1 To approve** the draft minutes of the Parish Council Meeting held on 8<sup>th</sup> November 2017. – **approved and signed.**

### 3 Report on action taken

3.1 Report on action by members of the Council

It was reported to Borough Cllr V Hodgson that Light No 1 in Port Carlisle needed repairing. This may have already been notified to the Authority, but Cllr Hodgson said he would check.

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Cllr Hutton arrived at this point and advised Cllr V Hodgson of damage caused in the Bowness area by the recent exceptionally high tides. Cllr Reay reported on the tidal debris situation at Anthorn. Some clearance work had been carried out, but he would check if more was required and notify Cllr Hodgson accordingly.

### 3.2 Report from the clerk

The clerk confirmed that the Precept requirement had been submitted to Allerdale Borough Council. Contractors who had tendered for the grass contracts had been contacted to inform them of the Council's decision.

County Cllr Markley arrived at this point.

### 3.3 Public participation (at the Chairman's discretion)

Cllr Hodgson updated Cllrs on the progress made concerning the signage on the Marsh issue. Allerdale BC is currently carrying out a review and a proposed sign was passed round for comment. See item 5.6.

Ms Carrick outlined the research that she was involved in as a PhD student at Newcastle University. Her project is concerned with 'Improving decision making' with regard to renewable energy schemes, especially the idea of a Solway Tidal Scheme. She is keen to obtain people's views and has been consulting with local organisations and individuals on both sides of the Solway. She stressed that she wishes to work with volunteers in a participatory way. Questions from Cllrs were answered, and her contact details were made available. See item 5.7.

Mrs Gallagher and Mrs Poxon spoke on behalf of Port Carlisle Village Hall.

An update on progress concerning a defibrillator for the village was given. It was hoped that full information to make a grant request would be made available for the next meeting. Cllrs answered questions and Cllr Markley advised that the County Council may be able to assist through a fund that has been set up.

Mr R Irving confirmed to Cllrs that he had been conducting negotiations on behalf of St Michael's Parochial Church Council (PCC) with a local landowner. It was anticipated that the existing churchyard may be full in ten years, possibly less. He believed that the landowner may be willing to sell a piece of land and gave an indication of the location and possible cost of the land. Consequential actions and costs subsequent to any purchase were also mentioned. He explained his understanding of the legal position concerning the Parish Council's right to assist with the acquisition. This being that there was not a prohibition to support from the Council. He informed Cllrs that there are no restrictions concerning the right of people to be buried in the churchyard.

The PCC wishes to extend the burial ground and considers that the Parish Council should buy the land and gift it to the Church.

Cllr Markley commented on the situation and explained the situation at the Causeway Head burial ground, which was also filling up rapidly.

Members of the Public left after making their contributions along with Borough Cllr Hodgson.

## 4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Allerdale BC/CALC – Discussion of letters/e-mails concerning Precept/Concurrent Grant and possible action.

The clerk updated Cllrs on the latest correspondence from Allerdale BC giving additional information and advising that the amount of the Council Tax Reduction Scheme grant would again fall this year and would not be paid beyond 2018/19. The amount received for this year would be £122.45. This was **noted without action**.

4.2 Royal British Legion receipt and thanks for donation.

The clerk provided details which were **noted**.

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4.3 Community Public Access Defibrillators – grant requests from Local Community Groups.

Consideration of information and possible decisions.

The Port Carlisle Village Hall had confirmed earlier that their request for assistance would be made at the March meeting. The clerk advised that he had written to the groups concerned with the Glasson and Anthorn submissions but had not received a response to date. – **noted.**

4.4 CALC -Capping, Section 137 limit and Transparency Code.

The clerk advised that there was no news on whether Parish Councils would have their precept capped for 2018/19. Transparency Code requirements remained unchanged. – **noted.**

4.5 Rural Payments Agency – Basic Payment Scheme payment update.

The clerk notified Cllrs of the information provided which was **noted.**

4.6 St Michael’s Church – grass cutting invoices.

The clerk confirmed that grass cutting invoices had been received and were as anticipated. – **noted.**

4.7 Royal British Legion – Thanks for donation. – **noted.**

4.8 Anthorn Airfield Memorial – update.

The clerk advised that Mr H Parker and Mr Bannerman of the Airfields of Britain Conservation Trust had been in contact with each other and Mr Parker had requested a further meeting with Cllr Reay and the clerk. The outcome of this would be reported at the March meeting. – **noted.**

4.9 Confirmation of acceptance of grass cutting contract.

Confirmation had been received from Colville’s Grounds Maintenance that they had accepted the contract. Details of the contractor’s insurance arrangements for the forthcoming season had not been received yet. – **noted.**

4.10 Copy of correspondence concerning Bowness Community Group and the possible registration of local pubs as Assets of Community Value.

The clerk had been copied into correspondence sent to the Bowness Community Group. Details were given, and Cllrs **agreed that no action** was necessary.

4.11 Natural England – Information concerning restoration work on Glasson Moss.

The clerk gave details of the planned work and location which was **noted.**

4.12 Cumbria Children’s Dyslexia Project – Information and request for support.

The clerk provided details of the letter which was **noted without action.**

4.13 Audit arrangements for 2017/18 and future years.

The Council had received some details of the arrangements for the 2017/18 Audit and the clerk was aware that further details would be forthcoming in the next few weeks. He advised that the Council would be able to apply for an exemption to the requirement for an external audit if the income and expenditure for 2017/18 were both under £25000. – **noted.**

4.14 Glasson Community Group – grant applications concerning Yoga and Wellbeing classes and the Playground. Consideration and possible decision on applications.

Cllr Carruthers spoke about the applications and was willing to provide full details at the March meeting for consideration. – **noted.**

4.15 Bowness Community Group – Concern over unsightly ‘wheelie bins’ outside the King’s Arms and copy correspondence.

The clerk advised that the letter submitted to the Council had been withdrawn by the parishioner and no further action was required. – **noted.**

4.16 HMRC – Updated procedure to reclaim VAT.

A letter had been received informing the Council that there would be a change to the procedure to reclaim VAT. HMRC would provide further details in due course. – **noted.**

### 5 New business

5.1 To receive Community reports.

No matters were reported. – **noted.**

5.2 Police Report.

The clerk reminded Cllrs that the report can now be viewed online. – **noted.**

5.3 Arrangements for the grant meeting in April 2018.

Cllrs **agreed** that the existing process and arrangements did not need to be changed.

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### 5.4 Footway Lighting - Current situation.

Cllr Hinks advised that the new light in Drumburgh had not yet been connected by Electricity North West.

### 5.5 Asset Register and Risk Assessment.

Review and possible update.

The clerk advised that he had reviewed the Council's systems and documentation covering Control and Governance and believed that the assessment of risks faced by the Council were being adequately covered by the Internal Controls and Insurance cover.

After discussion and consideration of the existing risk assessment it was **agreed** that the existing arrangements were fit for purpose and **approved**.

The Asset Register was **approved** unchanged.

### 5.6 Latest on the review of coastal signage. Discussion and possible action.

Cllrs examined the photograph of the sign proposed by Cllr V Hodgson and the clerk was instructed to pass on an **agreed** amendment, which warned of fast moving tides, to him.

### 5.7 Ms Jayne Carrick – Data Collection Protocol: Solway Energy Gateway.

Cllrs discussed the submission made earlier by Ms J Carrick and it was **agreed** that the Council did not wish to participate in her research as a body, but individuals may assist her if they wish to do so.

### 5.8 Consideration of bench repairs and possible replacement.

The current situation was discussed **without action**.

### 5.9 Condition of Millennium Oaks in the parish.

Cllrs felt that this should be discussed later in the year when it would be known if the trees had survived the Winter. The clerk said he would include it on the July agenda.

### 5.10 Parish website – update and consideration of services required.

The clerk advised Cllrs of the discussion he'd had with Mrs Lewis, who maintains the website on behalf of the Council, about the invoice he had received from Angelfish software. It was **agreed** that the Council needed to continue with the website but that only a single e-mail address was required.

The clerk would advise the parties concerned to arrange this.

### 5.11 Possible extension to Bowness Churchyard – current situation, research on legal position and possible decision.

The clerk explained that at the request of the Chairman he had been making enquiries with CALC as to whether the Council was legally able to assist the church by making a grant award to St Michael's church PCC towards the land purchase that Mr Irving had spoken about earlier. CALC had provided its initial view that the Parish Council may be able to give grant assistance, but due to the complexity of the law in this area CALC was consulting the National Association of Councils for its view. To date its view had not been received. The clerk reminded Cllrs that nothing in writing had been received from any party involved in the possible land sale/purchase. Cllrs **noted** that giving grant support differed from the request made by Mr Irving for the Council to buy and gift the land. Cllrs discussed the issues and **agreed** that they do not wish to run or own their own burial ground. The clerk was instructed to request from the PCC a letter setting out the details and making the appropriate request for support.

## 6 Finance

### 6.1 Information

6.1.1 To approve accounts and bank statements to 30<sup>th</sup> November and 31<sup>st</sup> December 2017 – available at the meeting. – **examined and approved**.

6.1.2 **Budget** for 2018/19: see prepared sheet & therefore **precept request to Allerdale BC for 2018/19**

The clerk provided an updated budget which reflected the Council Tax Reduction Scheme grant which was now known – see item 4.1. Cllrs **approved** the budget and **agreed** that no changes to the Precept request were necessary.

6.1.3 RPA – environmental stewardship **£2931.05 – noted**.

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### **6.2 Payments: to approve** the following payments:

6.2.1 Clerk's salary **£680.36 – approved.**

6.2.2 Clerk's Expenses: post + stationery etc. £3.10, phone + broadband £13.25, SLCC contribution £71.82, travel 26 *miles*@36p= £9.36 **Total £97.53 – approved.**

6.2.3 Port Carlisle Bowling Club small room hire for two meetings. Anticipated invoice total **£40.00 – approved.**

6.2.4 Mr S Hinks - invoice for strimming around parish benches **£180.00 – approved.**

6.2.5 Lindow Hall – hall hire **£63.00 – approved.**

6.2.6 XMA Ltd – print cartridges (incl VAT £14.20) **£85.17 approved.**

6.2.7 Angelfish – website hosting and e-mails, anticipated amount **£530.00**

**See item 5.10. A revised invoice would be sought and Cllr approval obtained.**

6.2.8 Cumbria Computer Repairs – invoice for maintenance and repair (VAT £21.66) **£129.99 – approved.**

### **7 Highways**

**Current situation** – review and possible action.

Possibility of new cattle grids at Bowness – latest situation.

The clerk advised that there was no progress to report, the matter being in the hands of the County Council. No other issues were raised. – **noted.**

### **8 Planning**

#### **8.1 Applications outstanding with Allerdale BC**

8.1.1 – 2/2017/0467 Listed building consent for the replacement of two windows with UPVC windows on rear elevation, Hazeldene, Port Carlisle. (Retrospective) (Mrs Linda Hodgson) – **noted.**

#### **8.2 Applications dealt with under standing order**

8.2.1 – 2/2017/0559 Listed building consent for the erection of a rear extension and replacement front door, Hazeldene, Port Carlisle (Mrs Linda Hodgson)

The clerk confirmed that no objections had been raised. – **noted.**

8.2.2 – 2/2017/0571 To turn a section of utility and storage rooms into a small tea room. (C3 to A3 use class), Pear Tree Farm, Bowness on Solway (Mr S Marshall).

The clerk confirmed that no objections had been raised. – **noted.**

Cllr Bradshaw informed Cllrs of a submission by the Highways Authority. The clerk advised that the application was still 'pending'.

Cllr Bradshaw then gave her apologies and left the meeting.

#### **8.3 Applications decided by Allerdale BC**

8.3.1 – 2/2017/0464 Demolition of existing garage and workshop and erection of dormer type dwelling, Stonehouse, Drumburgh. (Tracey Robbins) – permission refused. - **noted**

#### **8.4 Applications for discussion by this meeting**

None – **noted.**

### **9.1 Documents received for comment.**

9.1.1 Allerdale Local Plan (Part 2): Site Allocations.

Focussed Consultation: Additional Sites Submitted and Policy Options 2017.

The clerk had circulated the papers prior to the meeting. Cllrs confirmed their view that **no action was necessary.**

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### **9.2 Documents received for information** (available on request to clerk)

9.2.1 CALC Circular for December.

9.2.2 Glasdon product information.

The above were **noted**.

### **10 Any items of information...**

**10.1** brought by members

No matters were mentioned.

**10.2** brought by Borough Councillor

His report had been given earlier.

**10.3** brought by County Councillor

Cllr Markley reported that both the County Council and Allerdale BC were setting their budgets.

He mentioned that the Police and Crime Commissioner was looking for a funding increase for the Police.

The overall effect was that households may well see an increase in their annual bills. He understood that the requested cattle grids had had funds allocated to them for the 2018/19 financial year.

**10.4** brought by the clerk

The clerk mentioned the forthcoming meeting in Cockermouth to meet the local Police representative and asked Cllrs to let him know if they intended to go.

The usual invitation for a nominee from the Parish Council to attend the Annual Buckingham Palace Garden Party had been received. Cllr Graham expressed a wish to go into the CALC draw once more and the clerk said he would take this forward using the Standing Order procedure.

**11.1 Date of next meeting: Wednesday 14<sup>th</sup> March 2018 at 7pm at The Lindow Hall.**

**11.2 Date of future meeting: Wednesday 11<sup>th</sup> April 2018 at 7pm Grant Meeting at the Lindow Hall.**

**11.3 Date of future meeting: Wednesday 9<sup>th</sup> May 2018 at 6.30pm at the Lindow Hall.**

**The dates were noted, and the Chairman closed the meeting at 9.30 p.m.**