

Bowness-on-Solway Parish Council

DRAFT Minutes of the Meeting of the Parish Council held on Wednesday 9th May 2018 following the Annual Parish Meeting and the Annual General Meeting in the Lindow Hall Bowness on Solway.

Present: Chairman M Carruthers

Councillors: Bradshaw, Coates, Harrington, Hinks, Graham, Knowles, Hutton, Reay and Wills.

In attendance: Borough Councillor Hodgson and County Councillor Markley

Members of the public: None

Clerk: M. Abbs

1.1 Apologies for absence and declarations of interest.

Cllr J Hodgson had sent apologies to the clerk.

Cllrs Graham and Knowles declared an interest with regard to items 6.2.10.4

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.

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.

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 11th April 2018. – **approved and signed.**

3 Report on action taken

3.1 Report on action by members of the Council.

No matters were reported.

3.2 Report from the clerk.

Items would be reported later in the agenda.

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

None.

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4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Coleville Ground Maintenance – confirmation of insurances.

The clerk confirmed that the required confirmation of cover had been received. – **noted**.

4.2 RPA Higher/ Single/Basic Payment Schemes (SPS) 2018

Higher Level Stewardship Application. Latest situation on submissions and related correspondence.

Natural England Claim Form acknowledgement of receipt.

The clerk informed Cllrs that the 201/19 claims had been successfully submitted by the Council's Agent.

An invoice for their professional services (£240) had been received and was **approved** for payment.

4.3 Allerdale BC – footway lighting on poles, latest situation and future stance on lighting provision.

The clerk reminded Cllrs of the recent letter from Allerdale BC and its implications for the future were discussed. Cllrs **agreed that** the clerk should write to the Authority expressing its concern at the intention to devolve responsibility and resultant cost to Parish Councils.

4.4 Transparency Code/ website latest.

The clerk confirmed that the website was being updated regularly and that the audit papers would be uploaded in order to meet current legislation. -**noted**.

4.5 Possible extension to Bowness Churchyard – current situation including valuation, research on legal position and possible decision on the request submitted by St Michael's Church PCC.

The clerk reminded Cllrs of the current situation and the legal advice received from the Cumbrian and the National Association of Local Councils.

Following examination and discussion of the latest correspondence from the Council's professional advisor, Cllrs **expressed a willingness** to offer assistance towards the churchyard burial ground extension purchase, subject to a formal application and the resolution of associated matters.

4.6 HMRC- Changes to VAT reclaim procedure.

The clerk explained that the claim procedure had been amended with the documents now needing to be submitted online.

The clerk would advise Cllrs of progress at the next meeting. - **noted**.

4.7 St Michael's Bowness Flower Festival – event information and invitation to participate.

The clerk reminded Cllrs of the forthcoming event and legislation relating to religious support which was **noted without action**.

4.8 Communication from Mrs Firth concerning Glasson Community Group handover and unspent grant money.

The clerk advised that £100 of a previous grant award had not been spent and that the Group was willing to return this if necessary. Cllrs were aware that a further grant award from the Group would be considered later. – **noted**.

4.9 Parishioner request for permission to excavate 3 trenches across the lane opposite the pub in Glasson.

Cllrs with local knowledge of the village provided information for the other Cllrs. Following discussion, it was **agreed** that the Parish Council could not give permission for the work and the resident would need to approach the County Archaeologist in view of the major historical significance of the site.

County Cllr Markley arrived.

5 New business

5.1 **To receive** Community reports:

Cllr Graham advised that the Bowness Community Group had raised £125.00 at the recent Spring Bazaar. The group would be participating at the forthcoming flower festival at the Church. A petition was being circulated around the village to have the local pub registered as a Community Asset. A film night was being planned at the Lindow Hall.

Cllr Reay advised that funds were being raised in Anthorn to provide a defibrillator for the village. Cllr Hinks had met with representatives of Anthorn Community Association to provide advice.

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5.2 Police report.

The clerk confirmed that no matters had been raised by the Police.

5.3 To consider the re-appointment of PL Gauntlett Accounts Ltd to handle PAYE for the Council.

Cllrs **agreed** to the re-appointment.

5.4 To consider the re-appointment of PL Gauntlett Accounts Ltd to handle the Internal Audit for the Council.

Cllrs **agreed** to the re-appointment.

Borough Cllr Hodgson arrived.

5.5 Update on any developments regarding coastal signage.

The Borough Cllr confirmed that this was in hand and he would check on progress and advise further via the clerk. - **noted**.

5.6 Litter bin provision and maintenance in the Parish.

Cllr Reay pointed out that a dog waste bin in Anthorn was not being emptied and Cllr V Hodgson said he would look into this. – **noted**.

5.7 Data Protection Regulations – new requirements. Approval of a proposed Data Protection policy.

The clerk updated Cllrs on the current situation concerning the forthcoming legislation and produced a draft Data Protection Policy which had been circulated to Cllrs prior to the meeting for approval.

Following discussion this was **agreed**.

5.8 Rogersceugh Buildings – report of the meeting held on 26th March and consideration of any required action.

The clerk advised that he had no further news to report following the meeting which had been attended by Cllrs. It was **agreed** that the clerk should request an update from the RSPB.

6 Finance

6.1 Information

6.1.1 **To approve** annual return: governance statement. - examined and **approved**.

6.1.2 **To approve accounts** 31st March 2018

print-out of Receipts & payments book; 3-year comparative summary;

bank reconciliation & explanation of variance;

bank statements to 31st March 2018

All were carefully - examined and **approved**.

6.1.3 **To approve** annual return: accounting statements. - examined and **approved**.

6.1.4 **To note** report of internal auditor. - examined and **approved**.

6.1.5 **To note and confirm** details of asset register. – **noted and confirmed**.

6.1.6 **To approve** accounts to April 30th (available at meeting). - examined and **approved**.

6.1.7 **To note** Information Commissioner: confirmation of registration renewal to 6/4/19. – **noted**.

6.1.8 **To note** VAT return: refund to be submitted for 2017/2018 **£672.75** – see also item 4.6.

6.1.9 **To note** Allerdale BC: precept: instalment 1 including CTRS payment £61.23 - **£9453.23** – **noted**.

6.1.10 **To note** United Utilities: Wayleave payments **£39.74** – noted.

6.1.11 **To note** Rural Payments Agency: HLS Payment **£986.50** – **noted**.

6.1.12 **To note** via CALC – confirmation of S.137 spending limit of £7.86 per elector for 2018/19. – **noted**.

6.2 Payments: to approve the following payments:

6.2.1- Clerk's salary **£693.94** – **approved**.

6.2.2 - Expenses: post etc £10.32 Telephone & broadband = £24.24, travel *39miles@36p*= £14.04 **Total £48.60** – **approved**.

6.2.3 - Information Commissioner: by direct debit and confirmation of renewal of registration **£35.00** – **approved**.

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6.2.4 - Aon Insurance: renewal premium **£351.91**

Previous years' shown provisionally the clerk will confirm the 2018/19 figure at the meeting.

The clerk confirmed that the previously notified transfer had occurred to BHIB Ltd insurance brokers who were now arranging cover with AVIVA for a reduced premium for the forthcoming year of **£321.97 – approved.**

6.2.5 - A N Other: chairman's allowance **£30.00 – approved.**

6.2.6 – PL Gauntlett: internal audit fee **£50.00 – approved.**

6.2.7 - P L Gauntlett: share of invoice (£100) for PAYE services **£34.00 – approved.**

6.2.8 - CALC: subscription renewal 2018/19 – **£225.00 – approved.**

6.2.9 - CGM Grass cutting – £289 + £57.80 VAT = **£346.80**

Anticipated amount – clerk will confirm at the meeting.

The clerk was aware that a cut had been carried out, but no invoice had been received. Cllrs **agreed** with his recommendation to wait until this had been received before making a payment.

6.2.10 - **To consider** grant requests made at the April Parish Council Meeting from:

6.2.10.1. Glasson Community Association requesting **£1812** towards the provision of a toddler swing in the playpark – **approved.**

6.2.10.2 St Michael's PCC - requesting **£612** for assistance with churchyard grass cutting - **approved.**

6.2.10.3 Anthorn Sports Club requesting **£400** for assistance with tennis coaching at Anthorn - **approved.**

6.2.10.4 Bowness on Solway Community Group requesting **£2850** for assistance towards the cost of purchasing a skiff build kit, trailer and safety equipment - **approved.**

Cllrs Knowles and Graham did not participate in the meeting whilst this decision was taken.

6.2.10.5 Solway Haafnet Salmon Conservation Trust **£1750**

Cllrs agreed to accept the application towards defibrillator provision in Glasson **subject to evidence** being provided to the Council which showed the deposit of the money collected by the lottery raffle.

7 Highways

Update on local highways.

Cllr Marley confirmed that the long awaited cattle grids were on the works programme for 2018/19.

He also believed that there were plans to carry out some road repairs locally but did not have details of locations to hand. – **noted.**

8 Planning

8.1 Applications outstanding with Allerdale BC / Cumbria CC

None – **noted.**

8.2 Applications dealt with under standing order

8.2.1 – 2/2018/0143 and 2/2018/0144 Listed building consent for conversion of existing barn into a dwelling. Change of use from storage barn to dwelling. Conversion of existing attached barn to single storey ,1-bedroom dwelling with minor external works, Cardurnock Cottage, Cardurnock. (Mr and Mrs Stokes) – the clerk confirmed that no objections had been raised by the Council – **noted.**

8.2.2 – HOU/2018/0070 Proposed single storey extension to create living room and cladding of external walls, Easton Bridge Cottage, Easton. (Mr and Mrs Bell) – the clerk confirmed that no objections had been raised by the Council – **noted.** Cllrs were then advised that the application had been recently approved by Allerdale BC. – **noted.**

8.2.3 – HOU/2018/0083 Internal alterations, new openings and modifications to roofline, Stonehouse, Drumburgh, Wigton. (Tracey Robbins) – the clerk confirmed that no objections had been raised by the Council – **noted.**

8.3 Applications decided by Allerdale BC / Cumbria CC

8.3.1 – 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). – withdrawn. – **noted.**

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8.4 Applications for discussion by this meeting

8.4.1 – 2/2018/0145 Portal framed machinery shed, Marsh House, Easton.
(Mr M Wilson Messrs MM Wilson and Sons) – Cllrs examined the documentation and **agreed** that they had no objections. The clerk would notify the Authority accordingly.

9.1 Documents received for comment.

None – **noted**.

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

9.2.1 CALC Circular

9.2.2 Wicksteed – product information.

9.2.3 Zurich insurance – service information.

The above were **noted**.

10 Any items of information...

10.1 brought by members

Cllr Hinks informed the meeting that a number of residents were concerned about waste and disturbances on Drumburgh Moss Lonning at night. Borough Cllr Hodgson would report the matter to Allerdale BC and the Police.

10.2 brought by Borough Councillor

Cllr Hodgson expressed his concerns about the Authorities plans with regard to footway lighting and doubted if many Parish Councils would be able to pay for this if requested to do so. See also item 4.3. Missing litter bins had been reported and he was willing to follow this up again if necessary. He would also enquire about progress on the improved marsh signage.

Cllr Coates informed him that a number of local gullies had been cleaned and there followed discussion about further gullies at Anthorn that required attention. The removal of tidal waste and the stance of the Environment Agency was discussed.

10.3 brought by County Councillor

Cllr Markley commented on the recent visit to the Parish by Mrs Sue Hayman MP. Topics such as Brexit and the effect on local farming had been discussed. The County Council was undertaking a re-structuring of its senior officers. He provided an update on the health of Duncan Fairbairn and the Council sent him its best wishes.

10.4 brought by the clerk

The clerk advised that a planning consultation had arrived too late for the agenda, 2/2018/0158 Outline planning consent at Millgrove, Glasson and would need to be handled under the Standing Order procedure.

10.5 Date of next meeting: Wednesday 11th July 2018 at 7 p.m. in **Anthorn Village Hall**.

Note 1: This date and others until May 2019 dependent on the decision at the AGM on item 5.

Note 2: Dates will be given in the minutes of this meeting.

The dates were **noted**.

The Chairman closed the meeting at 9.18p.m.