

# Bowness-on-Solway Parish Council

2<sup>nd</sup> May 2018

Dear Member,

Your attendance is required at the meeting of the Parish Council to be held on Wednesday, 9<sup>th</sup> May 2018 following the Annual Parish Meeting and the AGM of the Council in the main hall of The Lindow Hall, Bowness.

The business to be transacted is as shown on the accompanying agenda.

Yours sincerely,

M Abbs

\_\_\_\_\_ (Clerk to the Council)

## AGENDA

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

#### 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 11<sup>th</sup> April 2018.

### **3 Report on action taken**

3.1 Report on action by members of the Council.

3.2 Report from the clerk.

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

## Bowness-on-Solway Parish Council

### 4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Coleville Ground Maintenance – confirmation of insurances.

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

Higher Level Stewardship Application.

Natural England Claim Form acknowledgement of receipt.

Latest situation on submissions and related correspondence.

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

4.4 Transparency Code/ website latest.

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.

4.6 HMRC- Changes to VAT reclaim procedure.

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

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

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

### 5 New business

5.1 **To receive** Community reports:

5.2 Police report.

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

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

5.5 Update on any developments regarding coastal signage.

5.6 Litter bin provision and maintenance in the Parish.

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

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

### 6 Finance

#### 6.1 Information

6.1.1 **To approve** annual return: governance statement.

6.1.2 **To approve accounts** 31<sup>st</sup> March 2018

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

bank reconciliation & explanation of variance;

bank statements to 31<sup>st</sup> March 2018

6.1.3 **To approve** annual return: accounting statements

6.1.4 **To note** report of internal auditor.

6.1.5 **To note and confirm** details of asset register.

6.1.6 **To approve** accounts to April 30<sup>th</sup> (available at meeting).

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

6.1.8 **To note** VAT return: refund to be submitted for 2017/2018 **£672.75**

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

6.1.10 **To note** United Utilities: Wayleave payments **£39.74**

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

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

## Bowness-on-Solway Parish Council

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

6.2.1- Clerk's salary **£693.94**

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

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

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

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

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

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

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

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

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

Anticipated amount – clerk will confirm at the meeting.

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

6.2.10.1. Glasson Community Association requesting **-£1812**

6.2.10.2 St Michael's PCC requesting **£612**

6.2.10.3 Anthorn Sports Club - requesting **£400**

6.2.10.4 Bowness on Solway Community Group requesting **£2850**

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

## **7 Highways**

Update on local highways.

## **8 Planning**

### **8.1 Applications outstanding with Allerdale BC / Cumbria CC**

None

### **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)

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)

8.2.3 – HOU/2018/0083 Internal alterations, new openings and modifications to roofline, Stonehouse, Drumburgh, Wigton. (Tracey Robbins)

### **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.

### **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)

## **Bowness-on-Solway Parish Council**

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

None

### **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.

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

**10.1** brought by members

**10.2** brought by Borough Councillor

**10.3** brought by County Councillor

**10.4** brought by the clerk

**10.5 Date of next meeting:** Wednesday 11<sup>th</sup> 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.