

## Bowness-on-Solway Parish Council

**DRAFT Minutes of the Annual Meeting of the Council held on Wednesday 15<sup>th</sup> May 2019 in The Lindow Hall, Bowness following the Annual General Meeting.**

**Adjourned and resumed as indicated at 7.00 p.m. on 5<sup>th</sup> June 2019 in the same venue.**

**Present:** Chairman Carruthers

Councillors: Birkett, Coates, Evans, Graham, Harrington, Hinks, Hutton, Martin and Wills.

Members of the public: County Cllr Markley, Miss F Watson, Miss K Birkett, Mrs A Birkett.

Clerk: M. Abbs

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

Mrs Walker sent her apologies.

#### 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.

Dispensation to speak were received and **approved** during the Course of the meeting were received from:

Cllr Birkett – Glasson Community Group.

Cllr Martin – Bowness Community Group

Cllr Graham – Bowness Community Group

Cllr Hinks – Lindow Hall

Members did not vote on any related matters.

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 Birkett – Glasson Community Group.

Cllr Martin – Bowness Community Group

Cllr Graham – Bowness Community Group

Cllr Hinks – Lindow Hall

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)**

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**2.1 To approve** the draft minutes of the Parish Council Meeting held on 10<sup>th</sup> April 2019. Following short discussion these were **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.

The clerk confirmed that no correspondence concerning the Bowness House Farm Development had been received at the time of the initial meeting.

All correspondence/ notices from Allerdale BC relating to the Election had been processed.

Additional actions would be reported later in the Agenda.

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

Mrs A and Miss K Birkett offered to answer any questions Cllrs may have concerning the planning application 8.1.1. They informed the Council that new documentation had been submitted to Allerdale BC. The clerk advised that to date it had not been received. Cllr Markley gave information on the planning process.

Mrs and Miss Birkett left the meeting at this point. Miss Watson remained.

### 4 Correspondence

To review correspondence received and take any appropriate action.

4.1 Coleville Ground Maintenance – confirmation of insurances and cutting of small area of additional Parish land.

The clerk confirmed that under the Standing Order Procedure the contractor had been authorised to cut the small additional piece of land on Glasson Green for a small charge.

Confirmation had been received that insurances were in place, but the copy certificate had not been received at that point. - **noted**

4.2 Parish Assets – current position concerning the legal review and previously authorised actions.

Cllr Hinks appraised Cllrs of the current position on some of the land holdings.

Ownership of the Glasson Village Green was being investigated and confirmed.

Documents had been prepared to submit to the Land Registry to upgrade the title to Bowness Banks.

The preparation and submission of applications to register title to the recreation field at Glasson and Glasson Village Green.

The 'pump' at Glasson was discussed and Cllrs **agreed** that no action was necessary. (see also item 6.2.12)

4.3 Letter from parishioner requesting the removal of old marsh signage.

Cllrs **agreed** to check on the condition of the signage and the clerk was instructed to put the matter on the July agenda for further consideration.

4.4 RPA – Environmental Stewardship Claim Form Acknowledgement.

The receipt of the documentation was – **noted**.

4.5 Historic England - Bowness War Memorial designation notification.

Confirmation of the designation had been received and the clerk outlined the Council's powers with regard to War Memorials. – **noted**.

4.6 St Michael's Church PCC – Graveyard extension update.

An update on a proposed archaeological excavation had been received which was **noted without the need for action at this point**.

4.7 Sustrans - interpretation panel for Bowness on Solway.

Cllrs were in favour of the proposed panel, but the clerk was asked to remind Sustrans of the cattle grid situation and **request an amendment** to the proposed wording.

### 5 New business

5.1 **To receive** Community reports:

Cllr Birkett said that road sweeping at Glasson had been requested.

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Cllr Coates commented that Bowness would also benefit from this. Port Carlisle would benefit from a 'dog bin' at the playground and Borough Cllr Hodgson was looking into this. Cllr Markley contributed to the discussion and it was **noted** that Allerdale BC no longer provided dog waste bags to Parish Councils. Cllr Graham provided details of the community activities that had taken place and were planned in the near future.

5.2 Police report.

No report had been received but information concerning Police activity in the area was available online.

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 Glasson Village Green improvements. Discussion and possible action.

Cllr Carruthers reported that a seat needed refurbishing and Cllr Birkett updated Cllrs on the planned electricity installation near the playpark. Following discussion, a sum of £500 was **agreed** to upgrade the posts and seat on the playpark/green.

5.6 Council noticeboards and seats. Possible decision on replacement.

Following a discussion Cllrs **agreed to purchase a new noticeboard** for the wall at the Kings Arms in Bowness on Solway. A budget of £1000 including VAT was **agreed**.

Cllrs **agreed** to the replacement of the seat in poor condition at Port Carlisle and a quotation of £423.60 including VAT was **approved**. The clerk would progress this and contact a contractor concerning installation.

5.7 Distribution of Parish Council minutes.

Cllr Hutton raised the issue, which had been raised with him by Parishioners, of dissemination of minutes more widely. Following discussion Cllrs hoped that coverage in the magazine could be expanded. Cllr Hinks said she would speak to the editor.

5.8 Issues arising from the election.

Cllr Hutton had been approached by Parishioners concerned about the use of the Parish Magazine to provide information from candidates prior to the Election. He accepted that no rules had been broken, a view endorsed by the clerk. Cllr Hinks advised that checks had been made with the Electoral Services department at Allerdale BC. **Noted without action**.

## 6 Finance

### 6.1 Information

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

6.1.2 **To approve accounts** 31<sup>st</sup> March 2019

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

bank reconciliation & explanation of variance;

bank statements to 31<sup>st</sup> March 2019

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 approve** accounts to April 30<sup>th</sup> (available at meeting). - examined and **approved**.

6.1.6 **To note** Information Commissioner: confirmation of registration renewal to 6/4/20.

6.1.7 **To note** VAT return: refund to be submitted for 2018/2019 **£1025.24 – noted**.

The clerk informed Cllrs that Mrs Gauntlett may be able to assist Councils with the recently revised VAT reclaim system. Cllrs requested further details and costs from him.

6.1.8 **To note** Allerdale BC: precept: instalment 1 - **£9392 – noted**.

6.1.9 **To note** United Utilities: Wayleave payments **£40.89 – noted**.

6.1.10 **To note** via CALC – confirmation of S.137 spending limit of £8.12 per elector for 2019/20. – **noted**.

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

6.2.1- Clerk's salary **£715 – approved.**

6.2.2 Clerk's Expenses: post etc. £2.01, Telephone + broadband £25.48, travel 136.33 miles@36p= £49.08

**Total £76.57 – approved.**

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

The clerk advised that payment had been taken but confirmation of renewal had not been received.

6.2.4 - BHIB Insurance: renewal premium **£311.70 – 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 2019/20 – **£218.99 – approved.**

6.2.9 - CGM Grass cutting – £294.78 + £58.96 VAT = **£353.74 – approved.**

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

6.2.10.1. Glasson Community Association requesting. - **£563.16** for assistance towards the purchase of two picnic tables. **An award of £300 was agreed.**

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:

a. (First Responders) requesting **£4500 – approved.**

b. (Movie Screening) requesting **£750 - approved**

County Cllr Markley and Borough Cllr Hodgson gave short reports at this point.

Cllr Hodgson pointed out that there had been problems initially with the new recycling arrangements, but he believed that these had been ironed out.

Cllr Markley commented on the situation following the result of the Borough Council Election and hoped that any outstanding issues would be resolved quickly enabling the new administration to function efficiently.

He believed that progress was still being made on the installation of the two cattle grids

Initial meeting adjourned at 9.35p.m. after finally considering items 8.4.1 and 8.4.2. Cllr Martin expressed concern that she had been unable to speak about the Bowness House Farm development due to the adjournment of the meeting at the time required by the Council's regulations.

Council attendance at the resumption was the same as that at the initial meeting with Miss F Watson present as the only member of the public. Both the County Cllr and Borough Cllr were absent.

Cllrs Hinks and Graham submitted dispensation requests to speak in connection with the Lindow Hall and Bowness Community Group respectively. These were granted and neither voted on any related matters.

c. (Carnival) requesting **£250 – approved.**

d. (Skiff Trailer) requesting **£718.50 - approved.**

6.2.10.5 Port Carlisle Village Hall requesting **£500** for assistance with Insurance and the Health and Safety Inspection – **declined**

The clerk was instructed to write explaining that this was due to the high monetary balances being held currently and the retrospective nature of the application. Future applications for projects would be welcomed and considered by the Council.

6.2.10.6 Lindow Hall requesting **£2500** for assistance towards redecorating costs – **approved.**

6.2.11 Thorpe Trees – tree purchase (VAT £21.88) **£131.26 – approved.**

6.2.12 Cartmell Shepherd – invoice for property matters (VAT 155.00) **£1076.30 – approved.**

## 7 Highways

## Bowness-on-Solway Parish Council

Update on local highways.

Cllr Hutton commented on the poor state of the roads locally. Cllr Coates had reported a number of local faults and the clerk urged all Cllrs to make a note of the reporting number they were given in case follow up was required. The Clerk was asked to report the poor condition of the road outside Bowness Hall farm again.

### Planning

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

8.1.1 – HOU/2018/0213 Two storey extension to provide additional living accommodation. Paddock Cottage, Glasson. (Miss K Birkett)

8.1.2 - 2/2018/0566 Erection of a single span portal framed implement/workshop building Barnfield, Glasson, Wigton (Mr J Birkett).

The above were **noted**.

#### 8.2 Applications dealt with under standing order

8.2.1 – HOU/2019/0042 Erection of artist's studio, Linden House, Bowness on Solway (Miss Alison Critchlow) – the clerk confirmed that there had been **no objections**.

#### 8.3 Applications decided by Allerdale BC / Cumbria CC

8.3.1 – 2/2018/0188 Response to amendments - Outline application for 8 bungalows, Field adjacent to Millgrove, Glasson. (Mrs Jane Stewart) – outline application approval.

8.3.2 – Removal of conservatory and erection of replacement conservatory plus construction of new timber decking area to the side of the property, Kenley Cottage, Anthorn. (Mr and Mrs Lowe). – permission granted.

8.3.3 – HOU/2018/0230 Removal of front wall to make access, The Binnacle, Port Carlisle. – permission granted.

8.3.4 Cumbria County Council – Confirmation of footpath No 214012 diversion at Anthorn. – permission granted.

The above were **noted**.

The following item was discussed on the 15<sup>th</sup> of May in order to meet the deadline set by Allerdale Borough Council.

#### 8.4 Applications for discussion by this meeting

8.4.1 – HOU/2019/0227 Single storey rear extension, Hazeldene, Port Carlisle (John and Anne-Marie Loizou & Weller)

8.4.2 - LBC/2019/0005 Listed building consent for single storey rear extension, Hazeldene, Port Carlisle (John and Anne-Marie Loizou & Weller)

Following examination of the papers and discussion Cllrs **agreed to object** to the proposals as the proposed materials were considered to be inappropriate to the area.

#### 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 Zurich Insurance service details.

9.2.3 Merchant Navy Day 3.9.19 information.

9.2.4 HAGS Product Information.

The above were **noted**.

### 10 Any items of information...

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

### **10.1** brought by members

Cllr Martin explained that she had received a letter from Allerdale BC concerning Hunter Developments and the Bowness House Farm development. She was aware that an officer from the Authority had visited the site. She was aware of a new consultation (see10.4) and concern over parking. Cllr Hutton observed that the current operation doesn't constitute a cafe but operates as a shop with tables and chairs outside. Cllr Evans was aware of local concern over a downpipe onto the road. Cllr Birkett mentioned the Glasson speed limit sign, which did not work, and local concern over speeding. The clerk was instructed to put speeding concerns on the July agenda.

### **10.2** brought by Borough Councillor

The report had been given in May.

### **10.3 brought** by County Councillor

The report had been given in May.

### **10.4** brought by the clerk

Two planning consultations had been received and would need to be handled under the Standing Order procedure in view of the required deadline:

FUL/2019/0133 Cottage and Glendale Caravan Park, Port Carlisle Wigton.

FUL/2019/0122 Bowness House Farm, Wigton.

He advised that final approval confirmation of the Anthorn footpath diversion (previously handled) had been received.

He asked Cllrs to respond to the e-mail concerning Cllr training he had distributed.

**10.5 Date of next meeting:** Wednesday 10<sup>th</sup> July 2019 at 7 p.m. in **Anthorn Village Hall**.

**Note 1:** This date and others until May 2020 dependent on the decision at the AGM on item 5.

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

**The meeting was closed by the Chairman at 8.10p.m.**