

## HETHERSGILL PARISH COUNCIL

### Minutes of a Meeting of Hethersgill Parish Council held on 20th March 2018 in the Parish Hall, Hethersgill

**Present** Cllrs H Kay (Chair), S Barrett, N Elliott, A Gash, F Heaton, G Houston, A Oswin, A Sisson and C Williams.

**In Attendance** County Cllr J Mallinson, two members of the public and one Police Officer.

**ACTION**

**812/18 Apologies for Absence**

No apologies were received.

**813/18 Minutes of the meeting of the Parish Council held on 16th January 2018**

**Resolved** that the Chairman be authorised to sign the minutes of the last Parish Council meeting as a true record.

**814/18 Request for Dispensations**

No requests were received.

**815/18 Declarations of Interest**

No declarations were made.

**816/18 Public Participation**

One member of the public raised concerns over an error on the new website relating to the Hall Committee membership. It was confirmed this error had been picked up on earlier in the day and would be removed as soon as practically possible. Cllr Elliott confirmed a new Parish Hall brochure was required.

**CLERK**

County Cllr Mallinson remarked on the worsening state of the roads throughout the County.

**817/18 Administrative Matters**

**817.1 Broadband**

Cllr Barrett confirmed he had attended the Digital Inclusion Workshop held in Crosby, along with a number of other residents from the Parish. He noted that the workshop was really a training session for using broadband and this had caused some dissent amongst those still waiting for the provision of a decent service. Following the evening the organiser from Connecting Cumbria had been in touch; Cllr Barrett is keeping City Cllr Shepherd informed. Cllr Williams noted her broadband had been upgraded by her broadband provider (the Post Office) recently.

**817.2 Hallburn Wind Farm Community Benefit Fund**

Cllr Williams informed members that the grants panel had been deferred until 21st March 2018 so an update on any successful grants will be provided at the next meeting. Groups within the Parish are to be urged to apply for the funding, including the Social Committee and the Parish Hall, although Cllr Mallinson did request that groups seek alternative grant sources for projects also to ensure the fund remains sustainable in the long term. A link to the grant provider is available through the Parish Council website.

**817.3 Standing Orders and Financial Regulations**

**Resolved** that both documents are re-approved with no changes required.

**817.4 Internal Audit Documents**

**Resolved** to adopt the updated documents as below and to review the effectiveness of the internal audit as adequate.

- internal audit checklist
- internal audit plan
- internal auditor terms of reference

Signed (Chairman).....

15th May 2018

- asset register
- risk assessment

**817.5 Internal Auditor**

**Resolved** to continue the appointment of Mrs P Cronin as internal auditor for the financial year 2017/18 and until further notice.

**817.6 Fidelity Insurance Guarantee**

**Resolved** to accept the review of PC fidelity insurance as being adequate for the current financial year.

**817.7 General Data Protection Regulations**

Cllrs were informed that little progress has been made since the January meeting, with national bodies still to provide confirmation as to whether the Clerk will be able to act as the DPO in certain size Parish Councils. Due to this it was considered that delegated authority be given to the Clerk to appoint a suitable DPO once guidance is provided.

Cllrs signed receipt for a copy of a postcard "We're getting ready for GDPR. Are you?"; "Preparing for the General Data Protection Regulation 12 Steps to take now" and an "introduction to the 12 steps" as it was noted that the Council as a body corporate is responsible for the implementation of GDPR and that the regulations apply to Cllrs as well as the Clerk. Updated policies and procedures are being worked on to ensure that compliance is present throughout the Council.

**Resolved:** To delegate authority to the Clerk to incur reasonable expenditure for the appointment of a Data Protection Officer.

CLERK

**817.8 Electoral Review of Carlisle: Warding Arrangements**

County Cllr Mallinson clarified the need for the above review and explained that geographically huge wards with a three member system are proposed.

**Resolved:** To write to suggest that allowance be made for the rurality of Hethersgill and that sparsely populated rural areas should be excepted in the three member ward scheme and instead retained as single-member wards.

CLERK

**818/18 Planning Matters**

To consider new applications received:

**18/0165 The Square, Kirklington, Carlisle, CA6 6DN** - Erection Of Single Storey Extension To Provide Kitchen/Dining Room

**Resolved:** No representations.

**18/0217 3 Netherfield, Kirklington, Carlisle, CA6 6DU** - Demolition Of Existing Side Extension And Detached Garage; Erection Of Two Storey Side/Rear Extension And Ground Floor Rear Extension To Provide Workshop, Utility, Living Room And Kitchen/Dining Room On Ground Floor With 2no. Bedrooms Above

**Resolved:** No representations.

**18/0219 The Ash, Kirklington, Carlisle, CA6 6DX** - Erection Of Replacement Garage/Store (Revised Application)

**Resolved:** No representations.

**18/0209 Syke Head, Hethersgill, Carlisle, CA6 6HH** - Erection Of General Purpose Shed For Livestock And Feed

**Resolved:** No representations.

**18/0228 Land at Waingate Head, Kirklington, Carlisle, CA6 6BG-** Erection Of 2no Holiday Let Tree Houses Including The Installation Of Filtration Drainage. Upgrade Of Farm Track And Provision Of Parking Without Compliance With Condition 2 Imposed By Planning

Signed (Chairman).....  
15th May 2018

Permission 17/0114 To Allow For A Redesigned Tree house On A Reduced Footprint  
**Resolved:** No representations.

## 819/18 Highways Matters

### 819.1 Updates

The Clerk confirmed that problems previously mentioned on the U1086 (Horsegills) and U1081 (Riggfoot to Sandy Lonning) as well as the U1082/U1085 (Kirklington Park to Kirklington Church) had been re-reported.

Cllr Heaton reported concerns over an overflowing septic tank on the U1081. He is to email the Clerk with further details so that it can also be reported.

FH

The general poor state of many roads was discussed and it was confirmed that, due to the current financial climate, it may be that some repairs are not able to be carried out. County Cllr Mallinson clarified that the system for assessment and prioritisation of faults was fair and depended on a number of factors relating to the road.

## 820/18 Finance Matters

### 820.1 Summary of Accounts to End December 2017

**Resolved** that the summary of accounts for the period ended 28th February 2018, having been circulated alongside the agenda, be noted with clarification to the bank balance. The balance at bank at 28th February 2018 was £3097.39 (£300 outstanding payment due for payment).

### 820.2 Payments

**Resolved** to authorise two councillors to sign to authorise payments as detailed in the schedule dated 20th March 2018, namely:

- Sarah Kyle, Salary and postage reimbursements March, £210.61
- HMRC, PAYE March, £50.70

Pre-payments for the financial year 2018/19 were also agreed, namely:

- Sarah Kyle, Salary and postage reimbursements April, £202.81
- HMRC, PAYE April, £50.70

As noted above, authorisation has also been given to the Clerk to incur expenditure prior to the May meeting necessary for the appointment of a suitable DPO.

### 820.3 Receipts

**Resolved** to note the receipt of £202.84 from HMRC (VAT repayment) as well as £625.94 from CALC (Transparency Grant).

## 821/18 Councillor Matters

**Cllr Sisson** recorded thanks to the Clerk for her prompt action in getting the defibrillator cabinet door repaired, immediately prior to the defibrillator being required for an emergency call.

**Cllr Houston** noted resident concerns over the long term viability of the Border Rambler due to diminishing user numbers. It was agreed to write to the Border Rambler to note appreciation of the service and to include an article in the next Gill to publicise it further.

CLERK/  
GH

## 822/18 Schedule of Correspondence, notices and publications

A schedule of notices and publications received since the last meeting and not otherwise on the agenda were received and noted.

## 823/18 Date of Next Meeting

**Resolved** that the Annual Meeting of the Parish Council be held on 15th May 2018 in the Parish Hall, Hethersgill. The meeting will directly follow the closure of the Annual Parish Meeting which will commence at 7.30pm. There being no further business the Chairman closed the meeting at 8.53pm.

Signed (Chairman).....  
15th May 2018