



Chairman: Cllr Harry Kay

Clerk: Sarah Kyle  
Hill House  
Walton  
Brampton CA8 2DY

Tel: 01228 231124  
Email: [clerk@hethersgill.org.uk](mailto:clerk@hethersgill.org.uk)

[www.hethersgill.org.uk](http://www.hethersgill.org.uk)

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8th May 2018

**The Annual Meeting of Hethersgill Parish Council will be held on Tuesday 15th May 2018 in the Parish Hall, Hethersgill.**

**The meeting will directly follow the closure of the Annual Parish Meeting which will begin at 7.30pm.**

This is a public meeting and all are welcome to attend.

Sarah Kyle, Clerk to the Council

### Agenda

1. **Election of Chairman for the Council Year 2018/19**  
The successful nominee will sign the Declaration of Acceptance of Office
2. **Appointment of Vice-Chairman**
3. **Apologies for Absence**  
To receive and accept reasons for apologies for absence
4. **Minutes of the meeting of the Parish Council held on 20th March 2018**  
To receive and agree the minutes of the last meeting of the Parish Council
5. **Request 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.
6. **Declarations of Interest**  
To receive declarations by members of interests in respect of items on this agenda.
7. **Public Participation**
  - 7.1 To receive comments and representations from members of the public in relation to any item on the Agenda, at the discretion of the Chairman.
  - 7.2 To receive reports from City and County Councillors.
8. **Administrative Matters**
  - 8.1 **Broadband**  
To receive and consider any updates regarding matters in the parish

## **8.2 Hallburn Wind Farm Community Benefit Fund**

To receive a verbal update regarding the last funding round

## **8.3 Programme of Meetings**

To agree the calendar of meeting dates for the council year 2018/19:

- Tuesday 17 July 2018
- Tuesday 18 September 2018
- Tuesday 20 November 2018
- Tuesday 29 January 2019
- Tuesday 19 March 2019
- *Tuesday 21 May 2019 - TBC (New Council Year)*

## **8.4 General Data Protection Regulations**

To approve policies

## **8.5 Standing Orders**

To consider the immediate adoption of updated standing orders

## **9. Planning Matters**

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

**To note permission has been granted**

**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

**To note permission has been granted**

**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 Permission 17/0114 To Allow For A Redesigned Treehouse On A Reduced Footprint

**To note permission has been granted**

## **10. Highways Matters**

### **10.1 Updates**

To review on-going Highways issues and give an opportunity for Councillors to bring to the attention of the Clerk any new issues to be reported.

## **11. Finance Matters**

### **11.1 Insurance 2018/19**

To consider acceptance of a quotation of £218 from Came and Company for the Council insurance 2018/19

### **11.2 SLCC Membership**

To consider a donation of £10 towards the Clerk's membership of the Society of Local Council Clerks.

### **11.3 Clerks Salary**

To consider adoption of new pay scales 2018-2019 in line with the National Joint Council salary award and to agree to the backdated payment from 1 April 2018 to be made

**11.4 Internal Audit Report**

To consider accepting the end of year internal auditors report for the financial year 2017/18

**11.5 Certificate of Exemption**

To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018

**11.6 Audit Commission Annual Return and Governance Statement for the Year Ended 31st March 2018**

To approve the Annual Governance Statement and authorise the Chairman to sign the Annual return

**11.7 Statement of Accounts to Year Ended 31st March 2018**

To approve the Statement of Accounts and authorise the Chairman to sign the annual return

**11.8 CALC Subscription**

To consider authorisation of the 2018/19 subscription payment to CALC of £165

**11.9 Payments**

To consider approving payments in accordance with the payment schedule and authorise two councillors to sign

**11.10 Receipts**

To note the receipt of £7,000 from Carlisle City Council (Precept and CTRS grant)

**11.11 Internet Banking/Standing Orders**

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue. To also consider the approval of a standing order for the Clerk's salary payment to be set up.

**12. Councillor matters**

An opportunity for Councillors to raise issues on behalf of residents.

*Note: no decisions can be made on these matters but they may be placed on a future agenda of the Council.*

**13. Schedule of Correspondence, notices and publications**

To note correspondence, notices and publications received since the last meeting:

- CALC March & May Newsletters

**14. Date of the next meeting:**

To resolve that the next meeting of the Parish Council will take place on 17th July 2018 in Hethersgill Parish Hall at 7.30pm.

***Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.***