



Chairman: Cllr Alison Sisson

Clerk: Sarah Kyle
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14th January 2020

A Meeting of Hethersgill Parish Council will be held on Tuesday 21st January 2020 in the Parish Hall, Hethersgill at 7.30pm

This is a public meeting and all are welcome to attend

Sarah Kyle
Clerk and Responsible Financial Officer

Agenda

1. **Apologies for Absence**
To receive and accept reasons for apologies for absence
2. **Minutes of the meeting of the Parish Council held on 19 November 2019**
To receive and agree the minutes of the last meeting of the Parish Council
3. **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
4. **Declarations of Interest**
To receive declarations by members of interests in respect of items on this agenda
5. **Public Participation**
 - 5.1 To receive comments and representations from members of the public in relation to any item on the Agenda, at the discretion of the Chairman
 - 5.2 To receive reports from City and County Councillors.
6. **Administrative Matters**
 - 6.1 **Broadband**
To receive and consider any updates regarding matters in the parish
 - 6.2 **New Householder Pack**
To consider progress and note the upcoming meeting to discuss
 - 6.3 **VE Day Commemorations 8th May 2020**
To consider the above following a meeting with the social committee
 - 6.4 **Website**
To consider improvements to the above
 - 6.5 **The Gill**
To note the publication of an edition in December and to consider the next edition in April

- 6.6 Vacancy**
To note the planned advertisement for the remaining Council vacancy
- 6.7 Hallburn Wind Farm Grant Scheme**
To consider any update
- 7. Planning Matters**
19/0782 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection of Agricultural Building for Cattle
To note that permission has been granted
- 8. Highways Matters**
8.1 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.
- 9. Finance Matters**
9.1 Statement of Accounts to 31st December 2019
To receive and note the statement of accounts to date and the reconciled bank balance
- 9.2 Payments**
To consider approving payments in accordance with the payment schedule and authorise two councillors to sign
- 9.3 Donation Requests**
To consider a donation request from St Mary's Church for churchyard maintenance
- 10. 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.
Future agenda items should be sent to the Clerk no later than 9th March 2020
- 11. Schedule of Correspondence, notices and publications**
To note correspondence, notices and publications received since the last meeting:
- CALC November Newsletter
 - NALC Legal Topic Note 22, Disciplinary and Grievance Arrangements
 - Repairs to property relating to affairs of the church - December legal update
 - December CALC Newsletter
 - Buckingham Palace Nomination Form
 - ACT Gazette - Issue 34 Autumn/Winter 2019
 - Developing your Skills Programme January to July 2020
 - CPCA Draft Minutes 20th November 2019
 - Caring for your community - How can we help - 28th February 2020
 - CPCA Grant Application Pack for Village Halls
- 12. Date of the next meeting:**
To resolve that the next meeting of the Parish Council will take place on 17th March 2020 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.

HETHERSGILL PARISH COUNCIL

Minutes of a Meeting held on Tuesday 19th November 2019 in the Parish Hall, Hethersgill at 7.30pm

Present Cllrs A Sisson (Chair), S Barrett, A Gash, F Heaton, M Irving, A Smith and C Williams.

In Attendance City Cllr D Shepherd. The Clerk, S Kyle.

ACTION

927/19 Apologies for Absence

Apologies were received and accepted from A Oswin. City Cllr V Tarbitt and County/City Cllr J Mallinson also sent apologies.

928/19 Minutes of a Meeting of the Parish Council held on 17th September 2019

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

929/19 Request for Dispensations

Requests for dispensations, in respect of the setting of the precept, were awarded to Cllrs A Sisson, S Barrett, M Irving, A Gash, F Heaton, A Smith and C Williams. All dispensations are applicable until the new council term begins in May 2023.

930/19 Declarations of Interest

No declarations of interest were made.

931/19 Public Participation

No members of the public were present. City Cllr Shepherd noted that the demolition of the Central Plaza building in Carlisle has commenced and costs for the required works were discussed. He also reported the appointment of a candidate for his party for the forthcoming general election.

932/19 Administrative Matters

923.1 Broadband

Works are expected to take place at the Kirklington exchange to upgrade the speeds provided there, which should have lead to a subsequent improvement for some residents in Hethersgill. Residents who may be interested in better speeds should therefore register with BT for updates on the provision of a fibre network. Works are also potentially scheduled to increase 4g speeds in the locality.

923.2 New Householder Pack

It was **resolved** that a meeting will take place on Tuesday 28th January for anyone interested in assisting with the pack. Those who committed to compiling a section at the last working group meeting are asked to bring the information along in January for collation. It was agreed that a new resident should be asked to comment on the draft, when produced, to advise of any areas of missing information. It was also noted that the cost of the production of a limited number of copies will be minimal and will not require grant assistance.

923.3 VE Day Commemorations 8th May 2020

A joint meeting had been held between representatives of the Council and the Social Committee to discuss plans for VE Day 8th May 2020. The outline plan was discussed and it was noted that another meeting will take place on 16th January to consider progress.

Resolved that expected costings be sent to Cllr Williams to enable the submission of a grant application for the event to the Hallburn Windfarm fund. Also agreed that the Clerk will approach the ward Cllrs for any financial assistance they are able to offer.

**CW AS
MI SK**

Signed (Chairman).....
21 January 2020

923.4 Collage

An original piece of work by local author S Allen had been donated to the Parish Council. Thanks were offered to Cllr Smith for collection of the piece. The matter will be handed over to the Village Hall Management Committee to arrange display.

933/19 Planning Matters

19/0573 Hallfoot Farm Cottage, Kirklington, Carlisle, CA6 6DZ - Single Storey Extension to Provide 1no. en-suite Bedroom, Lounge, Utility & Study; Erection of Front Porch
Resolved to note that permission has been granted.

19/0646 R Copper Beeches, Sikeside, Kirklington, Carlisle, CA6 6DR - Replacement Windows and Doors (LBC)
Resolved to note that permission has been granted.

19/0582 Castanea, Kirklington, Carlisle, CA6 6DX - Change of Use from Agricultural Field to Domestic Curtilage
Resolved to note that the Clerk responded under delegated powers with "no representation" and that permission has been subsequently granted.

19/0782 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection of Agricultural Building for Cattle
Resolved to note that the Clerk responded under delegated powers with "no representation".

934/19 Highways Matters

It was noted that the road from the Scare to the Glebe/Three Horseshoes, although outside of the parish, was dangerously covered in mud. This had been reported directly to the police and Cllrs were encouraged to continue to do so when necessary. It was noted that the road towards Sykehead remains in a poor state.

935/19 Finance Matters**935.1 Statement of Accounts to 31st October 2019**

Resolved to receive and note the statement of accounts to date which had been circulated alongside the agenda. Cllr Gash signed the reconciliation following the meeting.

The balance at bank at 31 October was £9,151.91.

935.2 Payments

Resolved to approve authorise two councillors to sign to approve payments as follows:

- Sarah Kyle, November salary, £223.08
- Sarah Kyle, December salary, £223.08
- HRMC, PAYE Nov/Dec, £111.60
- Sarah Kyle, Reimbursements, £83.92
- W & E Carruthers, Grass Cutting, Sand Hole, £210.00

It was noted that the previously signed bank mandate required continued amendments and identification checks before being approved.

935.3 Donation Requests

Resolved to donate £200 towards the Great North Air Ambulance (LGA 1972 s137). The payment to be made using BACS and was added to the payment schedule.

Signed (Chairman).....
21 January 2020

935.4 Budget and Precept 2020/21

A report had been circulated alongside the agenda containing forecasted income and expenditure levels for the remainder of 2019/20; the proposed budget for 2020/21 and the estimated levels of reserves to be held on 1st April 2021.

Resolved: To accept the proposed budget and maintain the precept at £7,000 for the Council year 2020/21.

936/19 Councillor Matters

Cllr Irving requested consideration be given to optimising use of the website. It was agreed she would speak to the website designer and bring along proposals and costings to the January meeting. **MI**

Cllr Irving also noted the training undertaken by herself and Cllr Smith and circulated information from the evening.

Any Cllrs with information for the Gill are to ensure it is forwarded to the Clerk before Wednesday 27th November. **SB MI**

937/19 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.

938/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Tuesday 21st January 2020 in the Parish Hall, Hethersgill at 7.30pm. As noted, a working group for the VE Day commemorations will take place prior to this on 16th January 2020.

There being no further business the Chairman closed the meeting at 8.21pm.

Signed (Chairman).....
21 January 2020

Hethersgill Parish Council

Income and Expenditure against Budget 2019/20

	Budget 2019 2020	MONTHLY ACTUAL'S							Total	%	2018 2019
		April	May	July	Sept	Nov	Jan	Mar			
Income											
Brought Forward	£ 5,734.73								£ 5,734.73		
Precept	£ 7,000.00	£ 7,000.00							£ 7,000.00	100%	£ 6,781.17
CTRS Grant	£ -								£ -	-	£ 218.83
Grants									£ -	-	
	Cumbria County Council								£ -	-	
	Carlisle City Council								£ -	-	
	Others					£ 171.90			£ 171.90	-	
Gill Adverts									£ -	-	
VAT Reclaim									£ -	-	
Other									£ -	-	
TOTAL	£ 7,000.00	£ 7,000.00	£ -	£ -	£ -	£ 171.90	£ -	£ -	£ 7,171.90	102%	£ 7,000.00
Expenditure											
Clerk											
	Gross Salary	£ 3,350	£ 278.88	£ 557.76	£ 557.76	£ 557.76	£ 557.76		£ 2,509.92	75%	£ 3,198.88
	Expenses & Subs	£ 15		£ 7.00					£ 7.00	47%	£ 10.00
Administration											
	CALC Membership	£ 126		£ 132.45					£ 132.45	105%	£ 165.00
	Data Protection	£ 35				£ 35.00			£ 35.00	100%	£ 35.00
	Postages/Stationary/Misc	£ 69		£ 21.96	£ 40.93		£ 15.26		£ 78.15	113%	£ 42.10
	Equipment	£ 100			£ 100.00				£ 100.00	100%	£ 99.99
The Gill		£ 400		£ 196.04				£ 199.70	£ 395.74	99%	£ 368.32
Donations									£ -	0%	
	Parish Hall	£ 1,000							£ 500.00	50%	
	Church	£ 1,000				£ 500.00			£ 200.00	100%	£ 200.00
	GNAA	£ 200					£ 200.00		£ -	0%	
	Social Committee	£ 1,000							£ -	0%	
	Others	£ 200							£ -	0%	
Insurance		£ 230		£ 218.00					£ 218.00	95%	£ 218.00
Audit		£ -							£ -	-	
Training		£ 100							£ -	0%	£ 30.00
Website		£ 76			£ 15.00	£ 16.00	£ 66.00		£ 97.00	128%	£ 240.00
Projects									£ -	-	
	Sandholes	£ -							£ -	-	
	Broadband	£ -							£ -	-	
	Parish Hall	£ -							£ -	-	
	Others	£ 750				£ 171.90			£ 171.90	23%	
Grants Payable									£ -	-	
	Parish Hall (CCC & City Council)								£ -	-	
Maintenance									£ -	0%	
	Includes carry-forward	£ 100							£ -	0%	
Grass Cutting						£ 6.90	£ 210.00		£ 216.90	145%	£ 280.00
	Includes carry-forward	£ 150							£ 211.50	42%	
Contingency		£ 500			£ 211.50				£ 21.00	101%	
Ringfenced Transparency		£ 21			£ 21.00				£ 103.54	-	
VAT Incurred		£ -		£ -	£ 66.50	£ 34.38	£ 2.66		£ 103.54	-	£ 20.00
TOTAL	£ 9,422	£ 278.88	£ 1,133.21	£ 1,012.69	£ 1,321.94	£ 1,051.68	£ 200	£ -	£ 4,998.10	53%	£ 4,427.29

Bank Reconciliation 31.12.19		
Brought Forward	£	5,734.73
Total Receipts	£	7,171.90
Total Expenditure	£	4,998.10
Balance 31.12.19	£	7,908.53
Bank Balance 31.12.19	£	7,908.53

HETHERSGILL PARISH COUNCIL

SCHEDULE OF PAYMENTS

21 January 2020

Payee	Invoice No:	Description	Amount	Payment Method
Sarah Kyle	N/a	Salary January 2020	£223.08	BACS
Sarah Kyle	n/a	Salary February 2020	£223.08	BACS
HMRC	n/a	PAYE Jan/Feb 2020	£111.60	BACS
Sarah Kyle	n/a	Reimbursements (Stamps for The Gill)	£103.70	BACS Already paid
Bluezon	3509	The Gill	£96.00	BACS Already paid

Authorised by:

Signatory

1:.....

Signatory

2:.....