



Chairman: Cllr Alison Sisson

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10<sup>th</sup> March 2020

## A Meeting of Hethersgill Parish Council will be held on Tuesday 17<sup>th</sup> March 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 21<sup>st</sup> January 2020**  
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 to note the planned launch date of 16 April 2020
  - 6.3 **VE Day Commemorations 8<sup>th</sup> May 2020**  
To note progress with the above planned commemorations
  - 6.4 **Website**  
To consider improvements to the above
  - 6.5 **Hallburn Wind Farm Grant Scheme**  
To consider any update
  - 6.6 **Standing Orders**  
To note that the Clerk has reviewed the Standing Orders, with no amendments suggested
  - 6.7 **Internal Audit Documents**  
To consider adopting the updated documents and to review the effectiveness of the internal audit:
    - internal audit checklist
    - internal audit plan

- internal auditor terms of reference
- asset register
- risk assessment

#### **6.8 Internal Auditor**

To consider the continuing appointment of Mrs P Cronin as internal auditor for the financial year 2019/20 and until further notice

#### **6.9 Fidelity Insurance Guarantee**

To consider the adequacy of the above

### **7. Planning Matters**

**20/0050 Brow Cottage, Moss Edge, Hethersgill, Carlisle, CA6 6HJ - Change of Use Of Garden To Campsite (Retrospective)**

To note that the Clerk responded under delegated powers with “no representation”

### **8. Co-option of New Councillor**

To consider the co-option of a new councillor to fill the remaining vacancy

### **9. Highways Matters**

#### **9.1 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.

### **10. Finance Matters**

#### **10.1 Statement of Accounts to 29<sup>th</sup> February 2020**

To receive and note the statement of accounts to date and the reconciled bank balance

#### **10.2 Payments**

To consider approving payments of:

- Sarah Kyle, March salary £223.08
- HMRC, March PAYE, £55.80

#### **10.3 Donation Requests**

To consider a donation request from Hethersgill Social Committee

### **11. 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 11<sup>th</sup> May 2020

### **12. Schedule of Correspondence, notices and publications**

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

- Government Support for Flood Hit Areas
- CALC February Newsletter
- Climate Change Event, 13 March 2020
- Cumbria in Bloom Pride in Your Community Competition and IYN Awards 2020
- The Great Cumbrian Litter Pick CALC
- Battle of Britain 80<sup>th</sup> Birthday Celebrations
- Carlisle City Council/CPCA Village Hall Grant Scheme 2020/21
- Working Together Service, Cumbria County Council
- Houghton and Irthington Community Grants
- ACT Gazette Spring 2020 Edition

### **13. Date of the next meeting:**

To resolve that the Annual Meeting of the Parish Council will take place on 19<sup>th</sup> May 2020 in Hethersgill Parish Hall. The meeting will directly follow the closure of the Annual Parish Meeting which will begin at 7.15pm.

*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 21<sup>st</sup> January 2020 in the Parish Hall, Hethersgill at 7.30pm**

**Present** Cllrs A Sisson (Chair), A Gash, M Irving, A Oswin and C Williams.

**In Attendance** City Cllr V Tarbitt. The Clerk, S Kyle.

### ACTION

**939/20 Apologies for Absence**

Apologies were received and accepted from Cllrs S Barrett, F Heaton and A Smith. City Cllr D Shepherd and County/City Cllr J Mallinson also sent apologies along with one member of the public.

**940/20 Minutes of a Meeting of the Parish Council held on 19<sup>th</sup> November 2019**

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

**941/20 Request for Dispensations**

No requests were received.

**942/20 Declarations of Interest**

No declarations of interest were made. It was noted that a donation request from the Social Committee will be considered at the March meeting.

**943/20 Public Participation**

No members of the public were in attendance.

City Cllr Tarbitt noted ongoing works in Carlisle with the Central Plaza demolition and the proposed Sands Centre redevelopment. She also noted the City Council budget consultation and works affecting the bridge at Longtown. She reiterated that she can be contacted in between meetings should any matters require attention.

*City Cllr Tarbitt left the meeting at 7.42pm.*

**944/20 Administrative Matters**

**944.1 Broadband**

No update was provided.

**944.2 New Householder Pack**

A meeting to discuss progress will be held on Tuesday 28<sup>th</sup> January at 7.30pm. Anyone with an interest in creating the pack is welcome to attend. Cllrs with any information for the pack are requested to send it to the Clerk for collation as soon as possible.

**ALL**

**944.3 VE Day Commemorations 8<sup>th</sup> May 2020**

A positive meeting to progress arrangements had been held and minutes circulated to all Cllrs. Thanks were offered to Cllr Irving for producing the minutes and given to Cllr Williams for the submission of a grant application to the Hallburn Wind Farm fund. A further meeting will be held, likely in the last week of February once grant monies are known, to progress plans.

**944.4 Website**

Improvements to the website will be looked at soon by Cllr Irving; the Clerk to resend contact details for the website developer. It was agreed that the information from the new householder pack will also improve the website, once completed.

**MI  
SK**

Signed (Chairman).....

17 March 2020

**944.5 The Gill**

It was noted that an edition of The Gill had been circulated to households in December with spare copies available for collection in the Parish Hall. The next edition is due to be circulated in mid-April; any articles for inclusion should be forwarded to the Clerk by the end of March.

ALL

**944.6 Vacancy**

It was noted that two candidates had expressed an interest to fill the remaining vacancy. They had been invited to attend a meeting and to submit a letter of interest prior to the March meeting. **Resolved** that the official notification of vacancy posters are to be displayed with a copy to be sent to Carlisle City Council.

SK

**944.7 Hallburn Wind Farm Grant Scheme**

Cllr Williams noted that the panel will discuss applications in mid-February; an update will be provided at the next meeting. It was also noted that concerns had been raised by Grantscape, the grant administrators, due to the lack of progress with the Parish Hall application.

**Resolved** that the Clerk will forward information to the Hall Secretary regarding the outstanding grant.

SK

**945/20 Planning Matters**

**19/0782 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection of Agricultural Building for Cattle**

**Resolved** to note that permission has been granted.

**946/20 Highways Matters**

It was noted that the road continues to be covered in mud adjacent to Sykehead and The Glebe. **Resolved** that Cllrs will monitor the above roads and report back to the March meeting with the ongoing state of them. It was agreed that if the problems persist, a letter could be sent to the farmers at Sykehead requesting assistance with cleaning.

**947/20 Finance Matters****947.1 Statement of Accounts to 31<sup>st</sup> December 2019**

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

The balance at bank at 31 December was £7,908.53.

**947.2 Payments**

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

- Sarah Kyle, January salary, £223.08
- Sarah Kyle, February salary, £223.08
- HMRC, Jan/Feb PAYE, £111.60
- Sarah Kyle, reimbursements (stamps for the Gill), £103.70
- Bluezon, printing for the Gill, £96.00

**947.3 Donation Requests**

A donation request from St. Mary's Church had been received towards churchyard maintenance. It was however noted that updated guidance regarding payments towards the church, including open churchyards, had been recently issued from NALC and that it had been clarified that Parish Council's had no legal powers to make such payments. Cllrs expressed disappointment at the development and it was agreed that the matter should be investigated in case any support could be offered.

**Resolved** to write to the PCC treasurer outlining the updated guidance, with regret. Cllr Sisson will also speak to the Treasurer personally.

SK  
AS

Signed (Chairman).....

17 March 2020

**948/20 Councillor Matters**

It was noted that the war memorial in the churchyard has been added to the List of Buildings of Special Architectural or Historic Interest.

**949/20 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.

**950/20 Date of Next Meeting**

**Resolved** that the next meeting of the Parish Council be held on Tuesday 17<sup>th</sup> March 2020 in the Parish Hall, Hethersgill at 7.30pm.

There being no further business the Chairman closed the meeting at 8.30pm.

Signed (Chairman).....  
17 March 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			
<b>Income</b>											
Brought Forward		£ 5,734.73								£ 5,734.73	
Precept		£ 7,000.00	£ 7,000.00							£ 7,000.00	100%
CTRS Grant		£ -								£ -	
Grants										£ -	
Cumbria County Council										£ -	
Carlisle City Council										£ -	
Others							£ 171.90			£ 171.90	
Gill Adverts										£ -	
VAT Reclaim										£ -	
Other										£ -	
<b>TOTAL</b>		£ 7,000.00	£ 7,000.00	£ -	£ -	£ -	£ 171.90	£ -	£ -	£ 7,171.90	102%
<b>Expenditure</b>											
Clerk											
Gross Salary		£ 3,350	£ 278.88	£ 557.76	£ 557.76	£ 557.76	£ 557.76	£ 557.76		£ 3,067.68	92%
Expenses & Subs		£ 15		£ 7.00						£ 7.00	47%
Administration											
CALC Membership		£ 126		£ 132.45						£ 132.45	105%
Data Protection		£ 35				£ 35.00				£ 35.00	100%
Postages/Stationary/Misc		£ 69		£ 21.96	£ 40.93		£ 15.26	£ 10.76		£ 88.91	129%
Equipment		£ 100			£ 100.00					£ 100.00	100%
The Gill											
Parish Hall		£ 400		£ 196.04						£ 395.74	99%
Donations											
Parish Hall		£ 1,000								£ -	0%
Church		£ 1,000				£ 500.00				£ 500.00	50%
GNAA		£ 200						£ 200.00		£ 200.00	100%
Social Committee		£ 1,000								£ -	0%
Others		£ 200								£ -	0%
Insurance											
Parish Hall		£ 230		£ 218.00						£ 218.00	95%
Audit		£ -								£ -	
Training		£ 100								£ -	0%
Website		£ 76			£ 15.00	£ 16.00	£ 66.00			£ 97.00	128%
Projects											
Sandholes		£ -								£ -	
Broadband		£ -								£ -	
Parish Hall		£ -								£ -	
Others		£ 750				£ 171.90				£ 171.90	23%
Grants Payable										£ -	
Parish Hall (CCC & City Council)		£ 100								£ -	0%
Maintenance											
Includes carry-forward		£ 150				£ 6.90	£ 210.00			£ 216.90	145%
Grass Cutting		£ 500			£ 211.50					£ 211.50	42%
Contingency		£ 21			£ 21.00					£ 21.00	101%
Ringfenced Transparency		£ -								£ -	
VAT Incurred		£ -		£ -	£ 66.50	£ 34.38	£ 2.66	£ 2.15		£ 105.69	
<b>TOTAL</b>		£ 9,422	£ 278.88	£ 1,133.21	£ 1,012.69	£ 1,321.94	£ 1,051.68	£ 770.37	£ -	£ 5,568.77	59%

Bank Reconciliation 29.02.20

Brought Forward	£	5,734.73
Total Receipts	£	7,171.90
Total Expenditure	£	5,568.77
<b>Balance 29.02.20</b>	<b>£</b>	<b>7,337.86</b>
<b>Bank Balance 29.02.20</b>	<b>£</b>	<b>7,337.86</b>