



Chairman: Cllr Alison Sisson

Clerk: Sarah Kyle
Hill House
Walton
Brampton
CA8 2DY

Tel: 01228 231124
Email: clerk@hethersgill.org.uk

www.hethersgill.org.uk

11th November 2020

An online meeting of Hethersgill Parish Council will be held on:

[Tuesday 17th November 2020 at 7.30pm](#)

The meeting is accessible by clicking the link [here](#) or by logging into www.zoom.us and using Meeting ID **897 4267 6028** with the passcode **692152**.

The meeting can also be accessed using a telephone by dialling one of the following numbers (0131 460 1196 or 0203 051 2874 or 0203 481 5237 or 0203 481 5240).

Please aim to arrive at the meeting by 7.20pm in case of connectivity problems. The meeting will be recorded in accordance with our policy on filming.

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

Yours faithfully

Sarah Kyle
Clerk and Responsible Financial Officer

Agenda

1. **Apologies for absence:** to receive apologies and approve reasons for absence
2. **Declarations of Interest and Request for Dispensations:**
 - a) 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 and to;
 - b) receive declarations by members of interests in respect of items on this agenda
3. **Minutes of the meeting of the Parish Council held on 15th September 2020**

To approve the accuracy of the minutes. Minutes to be physically signed following the meeting - **attached**
4. **Public Participation**

In accordance with Standing Order 3e the Chairman will, at her discretion:

 - a) invite a representative from Carlisle City Council to discuss play area provision;
 - b) invite members of the public to address the meeting in relation to the business to be transacted at this meeting and;
 - c) receive reports from City and County Councillors
5. **Administrative Matters**
 - 5.1 **Play Area Provision in Parish**

To consider viability of the above following the presentation during public participation

5.3 Broadband

To consider any update with improvements in the parish

5.4 Parish Survey

To consider an update with responses received and consider the way forward

5.5 Defibrillator

To authorise expenditure on necessary replacement pads/battery

6. Finance Matters

6.1 Payments

To ratify payments below and to note the budget update/bank reconciliation as [attached](#)

- Sarah Kyle, October Salary, £266.96
- HMRC, October PAYE, £66.80
- Sarah Kyle, November Salary £229.52
- HMRC, November PAYE, £57.20
- PrintPoint, newsletter/survey printing, £107.50
- YPO, stationery, £31.19
- Sarah Kyle, Reimbursements for stamps, £229.68
- ICO, Data Protection, £35.00
- Equiphase, website hosting, £66.00

6.2 Precept and Budget 2021/22

To consider the proposed draft budget for 2021/22 and set the precept accordingly – [report attached](#)

6.3 Donation Request

To consider a donation request from the Great North Air Ambulance

7. Highways Matters

7.1 Updates

To verbally update on previously reported matters and bring new issues to the attention of the Clerk

7.2 Himalayan Balsam

To consider removal of the above following discussion during public participation

8. Planning Matters:

20/0535 Shawfield, Kirklington, Carlisle, CA6 6DX - Erection Of Single Storey Rear Extension To Provide Living Room

To note permission has been granted

20/0649 Barnlodge, Kirklington, Carlisle, CA6 6DX - Erection Of Single Storey Rear Extension To Provide Kitchen, Lounge, Utility, WC And Hall Together With Change Of Use Of Agricultural Field To Domestic Curtilage

To ratify that the Council responded with no representations

20/0728 The Square, Kirklington, Carlisle, CA6 6DN - Erection Of Roof Over Livestock Gathering Area And Feed Passage

To consider the Parish Council response

9. Councillor Matters: To bring to the attention of the Clerk any new issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Future agenda items should be submitted to the Clerk by 11 January 2021

10. Date of Next Meeting

To resolve that the next virtual meeting will be held on Tuesday 19 January 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 Virtual Meeting held on Tuesday 15 September 2020 at 7.30pm

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

In Attendance City/County Cllr J Mallinson (joined 7.40pm). The Clerk, S Kyle.

ACTION

973/20 Apologies for Absence

Apologies were received and accepted from Cllr A Smith and City Cllrs V Tarbitt and D Shepherd.

974/20 Request for Dispensations and Declarations of Interest

No requests for dispensations were received. No declarations of interest were made.

975/20 Minutes of a Meeting of the Parish Council held on 21st July 2020

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

976/20 Public Participation

No members of the public were in attendance.

977/20 Administrative Matters

977.1 Hallburn Wind Farm Grant Fund

Cllr Williams noted that the grants panel had recently met and agreed funding although the results had not yet been made public. Only one application had been made for a group involved with Hethersgill parish. The next deadline for applications is 13 January 2021 and the panel will meet on 22 January 2021. Cllr Williams confirmed that the money allocated to the Parish Council for VE day celebrations is being held over in case of any event next year.

City/County Cllr Mallinson joined the meeting at 7.40

977.2 Local Government Reorganisation in Cumbria

City/County Cllr Mallinson outlined proposals, including different options for geographical boundary splits and levels of organisation, for the potential of the above. Discussions were held regarding the implications for the NHS services. It was confirmed that the likely timetable for implementation, should the proposals go ahead, will be 2023 at the earliest.

977.3 Climate Change: Consultation on Carlisle Strategy

Cllrs were asked to respond to the consultation by the closing date of Friday 18th September, should they wish to comment. City/County Cllr Mallinson outlined the necessity for the consultation.

977.4 Play Area Provision in the Parish

The possibility of building a play area in the parish was mentioned at the last meeting and further discussion was held. Issues with having no land were raised as the primary concern.

Resolved that Cllr Gash investigate any suitable areas of land in the vicinity of the parish hall. The Clerk to invite a city council officer to the November meeting to discuss how to progress.

SK

977.5 Broadband

No updates were available although it was noted that the 5g telephone mast in Roadhead might be switched on before the new year.

Signed (Chairman).....
17 November 2020

977.6 Parish Survey

Thanks were given to Cllr Irving for compiling a very comprehensive survey designed to find out how COVID-19 has affected the lives of residents in the parish and how the Parish Council could provide support. The survey will need to stress that the information will be fed to agencies to help provide support where possible, due to the limited powers the Parish Council has to act. City/County Cllr Mallinson offered to donate £100 towards printing/postage costs of the survey which was gratefully received with sincere thanks. The survey will be distributed with the next edition of The Gill.

Resolved that Cllr Irving finalise the survey before its distribution by the Clerk.

MI/SK

978/20 Planning Matters

20/0347 Rose Cottage, Uppertown, Kirklington, Carlisle, CA6 6BD - Proposed Rear Extension to Provide Annexe Accommodation Comprising Living Room & W.C. On Ground Floor With 2no. Bedrooms & 1no. Bathroom Above

Resolved to note that permission has been granted.

20/0535 Shawfield, Kirklington, Carlisle, CA6 6DX - Erection of Single Storey Rear Extension to Provide Living Room

Resolved to note that the Clerk responded under delegated powers with ‘No Representations’.

20/0461 Selby Garth, Moss Edge, Hethersgill, Carlisle, CA6 6HJ - Variation of Condition 2 (Approved Documents) Of Previously Approved Application 20/0331 (Erection of Replacement Bungalow and Detached Garage) To Reposition the Bungalow

Resolved to note that permission has been granted.

979/20 Finance Matters

979.1 Payments

Resolved to approve payments, including retrospective payments, as follows:

Sarah Kyle	August Salary	£223.08
HMRC	August PAYE	£55.80
Sarah Kyle	August Salary	£223.08
HMRC	August Salary	£55.80

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 30 September 2020 was £12,044.40.

979.2 Donation Request

Resolved to donate £1000 towards roof repairs at Hethersgill Parish Hall.

979.3 NJC Local Government Services Pay Scales

Resolved to implement updated pay scales for the Clerk, backdated from 1 April 2020, at an additional monthly cost of £7.84.

980/20 Highways Matters

980.1 Updates

No matters were brought to the attention of the Clerk to report.

981/20 Councillor Matters

Cllr Gash questioned Cllrs Williams regarding whether SHINE voluntary meal service in Brampton would be eligible for Hallburn wind farm grant funding, as some in Hethersgill benefitted from the service. City/County Cllr Mallinson offered to investigate funding streams.

Signed (Chairman).....
17 November 2020

Cllr Heaton noted problems at two properties (Howgate and The Hawthornes) with sewage systems back feeding into properties. City/County Cllr Mallinson will arrange to visit Cllr Heaton to discuss. City/County Cllr Mallinson was thanked by the Chair for his contribution towards many aspects of the meeting.

982/20 Date of Next Meeting

Resolved that the next online meeting of the Parish Council be held on Tuesday 17th November 2020 at 7.30pm. Consideration will be given as to whether the January meeting will be virtual or in-person depending on the guidelines at that time.

There being no further business the Chairwoman closed the meeting.

Signed (Chairman).....
17 November 2020

Hethersgill Parish Council

Income and Expenditure against Budget 2020/21

		Budget 2020 21	May	July	Sept	Nov	Jan	Mar	Total	%	Total
Income											
Brought Forward		£ 6,965.38							£ 6,965.38		£ 5,734.73
Precept		£ 7,000.00	£ 7,000.00						£ 7,000.00	100%	£ 7,000.00
CTRS Grant		£ -							£ -	-	£ -
Grants	Cumbria County Council								£ -	-	£ -
	Carlisle City Council								£ -	-	£ -
	Others				£ 750.00				£ 750.00	-	£ 171.90
Gill Adverts									£ -	-	£ -
VAT Reclaim									£ -	-	£ -
Other									£ -	-	£ -
TOTAL		£ 7,000.00	£ 7,000.00	£ -	£ 750.00	£ -	£ -	£ -	£ 7,750.00	111%	£ 7,171.90
Expenditure											
Clerk	Gross Salary	£ 3,413	£ 557.76	£ 557.76	£ 557.76	£ 333.76			£ 2,007.04	59%	£ 3,346.56
	Expenses & Subs	£ 9	£ 11.00						£ 11.00	122%	£ 7.00
Administration	CALC Membership	£ 136	£ 134.69						£ 134.69	99%	£ 132.45
	Data Protection	£ 35				£ 35.00			£ 35.00	100%	£ 35.00
	Postages/Stationary/Misc	£ 100	£ 35.00		£ 57.89				£ 92.89	93%	£ 88.91
	Equipment	£ 100							£ -	0%	£ 100.00
The Gill		£ 420				£ 326.18			£ 326.18	78%	£ 395.74
Donations	Parish Hall	£ 500							£ -	0%	£ -
	Church	£ 500							£ -	0%	£ 500.00
	GNAA	£ 200							£ -	0%	£ 200.00
	Social Committee	£ 1,000							£ -	0%	£ -
	Others	£ 200							£ -	0%	£ -
Insurance		£ 230	£ 218.00						£ 218.00	95%	£ 218.00
Audit									£ -	-	£ -
Training		£ 80	£ 50.00						£ 50.00	63%	£ -
Website		£ 66	£ 20.00						£ 20.00	30%	£ 97.00
Projects	Sandholes								£ -	-	£ -
	Broadband								£ -	-	£ -
	Parish Hall								£ -	-	£ -
	Others	£ 1,000							£ -	0%	£ 171.90
Grants Payable	Parish Hall (CCC & City Council)				£ 750.00				£ 750.00	-	£ -
Maintenance	Includes carry-forward	£ 100							£ -	0%	£ 78.00
Grass Cutting	Includes carry-forward	£ 160							£ -	0%	£ 216.90
Contingency		£ 250							£ -	0%	£ 211.50
Ringfenced Transparency		£ -							£ -	0%	£ 21.00
VAT Incurred		£ -				£ 11.00			£ 11.00	-	£ 121.29
TOTAL		£ 8,500	£ 1,026.45	£ 557.76	£ 1,365.65	£ 705.94	£ -	£ -	£ 3,655.80	43%	£ 5,941.25

Bank Reconciliation 31.10.20

Brought Forward	£	6,965.38
Total Receipts	£	7,750.00
Total Expenditure	£	3,655.80
Balance 31.10.20	£	11,059.58
Bank Balance 31.10.20	£	11,059.58

HETHERSGILL PARISH COUNCIL BUDGET AND PRECEPT 2021/22

Introduction

This year has been unprecedented with the COVID pandemic effectively wiping out the majority of the Council's plans, including the householder pack launch and VE day commemorations. The strain on the economy, both at national and a personal level cannot be overlooked and it is felt that it is essential that the Council does not look to add to the burden of households already struggling with lower income or unemployment. The budget will therefore focus on ensuring that the amount precepted will remain static to ensure that no increases in financial demands are placed upon residents from a parish viewpoint, obviously whilst ensuring that essential Council services can be maintained. Members will see from the financial statement to 31st October 2020 that an extremely healthy reserve remains in the Council's bank account and thanks to this strong reserve position this freeze on the precept should be comfortably achievable.

This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2021/22.

Expected end of year outcome to 31st March 2021

The bank balance is currently £11,060. Other than a small grant towards the parish survey, no other income is expected.

Expenditure still to be made and worthy of discussion include:

- Donations to Village Hall and Social Committee £1,000 budgeted for each.
- Donation to Great North Air Ambulance - £200 budgeted.
- Website –£12 anticipated for domain name (hosting fees paid prior to November meeting).
- The Gill – for the edition circulated alongside the survey. The next edition will hopefully go out in April/May 2021 and will fall under the 2021/22 budget.
- A project budget has been provided in case of outcomes from the survey requiring expenditure.
- £25 budgeted for grass cutting (lower than normal due to lockdown).

Other expenditure will be on the Clerks salary. Should there be no unexpected further expenditure the year-end balance will be approx. £7,195. Between three and twelve months expenditure is to be held in reserve; based upon the actual expenditure in 2018/19 this would be £1,485 to £5,941 which means the Council is sitting in a very healthy financial position to support the community in 2021/22 by not raising the precept.

Budget for 2021/22

Getting the Council projects (householder pack and a type of VE commemoration/community get-together) would appear to be high priority. The outcome of the survey will hopefully lead these plans and a project budget has been set at £2,000 to enable both, as well as additional work if necessary.

A maintenance budget needs to be considered and a figure of £200 has been included for any needs that may arise, be it on signage, defibrillator or notice boards etc. This is in addition to the £160 budgeted for the resumed normal maintenance schedule for Sand Hole Common Land/crossroads grass.

No budget has been allowed for the external audit due to the reduced expenditure; monies remain budgeted for insurance and CALC subscriptions, with small increases allowed for both. With regards to other administrative costs, salary costs might again rise nationally. Allowance is made as normal for a contribution towards the Clerk's Society of Local Council Clerk's membership. The data protection budget remains static at £35 due to the reduction allowed for paying by direct debit. A budget of £100 is expected to cover the stationery and postage costs with a £100 equipment budget in case of any need.

The cost of the Gill has been budgeted for, allowing for two editions over the year; £420 should be adequate for this purpose.

The grant fund for Community projects has been set for all groups at £1,500. Amounts have been pre-allocated to the regular community groups (Parish Hall £500, Social Committee £500). The amount budgeted for the Great North Air Ambulance remains at £200. Additional donation(s) would be available of up to £300 for either other community groups or for re-allocation to top up the above amounts. Any other donations would need to be taken from the contingency budget of £250 or from the £2,000 project budget if not spent.

Income expected for 2021/22

The expected income is:-

Carry forward:	£7,195
Precept/CTRS Grant	£7,000
The Gill Adverts	£0
VAT	£0
Total	£14,195

A small amount of additional VAT reclaim money may also be received but this has not been included in the expenditure either.

Budget Proposal for 2021/22

The following reflects comments above:-

Clerk's salary & costs	£3,556
Administration	£453
The Gill	£420
Web site	£98
Maintenance	£360
Insurance	£229
Projects	£2,000
Grants Fund	£1,500
Contingency	£250
Total	£8,866

Income will exceed the proposed budget by an amount of £5,328 leaving this amount in reserve. The amount is above well within recommended guidelines and will leave the Council in a stable financial position.

Precept for 2021/22

If the above budget is accepted there would appear no need to increase the precept for the forthcoming financial year. The Clerk therefore recommends that the precept is maintained at its current level of £7,000.

Recommendations

The Council is asked to consider the following recommendations: -

The budget for 2021/22 be £8,866

The Precept for 2021/22 be £7,000

Sarah Kyle, Clerk and Responsible Financial Officer, 10.11.20

Hethersgill Parish Council

Income and Expenditure against Budget 2020/21

		Budget 2021 22	Budget 2020 21	May	July	Sept	Nov	Jan	Mar	Total	%	2019 20
Income												
Brought Forward		£ 7,194.71	£ 6,965.38							£ 6,965.38		£ 5,734.73
Precept		£ 7,000.00	£ 7,000.00	£ 7,000.00						£ 7,000.00	100%	£ 7,000.00
Grants	Cumbria County Council									£ -	-	£ -
	Carlisle City Council							£ 100.00		£ 100.00	-	£ -
	Others					£ 750.00				£ 750.00	-	£ 171.90
Gill Adverts										£ -	-	£ -
VAT Reclaim									£ 16.20	£ 16.20	-	£ -
Other										£ -	-	£ -
TOTAL		£ 7,000.00	£ 7,000.00	£ 7,000.00	£ -	£ 750.00	£ -	£ 100.00	£ 16.20	£ 7,866.20	112%	£ 7,171.90
Expenditure												
Clerk	Gross Salary	£ 3,544	£ 3,413	£ 557.76	£ 557.76	£ 557.76	£ 620.48	£ 573.44	£ 286.72	£ 3,153.92	92%	£ 3,346.56
	Expenses & Subs	£ 12	£ 9	£ 11.00						£ 11.00	122%	£ 7.00
Administration	CALC Membership	£ 139	£ 136	£ 134.69						£ 134.69	99%	£ 132.45
	Data Protection	£ 35	£ 35				£ 35.00			£ 35.00	100%	£ 35.00
	Postages/Stationary/Misc	£ 100	£ 100	£ 35.00		£ 57.89	£ 25.99			£ 118.88	119%	£ 88.91
	Equipment	£ 100	£ 100							£ -	0%	£ 100.00
The Gill		£ 420	£ 420				£ 326.18			£ 326.18	78%	£ 395.74
Donations	Parish Hall	£ 500	£ 500					£ 1,000.00		£ 1,000.00	200%	£ -
	Church	£ -	£ 500							£ -	0%	£ 500.00
	GNAA	£ 200	£ 200						£ 200.00	£ 200.00	100%	£ 200.00
	Social Committee	£ 500	£ 1,000						£ 1,000.00	£ 1,000.00	100%	£ -
	Others	£ 300	£ 200							£ -	0%	£ -
Insurance		£ 229	£ 230	£ 218.00						£ 218.00	95%	£ 218.00
Audit										£ -	-	£ -
Training		£ 80	£ 80	£ 50.00						£ 50.00	63%	£ -
Website		£ 98	£ 66	£ 20.00			£ 66.00		£ 12.00	£ 98.00	148%	£ 97.00
Projects	Sandholes	£ -								£ -	-	£ -
	Broadband	£ -								£ -	-	£ -
	Parish Hall	£ -								£ -	-	£ -
	Others	£ 2,000	£ 1,000						£ 500.00	£ 500.00	50%	£ 171.90
Grants Payable	Parish Hall (CCC & City Council)	£ -				£ 750.00				£ 750.00	-	£ -
Maintenance	Includes carry-forward	£ 200	£ 100							£ -	0%	£ 78.00
Grass Cutting	Includes carry-forward	£ 160	£ 160					£ 25.00		£ 25.00	16%	£ 216.90
Contingency		£ 250	£ 250							£ -	0%	£ 211.50
VAT Incurred		£ -	£ -				£ 16.20			£ 16.20	-	£ 121.29
TOTAL		£ 8,866	£ 8,500	£ 1,026.45	£ 557.76	£ 1,365.65	£ 1,089.85	£ 1,598.44	£ 1,999	£ 7,636.87	90%	£ 5,941.25

Bank Reconciliation Estimate 31.03.21

Bank Reconciliation Estimate 31.03.21		Bank Reconciliation Estimate 31.03.22	
Brought Forward	£ 6,965.38	£ 7,194.71	
Total Receipts	£ 7,866.20	£ 8,866.49	
Total Expenditure	£ 7,636.87	£ 5,328.22	
Balance 31.03.21	£ 7,194.71		