



Chairman: Cllr Alison Sisson

Clerk: Sarah Kyle
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15 July 2020

A virtual meeting of Hethersgill Parish Council will be held on:

Tuesday 21st July at 7.30pm

The meeting is accessible by clicking the link [here](#) or by logging into www.zoom.us and using Meeting ID **890 3249 9623** with the password **006759**.

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.

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 19 May 2020**

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

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

 - a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting and
 - b) receive reports from City and County Councillors
- 6. Administrative Matters**
 - 6.1 VE/VJ Day Commemorations –**

To consider possible alternatives for the cancelled May event
 - 6.2 Hallburn Wind Farm**

To receive a verbal report from the PC representative

6.3 Broadband

To consider any update with improvements in the parish

6.4 Parish Survey

To consider undertaking a survey amongst residents to assess the impact of COVID-19

7. Planning Matters:

20/0331 Selby Garth, Moss Edge, Hethersgill, Carlisle, CA6 6HJ - Erection Of Replacement Bungalow And Detached Garage

To note that the Clerk responded under delegated powers with no representation and that permission has been subsequently granted

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

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

20/0272 Netheronsett, Kirklington, Carlisle, CA6 6DY - Change Of Use Of Agricultural Land To Garden

To note that permission has been granted

20/0312 Hill House Farm, Kirklington, Carlisle, CA6 6DN - Erection Of Agricultural Steel Framed General Purpose Shed For Young Livestock And Agricultural Vehicles

To note that permission has been granted

20/0276 3 Netherfield, Kirklington, Carlisle, CA6 6DU - Erection Of Front Porch

To note that permission has been granted

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

To consider the Parish Council response

8. Finance Matters

8.1 Payments

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

- Sarah Kyle, June Salary, £223.08
- HMRC, June PAYE, £55.80
- July Salary & reimbursements, £280.97
- HMRC, July PAYE, £55.80

8.2 Annual Return

To confirm that the external auditors have logged the exempt status for the year ended 31.03.20

9. Highways Matters

9.1 Updates

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

9.2 Fly tipping

To consider complaints regarding the above

10. 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 4 September 2020

11. Date of Next Meeting

To resolve that the next virtual meeting will be held on Tuesday 15 September at 7.30pm.

HETHERSGILL PARISH COUNCIL

Minutes of a Virtual Meeting held on Tuesday 19th May 2020 at 7.30pm

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

In Attendance City/County Cllr J Mallinson. The Clerk, S Kyle.

ACTION

951/20 Welcome from the Chair

Cllr Sisson welcomed everyone to the first virtual meeting, taking place online due to the emergency legislation during the COVID-19 pandemic. All members present confirmed their audio was working correctly and that procedures for the meeting were understood.

952/20 Apologies for Absence

Apologies were received and accepted from City Cllr V Tarbitt.

953/20 Minutes of a Meeting of the Parish Council held on 21st January 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.

954/20 Request for Dispensations and Declarations of Interest

No requests for dispensations were received. Cllr Irving declared an interest in item 958.3, due to being a member of the Social Committee.

955/20 Public Participation

No members of the public were in attendance.

City/County Cllr Mallinson informed members that he had small scale funding available to support any support groups working in response to the coronavirus pandemic.

956/20 Administrative Matters

956.1 Virtual Meeting Standing Orders

An addendum to the Standing Orders had been circulated alongside the agenda to enable the Council to meet virtually during the pandemic.

Resolved to adopt the standing orders with immediate effect.

956.2 Pandemic Working Arrangements

Documentation outlining arrangements for working practices since the last meeting and during the COVID-19 pandemic had been circulated alongside the agenda.

Resolved to ratify the working arrangements.

956.3 Internal Audit Documentation 2019/20

Resolved that due to the cancellation of the previous meeting because of the COVID-19 pandemic, to retrospectively approve audit documentation from 2019/20 (as previously circulated alongside the March 2020 agenda) and to retrospectively approve the appointment of Mrs. P Cronin as internal auditor for 2019/20

957/20 Planning Matters

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

Resolved to note that the Clerk responded under delegated powers with “no representations” and that permission has been subsequently granted.

20/0276 3 Netherfield, Kirklington, Carlisle, CA6 6DU - Erection of Front Porch

Resolved to note that the Clerk responded under delegated powers with “no representations”.

Signed (Chairman).....

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20/0272 Netheronsett, Kirklington, Carlisle, CA6 6DY - Change of Use of Agricultural Land to Garden

Resolved to note that the Clerk responded under delegated powers with “no representations”.

20/0312 Hill House Farm, Kirklington, Carlisle, CA6 6DN - Erection of Agricultural Steel Framed General Purpose Shed for Young Livestock and Agricultural Vehicles

This application had arrived following publication of the agenda and had been circulated under the COVID-19 arrangements to all Cllrs. Discussion was held regarding the size and visibility of the proposed shed.

Resolved to respond with “no representations”.

City/County Cllr Mallinson noted that planning committees are taking place more frequently to minimise the length of the agenda, whilst meetings are taking place virtually, therefore the Council will be alert to response deadline dates.

958/20 Finance Matters

958.1 Payments

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

Financial Year 2019/20

Sarah Kyle	March Salary	£223.08
HMRC	March PAYE	£55.80
Elliott Engineers	Defib repairs	£93.60

Financial Year 2020/21

Kierweb	Website updates	£20.00
Hethersgill Parish Hall	Rental 2019	£35.00
Sarah kyle	April Salary	£223.28
HMRC	April PAYE	£55.60
Stanwix Rural Parish Council	Training Course	£50.00
Stanwix Rural Parish Council	SLCC Donation	£11.00
Sarah Kyle	May salary	£223.08
HMRC	May salary	£55.80
CALC	Subscription	£134.69
Came & Company	Insurance	£218.00

958.2 Receipts

Resolved to note the receipt of £7,000 in respect of the precept from Carlisle City Council.

958.3 Donation Requests

Cllr Irving took no part in the discussion of this item. A donation request from the Social Committee had been carried forward from the March agenda.

Resolved to commit to a donation in principle, to be paid once social events recommence and costs are known.

959/20 Annual Governance and Accountability Return 2019/20

959.1 Internal Audit Report

Resolved to receive and accept the end of year internal auditors report for the financial year 2019/20 with no matters brought to the attention of the Council.

959.2 Annual Governance and Accountability Return (AGAR) Certificate of Exemption

Signed (Chairman).....

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Resolved 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 2020 and that all criteria had been met.

959.3 Annual Governance Statement for the Year Ended 31st March 2020

Resolved to approve the Annual Governance Statement and authorise the Chairman to sign the Annual return.

959.4 Statement of Accounts to Year Ended 31st March 2020

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

960/20 Clerk's Report

New Householder Pack

The householder pack is currently on hold. Once the pandemic is over, a reviewed launch date will be considered.

VE Day Commemorations

Thanks were noted to Catherine Edwards for playing the bagpipes for the above. At present, plans are hoped to be formulated for VJ Day, however this is entirely contingent upon the pandemic social distancing measures and will be reviewed continuously until the summer.

Website

The proposed updates to the website remain ongoing.

Co-option of New Councillor

This matter is on hold until in-person meetings are resumed. Two candidates have shown an interest and have been informed of the delay.

961/20 Councillor Matters

Cllr Barrett noted that 19 households had formed a community fibre partnership group and progress with broadband improvements had been committed to as a result, within the next 8 months.

Cllr Smith noted an overhanging dangerous branch, near to Grain Cottage. The Clerk to report to Highways.

Cllr Irving requested consideration be given to designing a support package for the community to assist with recovery from the pandemic. It was agreed that a questionnaire could be circulated in the next edition of The Gill to determine what measures would be necessary. Cllrs are to give the matter, including suitable questions, some thought prior to the July meeting.

Cllr Sisson requested that an update be obtained from Natural England regarding the current status of the peat moss. The Clerk to contact them.

962/20 Date of Next Meeting

Resolved that the next online meeting of the Parish Council be held on Tuesday 21st July 2020 at 7.30pm.

There being no further business the Chairman closed the meeting at 8.17pm.

Signed (Chairman).....
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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								£ -	-	£ 171.90
Gill Adverts									£ -	-	£ -
VAT Reclaim									£ -	-	£ -
Other									£ -	-	£ -
TOTAL		£ 7,000.00	£ 7,000.00	£ -	£ -	£ -	£ -	£ -	£ 7,000.00	100%	£ 7,171.90
Expenditure											
Clerk	Gross Salary	£ 3,413	£ 557.76	£ 278.88					£ 836.64	25%	£ 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							£ -	0%	£ 35.00
	Postages/Stationary/Misc	£ 100	£ 35.00						£ 35.00	35%	£ 88.91
	Equipment	£ 100							£ -	0%	£ 100.00
The Gill		£ 420							£ -	0%	£ 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)								£ -	-	£ -
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		£ -							£ -	-	£ 121.29
TOTAL		£ 8,500	£ 1,026.45	£ 278.88	£ -	£ -	£ -	£ -	£ 1,305.33	15%	£ 5,941.25

Bank Reconciliation 30.06.20

Brought Forward	£	6,965.38
Total Receipts	£	7,000.00
Total Expenditure	£	1,305.33
Balance 30.06.20	£	12,660.05
Bank Balance 30.06.20	£	12,660.05