



Chairman: Cllr Alison Sisson

**Clerk: Sarah Kyle
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12th January 2021

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

Tuesday 19th January 2021 at 7.30pm

The meeting is accessible by clicking the link [here](#) or by logging into www.zoom.us and using Meeting ID **863 8144 3443** with the passcode **224354**.

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.

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 17th November 2020**

To approve the accuracy of the [attached minutes](#). Minutes to be physically signed following the meeting.
- 4. 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
- 5. Administrative Matters**
 - 5.1 Play Area Provision in Parish**

To note any update regarding the above
 - 5.2 Broadband**

To consider any update with improvements in the parish

5.3 Parish Survey

To consider an update with draft report and consider the way forward

5.4 VE Day Celebrations

To consider how to progress following the necessary postponement and the implications for the Hallburn Wind Farm grant

6. Finance Matters

6.1 Payments

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

- Sarah Kyle, December Salary, £229.32
- HMRC, December PAYE, £57.40
- Sarah Kyle, Reimbursements for new defibrillator pads/battery £89.28
- Sarah Kyle, January Salary £229.32
- HMRC, January PAYE £57.40

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 any update regarding the above including the [attached report](#)

7.3 Grass Cutting

To consider grass cutting arrangements in 2021

8. Planning Matters:

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 note that permission has been granted.

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

To note that permission has been granted.

20/0834 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 (Revised Application)

To note that the Parish Council responded under delegated powers with “no representations”

21/0011 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 (Revised Application)

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 8 March 2021

10. Date of Next Meeting

To resolve that the next virtual meeting will be held on Tuesday 16 March 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 17 November 2020 at 7.30pm

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

In Attendance City Cllr D Shepherd. City/County Cllr J Mallinson. City Council Officer J Pasley. One member of the public. The Clerk, S Kyle.

ACTION

983/20 Apologies for Absence

Apologies were received and accepted from Cllr F Heaton and City Cllr V Tarbitt.

984/20 Request for Dispensations and Declarations of Interest

Cllrs had requests for dispensations, in respect of precept setting, granted at the November 2019 meeting for the duration of the Council term. City Cllr Shepherd also noted an interest in any planning matters, due to sitting on the planning committee.

985/20 Minutes of a Meeting of the Parish Council held on 15th November 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.

986/20 Public Participation

City Council Officer J Pasley was in attendance to discuss the potential establishment of a play area in the parish. She outlined several discussion points, ranging from the need to establish a site, costs involved with both set-up and ongoing maintenance/insurance, the requirement for community consultation and the ongoing monitoring required on a weekly/annual basis. Some options for potential grant funding were discussed and the need for planning consent was confirmed. Ms Pasley was thanked sincerely for her extremely useful presentation and she left the meeting at 7.50pm.

One member of the public was in attendance to discuss the increasing problem of Himalayan Balsam throughout the parish. A short presentation was given regarding the problems with biodiversity it causes and a potential programme for removal, with landowners' permissions, utilising local grant schemes, was suggested.

City Cllr Shepherd noted he was dealing with issues of non-native weed growth for other parishes and would take up the above matter with the City Council for their input. County/City Cllr Mallinson had no reports to make.

987/20 Administrative Matters

987.1 Play Area Provision in the Parish

Thanks were repeated to Ms Pasley for her highly informative presentation. As the first step was land identification, it was agreed that the most suitable site, if a little small, would be on the grass outside the Parish Hall if consent could be granted. An appeal for alternative pieces of land will also be published in the next edition of the Gill.

Resolved to write to the Parish Hall Committee to begin discussions.

SK

987.2 Broadband

An email from Cumbria County Council regarding their digital strategy will be circulated to all members and discussed at the January meeting. It was noted that broadband enhancement works are currently taking place in the parish.

987.3 Parish Survey

Thirty-six surveys had been returned to date (22 percent return rate). In an initial analysis it was noted that there had been many positive effects resulting from the lockdown, but loss of

Signed (Chairman).....
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earnings and loneliness had been reported. A query was also raised as to whether the Border Rambler bus was still in operation; City Cllr Shepherd noted he was in final stage discussions about a park and ride scheme from Penton.

Resolved that a report will be written and circulated for full discussion at the January meeting.

MI

987.4 Defibrillator

Resolved to authorise expenditure required to replace the defibrillator battery and pads.

988/20 Finance Matters

988.1 Payments

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

- 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

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 31 October 2020 was £11,059.58.

988.2 Precept and Budget 2021/22

A report had been circulated alongside the agenda containing forecasted remaining income and expenditure levels for 2020/21; the proposed budget for 2021/22 and the estimated levels of financial reserves to be held on the 1st April 2022.

Resolved: To accept the proposed budget for 2021/22; the precept to remain at £7,000.

988.3 Donation Request

Resolved to donate £200 towards the Great North Air Ambulance (LGA 1972 s137).

990/20 Highways Matters

990.1 Updates

A report of manure on the road and a foul smell adjacent to Sykehead Farm was noted. The matter will be taken up with the ward members for appropriate action.

990.2 Himalayan Balsam

Further to the presentation in public participation, means to progress with the weed removal were discussed and it was noted that grant funding applications were required to be submitted to Hallburn Wind Farm in early January, so it would not be feasible to submit an application in time. It was requested that the attending member of the public put together an Action Plan and the matter will be further considered in January. City Cllr Shepherd will also speak to the Environmental Health Manager at the City Council for support.

City Cllr Shepherd and one member of the public left the meeting at 8.52pm.

991/20 Planning Matters

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

Resolved to note permission has been granted.

Signed (Chairman).....
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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

Resolved 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

Resolved to respond with no representations.

992/20 Councillor Matters

Cllr Sisson noted the proposal to have a double bank holiday for the Queen's Platinum Jubilee and questioned whether the plans for VE day should be delayed until then, given the potential for ongoing social distancing measures in 2021? The matter will be discussed in January.

993/20 Date of Next Meeting

Resolved that the next online meeting of the Parish Council be held on Tuesday 19th January 2021 at 7.30pm.

There being no further business the Chairwoman closed the meeting at 8.57pm.

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				£ 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	£ 620.48	£ 286.72		£ 2,580.48	76%	£ 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		£ 31.19		£ 124.08	124%	£ 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					£ 200.00		£ 200.00	100%	£ 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				£ 66.00		£ 86.00	130%	£ 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					£ 74.40		£ 74.40	74%	£ 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	£ 14.88		£ 25.88	-	£ 121.29
TOTAL		£ 8,500	£ 1,026.45	£ 557.76	£ 1,365.65	£ 992.66	£ 673.19	£ -	£ 4,615.71	54%	£ 5,941.25

Bank Reconciliation 31.12.20

Brought Forward	£	6,965.38
Total Receipts	£	7,750.00
Total Expenditure	£	4,615.71
Balance 31.12.20	£	10,099.67
Bank Balance 31.12.20	£	10,099.67

THE CONTROL OF HIMALAYAN BALSAM (HB) in HETHERSGILL PARISH COUNCIL

Eden Rivers Trust (ERT) is preparing communication for parish councils to support removal of HB.

Hethersgill PC will be included in the distribution of leaflets (03/21) & access to training (04/21).

Jenni Payne, ERT, has offered to talk to Hethersgill PC at the March Meeting, if required.

It is anticipated that the leaflet/training will have a full timetable. The following is my personal view on the required actions.

No.	Item	
1	Liaise with adjacent councils re: watercourses not originating in Hethersgill PC	optional
2	Apply for grants to pay for survey by external contractors (#10)	optional
3	Agree areas to tackle in Year 1	Mar-Apr
4	Contact landowners of areas agreed in item 3	Before #8
5	Attend zoom training from ERT	April
6	Develop ways of working that satisfy H&S and covid restrictions	Before #8
7	Communicate to parish and recruit volunteers	April (ish)
8	Pull HB	May-Jul
9	Revisit area to pull missed HB	Jul-Sep
10	Conduct survey of other areas for Year 2	Jun-Jul
11	Review and assess action for Year 2	Oct-Nov