



Chairman: Cllr A Sisson

**Clerk: Sarah Kyle
Hill House
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13th July 2021

Dear Councillor

You are summoned to attend a meeting of Hethersgill Parish Council on Tuesday 20th July in the Parish Hall, Hethersgill at 7.30pm.

Please let me know if you are unable to attend. Please do not attend if you have any COVID-19 symptoms.

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 4th May 2021**

To receive and approve the accuracy of the [attached](#) last minutes of the Parish Council and to authorise the Chairman to sign
- 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 Broadband**

To consider any update with improvements in the parish a
 - 5.2 Parish Survey**

To consider an update with any matters arising from the publication of the survey

5.3 Co-option Policy

To consider adoption of the previously circulated policy

5.4 Queen's Platinum Jubilee Beacons 2nd July 2022

To consider the above

5.5 Code of Conduct

To consider adoption of the new code as previously circulated

5.6 Border Rambler Bus

To note the recommencement of the service

5.7 Carlisle City Council's new Carlisle Plan for 2021-2023

To consider the above

5.8 Parliamentary Constituency Boundaries

To note the proposals

6. Highways Matters

6.1 Updates

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

6.2 Highways Information Management System

To note the implementation of the new reporting system from Cumbria County Council

6.3 Himalayan Balsam

To consider any update regarding the project and to consider acting as the project group for grant funding going forward

7. Finance Matters

7.1 Payments

To resolve to authorise two Councillors to sign to permit the payments below

- Sarah Kyle, June Salary, £229.32
- Sarah Kyle, July Salary, £229.52
- HMRC, June PAYE, £57.40
- HMRC, July PAYE, £57.20
- Hethersgill Parish Hall, previously agreed donation towards renovations, £1000
- Came & Co, Insurance, £218.00

7.2 Receipts

To resolve to note the receipt of the Precept, from Carlisle City Council, totalling £7,000

7.3 Bank Reconciliation and Budget Update

To note the [attached](#) budgetary update and agree the bank reconciliation

8. Planning Matters:

21/0491 Hall Hills Barn, Hethersgill, Carlisle, CA6 6HW - Conversion Of Barn To 1no. Dwelling

To note that the Clerk responded with 'no representations'

21/0196 Grain Cottage, Hethersgill, Carlisle, CA6 6HD - Addition Of 1no. Bay Window To Front Elevation Incorporating Works To Existing Porch; Erection Of Single Storey Rear/Side Extension To Provide Sunroom And Office

To note that permission has been granted

21/0289 Prior House Farm, Kirklington, Carlisle, CA6 6BQ - Erection Of Portal Framed Building Over Existing Cattle Handling

To note that permission has been granted

21/0373 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection Of General Purpose Agricultural Shed

To note that permission has been granted

21/0641 Yew House, Sikeside, Kirklington, Carlisle, CA6 6DR - Change Of Use Of Garage And Part First Floor To Form Holiday Let

To consider the Parish Council response

21/0666 Yew House, Sikeside, Kirklington, Carlisle, CA6 6DR - Installation Of 16no. Roof Mounted Solar Panels To Rear Elevation (LBC)

To consider the Parish Council response

21/0688 Stone Flatts, Kirklington, Carlisle, CA6 6DL - Proposal To Roof Over Existing Cattle Feeding Yard

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 10th September 2021

10. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Hethersgill Parish Hall on Tuesday 21st September at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

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 the Virtual Annual Meeting held on Tuesday 4 May 2021 at 7.45pm

Present Cllr A Sisson (Chair), Cllrs S Barrett (arrived 8pm), A Gash, M Irving and C Williams.

In Attendance One member of the public (arrived 8.05pm). The Clerk, S Kyle.

ACTION

015/21 Election of Chairman for Council Year 2021/22

Resolved that Cllr Sisson be elected as Chairman for the Council year 2021/22 and accepted the Declaration of Acceptance of Office; the official form to be signed in-person following the virtual meeting.

016/21 Appointment of Vice-Chairman

Resolved that Cllr Williams be appointed Vice-Chairman for the Council year 2021/22.

017/21 Apologies for Absence

Apologies were received and accepted from Cllr F Heaton.

018/21 Request for Dispensations and Declarations of Interest

No declarations were made and no requests for dispensations were received.

019/21 Minutes of a Meeting of the Parish Council held on 16th March 2021

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.

020/21 Public Participation

No members of the public were present.

Cllr Barrett entered the meeting at 8pm. One member of the public entered the meeting at 8.05pm.

021/21 Administrative Matters

021.1 Broadband

A copy of the DCMS Rural Broadband Consultation had been circulated to Cllrs prior to the meeting and it was noted that some of the questions appeared to be condescending and irrelevant. Cllrs can respond to the consultation directly as individuals if desired.

It was noted that households on the edge of the parish have made contact for assistance with establishing a community fibre partnership and this is being looked at by Cllr Barrett; Cllr Gash to join in these discussions to assist with bringing increased broadband to wider areas also.

Resolved that Cllrs should submit responses directly to Cllr Barrett before 17 May, for collation, to enable a parish council response to be submitted.

**ALL
SB**

021.2 Parish Survey

It was noted that no feedback had been received although this had not been specifically asked for.

Resolved that a working group be established to investigate how to progress actions resulting from the survey.

MI

021.3 Programme of Meetings

Resolved to agree the calendar of meeting dates for the council year 2020/21 as follows:

- Tuesday 20 July 2021
- Tuesday 21 September 2021
- Tuesday 16 November 2021

Signed (Chairman).....
20th July 2021

- Tuesday 18 January 2022
- Tuesday 15 March 2022
- *Tuesday 17 May 2022 (TBC - New Council Year)*

Meetings will be reviewed on an individual basis in line with current COVID rates and availability of Cllrs. It was noted that legally the Council must meet four times per Council year as a minimum.

021.4 Review of Policies and Procedures

Resolved to agree the review undertaken by the Clerk of the Council's Standing Orders, Financial Regulations, complaints procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time.

021.5 Government Call for Evidence on Remote Meetings

Disappointment at the removal of the ability to meet virtually was expressed with members agreeing that the move seemed backwards in the current time. It was however noted that meeting face-to-face again had some advantages.

Resolved that comments for the consultation should be submitted to the Clerk by 1st June.

ALL

021.6 Clerk's Additional Employment

Resolved to note that the Clerk's locum appointment for Kirkbampton Parish Council has been made permanent.

022/21 Highways Matters

022.1 Updates

It was noted that repairs to potholes in Uppertown had been carried out following the last meeting, although several of them had already washed away.

A faulty streetlamp adjacent to 4 Dacre Road will also be re-reported.

SK

022.2 Himalayan Balsam

It was noted that the Eden Rivers Trust information session for parish councillors had been moved to 26 May at 6.30pm.

Resolved that interested Cllrs and members of the public should attend the above information session and that a working group be formed to co-ordinate efforts to begin removal of the balsam. Members of the public who attended the annual parish meeting are to be contacted with the session information.

It was noted that grant money may be available for assistance in establishing a task force for the removal if required.

AO
AG
CW

One member of the public left the meeting at 8.35pm.

023/21 Finance Matters

023.1 Payments

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

- Sarah Kyle, May Salary, £229.32
- HMRC, May PAYE, £57.40
- Stanwix Rural Parish Council, Contribution to SLCC Subscription, £8.00
- CALC, Subscription, £139.98
- Came & Company, Insurance, £TBC

023.2 Internet Banking

Resolved to reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue.

Signed (Chairman).....
20th July 2021

024/21 024/21 Annual Governance and Accountability Return 2021/21**024.1 Internal Auditors Report**

Resolved to accept the end of year internal auditors report for the financial year 2020/21 with no matters to bring to the attention of the Council.

024.2 Certificate of Exemption

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 authorise the Chairman to sign and the RFO 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 2021.

024.3 Annual Governance Statement

Resolved to approve the Annual Governance Statement 2020/21 and authorise the Chairman to sign the Annual return.

024.4 Accounting Statements

Resolved to approve Accounting Statements 2020/21 and authorise the Chairman to sign the annual Return.

025/21 Planning Matters

21/0196 Grain Cottage, Hethersgill, Carlisle, CA6 6HD - Addition Of 1no. Bay Window to Front Elevation Incorporating Works to Existing Porch; Erection of Single Storey Rear/Side Extension to Provide Sunroom and Office

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

21/0289 Prior House Farm, Kirklington, Carlisle, CA6 6BQ - Erection of Portal Framed Building Over Existing Cattle Handling Facilities

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

21/0373 Lodge Hill, Hethersgill, Carlisle, CA6 6HW - Erection of General Purpose Agricultural Shed

Resolved that no representation be made on the application.

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 application has been deferred in order for additional information/images to understand the potential impact of the proposal in its setting/context and to await a further report on the application at a future meeting of the Committee and that the Committee has subsequently met and refused permission.

026/21 Councillor Matters

No additional matters were raised.

027/21 Date of Next Meeting

Resolved that the Parish Council will be held in Hethersgill Parish Hall on Tuesday 20th July at 7.30pm. The meeting will only take place subject to a review of the business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business the Chairwoman closed the meeting at 8.43pm.

Signed (Chairman).....
20th July 2021

Hethersgill Parish Council

Income and Expenditure against Budget 2021/22

		Budget 2021 22	May	July	Sept	Nov	Jan	Mar	Total	%	Total 2020 21
Income											
Brought Forward		£ 8,981.81							£ 8,981.81		£ 6,965.38
Precept		£ 7,000.00	£ 7,000.00						£ 7,000.00	100%	£ 7,000.00
CTRS Grant									£ -	0%	£ -
Grants	Cumbria County Council								£ -	0%	£ -
	Carlisle City Council								£ -	0%	£ -
	Others								£ -	0%	£ 750.00
Gill Adverts									£ -	0%	£ 15.00
VAT Reclaim									£ -	0%	£ -
Other									£ -	0%	£ -
TOTAL		£ 7,000.00	£ 7,000.00	£ -	£ -	£ -	£ -	£ -	£ 7,000.00	0%	£ 7,765.00
Expenditure		£ -									
Clerk	Gross Salary	£ 3,544	£ 573.44	£ 286.72					£ 860.16	24%	£ 3,440.64
	Expenses & Subs	£ 12	£ 8.00						£ 8.00	67%	£ 11.00
Administration	CALC Membership	£ 139	£ 139.98						£ 139.98	101%	£ 134.69
	Data Protection	£ 35							£ -	0%	£ 35.00
	Postages/Stationary/Misc	£ 100							£ -	0%	£ 96.19
	Equipment	£ 100							£ -	0%	£ 57.89
The Gill		£ 420							£ -	0%	£ 568.88
Donations	Parish Hall	£ 500							£ -	0%	£ -
	Church	£ -							£ -	0%	£ -
	GNAA	£ 200							£ -	0%	£ 200.00
	Social Committee	£ 500							£ -	0%	£ -
	Others	£ 300							£ -	0%	£ -
Insurance		£ 229	£ 218.00						£ 218.00	95%	£ 218.00
Audit									£ -	0%	£ -
Training		£ 80							£ -	0%	£ 50.00
Website		£ 98							£ -	0%	£ 86.00
Projects	Sandholes	£ -							£ -	0%	£ -
	Broadband	£ -							£ -	0%	£ -
	Parish Hall	£ -							£ -	0%	£ -
	Others	£ 2,000							£ -	0%	£ -
Grants Payable	Parish Hall (CCC & City Council)	£ -							£ -	0%	£ 750.00
Maintenance	Includes carry-forward	£ 200							£ -	0%	£ 74.40
Grass Cutting	Includes carry-forward	£ 160							£ -	0%	£ -
Contingency		£ 250							£ -	0%	£ -
VAT Incurred		£ -							£ -	0%	£ 25.88
TOTAL		£ 8,866	£ 939.42	£ 286.72	£ -	£ -	£ -	£ -	£ 1,226.14	14%	£ 5,748.57

Bank Reconciliation 30.06.21

Brought Forward	£	8,981.81
Total Receipts	£	7,000.00
Total Expenditure	£	1,226.14
Balance 30.06.21	£	14,755.67
Bank Balance 30.06.21	£	14,813.07
less outstanding payment	£	57.40
	£	14,755.67