



Chairman: Cllr A Sisson

**Clerk: Sarah Kyle
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10th November 2021

A meeting of Hethersgill Parish Council will take place on **Tuesday 16th November in the Parish Hall, Hethersgill at 7.30pm.**

This is a public meeting and all are welcome. 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 written 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 21st September 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
 - 5.2 Parish Survey**

To consider progression of survey results, including the hosting of a public meeting

5.3 Queen's Platinum Jubilee Beacons 2nd July 2022

To further consider the above

5.4 Bolton Fell Moss guided walk 13/11/21

To note the above and the receipt of an updated newsletter

5.5 Borderlands and Carlisle City Update

To note the above Teams event on 18th November at 7pm

5.6 Local Cycling and Walking Infrastructure Plans Follow-up Public Consultation (LCWIP)

To consider a response to the above consultation

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 Himalayan Balsam

To consider items for application as part of a Hallburn Windfarm grant

6.3 Grounds Maintenance

To consider tender arrangements for grass cutting in 2022

7. Finance Matters

7.1 Payments

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

- Sarah Kyle, October Salary, £229.32
- Sarah Kyle, November Salary, £229.52
- HMRC, October PAYE, £57.40
- HMRC, November PAYE, £57.20
- Equiphase, domain renewal, £17.00
- Equiphase, hosting renewal, £66.00
- ICO, Data Protection, £35.00
- W & E Carruthers, grounds maintenance, £535.00

7.2 Bank Reconciliation and Budget Update

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

7.3 Precept and Budget 2022/23

To consider the proposed draft budget for 2022/23 and set the precept accordingly – [report attached](#)

8. Planning Matters:

21/0903 Low Dubwath, Kirklington, Carlisle, CA6 6EF - Facade Alterations And External Works Including New Raised Terrace Area With Ramp Access Together With Bike Parking

To note that the Clerk responded under delegated powers with 'no representations'

21/0813 Grain Head, Hethersgill, Carlisle, CA6 6HD - Roofing Over Of Existing Muck Midden

To note that permission has been granted

21/0965 East Prior Rigg, Kirklington, Carlisle, CA8 6EB - Erection Of Single Storey Rear Extension To Provide Living Room

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

21/0992 Barn Adjacent Hall Hills Farm, Hethersgill, Carlisle, CA6 6HW - Conversion Of And Extension To Barn To Provide 1no. Dwelling House (Revised Application)

To note that the Clerk responded under delegated powers with 'no representations'

21/0862 Mount Pleasant, Hethersgill, Carlisle, CA6 6ES - Demolition Of Garage & Store, Front Porch & Rear Conservatory; Erection Of Single Storey Side And Front Extensions To Provide Additional Living Accommodation

To note that permission has been granted

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 January 2022

10. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Hethersgill Parish Hall on Tuesday 18th January 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 a Meeting held on Tuesday 21 September 2021 at 7.30pm in the Parish Hall, Hethersgill

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

In Attendance the Clerk, S Kyle.

ACTION

038/21 Apologies for Absence

Apologies were received and accepted from County Cllr J Mallinson.

039/21 Request for Dispensations and Declarations of Interest

Cllr Gash declared an interest in planning applications 21/0783 and 21/0666, due to residing in an adjacent property. Cllr Sisson also declared an interest in planning application 21/0813. No requests for dispensations were received.

040/21 Minutes of a Meeting of the Parish Council held on 20th July 2021

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

041/21 Public Participation

No members of the public were present.

042/21 Administrative Matters

042.1 Broadband

No parish wide updates were available.

042.2 Parish Survey

This item was deferred until the next meeting although a meeting of a working group will be organised, if possible, prior to November.

Resolved that a working group meeting be held after liaison with Cllr Irving.

AS

042.4 Queen's Platinum Jubilee Beacons 2nd June 2022

A request is to be made to the social committee to consider organising plans, in line with those cancelled due to COVID for VE Day commemorations. Costs for the manufacture of a beacon will also be investigated and suitable locations to host the beacon are to be continued to be investigated.

Resolved that the Social Committee be contacted, prices for a beacon sought, and landowners' permission discussed with suitable residents.

SK

AS

SB

043/21 Highways Matters

043.1 Updates

The launch of the new HIAMS reporting system for Cumbria Highways was noted, with successful reports being made.

042.2 Himalayan Balsam

It was reported that investigations into spraying the Balsam to save on picking had proven the areas were unsuitable. This will increase the need for volunteers to assist next year. Grants are to be applied for safety and cutting equipment and roadside signage is to be purchased. An article will also be placed in the Gill to promote the project whilst

Signed (Chairman).....

16th November 2021

investigations into using the Community Payback team continue. The adoption of the volunteer group as a formal part of the Parish Council, to ensure insurance is provided, was also considered.

Resolved that the Himalayan Balsam volunteer group be formally adopted as a working group of the Parish Council; Cllrs Williams and Gash to continue acting as Council representatives.

044/21 Finance Matters

044.1 Payments

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

- Sarah Kyle, August Salary, £229.32
- Sarah Kyle, September Salary, £229.52
- HMRC, August PAYE, £57.40
- HMRC, September PAYE, £57.20

044.3 Bank Reconciliation and Budget Update

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 31 August 2021 was £14,182.83.

045/21 Planning Matters

21/0862 Mount Pleasant, Hethersgill, Carlisle, CA6 6ES - Demolition of Garage & Store, Front Porch & Rear Conservatory; Erection of Single Storey Side and Front Extensions to Provide Additional Living Accommodation

Resolved to not make any representations on the application.

21/0783 Yew House, Sikeside, Kirklington, Carlisle, CA6 6DR - Erection of Storage Shed (Retrospective)

Resolved to not make any representations on the application.

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

Resolved to note that permission has been granted.

21/0813 Grain Head, Hethersgill, Carlisle, CA6 6HD - Roofing Over of Existing Muck Midden

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

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

Resolved to note that the application has been withdrawn.

046/21 Councillor Matters

No additional matters were raised.

047/21 Date of Next Meeting

Resolved that the next meeting of the Parish Council will be held in Hethersgill Parish Hall on Tuesday 16th November 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. Members were requested to send project ideas to the Clerk prior to the meeting, to enable a thorough discussion of the precept for the forthcoming year. There being no further business the Chairwoman closed the meeting at 8.10pm.

Signed (Chairman).....
16th November 2021

HethersgillParish 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	£ 573.44	£ 860.16				£ 2,007.04	57%	£ 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			£ 35.00				£ 35.00	100%	£ 35.00
	Postages/Stationary/Misc	£ 100							£ -	0%	£ 96.19
	Equipment	£ 100							£ -	0%	£ 57.89
The Gill		£ 420							£ -	0%	£ 568.88
Donations	Parish Hall	£ 500			£ 1,000.00				£ 1,000.00	200%	£ -
	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			£ 17.00				£ 17.00	17%	£ 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	£ 573.44	£ 1,912.16	£ -	£ -	£ -	£ 3,425.02	39%	£ 5,748.57

Bank Reconciliation 31.10.21

Brought Forward	£	8,981.81
Total Receipts	£	7,000.00
Total Expenditure	£	3,425.02
Balance 31.10.21	£	12,556.79
Bank Balance 31.10.21	£	12,556.79

HETHERSGILL PARISH COUNCIL BUDGET AND PRECEPT 2022/23

Introduction

Last year, it was felt that the Council should not increase the precept to ensure that it did not add to the financial strain being felt by many residents. After the unprecedented year the Council faced in 2020/21, recovery for Council projects has been slow and has resulted in a large reserve in the Council's bank account. Members will see from the financial statement to 31st October 2021 that an extremely healthy reserve remains and thanks to this strong reserve position, another freeze on the precept will be comfortably achievable.

This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2022/23.

Expected end of year outcome to 31st March 2022

The bank balance is currently £12,557. No further income is expected.

Expenditure still to be made and worthy of discussion includes:

- Donations to the Social Committee £1,000 already allocated and still to pay plus a potential allocation from this years budget.
- Donation to Great North Air Ambulance - £200 budgeted.
- The Gill – £420 - with editions likely to go out in Winter and Spring.
- £535 budgeted for grass cutting (higher than anticipated at last years budget setting).
- Repairs to the defibrillator cabinet, £100 budgeted.
- £1000 project expenditure budgeted for, to include Himalayan Balsam support and parish survey early outcomes

Other expenditure will be on the Clerks salary and routine administration. Should there be no unexpected further expenditure the year-end balance will be approx. £7,203. Between three and twelve months expenditure is to be held in reserve; based upon the actual expenditure in 2020/21 this would be £1,437 to £5,749 which means the Council is sitting in a very healthy financial position.

Budget for 2022/23

The Council has still to restart the householder pack project and community get-together for the Jubilee has been discussed. The outcome of the parish survey will hopefully also inform further plans. Due to these, a project budget has been set at £2,000 to enable work as necessary.

A maintenance budget needs to be considered and a figure of £100 has been included for any needs that may arise, be it on signage, defibrillator or notice boards etc. This is in addition to the £560 budgeted for the resumed normal maintenance schedule for Sand Hole Common Land/crossroads grass. This figure is much increased from previous years and will necessitate a formal tendering process to be considered for the forthcoming year.

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 2022/23

The expected income is:-

Carry forward:	£7,203
Precept	£7,000
The Gill Adverts	£0
VAT	£0
Total	£14,203

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 2022/23

The following reflects comments above:-

Clerk's salary & costs	£3,590
Administration	£479
The Gill	£420
Web site	£70
Maintenance	£660
Insurance	£230
Projects	£2,000
Grants Fund	£1,500
Contingency	£250
Total	£9,199

Income will exceed the proposed budget by an amount of £5,005 leaving this amount in reserve. The amount is within recommended guidelines and will leave the Council in a stable financial position.

Precept for 2022/23

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 2022/23 be £9,199

The Precept for 2022/23 be £7,000

Sarah Kyle, Clerk and Responsible Financial Officer
09.11.21

Hethersgill Parish Council

Income and Expenditure against Budget 2021/22

Income	Budget 2022 23	Budget 2021 22	Actual			Estimate			Total	%	Total 2020 21	
Brought Forward	£ 7,203	£ 8,981.81							£ 8,981.81		£ 6,965.38	
Precept	£ 7,000	£ 7,000.00	£ 7,000.00						£ 7,000.00	100%	£ 7,000.00	
CTRS Grant									£ -	0%	£ -	
Grants									£ -	0%	£ -	
	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	£ 7,000.00	£ 7,000.00	£ -	£ -	£ -	£ -	£ -	£ 7,000.00	0%	£ 7,765.00	
Expenditure		£ -										
Clerk	Gross Salary	£ 3,580	£ 3,543.86	£ 573.44	£ 573.44	£ 860.16	£ 573.44	£ 573.44	£ 355.53	£ 3,509.45	99%	£ 3,440.64
	Expenses & Subs	£ 10	£ 12.00	£ 8.00						£ 8.00	67%	£ 11.00
Administration	CALC Membership	£ 144	£ 138.73	£ 139.98						£ 139.98	101%	£ 134.69
	Data Protection	£ 35	£ 35.00			£ 35.00				£ 35.00	100%	£ 35.00
	Postages/Stationary/Misc	£ 100	£ 100.00							£ -	0%	£ 96.19
	Equipment	£ 100	£ 100.00							£ -	0%	£ 57.89
The Gill		£ 420	£ 420.00					£ 210.00	£ 210.00	£ 420.00	100%	£ 568.88
Donations	Parish Hall	£ 500	£ 500.00			£ 1,000.00				£ 1,000.00	200%	£ -
	GNAA	£ 200	£ 200.00				£ 200.00			£ 200.00	100%	£ 200.00
	Social Committee	£ 500	£ 500.00						£ 1,500.00	£ 1,500.00	300%	£ -
	Others	£ 300	£ 300.00							£ -	0%	£ -
Insurance		£ 230	£ 228.90	£ 218.00						£ 218.00	95%	£ 218.00
Audit		£ -								£ -	0%	£ -
Training		£ 70	£ 80.00					£ 30.00		£ 30.00	38%	£ 50.00
Website		£ 100	£ 98.00			£ 17.00	£ 66.00			£ 83.00	85%	£ 86.00
Projects	Sandholes		£ -							£ -	0%	£ -
	Broadband		£ -							£ -	0%	£ -
	Parish Hall		£ -							£ -	0%	£ -
	Others	£ 2,000	£ 2,000.00					£ 500.00	£ 500.00	£ 1,000.00	50%	£ -
Grants Payable	Parish Hall (CCC & City Council)		£ -							£ -	0%	£ 750.00
Maintenance		£ 100	£ 200.00					£ 100.00		£ 100.00	50%	£ 74.40
Grass Cutting		£ 560	£ 160.00				£ 300.00			£ 300.00	188%	£ -
Contingency		£ 250	£ 250.00				£ 235.00			£ 235.00	94%	£ -
VAT Incurred			£ -							£ -	0%	£ 25.88
TOTAL		£ 9,199	£ 8,866.49	£ 939.42	£ 573.44	£ 1,912.16	£ 1,374.44	£ 1,413.44	£ 2,565.53	£ 8,778.43	99%	£ 5,748.57

Estimate 31.03.22		
Brought Forward	£	8,981.81
Total Receipts	£	7,000.00
Total Expenditure	£	8,778.43
Estimate 31.03.22	£	7,203.38

Estimate 31.03.23	
Brought Forward	£ 7,203.38
Total Receipts	£ 7,000.00
Total Expenditure	£ 9,198.82
Balance 31.08.21	£ 5,004.56