



Chairman: Cllr A Sisson

**Clerk: Sarah Kyle
Hill House
Walton
Brampton
CA8 2DY**

Tel: 07548 981 009

Email: clerk@hethersgill.org.uk

www.hethersgill.org.uk

9th November 2022

A meeting of Hethersgill Parish Council is to be held at **7.30pm** on **Tuesday 15th November 2022** in the **Parish Hall Hethersgill**. This is a public meeting and all members of the press and public are welcome.

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. Co-option of New Councillor**

To consider co-opting Linda Summerfield to the Parish Council
- 4. Minutes of the meeting of the Parish Council held on 27th September 2022**

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

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

To receive a verbal update with initiatives
 - 6.3 First Aid Course**

To note progress with the above
 - 6.4 Jubilee Tree Plaque**

To note progress with the above

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 Balsam Bashers

To receive a verbal update on matters relating to the above and to consider the design of the information board (previously circulated)

7.3 Woodland Management Plan for Henrys Hill and Baxton Gill

To note the above proposal and that no objections were submitted in response

8. Finance Matters

8.1 Clerk's Salary

To consider agreement of an increase in the Clerk's salary, in line with NJC terms and conditions, backdated from 1 April 2022

8.2 Payments

To resolve to authorise the payments below:

- Sarah Kyle, November salary (incl. backdated payment), £412.56
- HMRC, November PAYE, £103.20
- Sarah Kyle, December salary, £255.96
- HMRC, December PAYE, £63.80
- W & E Carruthers, grass cutting, £480.00
- Equiphase, website, £66.00
- ICO, data protection, £35.00

8.3 Receipts

To note the receipt of £155.15 for the Balsam Bashers from the Hallburn Windfarm Grant Fund

8.4 Budget and Precept

To consider the budget for 2023/24 and agree the precept for the forthcoming financial year – [report attached](#)

8.5 Bank Account

To receive a verbal update with the proposal to move to Unity Bank

8.6 Donation Requests

To consider donation requests received from Hethersgill Social Committee towards ongoing events and the Great North Air Ambulance towards lifesaving services available

9. Planning Matters:

22/0638 Henrys Hill, Kirklington, Carlisle, CA6 6EA - Change of Use Of Barn To Provide 1no. Dwelling

To note that permission has been granted

22/0654 Appleby House, Kirklington, Carlisle, CA6 6BE - Erection Of Agricultural Building For The Storage Of Silage

To note that permission has been granted

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

To note that permission has been granted

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 9th January 2023

11. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place at 7.30pm on Tuesday 17th January 2023 in Hethersgill Parish Hall.

HETHERSGILL PARISH COUNCIL

Minutes of a Meeting held on Tuesday 27th September 2022 at 7.30pm in the Parish Hall, Hethersgill

Present Cllr C Williams (Vice-Chairman); Cllrs S Barrett, A Gash, M Irving and A Oswin.

In Attendance The Clerk, S Kyle.

ACTION

Prior to the commencement of the meeting, thanks were noted to Cllr Sisson for making the wreath to mark the death of Queen Elizabeth II.

103/22 Apologies for Absence

Apologies were received and accepted from Cllrs A Sisson, J Bryant, and F Heaton. Apologies were also noted from County Cllr J Mallinson and City Cllr T Pickstone.

104/22 Request for Dispensations and Declarations of Interest

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

105/22 Minutes of a Meeting of the Parish Council held on 19th July 2022

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

106/22 Public Participation

No members of the public were present.

1077/22 Administrative Matters

107.1 Broadband

Intermittent problems to Cllrs broadband service were discussed.

107.2 Parish Survey

It was noted that the yoga class is ongoing, and a further gardening class has been arranged. A grant has also been awarded to put on film nights, which will be scheduled in due course. Consideration was given to distributing another survey to gauge response to the existing classes and how these can be increased in attendance. It was noted that an edition of The Gill can be put together which would also enable promotion of forthcoming events. It was also noted that a donation request may be made by the Social Committee towards planned events.

MI/SK

Resolved to circulate an edition of The Gill in November.

107.3 First Aid Course

Resolved to enquire if Heartstart first aid training is available for community members.

SK

107.4 Cumbria Waste Management Grant Funds

The above fund was noted for future projects and potentially for other community groups in the parish. The idea of a community bulb planting event was discussed.

Signed (Chairman).....
15th November 2022

107.5 Resignation of Councillor

The resignation of Cllr Smith was noted. The required documentation for advertising the vacancy will be displayed in due course.

107.6 Jubilee Tree

Resolved to authorise expenditure necessary to improve the surroundings of the tree, likely to be in the region of £60. Also resolved to proceed with signage for the tree.

AG/SK

108/22 Highways Matters**108.1 Updates**

No updates were available, and no new matters were reported.

108.2 Balsam Bashers

It was noted that the season has now ended and a thank you lunch was held for the 12 volunteers. Signage is still being progressed, with previous agreement for the Parish Council to pay any deficit in funding being noted.

109/22 Finance Matters**109.1 Payments**

Resolved to approve payments as follows:

- £35.15 C Williams, Balsam refreshments
- £75.00 Sian Allen, singing group reimbursement
- £120.00 Helen Armstrong, Balsam refreshments
- £233.56 Sarah Kyle, August salary
- £58.20 HMRC, August PAYE
- £233.36 Sarah Kyle, September salary
- £58.40 HMRC, September PAYE
- £233.36 Sarah Kyle, October salary
- £58.40 HMRC, October PAYE
- £15.00 CALC, training course
- £9.50 A Sisson, wreath materials
- £100.00 Hethersgill Parish Hall, yoga and hanging basket classes

A budget update had been circulated alongside the agenda and was noted, with the balance at bank at 16 September being £14,271.71.

109.2 Donation Request

Resolved to donate £500 to Hethersgill Parish Hall towards the cost of the new fencing.

110/22 Planning Matters

22/0460 Former Bolton Fell Peat Works, Hethersgill, Carlisle CA6 6JL - Construction of Drainage Works; Viewing Shelter, Study Shelter and Security Improvements

Resolved to note that permission has been granted.

22/0638 Henrys Hill, Kirklington, Carlisle, CA6 6EA - Change of Use of Barn to Provide 1no. Dwelling

Resolved to note the Clerk responded under delegated powers with 'no representation'.

Signed (Chairman).....
15th November 2022

22/0654 Appleby House, Kirklington, Carlisle, CA6 6BE - Erection of Agricultural Building for The Storage of Silage

Resolved to note the Clerk responded under delegated powers with 'no representation'.

22/0703/4 Kirklington Hall, Kirklington, Carlisle, CA6 6BB - Change of Use of Existing Annexe, Tower & Carriage Shed To Provide 3no. Holiday Units. Minor Alterations to Two Existing External Doors. Formation Of Three Internal Doors & Openings to Carriage Shed. Installation Of Mezzanine Floor, Staircase. Installation Of Shower/WC To Tower Rooms & Carriage Shed/LBC

Resolved that no representations be made.

111/22 Councillor Matters

Cllr Irving requested an update regarding the removal of ivy from parish trees.

SK

Cllr Oswin reported she had attended an event at Bolton Fell Peat Moss along with an art/history exhibition in the hall. She noted Brampton Community Centre had offered to house the exhibition for future viewings.

Cllr Williams reported that the next Hallburn funding deadline was 11th January 2023.

112/22 Date of Next Meeting

Resolved that the next meeting of the Parish Council will take place on Tuesday 15th November in Hethersgill Parish Hall at 7.30pm.

There being no further business the Vice-Chairman closed the meeting at 8.30pm.

Signed (Chairman).....
15th November 2022

HETHERSGILL PARISH COUNCIL BUDGET AND PRECEPT 2023/24

Introduction

The ongoing cost of living crisis continues to affect many members of our parish. For the past two years, a freeze on the precept has been deemed essential to ensure we did not add to the financial strain being felt by many residents. Due to an ongoing large reserve, this position remains unaltered.

Expected end of year outcome to 31st March 2023

The bank balance is currently £13,226. No further income is expected other than an extremely small VAT return.

Expenditure still to be made includes:

- Donations to the Social Committee £1,000 already allocated from previous years.
- Donation to Great North Air Ambulance - £200 budgeted.
- The Gill – £420 - with editions likely to go out in Winter and Spring.
- £480 for grass cutting.
- Signage for the Balsam group and jubilee tree
- Printer ink and miscellaneous stationery/admin costs, including monthly bank fees

Other expenditure will be on the Clerks salary, which has been increased in line with national guidelines, and routine administration. Should there be no unexpected further expenditure the year-end balance will be approx. £8,426. Between three and twelve months expenditure is to be held in reserve; based upon the actual expenditure in 2021/22 this would be £1,926 to £7,704 which means the Council is sitting with more reserves than strictly required. Due to this, consideration was given to reducing the precept, however, this has been ruled out due to the budget, as discussed below.

Budget for 2023/24

A project budget has been set at £2,000 to enable work as necessary. This may include further support for community projects. The budget is generous to allow for all contingencies.

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.

No budget has been allowed for the external audit due to the reduced expenditure; monies remain budgeted for insurance and CALC subscriptions, with increases allowed for both. With regards to other administrative costs, salary cost is likely to 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 £150 is expected to cover the stationery and postage costs with a £120 equipment budget in case of any need.

The cost of the Gill has been budgeted for, allowing for two editions over the year; £440 should be adequate for this purpose and anticipates a small rise in postage costs.

The grant fund for Community projects has been set for all groups at £1,300. 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 £100 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 £2,000 project budget if not spent.

Income expected for 2023/24

The expected income is:-

| | |
|------------------|----------------|
| Carry forward: | £8,426 |
| Precept | £7,000 |
| The Gill Adverts | £0 |
| VAT | £0 |
| Total | £15,426 |

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 2023/24

The following reflects comments above:-

| | |
|------------------------|---------------|
| Clerk's salary & costs | £3,952 |
| Administration | £569 |
| The Gill | £440 |
| Web site | £80 |
| Maintenance | £660 |
| Insurance | £380 |
| Projects | £2,000 |
| Grants Fund | £1,300 |
| Total | £9,381 |

Income will exceed the proposed budget by an amount of £6,045 leaving this amount in reserve. The amount is within recommended guidelines and will leave the Council in a stable financial position.

Precept for 2023/24

As noted earlier, a reduction in precept was considered, however, whilst any worthwhile reduction would have kept the Council in a stable position for 2023/24, it would mean an inevitable necessary increase for 2024/25 to ensure service delivery and support of local groups could be continued. 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 2023/24 be £9,381

The Precept for 2023/24 be £7,000

Sarah Kyle, Clerk and Responsible Financial Officer
09.11.22

HethersgillParish Council
Precept and Budget Setting 2022

| | | Budget 2023/24 | Budget 2022/23 | May | July | Sept | Nov | Jan | Mar | Total | % | Total 2021 22 |
|--------------------|------------------------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-----------------|-------------------|-------------------|------------|-------------------|
| Income | | | | | | | | | | | | |
| Brought Forward | | | £ 9,952.91 | | | | | | | £ 9,952.91 | | £ 8,981.81 |
| Precept | | £ 7,000 | £ 7,000.00 | £ 7,000.00 | | | | | | £ 7,000.00 | 100% | £ 7,000.00 |
| Grants | Cumbria County Council | | | | | | | | | £ - | 0% | £ - |
| | Carlisle City Council | | | | | | | | | £ - | 0% | £ - |
| | Others | | | £ 202.34 | | | | | | £ 202.34 | 0% | £ 350.00 |
| Gill Adverts | | | | | | | | | | £ - | 0% | £ 20.00 |
| VAT Reclaim | | | | | | | £ 155.15 | | £ 32.42 | £ 187.57 | 0% | £ - |
| Other | | | | | | | | | | £ - | 0% | £ 1,305.00 |
| TOTAL | | £ 7,000.00 | £ 7,000.00 | £ 7,202.34 | £ - | £ - | £ 155.15 | £ - | £ 32.42 | £ 7,389.91 | 0% | £ 8,675.00 |
| Expenditure | | | | | | | | | | | | |
| Clerk | Gross Salary | £ 3,952 | £ 3,580 | £ 583.99 | £ 583.52 | £ 291.76 | £ 1,419.04 | £ 639.52 | £ 319.76 | £ 3,837.59 | 107% | £ 3,501.12 |
| | Expenses & Subs | £ 25 | £ 10 | £ 24.00 | | | | | | £ 24.00 | 240% | £ 8.00 |
| Administration | CALC Membership | £ 164 | £ 144 | £ 148.86 | | | | | | £ 148.86 | 103% | £ 139.98 |
| | Data Protection | £ 35 | £ 35 | | | | £ 35.00 | | | £ 35.00 | 100% | £ 35.00 |
| | Postages/Stationary/Misc/Bank Fees | £ 150 | £ 100 | £ 17.88 | £ 16.00 | £ 17.50 | £ 16.00 | £ 40.00 | £ 16.00 | £ 123.38 | 123% | £ 57.00 |
| | Equipment | £ 125 | £ 100 | | | | | £ 50.00 | £ 100.00 | £ 150.00 | 150% | £ - |
| The Gill | | £ 440 | £ 420 | | | | | £ 210.00 | £ 210.00 | £ 420.00 | 100% | £ 288.56 |
| Donations | Parish Hall | £ 500 | £ 500 | | | £ 500.00 | | | | £ 500.00 | 100% | £ 1,000.00 |
| | GNAA | £ 200 | £ 200 | | | | £ 200.00 | | | £ 200.00 | 100% | £ 200.00 |
| | Social Committee | £ 500 | £ 500 | | | | £ 1,000.00 | | | £ 1,000.00 | 200% | £ - |
| | Others | £ 100 | £ 300 | | | | | | | £ - | 0% | £ - |
| Insurance | | £ 380 | £ 230 | £ 362.26 | | | | | | £ 362.26 | 158% | £ 218.00 |
| Audit | | £ - | | | | | | | | £ - | 0% | £ - |
| Training | | £ 70 | £ 70 | | | £ 15.00 | | | £ 70.00 | £ 85.00 | 121% | |
| Website | | £ 80 | £ 100 | | | | £ 66.00 | | £ 12.00 | £ 78.00 | 78% | £ 83.00 |
| Projects | Sandholes | £ - | £ - | | | | | | | £ - | 0% | £ - |
| | Broadband | £ - | £ - | | | | | | | £ - | 0% | £ - |
| | Balsam Bashers | £ - | £ 552 | £ 146.80 | £ 71.14 | £ 120.00 | | | £ 350.00 | £ 687.94 | 125% | |
| | Others | £ 2,000 | £ 2,000 | £ 13.00 | | £ 409.41 | | | £ 300.00 | £ 722.41 | 36% | £ 165.00 |
| Grants Payable | Parish Hall (CCC & City Council) | | £ - | | | | | | | £ - | 0% | £ 1,305.00 |
| Maintenance | | £ 100 | £ 100 | | | £ 30.00 | | | | £ 30.00 | 30% | £ 140.20 |
| Grass Cutting | Includes carry-forward | £ 560 | £ 560 | | | | £ 480.00 | | | £ 480.00 | 86% | £ 535.00 |
| Contingency | | £ - | £ 250 | | | | | | | £ - | 0% | £ - |
| VAT Incurred | | | £ - | £ 32.42 | | | | | | £ 32.42 | 0% | £ 28.04 |
| TOTAL | | £ 9,381.35 | £ 9,751 | £ 1,329.21 | £ 670.66 | £ 1,383.67 | £ 3,216.04 | £ 939.52 | £ 1,377.76 | £ 8,916.86 | 91% | £ 7,703.90 |

| Bank Reconciliation Estimate | | 31.03.23 | 30.03.24 |
|------------------------------|----------|-----------------|--------------|
| Brought Forward | £ | 9,952.91 | 8,426 |
| Total Receipts | £ | 7,389.91 | 7,000 |
| Total Expenditure | £ | 8,916.86 | 9,381 |
| ESTIMATED Balance | £ | 8,425.96 | 6,045 |