

**HETHERSGILL PARISH COUNCIL**

**Minutes of a Virtual Meeting held on Tuesday 19<sup>th</sup> 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 21<sup>st</sup> 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) 

21 July 2020

**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) 

21 July 2020

**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 21<sup>st</sup> July 2020 at 7.30pm.

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

Signed (Chairman)   
21 July 2020

**HETHERSGILL PARISH COUNCIL**

**Minutes of a Virtual Meeting held on Tuesday 21<sup>st</sup> July 2020 at 7.30pm**

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

**In Attendance** City Cllr D Shepherd. The Clerk, S Kyle.

**ACTION**

**963/20 Apologies for Absence**

Apologies were received and accepted from Cllr A Smith and City Cllr V Tarbitt.

**964/20 Minutes of a Meeting of the Parish Council held on 19<sup>th</sup> May 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.

**965/20 Request for Dispensations and Declarations of Interest**

No requests for dispensations were received. No declarations of interest were made although City Cllr Shepherd noted an inability to participate in planning matters, which were subsequently agreed to be moved to the end of the agenda.

**966/20 Public Participation**

No members of the public were in attendance and City Cllr Shepherd had no updates to report.

**967/20 Administrative Matters**

**967.1 VE/VJ Day Commemorations**

It was noted, with great reluctance, that any commemorations for VJ day would be unfeasible, given the current COVID restrictions. The plans will be revisited in 2021 to see if any commemoration then can be achieved.

**967.2 Hallburn Wind Farm Grant Fund**

It was noted that the grant for the VE day commemorations will be held over. Cllr Williams to update the grant body with the postponement and to confirm with the Council the way forward with it after the grant bodies September meeting.

**CW**

The lack of play area provision in the area was noted and it was confirmed that the grant body would consider applications for equipment; it was however noted that any previous attempts at considering play equipment had always been prevented by the lack of land ownership. The matter will be put on the agenda for full discussion in the future.

**967.3 Broadband**

It was reported that BT are due to extend fibre optic cables towards Hethersgill and Kirklington. All members involved in the community fibre partnership (19 properties including 9 businesses) have been informed.

**967.4 Parish Survey**


This matter was deferred until the September meeting.

**968/20 Finance Matters**

**968.1 Payments**

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

Sarah kyle	June Salary	£223.08
HMRC	June PAYE	£55.80
Sarah Kyle	July salary/reimbursements	£280.97

Signed (Chairman)   
15 September 2020

HMRC                                      July salary                                      £55.80

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 30 June 2020 was £12,660.05.

### 968.2 Annual Return

**Resolved** to confirm that the external auditors have logged the exempt status for the year ended 31 March 2020.

### 969/20 Highways Matters

#### 969.1 Updates

Cllr Heaton noted that the roadside verges adjacent to Prior House are being eroded by large vehicles and queries whether any remedial work, including the laying of kerbing, could be undertaken? SK

Cllr Gash noted that the recent resurfacing works had been very successfully completed although Cllr Barrett reported that the road from Prior Rigg to Kirklington Hall had been badly patched.

#### 969.2 Fly-Tipping

Fly-tipping had been reported by Cllr Gash, although it was noted that some remained (past Sykeside, on the way to Henry's Hill). The Clerk to forward details to City Cllr Shepherd for action. SK

### 970/20 Councillor Matters

**Cllr Williams** reported resident's complaints regarding the Pointer Dog accommodation, specifically noise and anti-social behaviour. The Clerk to forward details to City Cllr Shepherd to take to the relevant officers for attention. SK

*City Cllr Shepherd left the meeting at 8.10pm.*

### 971/20 Planning Matters

**20/0331 Selby Garth, Moss Edge, Hethersgill, Carlisle, CA6 6HJ** - Erection of Replacement Bungalow and Detached Garage

**Resolved** 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

**Resolved** to note that the Clerk responded under delegated powers with no representations. SK

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


**Resolved** 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

**Resolved** to note that permission has been granted

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

**Resolved** to note that permission has been granted

Signed (Chairman)   
15 September 2020

**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**  
**Resolved** to respond with 'no representations.

**972/20 Date of Next Meeting**

**Resolved** that the next online meeting of the Parish Council be held on Tuesday 15<sup>th</sup> September 2020 at 7.30pm. Consideration will be given as to whether the November meeting will be virtual or in-person depending on the guidelines at that time.

There being no further business the Chairman closed the meeting at 8.15pm.

Signed (Chairman): *Alexandra*  
15 September 2020

**HETHERSGILL PARISH COUNCIL**

**Minutes of a Virtual Meeting held on Tuesday 15 September 2020 at 7.30pm**

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

**In Attendance** City/County Cllr J Mallinson (joined 7.40pm). The Clerk, S Kyle.

**ACTION**

**973/20 Apologies for Absence**

Apologies were received and accepted from Cllr A Smith and City Cllrs V Tarbitt and D Shepherd.

**974/20 Request for Dispensations and Declarations of Interest**

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

**975/20 Minutes of a Meeting of the Parish Council held on 21<sup>st</sup> July 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.

**976/20 Public Participation**

No members of the public were in attendance.

**977/20 Administrative Matters**

**977.1 Hallburn Wind Farm Grant Fund**

Cllr Williams noted that the grants panel had recently met and agreed funding although the results had not yet been made public. Only one application had been made for a group involved with Hethersgill parish. The next deadline for applications is 13 January 2021 and the panel will meet on 22 January 2021. Cllr Williams confirmed that the money allocated to the Parish Council for VE day celebrations is being held over in case of any event next year.

*City/County Cllr Mallinson joined the meeting at 7.40*

**977.2 Local Government Reorganisation in Cumbria**

City/County Cllr Mallinson outlined proposals, including different options for geographical boundary splits and levels of organisation, for the potential of the above. Discussions were held regarding the implications for the NHS services. It was confirmed that the likely timetable for implementation, should the proposals go ahead, will be 2023 at the earliest.

**977.3 Climate Change: Consultation on Carlisle Strategy**

Cllrs were asked to respond to the consultation by the closing date of Friday 18<sup>th</sup> September, should they wish to comment. City/County Cllr Mallinson outlined the necessity for the consultation.

**977.4 Play Area Provision in the Parish**

The possibility of building a play area in the parish was mentioned at the last meeting and further discussion was held. Issues with having no land were raised as the primary concern.

**Resolved** that Cllr Gash investigate any suitable areas of land in the vicinity of the parish hall. The Clerk to invite a city council officer to the November meeting to discuss how to progress.

**SK**

**977.5 Broadband**

No updates were available although it was noted that the 5g telephone mast in Roadhead might be switched on before the new year.

Signed (Chairman)   
17 November 2020

**977.6 Parish Survey**

Thanks were given to Cllr Irving for compiling a very comprehensive survey designed to find out how COVID-19 has affected the lives of residents in the parish and how the Parish Council could provide support. The survey will need to stress that the information will be fed to agencies to help provide support where possible, due to the limited powers the Parish Council has to act. City/County Cllr Mallinson offered to donate £100 towards printing/postage costs of the survey which was gratefully received with sincere thanks. The survey will be distributed with the next edition of The Gill.

**Resolved** that Cllr Irving finalise the survey before its distribution by the Clerk.

MI/SK

**978/20 Planning Matters**

**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

**Resolved** to note that permission has been granted.

**20/0535 Shawfield, Kirklington, Carlisle, CA6 6DX** - Erection of Single Storey Rear Extension to Provide Living Room

**Resolved** to note that the Clerk responded under delegated powers with 'No Representations'.

**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**

**Resolved** to note that permission has been granted.

**979/20 Finance Matters****979.1 Payments**

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

Sarah Kyle	August Salary	£223.08
HMRC	August PAYE	£55.80
Sarah Kyle	August Salary	£223.08
HMRC	August Salary	£55.80

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 30 September 2020 was £12,044.40.

**979.2 Donation Request**

**Resolved** to donate £1000 towards roof repairs at Hethersgill Parish Hall.

**979.3 NJC Local Government Services Pay Scales**


**Resolved** to implement updated pay scales for the Clerk, backdated from 1 April 2020, at an additional monthly cost of £7.84.

**980/20 Highways Matters****980.1 Updates**

No matters were brought to the attention of the Clerk to report.

**981/20 Councillor Matters**

**Cllr Gash** questioned Cllrs Williams regarding whether SHINE voluntary meal service in Brampton would be eligible for Hallburn wind farm grant funding, as some in Hethersgill benefitted from the service. City/County Cllr Mallinson offered to investigate funding streams.

Signed (Chairman)   
17 November 2020




**Cllr Heaton** noted problems at two properties (Howgate and The Hawthornes) with sewage systems back feeding into properties. City/County Cllr Mallinson will arrange to visit Cllr Heaton to discuss. City/County Cllr Mallinson was thanked by the Chair for his contribution towards many aspects of the meeting.

**982/20 Date of Next Meeting**

**Resolved** that the next online meeting of the Parish Council be held on Tuesday 17<sup>th</sup> November 2020 at 7.30pm. Consideration will be given as to whether the January meeting will be virtual or in-person depending on the guidelines at that time.

There being no further business the Chairwoman closed the meeting.

Signed (Chairman)   
17 November 2020

## 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 15<sup>th</sup> 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) *Aislinn*

19 January 2021

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)   
19 January 2021

**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 19<sup>th</sup> January 2021 at 7.30pm.

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

Signed (Chairman)   
19 January 2021

## HETHERSGILL PARISH COUNCIL

### Minutes of a Virtual Meeting held on Tuesday 19 January 2021 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 Cllr D Shepherd. City/County Cllr J Mallinson. One member of the public. The Clerk, S Kyle.

#### ACTION

**994/21 Apologies for Absence**

No apologies were received.

**995/21 Request for Dispensations and Declarations of Interest**

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

**996/21 Minutes of a Meeting of the Parish Council held on 17<sup>th</sup> 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.

**997/21 Public Participation**

City Cllr D Shepherd reported a drive to combat dog fouling/littering using leaflets; Cllr Sisson to collect some for use within the parish. Mobile CCTV cameras, including in patrol vehicles, are also available where littering is a major problem.

Members of the public were reminded that they are welcome to attend the meeting, although it would be helpful to confirm proposed attendance with the Clerk in advance where practicable.

**998/21 Administrative Matters**

**998.1 Play Area Provision in the Parish**

It was reported that a letter had been sent to the Parish Hall Committee to ask for consideration that the grassed area be used for a play area. Due to COVID, the Committee are not currently meeting therefore the matter will be considered further when a response is obtained.

**998.2 Broadband**

It was reported that new fibre cables have been laid and telegraph poles installed and are waiting for connections to be made. This will be publicised. City Cllr Shepherd reported that he had contact details for the County Council who can progress issues directly with Open Reach.


**998.3 Parish Survey**

A draft copy of the survey had been circulated to Cllrs prior to the meeting. Thanks were given to Cllr Irving for the huge amount of work undertaken in compiling the results and writing the report. A brief overview of key points was presented; items of particular interest discussed included park and ride bus availability, book club, cinema nights, local history, noticeboards, and mobile shop provision.

It was agreed that sharing the main points of the survey with the parish was essential and determining which actions the Parish Council need to undertake should be determined before other actions are shared with appropriate local groups, such as the social committee.

**Resolved** to share the results with ward members and on Facebook, the website and to compile the results into a special edition of The Gill to ensure the community are given feedback. Broadband, noticeboard policy and the Border Rambler updates to be included along with details of local sellers, such as milk deliveries. A short paragraph regarding parish precept and council tax also to be included as well as details of COVID local help organisations, such as SHINE and Brampton Acting Together.

MI  
SK

Signed (Chairman) 

16 March 2021

City Cllr Shepherd to discuss the Penton park and ride scheme and Hallbankgate community shop and report back.

CW

#### 998.4 VE Day Celebrations

Resolved that any celebrations be postponed in place of the Queen's Platinum Jubilee celebrations in 2022; it was felt this was the only sensible option given the uncertainty of social events due to the pandemic. It was noted this will mean that the Hallburn windfarm grant will be cancelled.

**Resolved** that Hallburn Windfarm Grant Scape administrators be notified that the celebrations will not go ahead until 2022.

#### 999/21 Finance Matters

##### 999.1 Payments

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

- 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

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 31 December 2020 was £10,099.67.

#### 001/21 Highways Matters

##### 001.1 Updates

An update was provided regarding the report received regarding manure on the road and a foul smell adjacent to Sykehead Farm; the matter was in the hands of the local authority although it was noted that little action would be possible. A suitable update will be provided in the next Gill.

**Cllr Heaton** reported that deep potholes on the road past Riggfoot (U1081) were causing problems. The matter is to be reported directly to Highways. It was noted the road is subject to flooding also. County Cllr Mallinson offered to investigate if the road is down for resurfacing in the future but cautioned it could be many years away.

FH

##### 002.2 Himalayan Balsam

A report for suggested action had been circulated alongside the agenda for members consideration following consultation with local charities.

**Resolved** that a spokesperson from Eden Rivers Trust be invited to a special meeting, to begin at 7pm prior to the next Council meeting, to discuss the establishment of a volunteer group to remove the Balsam from agreed areas. The public meeting will be advertised in the Gill and on Facebook.

*City Cllr D Shepherd, County/City Cllr J Mallinson and one member of the public left the meeting at 8.37pm.*

##### 002.3 Grass Cutting

**Resolved** that W & E Routledge be approached to resume grass cutting at Sand Hole and on the Highways owned piece of grass adjacent to the crossroads.

SK

#### 002/21 Planning Matters

**20/0649 Barnlodge, Kirkclinton, 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**

Signed (Chairman) 

16 March 2021

**Noted** that permission has been granted.

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

**Noted** 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)

**Noted** 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)

**Resolved** to respond with no representations.


**003/21 Councillor Matters**

No additional matters were raised.

**004/21 Date of Next Meeting**

**Resolved** that the next online meeting of the Parish Council be held on Tuesday 16<sup>th</sup> March 2021 at 7.30pm.

There being no further business the Chairwoman closed the meeting at 8.53pm.

Signed (Chairman)   
16 March 2021

## HETHERSGILL PARISH COUNCIL

### Draft Minutes of a Virtual Meeting held on Tuesday 16 March 2021 at 8pm

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

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

#### ACTION

**005/21 Apologies for Absence**

Apologies were received from Cllr M Irving and City Cllr V Tarbitt.

**006/21 Request for Dispensations and Declarations of Interest**

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

**007/21 Minutes of a Meeting of the Parish Council held on 19<sup>th</sup> January 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.

**008/21 Public Participation**

No members of the public were present, although those who had attended the earlier Annual Parish Meeting were thanked for their attendance.

City Cllr D Shepherd noted that support for fly-tipping and littering was available from the City Council and confirmed the availability of promotional stickers. He also informed members that litter picking drives would be supported by the City Council; he will send the Clerk further information via email.

City/County Cllr J Mallinson noted that he had a small amount of remaining funding available for suitable projects.

**009/21 Administrative Matters**

**009.1 Broadband**

Cllr Barrett reported that the broadband connection in Littlefield and surrounding areas had been made live with phenomenal speeds available as a result. Cllr Gash noted that he was going to pursue funding for a similar scheme for the Uppertown/Sykeside/Kirklington Park areas.

**009.2 Parish Survey**

The survey had been circulated to all households in The Gill and was available to view on the website. Further discussion as to how to move forward any action planning will be held at the next meeting.


**009.3 Delegation and Pandemic Working Arrangements**

A proposed delegation scheme had been circulated alongside the agenda and arrangements for moving the May meeting to ensure that it could be held virtually were considered.

**Resolved** to adopt an updated delegation scheme, documenting procedures generally but particularly during the COVID pandemic. Also **resolved** to hold the Annual Meeting of the Parish Council on Tuesday 4<sup>th</sup> May 2021.

**009.4 Standing Orders and Financial Regulations**

**Resolved** to note that the Clerk has reviewed the Standing Orders and Financial Regulations, with no amendments suggested to either document for the current Council year.

Signed (Chairman) 

4 May 2021



**009.5 Internal Audit Documents**

**Resolved** that the following updated documents be adopted and that the review of the effectiveness of the internal audit be declared adequate:

- internal audit checklist
- internal audit plan
- internal auditor terms of reference
- asset register
- risk assessment

**009.6 Internal Auditor**

**Resolved** to continue the appointment of Mrs P Cronin as internal auditor for the financial year 2020/21 and until further notice.

**009.7 Fidelity Insurance Guarantee**

**Resolved** to agree the adequacy of the above prior to receipt of the precept for 2021/22.

**009.8 Local Government Reform**

The proposals were briefly considered, and Cllrs were reminded that an information session would be provided virtually by CALC to enable them to listen to all parties. Cllrs were also reminded that they can respond to the consultation individually.

**Resolved** that a draft response will be compiled and circulated prior to submission; Cllrs should submit their preferred option to the Clerk prior to 6 April.

ALL

**010/21 Finance Matters****010.1 Payments**

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

- Sarah Kyle, February Salary, £229.52
- HMRC, February PAYE, £57.20
- Sarah Kyle, Reimbursements for stamps £137.70
- Sarah Kyle, March Salary £229.32
- HMRC, March PAYE £57.40
- Right Print, The Gill printing, £105.00
- Stanwix Rural Parish Council, Contribution to Zoom subscription for previous year, £30.00

A budget summary, with expenditure to date against budget, was circulated alongside the agenda. The balance at bank on 28 February 2021 was £9,436.23. Funds remain ring-fenced for both Hethersgill Village Hall and Hethersgill Social Committee, as previously agreed in donation requests.

**010.2 Receipts**

**Resolved** to note the receipt of £15.00 towards The Gill (donation) from Saving Green Grounds Maintenance

**011/21 Highways Matters****11.1 Updates**

City/County Cllr Mallinson noted that he had toured parts of the parish with Cllr Heaton following the last meeting and had reported numerous issues of poor road surfacing and flooding problems. He will re-report any outstanding matters but cautioned that the Highways budget has received substantial cuts and maintenance on a previous scale may not realistically be achievable.

Further concerns regarding the roads around Uppertown and the C1005/Sandy Turn were also reported; County Cllr Mallinson to add these to his list of items to re-report. It was

Signed (Chairman) 

4 May 2021

further noted that the road in Netherfield would be closed for utilities, although no notice had been provided other than the road sign.

### 11.2 Himalayan Balsam

Further to the presentation received from Eden Rivers Trust during the Annual Parish Meeting, it was agreed that further information and training would be advantageous.

**Resolved** that Cllrs Williams and Gash will attend the Eden Rivers parish council training session on 5<sup>th</sup> May and that three members of the public will be asked to attend also. It was also agreed that no decision could be taken on how to progress works, including the use of the Community Payback team, until these sessions had been attended and the public coordinator consulted with.

CW/AG

### 11.3 Grass Cutting

**Resolved** to authorise W & E Carruthers to cut Sandholes and the area of grass at the crossroads at a cost of £30 per cut and £25 per cut, respectively.

## 012/21 Planning Matters

**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)

**Resolved** to note that permission has been granted.

**21/0187 Chapel House, Kirklington, Carlisle, CA6 6DS** - Variation of Condition 2 (Approved Documents) Of Previously Approved Permission 18/0521 (Change of Use of Redundant Agricultural Storage Building/Barn Into 1no. Dwelling) To Increase Width of Extension; Move Internal Staircase; Alter Internal Layout; Change French Windows & Alter Rooflights

**Resolved** that no representations be made on the application .

## 013/21 Councillor Matters

**Cllrs Oswin** reported an occurrence of a foul-smelling discharge into the river in the previous week. This had been reported to the Environment Agency and the matter had cleared itself due to heavy rainfall.

## 014/21 Date of Next Meeting

**Resolved** that the Annual Meeting of the Parish Council will be held on Tuesday 4<sup>th</sup> May at 7.45pm. Please note the change of date and time. The meeting will be held virtually on Zoom.

There being no further business the Chairwoman closed the meeting at 9.07pm.

Signed (Chairman)   
4 May 2021