

KIRKLINTON PARISH COUNCIL

Minutes of the **Annual General Meeting** of Kirklington Parish Council held at Fir Ends School on **Tuesday 3 May 2016**.

PRESENT

M Jack, I Armstrong, Mrs M White, Mrs B Irving, D Allan, A Smith and Mrs M Story.

APOLOGIES

T Wigham and City Councillor D Shepherd.

ELECTION OF CHAIR AND VICE-CHAIR

Following a request for nominations Mr M Jack was unanimously re-elected to serve as Chairperson and Mr I Armstrong was unanimously re-elected to serve as Vice-Chairperson for the ensuing year.

REQUESTS FOR DISPENSATIONS

No requests received

DECLARATION OF INTERESTS

Mrs M Story declared an interest in Item 9 (2) KwithH PCC request for a grant and I Armstrong declared an interest in Item 11 (b) Planning Application No: 16/0102 and took no part in the discussions.

PLANNING SUB-COMMITTEE

It was agreed that the membership of the Planning Sub-Committee should remain unchanged for the ensuing year.

MINUTES of the Meeting held on Tuesday 23 February 2016 were approved as a correct record and duly signed by the Chairperson.

MATTERS ARISING

(a) Play area – monthly inspections

Weekly Inspection Sheets were issued to those Members next on the rota.

(b) Highways Issues

The Clerk reported that no further information had been received from the Highways Authority but there was evidence to show that some work had been undertaken to resolve the issues raised.

The Clerk was asked to follow up with the Police the problem of parking on the footpath along Skitby Road.

Community Pub Programme

The Clerk reported that he had received some information from Councillor D Shepherd regarding the government led programme whereby local communities could secure a future for such community assets as a local shop or public house at risk of closing down.

Adoption of BT Payphones

The Clerk reported that final recommendations had been made about the future of underused public phone boxes and that the one located in front of Kirklington Terrace would be discontinued and a defibrillator would not be installed due to the availability of one at the School.

INCOME AND EXPENDITURE 2016/17

The Income and Expenditure position as at 3 May 2016 compared with the approved Budget was noted.

PAYMENTS, SUBSCRIPTIONS AND RECEIPTS

The following payments were approved:

- (1) Insurance Premium to Allianz Insurance PLC - **£339.64**
- (2) Annual Subscription to CALC for 2016/17 - **£130.00**
- (3) The Clerk's Salary (**£718.15**) & Expenses (**£29.41**) for 2015/16
- (4) Transparency Code Hosting Fee for 2015/16 to CALC (**£21.00**)
- (5) Refund of unused element of the Transparency Code Grant to CALC (**£150.00**)
- (6) Play area annual inspection fee 2015/16 to Carlisle City Council (**£56.78**)

The following receipts were noted:

- (1) Grant from Carlisle City Council (D Shepherd) re play area (**£200.00**)
- (2) **£2080.00** Precept for 2016/17 from Carlisle City Council.
- (3) Transparency Code Grant from CALC (**£436.78**)

The following request for financial assistance was considered:

- (1) A request from Kirklington with Hethersgill PCC for a grant towards the cost of maintaining Kirklington Churchyard.

The Parish Council was reminded that any grant awarded had to be within the law. In this case they had only the legal authority, if they so wished, to contribute to the maintenance of the churchyard, not to any other aspect of church expenditure. The Clerk explained that whenever the Parish Council received a grant from either the County Council or City Council, a form had to be completed and supported with receipted invoices, to confirm that the grant had been used for the purposes for which it had been awarded and suggested that the Parish Council could adopt a similar procedure when awarding grants.

It was therefore agreed that before a grant for 2016/17 could be given further consideration, the PCC should be asked to confirm how the grant for the previous year was actually spent.

FINAL OUT-TURN 2015/16 AND AUDIT FOR THE YEAR ENDING 31 MARCH 2016

(1) Section 1 'Annual Governance Statement' of the Annual Return for the year ending 31 March 2016

The questions set out in Section 1 of the Annual Return were each considered in detail, following which it was agreed that all the questions should be answered in the affirmative, whereupon the Chairperson and Responsible Financial Officer signed the Statement.

(2) Section 2 'Accounting Statements 2015/16' of the Annual Return for the year ending 31 March 2016

A report setting out the Final Out-turn (Income and Expenditure) for 2015/16 was approved and the Accounts duly signed by the Chairperson and the Parish Council's Responsible Financial Officer.

(3) The Annual Return and attachments for submission to the Auditor.

The Clerk confirmed that the Accounts and associated documents had been audited by the Parish Council's Internal Auditor (Mr K Stewart) and that the Annual Return had been endorsed to that effect. The Annual Return and required attachments were approved for onward transmission to the External Auditor. Notices as required by the Regulations would be posted on the public Notice Board and on the Parish Council's Website.

(4) Appointment of Internal Auditor for 2016/17

It was agreed that Mr K Stewart should again be asked to undertake the duties of Internal Auditor for 2016/17.

PLANNING APPLICATIONS

(a) Application No: 15/0352 (John Braisted)

Erection of 1no. dwelling (Outline) on land between Stonelea and Bluebell Cottage, Smithfield, Carlisle.

It was noted that an appeal had been made to the Secretary of State in respect of the above proposal.

(b) Application No: 16/0102 (T I Armstrong)

Conversion of redundant agricultural barn to 1no. dwelling; change of use of agricultural land into garden area on land west of Fergus Hill Cottage, Kirklington, Carlisle

The decision of the Planning Authority to approve the application was noted.

(c) Application No: 16/0201 (Mr D Wigham)

Erection of agricultural machinery shed at Hether Mill, Kirklington, Carlisle

The observations of the Planning Sub-Committee were noted.

CALC SELECTIVE TRAINING MODULE

An invitation to attend a training session at either Walton or Hethersgill Parish Hall was noted.

PLAY AREA ANNUAL INSPECTION REPORT 2015/16

The recommendations of the Inspector contained in the above Report were noted and will be acted upon as required. To this end the Clerk was asked to obtain estimates for the painting of the swings, wooden fort and main gate and for the replacement of the small gate at the entrance to the play area.

M Jack and D Allan agreed to action the remaining items set out in the report.

CORRESPONDENCE

A schedule of the correspondence received since the last meeting was noted.

TRI-PARTITE MEETING

M Jack briefly outlined then main items discussed at the above meeting. These included emergency contacts in the event of a disaster, neighbourhood watch schemes and revised rules regarding parish council representation at planning application site visits.

DATE OF NEXT MEETING - Tuesday 12 July 2016

CORRESPONDENCE received since the last meeting

1. CUMBRIA ASSOCIATION OF LOCAL COUNCILS

- County Circulars – March and April 2016
- Training opportunities

2. CARLISLE CITY COUNCIL

- City Council Meetings Minutes
- Planning Carlisle's Future: Notification of Public Consultation on Carlisle District Local Plan 2015-2030 – Proposed main modifications

3. CUMBRIA COUNTY COUNCIL

- Houghton & Irthington Grants Panel