

# STANTON PARISH COUNCIL

Dear Sir/ Madam,

Councillors are hereby summoned and members of the public are invited to attend the Annual Meeting of the Parish Council to be held in Crosscrake School, Crosscrake on Monday 21st May 2018 following the Annual Parish Meeting which commences at 7.30pm.

Yours faithfully,

*Malcolm Richardson*

Clerk

15<sup>th</sup> May 2018

## **AGENDA**

- 1. ELECTION OF CHAIR:**  
Vice-chair to chair the meeting until a new chair is elected.  
Chair to sign Declaration of Acceptance of Office.
- 2. ELECTION OF VICE-CHAIR:**  
Vice-Chair to sign Declaration of Acceptance of Office.
- 3. APOLOGIES:**  
To receive apologies for absence and approve the reasons.
- 4. MINUTES:**  
To authorise the Chairman to sign the minutes of the meeting held on 26th March 2018 as a true record.
- 5. REQUESTS FOR DISPENSATION:**  
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.
- 6. DECLARATIONS OF INTEREST:**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.  
Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)  
Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.  
*If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.*
- 7. OPEN SESSION:**  
Members of the public have an opportunity to make statements, ask questions or raise any matters relating to the parish.
- 8. UPPER KENT LAP:**  
To confirm attendance at the next meeting to be held on 13<sup>th</sup> June 2018 at Old Hutton Public Hall.
- 9. REPORTS:**
  - a) To receive a report on behalf of the Neighbourhood Policing Team.
  - b) To receive any relevant matters from the District Councillor.
  - c) To receive any relevant matters from the County Councillor.
- 10. HIGHWAYS/FOOTPATHS**  
Update and progress re faults reported / rights of way.
- 11. BATTLE'S OVER TRIBUTE**  
Arrangements for 11<sup>th</sup> November 2018.
- 12. LITTER PICK**  
To receive a report.
- 13. DATA PROTECTION**  
To receive a report from the Clerk.
- 14. PLANNING:**  
To note the following planning applications which have been submitted to SLDC and circulated to the members of the Council since the last meeting with a consultation deadline before this meeting:

**SL/2018/0288 St. Thomas' Church, Crosscrake**

Single storey linked rear extension to form a hall and associated facilities.

**(comment in support made by the Council):**

**SL/2018/0334 3,Shyreakes Lane, Crosscrake**

To upgrade defective "Airey" pre-reinforced concrete home (PRC) with new external block cavity walls and insulation with off-white K-Rend finish to the external walls to match the adjoining property colour and alteration to existing rear window opening to form double patio doors.

**(no comment made by the Council)**

**SL/2018/0348 Crosscrake Farm, Stainton**

Agricultural livestock building.

**(no comment made by the Council)**

To discuss the following planning applications which have been submitted to SLDC and circulated to the members of the Council since the last meeting:

**SL/2018/0379 Sellet Estate Stables & Stud, Stainton**

Temporary living accommodation for the duration of the construction phase of works.

**SL/2018/0380 Orchard House, 2, Halfpenny Barn, Stainton**

Demolition of existing conservatory and replacement with new single storey extension (Revised Proposals Approved under SL/2015/0632).

**15. FINANCE:**

- a) To approve and sign the Receipts and Payments Account for the year ended 31<sup>st</sup> March 2018.
- b) To receive the annual internal audit report which has been completed by Jean Airey.
- c) To complete the Certificate of Exemption from a limited assurance review.
- d) To approve and sign the Annual Governance Statement 2017/18 (Section 1 of the Annual Return).
- e) To approve and sign the Accounting Statements 2017/18 (Section 2 of the Annual Return).
- f) To confirm the dates of the period for the exercise of public rights.
- g) To note the National Salary award 2018/19 and amend the Clerk's salary accordingly
- h) To review the sums insured under the insurance policy.

**i) To note receipts between meetings:**

SLDC – Precept 2018/19	£4167.70
SLDC – Precept grant	£87.30

**j) To approve the schedule of payments for May 2018:**

Crosscrake School - Hire and associated costs of meeting	£20.00
M R Richardson -Clerk's April & May Salary £360.30 less PAYE £72.00 plus expenses £61.99 (broadband/telephone/postage/computer service) and £19.80 (44 miles @45p)	£370.09
HMRC - PAYE re M R Richardson	£72.00
CALC – Annual subscription 2018/19	£137.00
SLDC – Emptying litter bin 2018/19	£157.68
Jean Airey – Annual internal audit	£66.50
Community Lincs Ins Services – Renewal premium ( 5 year long term undertaking)	£305.23

- k) To review, approve and sign the Asset Register and Risk Management schedule.
- l) To note the bank balance at 30<sup>th</sup> April 2018 and counter- sign the bank statement.

**16. POLICIES AND PROCEDURES**

To note and confirm the existing Standing Orders, Financial Regulations, Complaints Procedure, Press / Media Policy, Code of Conduct and the procedure for handling requests under the Freedom of Information Act 2005.

**17. APPOINTMENT OF REPRESENTATIVES**

- a) Upper Kent LAP
- b) District Association meetings

**18. CONSULTATION & FUNDING REQUESTS:**

None.

**19. MATTERS ARISING FROM PREVIOUS MEETING:**

- a. Report re B4RN.
- b. Stainton Aqueduct Heritage Lottery Fund bid.

**20. CORRESPONDENCE**

- i. SLDC – Website link to SLDC agenda for meeting on 28/3/18 (emailed to Cllrs. 21/3/18)
- ii. CALC - NALC consultation on review of local government ethical standards (emailed to Cllrs. 29/3/18)
- iii. Cllr. Brenda Gray – Cumbria Highways / potholes (emailed to Cllrs. 4/4/18)
- iv. SLDC – Extra litter-picking teams on road verges (emailed to Cllrs. 25/4/18)
- v. CALC – Centenary Fields and Active Spaces Funding projects (emailed to Cllrs. 25/4/18)
- vi. SLDC – The Great Cumbrian Litter Pick on 6/7/18 (emailed to Cllrs. 25/4/18)
- vii. CALC – Survey re unauthorised developments and encampments (emailed to Cllrs. 25/4/18)
- viii. CALC – Cyber proficiency training (emailed to Cllrs. 25/4/18)
- ix. CALC – Paperwork for next District Association meeting on 14/6/18(emailed to Cllrs. 25/4/18)
- x. CALC – May 2018 newsletter (emailed to Cllrs. 3/5/18)

**21. ANY OTHER BUSINESS:** *Important matters arising after publication of agenda (if any)*

**22. COUNCILLORS' ISSUES TO BE RAISED**

No discussions must take place on these matters but will be placed on the next Agenda.

**23. DATE OF NEXT MEETING**

Monday 23rd July 2018 to be held in St. Thomas' Church, Crosscrake at 7.30pm.

**CLOSE MEETING**