

STANTON PARISH COUNCIL

Unconfirmed Minutes of the Annual Parish Council meeting held on Monday 21st May 2018

at 8.55pm in Crosscrake Primary School, Crosscrake

Present: Chair Julie Knowles; Vice Chair John Stott; Cllrs. Sarah Kitching and Geoff Wilson; County Cllr Brenda Gray; District Cllrs. Tom Harvey and Brian Cooper; the Clerk and 5 members of the public.

Cllr. Stott (Vice-Chair) chaired the meeting until the Chair was elected.

1.18 ELECTION OF CHAIR: Cllr. Stott proposed and Cllr. Wilson seconded Cllr. Knowles to be the Chair for 2018/19. There were no other nominations and the proposal was carried unanimously. A Declaration of Acceptance of Office form for 2018/19 was signed by Cllr. Knowles and witnessed by the Clerk.

Cllr. Knowles chaired the meeting from this point.

2.18 ELECTION OF VICE-CHAIR: Cllr. Knowles proposed and Cllr. Kitching seconded Cllr. Stott to be the Vice-Chair for 2018/19. There were no other nominations and the proposal was carried unanimously. A Declaration of Acceptance of Office form for 2018/19 was signed by Cllr. Stott and witnessed by the Clerk.

3.18 APOLOGIES were received from District Cllr. Roger Bingham and PCSO Martin Boack.

4.18 MINUTES: Resolved that the minutes of the meeting held on 26th March 2018 be confirmed as a true record and be signed by the Chair.

5.18 REQUESTS FOR DISPENSATION: None.

6.18 DECLARATIONS OF INTEREST: Cllr. Stott declared an interest with regard to planning application SL/2018/0348.

7.18 OPEN SESSION: No issues were raised.

8.18 UPPER KENT LAP: The Chair reported that she expected to attend the next LAP meeting which was to be held on 13th June 2018 at Old Hutton Public Hall.

9.18 REPORTS:

a) No report had been received from the Neighbourhood Policing Team.

b) The District Cllrs. had reported to the Annual Parish Meeting.

c) County Cllr. Gray had reported to the Annual Parish Meeting

10.18 HIGHWAYS/FOOTPATHS: The Chair had reported on these matters to the Annual Parish Meeting.

11.18 BATTLE'S OVER TRIBUTE: The Chair reported on the meeting which had been held on 24th April 2018. A further meeting was to be held on 21st August 2018.

12.18 LITTER PICK: The annual litter pick on Saturday 7th April 2018 had been successful and thanks were expressed to all those who had helped.

13.18 DATA PROTECTION: The Clerk reported that all of the Council's data processing other than salary information would be covered by "public task" for which consent of the data subject is not required. It was necessary to put the Council's privacy policy on the website.

14.18 PLANNING:

It was noted that the following planning applications had 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)

Resolved that the Council had **no objection** to the following planning applications which had 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).

15.18 FINANCE:

- a) The Receipts and Payments account for the year ended 31st March 2018 was approved and signed.
- b) The annual internal audit report was received and noted.
- c) The Certificate of Exemption from a limited assurance review was completed and signed.
- d) The Annual Governance Statement 2017/18 (Section 1 of the Annual Return) was approved and signed.
- e) The Accounting Statements 2017/18 (Section 2 of the Annual Return) were approved and signed.
- f) The dates of the period for the exercise of public rights were confirmed as 4th June 2018 to Friday 13th July 2018.
- g) The National Salary award 2018/19 was noted and it was agreed to amend the Clerk's salary accordingly.
- h) The sums insured under the insurance policy were reviewed and agreed.
- i) The following receipts were noted:

SLDC - Precept 2018/19	£4167.70
SLDC - Precept grant	£87.30
- j) The following payments were approved:

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 (the Clerk was asked to request a credit for the period of closure of the site)	£157.68
Jean Airey – Annual internal audit	£66.50
Community Lincs Ins Services (Zurich) – Renewal premium (5 year long term agreement)	£305.23
- k) The revised Asset Register and the Risk Management schedule were reviewed, approved and signed.
- l) The Clerk reported that the reconciled bank balance at 30th April 2018 (including the precept and before making the above payments) was £9773.77. The chair was authorised to counter-sign the bank statement.

16.18 POLICIES AND PROCEDURES: 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 were noted and confirmed.

17.18 APPOINTMENT OF REPRESENTATIVES: Representatives were appointed as follows for the following outside bodies:

- a) Upper Kent LAP - Cllr. Knowles with Cllr. Wilson as deputy.
- b) District Association – Cllr. Stott

18.18 CONSULTATION & FUNDING REQUESTS: None

19.18 MATTERS ARISING FROM PREVIOUS MEETINGS:

- i. **B4RN:** Cllr. Wilson reported that the first section of the route had been completed last Saturday and that wayleaves were being discussed with regard to the remainder of the route. There would possibly be a public meeting in June 2018.
- ii. **Stainton Aqueduct:** A presentation had been given to the Annual Parish Meeting.

20.18 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). **Resolved** not to participate as too soon after Stainton Litter Pick
- 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)

21.18 ANY OTHER BUSINESS: None

22.18 COUNCILLORS' ISSUES TO BE RAISED AT NEXT MEETING (No discussions must take place on these matters but will be placed on the next Agenda): None

23.18 DATE OF NEXT MEETING: The next meeting of the Parish Council will be held on Monday 23rd July 2018 in St. Thomas' Church, Crosscrake at 7.30pm. and the subsequent meetings in 2018 would be on 24th September 2018 and 26th November 2018.

The meeting closed at 10.05pm

Malcolm Richardson (Clerk to the Council)

