

# STANTON PARISH COUNCIL

## Unconfirmed Minutes of the Annual Parish Council meeting held on Monday 20th May 2019

### at 9.00pm in Crosscrake Primary School, Crosscrake

**Present:** Chair Julie Knowles; Vice Chair John Stott; Cllrs. Geoff Wilson and Ian Valentine; the Clerk and 2 members of the public.

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

**1.19 ELECTION OF CHAIR:** Cllr. Stott proposed and Cllr. Wilson seconded Cllr. Knowles to be the Chair for 2019/20. There were no other nominations and the proposal was carried unanimously. A Declaration of Acceptance of Office form for 2019/20 was signed by Cllr. Knowles and witnessed by the Clerk.

Cllr. Knowles chaired the meeting from this point.

**2.19 ELECTION OF VICE-CHAIR:** Cllr. Knowles proposed and Cllr. Valentine seconded Cllr. Stott to be the Vice-Chair for 2019/20. There were no other nominations and the proposal was carried unanimously. A Declaration of Acceptance of Office form for 2019/20 was signed by Cllr. Stott and witnessed by the Clerk.

**3.19 APOLOGIES** were received from District Cllrs. Roger Bingham, Brian Cooper and Tom Harvey; and County Cllr. Brenda Gray.

**4.19 MINUTES: Resolved** that the minutes of the meeting held on 25th March 2019 be confirmed as a true record and be signed by the Chair.

**5.19 APPOINTMENT OF COUNCILLOR TO FILL CASUAL VACANCY:** The Clerk reported that the necessary procedure had been followed and the Council **resolved** to co-opt Hilary Waterhouse as a councillor to replace Mark Holmes. Cllr. Waterhouse completed the Declaration of Acceptance of Office and was given the Declaration of Interests for completion and return to the Clerk. She was warmly welcomed to the Council and was given a copy of the Standing Orders, Financial Regulations, Code of Conduct and the Data Protection and Privacy Policies.

**6.19 REQUESTS FOR DISPENSATION:** None.

**7.19 DECLARATIONS OF INTEREST:** None.

**8.19 OPEN SESSION:** No issues were raised.

#### **9.19 REPORTS:**

- a) Neighbourhood Policing Team: The Clerk read out a written report (copy of the full report held by the Clerk). There had been no incidents directly linked to the parish.
- b) District Cllr. Cooper had reported to the Annual Parish Meeting.
- c) County Cllr. Gray had reported to the Annual Parish Meeting.

#### **10.19 HIGHWAYS/FOOTPATHS:**

- a) The Clerk was asked to report that the western post/sign as the footpath crosses the road from Crosscrake Farm to Sellet Hall was down and needed a replacement.
- b) The Clerk reported that he had asked Cumbria County Council to confirm that the repair work to the beckside walls would be done during this summer's in-water window and that he awaited a reply.
- c) The Clerk reported that he had received confirmation that Slaughterhouse Lane was to receive a surface dressing and that work would commence shortly.
- d) Cllr. Wilson reported that work needed to be done on the steps next to canal bridge no 170 and the Clerk was asked to report this.

**11.19 COMMON LAND:** The Chair reported that she had given a deadline of 30th June 2019 for a response to be received to the request to remove the fencing and tarmac from the common land at Barrows Green.

**12.19 LITTER PICK:** The annual litter pick on Saturday 6th April 2019 had been successful and thanks were expressed to all those who had helped.

#### **13.19 PLANNING:**

- i. It was noted that no planning applications had been notified as approved by SLDC since the last meeting.
- ii. It was noted that no planning applications had been submitted to SLDC and circulated to the members of the Council since the last meeting.

#### **14.19 FINANCE:**

- a) The Receipts and Payments account for the year ended 31<sup>st</sup> March 2019 was approved and signed. The budget comparison for the year was received and noted.
- 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 2018/19 (Section 1 of the Annual Return) was approved and signed.
- e) The Accounting Statements 2018/19 (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 17<sup>th</sup> June 2019 to 26<sup>th</sup> July 2019.

- g) The National Salary award 2019/20 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 2019/20 | £4641.11 |
| SLDC - Precept grant   | £83.89   |
| HMRC – VAT refund      | £47.91   |
- j) **The following payment made between meetings was approved:**
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|------------------------------------|--------|
| Jean Airey – Annual internal audit | £76.55 |
|------------------------------------|--------|
- k) **The following payments were approved:**
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|--|---------|
| Crosscrake School - Hire and associated costs of meeting   | £20.00  |
| M R Richardson - Clerk's April & May Salary £557.55 less PAYE £111.40 plus expenses £129.22 (broadband/telephone/stationery/postage/computer service) and £42.30 (94 miles @45p) | £617.67 |
| HMRC - PAYE re M R Richardson  | £111.40 |
| SLDC – Contribution to support litter bin provision 2019/20  | £156.00 |
| CALC – Annual subscription 2019/20   | £125.71 |
| GeoXphere Ltd – Annual subscription to Parish Online (B4RN) to 14/5/20   | £60.00  |
| Zurich Municipal – Renewal premium (long term agreement to May 2023)   | £305.23 |
- l) The Risk Management schedule was reviewed, approved and signed.
- m) The Clerk reported that the reconciled bank balance at 30<sup>th</sup> April 2019 (including the precept and before making the above payments) was £10,693.93. The Chair was authorised to counter-sign the bank statement.

**15.19 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 2000 were noted and confirmed.

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

- a) District Association – Cllr. Stott  
 b) Canal & River Trust Stainton Project Steering Group – Cllr. Wilson

**17.19 CONSULTATION & FUNDING REQUESTS:** None

**18.19 MATTERS ARISING FROM PREVIOUS MEETINGS:**

a) **B4RN:** Cllr. Wilson reported that good progress was being made and that the grant documents for the £20,000 from the SLDC Locally Important Projects Fund were awaited.

b) **Stainton Aqueduct:** A presentation had been given to the Annual Parish Meeting with regard to the progress to date and the Towpath Trail project.

**19.19 CORRESPONDENCE:**

- i. SLDC – Link to SLDC agenda for 28/3/19 meeting (emailed to Cllrs.21/3/19)
- ii. CALC – Cumbria Action for Health network bulletin (emailed to Cllrs. 25/3/19)
- iii. CALC – Review of audit code of practice (emailed to Cllrs. 26/3/19)
- iv. SLDC – Adoption of the Development Management Policies Development Plan Document (DPD) & the Arnside & Silverdale AONB DPD (emailed to Cllrs. 3/4/19)
- v. CALC – North West Coastal Access March update (emailed to Cllrs. 9/4/19)
- vi. CALC – Volunteers required to sit on Local Council Award Scheme accreditation panels (emailed to Cllrs. 9/4/19)
- vii. CALC – Paperwork for next District Association meeting on 6/6/19 (emailed to Cllrs. 9/4/19)
- viii. CALC – April 2019 newsletter (emailed to Cllrs. 11/4/19)
- ix. CCC – Temporary road closure on U5660 near Sedgwick (emailed to Cllrs. 23/4/19)
- x. SLDC – Action for Health network bulletin (emailed to Cllrs. 23/4/19)
- xi. CALC – Community Infrastructure Levy (CIL) briefing note (emailed to Cllrs. 23/4/19)
- xii. CALC – North West Coastal Access April update (emailed to Cllrs. 25/4/19)
- xiii. Healthwatch Cumbria – NHS long term plan survey (emailed to Cllrs. 25/4/19)
- xiv. SLDC – Updated planning validation requirements May 2019 consultation document (emailed to Cllrs. 9/5/19)
- xv. CALC – Consultation re changes to rules around vehicle operator licensing systems (emailed to Cllrs.9/5/19)
- xvi. CALC – Programme for summer conference on 22/6/19 (emailed to Cllrs.9/5/19)
- xvii. Canal & River Trust – Minutes of Steering Group meeting on 24/4/19 (emailed to Cllrs.9/5/19)
- xviii. CALC – May 2019 newsletter (emailed to Cllrs.10/5/19)
- xix. SLDC – Becoming an effective member/code of conduct training 14/5/19 (emailed to Cllrs.10/5/19)
- xx. CALC – Minutes & documents re presentation by police to March 2019 District Association meeting (emailed to Cllrs. 13/5/19)
- xxi. SLDC – Updated planning validation requirements May 2019 consultation document extension (emailed to Cllrs.13/5/19)
- xxii. SLDC – Link to SLDC agenda for 21/5/19 annual meeting (emailed to Cllrs.14/5/19)

**20.19 ANY OTHER BUSINESS:** None

**21.19 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

**22.19 DATE OF NEXT MEETING:** The next meeting of the Parish Council will be held on Monday 22nd July 2019 in St. Thomas' Church, Crosscrake at 7.30pm. and the subsequent meetings in 2019 would be on 23rd September 2019 and 25th November 2019.

The meeting closed at 10.05pm