



Clerk to the Council: Sonia Hutchinson,
2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG
Telephone 016973 43702 Email: clerk@kingmoorparishcouncil.org

To Members of Kingmoor Parish Council

4th May 2018

I am writing to summons you to attend the Annual Parish Meeting of the electors which will take place on Thursday 17th May at Rockcliffe Community Centre at 7.00pm prompt. To be followed by the Annual Parish Council Meeting.

Yours faithfully

Sonia Hutchinson, Clerk to the Parish Council

ANNUAL PARISH MEETING - AGENDA

- 140.18 APOLOGIES FOR ABSENCE
- 141.18 CHAIRMANS REPORT
- 142.18 PUBLIC PARTICIPATION

ANNUAL MEETING - AGENDA

- 143.18 APOLOGIES FOR ABSENCE
To approve apologies for absence
- 144.18 TO APPOINT A CHAIRMAN FOR THE COMING YEAR
To witness the Chairman sign the declaration of acceptance of office
- 145.18 TO APPOINT A VICE CHAIRMAN FOR THE COMING YEAR
- 146.18 DECLARATIONS OF INTEREST
- 147.18 REQUESTS FOR DISPENSATIONS
- 148.18 TO APPROVE MINUTES OF THE LAST MEETING
- 149.18 PROGRESS UPDATES
 1. Agenda item 973 – Footpaths new cycle way breaking up at junction of the cycle way and main road plus relocation of litter bin – verbal update Cllr. Bainbridge.
 2. Agenda item 978 – Footpath at Crindledyke Close and bus stop Crindledyke Lane – verbal update by the Clerk.
 3. Agenda item 14 – Maintenance of Playground – verbal update Cllr. Colville.
 4. Agenda item 15 – Mobile phone coverage – verbal update Cllr. Bainbridge.
 5. Agenda item 86 – Fencing Crindledyke Lane – verbal update Cllr. Colville and Cllr. Allison.
 6. Agenda item 136 – Common land – verbal update by the Clerk.
 7. Agenda item 120 – Plaque for bench in Stainton - verbal update by the Clerk
 8. Agenda item 136.18 The Cargo Mile – verbal update by Cllr. Faulder.
- 150.18 PUBLIC PARTICIPATION
- 151.18 POLICE ISSUES



Clerk to the Council: Sonia Hutchinson,
 2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG
 Telephone 016973 43702 Email: clerk@kingmoorparishcouncil.org

1. News update from the Carlisle North and North Rural Policing Team including crime figures for the area - see attached.
2. Feedback on the use of SID by Parish Councils in Carlisle area – verbal update by the Clerk.

152.18

CLERK REPORT

1. New Data Protection Regulations May 2018 – see attached.
2. National Joint Council recommended pay increase for Clerks /Responsible Financial Officer.
 To approve national pay increase recommendation effective from 1st April 2018 for the Clerk. Current salary is based on scale point 17 which will increase to £9.70 per hour.
3. Certificate in Local Council administration (CiLCA)
 To note that the Clerk has obtained the CiLCA qualification. Under the Clerk’s contract of employment her salary will increase by one to four increments upon completion of the CiLCA qualification.
 The council is asked to consider an incremental increase for completing the CiLCA qualification. See attached pay scales profile (scale points in the substantive range are for qualified clerks) and new pay scales from 1st April 2018.

153.18

HIGHWAYS ISSUES

1. Complaints notified to highways and waiting for a response. Please see attached Schedule.
2. Briefing on installation of passing places on the road from CNDR roundabout to Stainton village – verbal update by Cllrs. Wade and Jones.

154.18

FINANCE

1. INCOME

Source	Description	Amount £
Carlisle City Council	Precept & CTRS Grant	9201.00

To note income received.

2. EXPENDITURE

Cheque No	Payee	Description	Amount £
101170	CALC	Annual subscription	225.00
101171	Rocket Sites	Annual Hosting and SSL	90.00
101172	Kate Beaty	Internal Audit Fee	85.00
101173	Sonia Hutchinson	Expenses	34.19
101174	Sonia Hutchinson	Salary months 1 and 2	512.15
101175	HMRC	Months 1 and 2	127.80
101176	Cumbria Payroll	Payroll reports 1 and 2	16.80

To approve expenditure.



Clerk to the Council: Sonia Hutchinson,
2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG
Telephone 016973 43702 Email: clerk@kingmoorparishcouncil.org

3. CURRENT POSITION

Opening Balance Comm. Account	£9232.16
Opening Balance Business Account	£2172.65
Plus income received	£9201.13
Expenditure outlined above	£1090.94

Current balance in Community Account, including deduction of expenditure to be agreed at this council meeting, is £17,342.22

Current balance in 14 day Business Account £2,172.78

Total balance including 14 day business account is £19,515.00

Please see bank reconciliation as at 4/05/2018.

4. ANNUAL ACCOUNTS

1. Approved by Internal Auditor – K. Beaty

To consider and approve the Accounts for 2017/2018 and Bank Reconciliation as at 31st March 2018. Please see attached.

2. To approve Annual Return including Governance Statement for the year ending 31st March 2018 to the Audit Commission and expenditure over £100. Please see attached.

155.18

INSURANCE QUOTES

Verbal update by the Clerk -To consider and determine which Insurance quote to accept and to resolve that the cheque can be signed by 2 councillors between meetings and go through the July meeting accounts as the insurance renewal commences from 1st June 2018.

156.18

PLANNING

1. APPLICATIONS

To note comments notified to planning in the Planning Working Group Schedule attached.

2. DECISIONS

Permission Granted - Appn Ref 18/0021 - Erection of a High Bay Building for the Assembly and Testing of Large Specialist Door Systems

Location: Unit F, Kingmoor Park Road, Kingmoor Park Central, CA6 4SE

Permission Granted - Appn Ref 18/0127

Change of use from Public House and Associated Residential

Accommodation to 1no. Dwelling

Location: Four Oaks Hotel, Cargo, Carlisle, CA6 4AW

Permission Granted 18/0104 and 18/0105

Construction of New Footpath across Waverley Viaduct, Linking Existing Footpaths on the Newtown (South) Side of the River Eden with Existing Public Footpath 109080 on the Etterby (North) Side via a New Flight of Steps; Installation of Waterproof Membrane and New Handrails and Guarding and the



Clerk to the Council: Sonia Hutchinson,
2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG
Telephone 016973 43702 Email: clerk@kingmoorparishcouncil.org

Consolidation of Remaining Stone Parapets; Installation of Motor Cycle Barrier at the Southern End of the Bridge (Revised Application)

Location: Waverley Viaduct, River Eden, Willowholme, Carlisle CA2 7NY

3. PLANNING APPLICATION 1/16/9009 - shared footway / cycle way Kingmoor Road – verbal update from the Clerk.

157.18 POLICIES

To approve the new Data Protection Policy, privacy notice for website and revised Standing Orders previously circulated.

158.18 COUNCILLOR ATTENDANCE DURING 2017/2018 – See attached

To note councillor attendance at council meetings. Councillors should also note that unless the council resolves to accept a reason for apologies then after a six month period of non-attendance a councillor will be asked to leave the council.

159.18 DONATION TO ROCKCLIFFE PAROCHIALCHURCH COUNCIL

Request for £500.00 donation to help maintain the churchyard.

CORRESPONDENCE RECEIVED BY THE CLERK

1. Letter from PCSO Nick Leigh to say he is leaving and our new PCSO will be Amy Lambert
2. News from Cumbria Community Foundation
3. NALC Consultation on developments and encampments closing date 25th May.
4. NALC Employment Briefing re 2018-2019 National Salary award for Clerks.
5. May Newsletter from CALC.

160.18 DATE AND TIME OF NEXT MEETING

19th July at 7.30pm at the Rockcliffe Community Centre