



Clerk to the Council: Sonia Hutchinson,

2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG, Telephone 016973 43702
 Email: clerk@kingmoorparishcouncil.org, www.kingmoorparishcouncil.org

Minutes of the Annual Meeting of Kingmoor Parish Council held on Thursday 17th May 2018 at Rockcliffe Community Centre at 7.30pm.

Present: Cllr. R. Graham (Chairman), Cllr. J. Ruddick (Vice Chairman), Cllr. M. Dickson, Cllr. L. Faulder, Cllr. M. Jones, Cllr. G. Wade.

In Attendance: County Cllr. T. Allison, City Cllr. J. Bainbridge, S. Hutchinson Clerk

| Item No. | | Action |
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| 143.18 | Apologies for absence Cllr. B. Colville, Cllr. M. Kirkwood, City Cllr. M. Bowman | |
| 144.18 | TO APPOINT A CHAIRMAN FOR THE COMING YEAR Cllr. Graham was nominated by Cllr. Faulder to stand as Chairman for the coming year, this was seconded by Cllr. Wade, Cllr. Graham accepted. Cllr. Graham then signed the declaration of acceptance of office witnessed by the Clerk. | |
| 145.18 | TO APPOINT A VICE CHAIRMAN FOR THE COMING YEAR Cllr. Ruddick was nominated by Cllr. Graham to stand as the Vice Chairman for the coming year, this was seconded by Cllr. Faulder, Cllr. Ruddick accepted. | |
| 146.18 | DECLARATIONS OF INTEREST Cllr. Ruddick - rents unit off Kingmoor Park also does work for Kingmoor Park and Cumbria County Council. Cllr. Ruddick also occasionally works for Brampton Skips. | |
| 147.18 | REQUESTS FOR DISPENSATIONS No requests | |
| 148.18 | TO APPROVE MINUTES OF THE LAST MEETING Resolved to approve the minutes of the 12 th March 2018 | |
| 149.18 | PROGRESS UPDATES 1. Agenda item 973 – The bin has been replaced. Resolved too remove from the agenda. Re the tarmacking of the new footpath with the junction of the existing footpath Cllr. J. Bainbridge said that if there is sufficient monies in his small scale funding he will pay for the work to be completed. Resolved to note the offer from Cllr. Bainbridge to pay for the work 2. Agenda item 978 – Footpath at Crindledyke Close and bus stop Crindledyke Lane | Cllr. JB |



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| | <p>Resolved to remove Crindledyke Close footpath work from the agenda as Highways has indicated that there is no money available to complete the work at the present time.</p> <p>With regards to the bus stop on Park House road as the work has not been completed and has been raised by a parishioner as a health and safety issue it was resolved that the Clerk will chase this matter up with Highways as well as obtaining a progress report on the bus stop on Crindledyke Lane.</p> <p>3. Agenda item 14 – Maintenance of Playground – verbal update Cllr. Colville. Resolved to defer to the next meeting.</p> <p>4. Agenda item 15 – Mobile phone coverage – Cllr. J. Bainbridge confirmed that he is waiting for an email from Offcom re taking the matter forward. Resolved to leave on the agenda.</p> <p>5. Agenda item 86 – Fencing Crindledyke Lane – Cllr. Allison repaired the fence. Resolved to remove from the agenda.</p> <p>6. Agenda item 136 – Possessory Title of Common land. It was agreed that there are 3 areas of common land possibly at risk of encroachment, Stainton village, Low Crindledyke and the Sprinkles. Resolved that the Clerk with ask R. Taylor what the charge would be to prepare an application for registration for these 3 areas.</p> <p>7. Agenda item 120 – Plaque for bench in Stainton – the plaques have been ordered. Resolved to remove from the agenda.</p> <p>8. Agenda item 136.18 The Cargo Mile – Resolved to defer to the next meeting.</p> | <p>Clerk</p> <p>Cllr. BC</p> <p>Cllr. JB</p> <p>Clerk</p> <p>Cllr. LF</p> |
| 150.18 | <p>PUBLIC PARTICIPATION</p> <p>Resolved to include the items raised in the Annual Parish Meeting on the agenda for the next Parish Council meeting in July.</p> | Clerk |
| 151.18 | <p>POLICE ISSUES</p> <p>1. Resolved to note the crime figures for the area.</p> <p>2. Feedback on the use of SID by Parish Councils in Carlisle area – the Clerk explained that she emailed all clerks in the Carlisle area and no one has a portable SID as the cost to purchase a SID is in the region of £5k it was resolved not to progress this matter and to remove the item from the agenda.</p> | |
| 152.18 | <p>CLERK REPORT</p> <p>1. New Data Protection Regulations May 2018 Resolved to note the changes and approve additional hours for the Clerk to achieve full compliance if required.</p> <p>2. National Joint Council recommended pay increase for Clerks /Responsible Financial Officer.</p> | Clerk |



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| | <p>Resolved to approve the 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.</p> <p>3. Certificate in Local Council administration (CiLCA) Resolved to approve an incremental increase to scale point 21 £10.67 per hour in recognition of the Clerk obtaining the CiLCA qualification to be effective from 1st June 2018. The Clerk, Cllr. Bainbridge and Cllr. Allison left the room whilst agenda item 152.18 (2 & 3) were discussed.</p> | <p>Clerk</p> <p>Clerk</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|--|-------------|----------|-----------------------|----------------------|---------|-----------|-------|-------------|----------|--------|------|---------------------|--------|--------|--------------|-----------------|-------|--------|------------|--------------------|-------|--------|------------------|----------|-------|--------|------------------|-----------------------|--------|--------|------|----------------|--------|--------|-----------------|-------------------------|-------|--|
| 153.18 | <p>HIGHWAYS ISSUES</p> <p>1. Resolved that the Clerk will: - Chase the repairs to the footpath in Applegarth; Check on the monitoring of the leak on the honeypot. Resolved that Cllr. G. Wade will let the Clerk know if the maintenance work required at Spa House has been completed.</p> <p>2. Briefing on installation of passing places on the road from CNDR roundabout to Stainton village – Resolved to make a decision at the next meeting as to whether or not the parish council will contribute towards the installation of passing places on the road from Stainton village to the CNDR roundabout.</p> | <p>Clerk</p> <p>Cllr. GW</p> <p>All Cllrs.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 154.18 | <p>FINANCE</p> <p>1. INCOME</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Carlisle City Council</td> <td>Precept & CTRS Grant</td> <td>9201.00</td> </tr> </tbody> </table> <p>Resolved to note income received.</p> <p>2. EXPENDITURE</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Payee</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>101170</td> <td>CALC</td> <td>Annual subscription</td> <td>225.00</td> </tr> <tr> <td>101171</td> <td>Rocket Sites</td> <td>Hosting and SSL</td> <td>90.00</td> </tr> <tr> <td>101172</td> <td>Kate Beaty</td> <td>Internal Audit Fee</td> <td>85.00</td> </tr> <tr> <td>101173</td> <td>Sonia Hutchinson</td> <td>Expenses</td> <td>34.19</td> </tr> <tr> <td>101174</td> <td>Sonia Hutchinson</td> <td>Salary months 1 and 2</td> <td>512.15</td> </tr> <tr> <td>101175</td> <td>HMRC</td> <td>Months 1 and 2</td> <td>127.80</td> </tr> <tr> <td>101176</td> <td>Cumbria Payroll</td> <td>Payroll reports 1 and 2</td> <td>16.80</td> </tr> </tbody> </table> <p>Resolved to approve expenditure. Resolved to note that the cheque for £1k donation to the cycle way will be signed between meetings and go through the books in July.</p> <p>3. CURRENT POSITION</p> <p>Opening Balance Comm. Account £9232.16</p> | Source | Description | Amount £ | Carlisle City Council | Precept & CTRS Grant | 9201.00 | Cheque No | Payee | Description | Amount £ | 101170 | CALC | Annual subscription | 225.00 | 101171 | Rocket Sites | 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 | |
| Source | Description | Amount £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carlisle City Council | Precept & CTRS Grant | 9201.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheque No | Payee | Description | Amount £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 101170 | CALC | Annual subscription | 225.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 101171 | Rocket Sites | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| | <p>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 Resolved to note the current position.</p> <p>4. ANNUAL ACCOUNTS</p> <p>1. Approved by Internal Auditor – K. Beaty Resolved to approve the Accounts for 2017/2018 and Bank Reconciliation as at 31st March 2018.</p> <p>2. Resolved to approve Annual Return including Governance Statement for the year ending 31st March 2018 to the Audit Commission, expenditure over £100 and the public rights notice. The Chairman signed the Statement of Accounts, the Governance Statement and the Certificate of exemption witnessed by the Clerk</p> | |
| 155.18 | <p>INSURANCE RENEWAL</p> <p>The Clerk explained that the Insurance was up for renewal and that two quotes had been obtained from insurance companies that specialise in parish councils. Norris and Fisher Insurance Brokers Ltd £335.94 for 3 year agreement, £350.32 one year Zurich Insurance £496.24 for 3 year agreement, £524.93 one year Resolved to accept the quote from Norris and Fisher Insurance Brokers Ltd. Resolved that two signature holders will sign a cheque between meetings as the renewal date is 1st June 2018 and that it will be shown as expenditure at the July meeting.</p> | Clerk |
| 156.18 | <p>PLANNING</p> <p>1. APPLICATIONS Resolved to note comments notified to planning in the Planning Working Group Schedule attached. Resolved to write to Cllr. J. Bainbridge to thank him for his support with the Waverley Viaduct planning application.</p> <p>2. DECISIONS Resolved to note the decisions read out by the Chairman.</p> | Clerk |



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| | 3. PLANNING APPLICATION 1/16/9009- the Clerk informed the council that she had received an email from Highways which confirmed that it was their intention to ensure that there will be a scheme put in place which will join the footpath from the CNDR roundabout to the town centre. Resolved to leave on the agenda until scheme approved. | Clerk |
| 157.18 | POLICIES Resolved to approve the new Data Protection Policy, privacy notice for website and revised Standing Orders previously circulated. | |
| 158.18 | COUNCILLOR ATTENDANCE DURING 2017/2018 Resolved to note councillor attendance at council meetings schedule. | |
| 159.18 | DONATION TO ROCKCLIFFE PAROCHIALCHURCH COUNCIL Resolved to donate £500.00 to help maintain the churchyard | Clerk |
| 160.18 | CORRESPONDENCE RECEIVED BY THE CLERK Resolved to note the correspondence received. | |
| 161.18 | DATE AND TIME OF NEXT MEETING 19 th July at 7.30pm at the Rockcliffe Community Centre. Agenda items to the Clerk | |