



Clerk to the Council: Sonia Hutchinson,

2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG, Telephone 016973 43702  
 Email: [clerk@kingmoorparishcouncil.org](mailto:clerk@kingmoorparishcouncil.org), [www.kingmoorparishcouncil.org](http://www.kingmoorparishcouncil.org)

Minutes of the Virtual Kingmoor Parish Council meeting held on  
 Thursday 16<sup>th</sup> July Rockcliffe at 7.30pm.

**Present:** Vice Chair, Cllr. L. Faulder, Cllr. P. Logan, Cllr. M. Jones and Cllr. G. Wade.

**In Attendance:** Carlisle City Cllrs. G. Ellis, H. Davison and D. Morton, Cllr. T. Allison,  
 and S. Hutchinson Clerk

Item No.		Action																																		
36.20	<b>Apologies for absence</b> Cllr. R. Graham Cllr. M. Dickson, Cllr. M. Kirkwood, Cllr. J. Moscrop																																			
37.20	<b>DECLARATIONS OF INTEREST</b> None																																			
38.20	<b>REQUESTS FOR DISPENSATIONS</b> No requests																																			
39.20	<b>TO APPROVE MINUTES OF THE LAST MEETING</b> <b>Resolved</b> to ratify the decision to approve the minutes of the Parish Council meeting held on 16 <sup>th</sup> January 2020 under delegated powers.																																			
40.20	<b>PUBLIC PARTICIPATION</b> None																																			
41.20	<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 &amp; CTRS Grant</td> <td></td> </tr> </tbody> </table> <p>To note income received.</p> <p>2. EXPENDITURE            To approve the Expenditure authorised under delegated powers in March and May 2020 and to approve the expenditure incurred between May and July 2020.</p> <p><b>March 2020</b></p> <table border="1"> <thead> <tr> <th>Cheque No.</th> <th>Payee</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>101245</td> <td>J. Graham &amp; Son</td> <td>Repair notice board</td> <td>24.00</td> </tr> <tr> <td>101246</td> <td>CALC</td> <td>Planning training</td> <td>45.00</td> </tr> <tr> <td>101247</td> <td>HMRC</td> <td>PAYE Months 11 &amp; 12</td> <td>152.60</td> </tr> <tr> <td>101248</td> <td>Sonia Hutchinson</td> <td>Salary months 11 &amp; 12</td> <td>610.07</td> </tr> <tr> <td>101249</td> <td>Cumbria Payroll Services LTD</td> <td>Payroll reports</td> <td>16.80</td> </tr> <tr> <td>101250</td> <td>Lesley Faulder</td> <td>Travelling expenses</td> <td>18.00</td> </tr> </tbody> </table>	Source	Description	Amount £	Carlisle City Council	Precept & CTRS Grant		Cheque No.	Payee	Description	Amount £	101245	J. Graham & Son	Repair notice board	24.00	101246	CALC	Planning training	45.00	101247	HMRC	PAYE Months 11 & 12	152.60	101248	Sonia Hutchinson	Salary months 11 & 12	610.07	101249	Cumbria Payroll Services LTD	Payroll reports	16.80	101250	Lesley Faulder	Travelling expenses	18.00	
Source	Description	Amount £																																		
Carlisle City Council	Precept & CTRS Grant																																			
Cheque No.	Payee	Description	Amount £																																	
101245	J. Graham & Son	Repair notice board	24.00																																	
101246	CALC	Planning training	45.00																																	
101247	HMRC	PAYE Months 11 & 12	152.60																																	
101248	Sonia Hutchinson	Salary months 11 & 12	610.07																																	
101249	Cumbria Payroll Services LTD	Payroll reports	16.80																																	
101250	Lesley Faulder	Travelling expenses	18.00																																	



Clerk to the Council: Sonia Hutchinson,

2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG, Telephone 016973 43702  
 Email: [clerk@kingmoorparishcouncil.org](mailto:clerk@kingmoorparishcouncil.org), [www.kingmoorparishcouncil.org](http://www.kingmoorparishcouncil.org)

101251	A. Kilfedder	Painting the bus shelter	293.50
101252	Phil Logan	Travelling expenses	9.09
101253	Sonia Hutchinson	Expenses	7.99
101254	Mick Jones	Travelling expenses	9.00
DD	ICO	Registration fee	35.00

**May 2020**

**1. INCOME**

Source	Description	Amount £
Carlisle City Council	Precept & CTRS Grant	9660.00

To note income received.

**EXPENDITURE**

To approve the Expenditure authorised under delegated powers in March and May 2020 and to approve the expenditure incurred between May and July 2020.

**March 2020**

Cheque No.	Payee	Description	Amount £
101245	J. Graham & Son	Repair notice board	24.00
101246	CALC	Planning training	45.00
101247	HMRC	PAYE Months 11 & 12	152.60
101248	Sonia Hutchinson	Salary months 11 & 12	610.07
101249	Cumbria Payroll Services LTD	Payroll reports	16.80
101250	Lesley Faulder	Travelling expenses	18.00
101251	A. Kilfedder	Painting the bus shelter	293.50
101252	Phil Logan	Travelling expenses	9.09
101253	Sonia Hutchinson	Expenses	7.99
101254	Mick Jones	Travelling expenses	9.00
Direct Debit	ICO	Registration fee	35.00

**May 2020**

101255	CALC	Annual subscription	228.71
101256	Rocket Sites	Annual Hosting and SSL	114.00
101257	Kate Beaty	Internal Audit Fee	85.00
101258	Sonia Hutchinson	Expenses	59.48
101259	Sonia Hutchinson	Salary month 1 & 2	610.27
101260	HMRC	PAYE months 1 and 2	152.40
101261	Cumbria Payroll Services Ltd	Payroll reports	16.80
101262	Norris & Fisher	Annual Insurance Renewal	343.02
101263	L. Faulder	Travel and Postage	21.72

Clerk to the Council: Sonia Hutchinson,

2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG, Telephone 016973 43702  
 Email: [clerk@kingmoorparishcouncil.org](mailto:clerk@kingmoorparishcouncil.org), [www.kingmoorparishcouncil.org](http://www.kingmoorparishcouncil.org)

<b>July 2020</b>											
101264	Sonia Hutchinson	Expenses	108.90								
101265	Sonia Hutchinson	Salary month 3 & 4	610.07								
101266	HMRC	PAYE months 3 & 4	152.60								
101267	Cumbria Payroll Services	Payroll reports	16.80								
<p><b>Resolved</b> to approve the above expenditure and note the Clerks expenses.</p> <p>1. CURRENT POSITION</p> <table> <tr> <td>Opening Balance Comm. Account</td> <td>£8314.87</td> </tr> <tr> <td>Opening Balance Business Account</td> <td>£2180.16</td> </tr> <tr> <td>Plus income received</td> <td>£9660.81</td> </tr> <tr> <td>Expenditure outlined above</td> <td>£2519.77</td> </tr> </table> <p>Current balance in Community Account, including deduction of expenditure to be agreed at this council meeting is £15,128.60            Current balance in 14 day Business Account £2180.97            Total balance including 14 day business account is £17309.57</p> <p><b>Resolved</b> to note the current position</p> <p>2. ANNUAL ACCOUNTS</p> <p>1. Approved by Internal Auditor – K. Beaty  <b>Resolved</b> to approve the Accounts for 2019/2020 and Bank Reconciliation as at 31<sup>st</sup> March 2020.</p> <p>2. <b>Resolved</b> to approve Annual Return including Governance Statement and Certificate of Exemption for the year ending 31<sup>st</sup> March 2020. The Vice Chair signed the Accounting Statements 2019/20, the Annual Governance Statement 2019/20 and the Certificate of Exemption AGAR 2019/20 Part 2 witnessed by the Clerk / RFO.</p>				Opening Balance Comm. Account	£8314.87	Opening Balance Business Account	£2180.16	Plus income received	£9660.81	Expenditure outlined above	£2519.77
Opening Balance Comm. Account	£8314.87										
Opening Balance Business Account	£2180.16										
Plus income received	£9660.81										
Expenditure outlined above	£2519.77										
<b>42.20</b>	<b>PLANNING</b>	<b>Resolved</b> to note the contents of the Planning Working Group Schedule									
<b>43.20</b>	<b>POLICIES</b>	<p><b>Resolved</b> to re-adopt the following policies. The policies have been reviewed and no changes have been made: -            Recruitment Policy, Training and Development Policy, Appraisal Policy, Sickness Absence Policy, Data Protection Policy, Subject Access Request Policy, Freedom of Information Policy.</p> <p><b>Resolved</b> to approve the High Consequence Infectious Disease Policy and Risk Assessment for the playground re-opening</p>									
<b>44.20</b>	<b>PLAYGROUND SIGNAGE</b>	<b>Resolved</b> to continue to use a laminated sign to inform people of the steps they should take re Covid-19 when using the playground.									



Clerk to the Council: Sonia Hutchinson,

2 Sevenoaks Terrace, Cross Lane, Wigton CA7 9DG, Telephone 016973 43702  
 Email: [clerk@kingmoorparishcouncil.org](mailto:clerk@kingmoorparishcouncil.org), [www.kingmoorparishcouncil.org](http://www.kingmoorparishcouncil.org)

45.20	<b>COUNCILLOR ATTENDANCE 2019/20</b> <b>Resolved</b> to note Councillor attendance.	
46.20	<b>KINGMOOR INCINERATOR TASKFORCE GROUP</b> <b>Resolved</b> that the Clerk will: - 1. Write to Neil Hudson MP to ask if he will apply pressure with the Environment Agency to undertake door to door leaflet drops regarding the consultation. 2. To advertise consultation on Kingmoor Parish Council website.	Clerk
47.20	<b>HGV USAGE ON CARGO TO ROCKCLIFFE ROAD</b> <b>Resolved</b> to use ATC Traffic counting to record number of vehicles using the road between Cargo road end and Rockcliffe. Cllr. T. Allison will organise the installation of them, there will be a cost of £120 which both Cllr. Allison and Cllr. Davison said they would be happy to contribute towards.	Cllr. TA
48.20	<b>DATE AND TIME OF NEXT MEETING</b> 17 <sup>th</sup> September 2020 at 7.30pm Items for the next Agenda Notice Board Crindledyke Rubbish on the Cargo Rockcliffe Road	Clerk

DRAFT