



Clerk to the Council: Kylie Palmer

3 Ivy Close – Cargo – CA6 4AN, Telephone 01228 674005

Email: [clerk@kingmoorparishcouncil.org](mailto:clerk@kingmoorparishcouncil.org), [www.kingmoorparishcouncil.org](http://www.kingmoorparishcouncil.org)

Draft Minutes of the Kingmoor Annual Parish Council meeting held on Thursday 19<sup>th</sup> May 2022 at Rockcliffe Community Centre, Rockcliffe at 7.30pm.

**Present:** Cllr. L. Faulder (Chairman), Cllr. P.Logan (Vice Chairman), Cllr. G. Wade, Cllr C Smalley, Cllr H. Smith, Cllr A Buntin

**In Attendance:** Cllr. T. Allison, Cllr. H Davison, and K Palmer - Clerk.

Item No.		Action
236.22	<b>ELECTION OF CHAIRMAN</b> Cllr L.Faulder was re elected as Chairman for coming year	
237.22	<b>DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN</b> Signed by Cllr Faulder and Clerk	
238.22	<b>APPOINTMENT OF VICE-CHAIRMAN</b> Cllr P.Logan was re elected as Vice Chairman for coming year	
239.22	<b>APOLOGIES FOR ABSENCE – accepted at meeting</b> Cllr M Kirkwood - Cllr G Wade - Cllr D Morton	
240.22	<b>DECLARATIONS OF INTEREST</b> As per Declaration of Interest Register	
241.22	<b>REQUESTS FOR DISPENSATIONS</b> No requests	
242.22	<b>TO APPROVE MINUTES OF THE LAST MEETING</b> <b>Resolved</b> to approve the minutes of the Parish Council meeting held 17 <sup>th</sup> March 2022.	
243.22	<b>PUBLIC PARTICIPATION</b> No public participation.	
244.22	<b>PROGRESS UPDATES</b> <ol style="list-style-type: none"> <li><b>Agenda item 176.18</b> – Footpath interpretation boards – verbal update by clerk / Cllr Logan –The new board for Crindledyke arrived with errors, replacement board is being arranged – Cllr Logan to get installation works booked in with J Ruddick.</li> <li><b>Agenda item 163.21</b> - Queens Jubilee – update Chairman / Eden Buzz – Chairman advised Cllrs that the donation from Eden Buzz of £500 will be used towards celebratory flower boxes for Cargo, Crindledyke and Stainton. These will be in place going forward and added to the grass cutting tender for maintenance. Cllr H.Davidson discussed opportunity for extra funding from City grants - Cllr Smalley liaising with BSW for materials for</li> </ol>	Clerk / Cllr P.L  All Cllrs / Clerk



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	<p>boxes to be made / Cllr Smith liaising with Storey Homes re location of box at Crindledyke – Cllrs <b>Resolved</b> to utilise whatsapp to keep communications and actions moving inbetween meetings to ensure boxes are installed asap.</p> <p>3. <b>Agenda item 164.21</b> - Application for funding for footpath on C1016 – Cllr Alison provided update and also advised this was covered in latest newsletter - Resolved that the Clerk will apply to Cumbria Waste Management for part of the funding needed for the path - to remain on Agenda for further updates</p> <p>4. <b>Agenda item 165.21</b> - Cargo Park Inspection – Clerk advised Council working group has been formed and met twice at the park to discuss. Details have been shared via fb pages. Further meeting with playdale have been arranged for 9<sup>th</sup> June to get designs done for new equipment that can be shared with community – To remain on Agenda for further updates.</p> <p>5. <b>Agenda item 181.21</b> Parish Council Bank Account – <b>Resolved</b> Clerk updated Cllrs that Unity account has been approved and steps to close HSBC account and transfer funds was happening this week. Online banking will commence from this month onwards.</p> <p>6. <b>Agenda item 182.21</b> Footpaths Register – Cllr Wade and Cllr Logan - Deferred to next meeting</p> <p>7. <b>Agenda item 183.21</b> – Re-Organisation of Cumbria County Council – Cllr Alison and Cllr Davison will continue to attend Kingmoor Parish Council meetings for a further year under the shadow arrangements whilst re organisation steps take place. To remain on agenda for further updates.</p> <p>8. <b>Agenda item 185.21</b> Grass cutting and maintenance contract – Cllr Smalley presented first draft of new tender request with areas added for future maintenance – To be finalised and re presented at July meeting.</p> <p>9. <b>Agenda item 186.21</b> Hedges around Edenside / Main road and Honeypot – Deferred to next meeting in Cllr Wade absence</p> <p>10. <b>Agenda item 188.21</b> Clerk Laptop / Printer upgrade package – <b>Resolved</b> – New laptop purchased and support package in place. Cllrs agreed to donate old laptop to Cache4 IT Solutions who will remove data and replace with a new hard drive and donate to Cornerstone community internet café in Denton Holme Carlisle.</p>	<p>Cllr T.A / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr G.W &amp; Cllr P.L Cllr T.A</p> <p>Clerk / Cllr C.S</p> <p>Cllr GW</p> <p>Clerk</p>
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	<p>11. <b>Agenda item 223.22 – Councillor Vacancy</b> following resignation of Cllr J Moscrop – No applications received – to remain as an open vacancy</p> <p>12. <b>Agenda item 245.22 – Clerk Salary – Resolved</b> -Cllrs agreed to honour NALC guidelines for Clerk salary. Agreement was reached on rates of pay applicable from 1<sup>st</sup> April 2021 with a back payment being made asap. Clerk to email payroll with changes and agenda number.</p> <p>13. <b>Agenda item 246.22 – Tree Inspections in Parish</b> Cllr G Wade and Cllr P Logan to complete these same time as footpaths are walked for Footpath Register (See action 182.21)</p> <p>14. <b>Agenda Item 247.22 – Bird Boxes in Parish</b> Clerk to obtain quotes for Bird Boxes for the Parish for next meeting</p> <p>15. <b>Agenda item 248.22 – Bus Service Crindledyke</b> Cllr H Smith advised Cllrs of concerns raised following notice of bus service being terminated in Crindledyke, these including safety concerns crossing busy road for alternative service, no safe bus stop / waiting area and poor lighting. Letter from resident was also read out at the meeting. Cllr Smith took an action to contact all parties to discuss concerns raised – to be kept on agenda for further updates.</p> <p>16. <b>Agenda item 249.22 – Defibrillators in Parish / funding grants available</b> Clerk to obtain quotes and look into power supply needed for defibrillators</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr PL &amp; Cllr GW</p> <p>Clerk</p> <p>Clerk &amp; Cllr H.</p> <p>Clerk</p>
250.22	<p><b>POLICE ISSUES</b> <b>Resolved</b> – To note data on Cumbria Police website from Crime Map</p>	
251.22	<p><b>HIGHWAYS ISSUES</b> 1. Complaints schedule – <b>Resolved</b> to note the contents of the complaints schedule</p>	Clerk
252.22	<p><b>FINANCE</b> 1. <b>INCOME</b> <b>Resolved</b> to note income received since last meeting: INCOME £10,346.00 Precept</p>	Clerk



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<b>2. EXPENDITURE</b>			
<b>Payment Method</b>	<b>Payee</b>	<b>Description</b>	<b>Amount £</b>
Bank Transfer	K Palmer	Salary April & May	696.11
Bank Transfer	Cumbria Payroll SV	Salary reports April & May	16.80
Bank Transfer	K Palmer	Expenses / Mileage & Stamps	30.64
Bank Transfer	Rocket Sites	Annual Web Hosting	114.00
Bank Transfer	CALC	Subscription	256.64
Bank Transfer	Kate Beaty	Internal Audit Report	85.00
Bank Transfer	Cache4 IT Solutions	Laptop and Setup	898.80
Bank Transfer	Cache4 IT Solutions	IT Support Package – Annual Fee	875.23
Bank Transfer	Eric Robinson	Grass Cutting	240.00
Bank Charges	HSBC	Account and Cheque process charges	10.50

**Resolved** to approve the above expenditure.

**Resolved** To note the Clerk’s expenses are in respect of stationary & mileage.

**Resolved** that expenditure incurred prior to the meeting but not yet invoiced is approved for payment between meetings. These payments are in respect of Jubilee Flower Boxes and Parish Council Insurance (QUOTES OBTAINED).

**3. CURRENT POSITION**

**Resolved** To note the current position £21,242.65  
 Opening Balance cash book £14120.28  
 Plus income received to date £10,346.00  
 Expenditure to date including the above payments £3213.22  
 Current balance in Community Account, including deduction of expenditure to be agreed at this council meeting, is £22,274.34  
 Current balance in 14 day Business Account £2181,53.00 Total balance including 14 day business account is £24,455.87  
 Please see bank reconciliation as at 25.04.22



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	<p>4. ANNUAL ACCOUNTS</p> <p>1. Approved by Internal Auditor – K. Beaty <b>Resolved</b> to approve the Accounts for 2021/2022 and Bank Reconciliation as at 31<sup>st</sup> March 2022. Please see attached.</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 2022.</p>	
253.22	<p><b>PLANNING</b></p> <p>1. APPLICATIONS - <b>Resolved</b> to note comments notified to Planning By planning Group - Cllr. Faulder Cllr. Kirkwood &amp; Cllr. Logan.</p>	Clerk
254.22	<p><b>POLICIES</b></p> <p><b>Resolved</b> To re-adopt the following: <b>DATA PROTECTION POLICY</b> The Clerk has checked the policy for revisions and as there are no changes to be made the Council is asked to re-adopt for a further year</p>	Clerk
255.22	<p><b>Councillor Attendance Schedule 2021/2022 – Resolved</b> To note councillor attendance at council meetings 2021/22 (see attached) . 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.</p>	
256.22	<p><b>CORRESPONDENCE RECEIVED BY THE CLERK</b></p> <p><b>Resolved</b> to note the correspondence received.</p>	Clerk
257.22	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Parish Council Meeting 21sy July 2022 at 7.30pm</p>	Clerk
	<p><b>New Agenda Items</b></p> <ol style="list-style-type: none"> <li>1. Cargo sewage works</li> <li>2. Financial policies to be amended inline with change to Unity Bank</li> <li>3. Status of adopted roads for Crindledyke Estate</li> <li>4. The digital 30 mile an hour sign on Crindledyke Lane</li> <li>5. Parish Emergency Plan</li> </ol>	