



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)

To Members of Kingmoor Parish Council

11<sup>th</sup> Nov 2022

I am writing to summons you to attend the Parish Council Meeting which will take place on Thursday 17<sup>th</sup> November 2022 at Rockcliffe Community Centre at 7.30pm prompt.

Yours faithfully

*Kylie Palmer* – Clerk to Kingmoor Parish Council

| Item No. | PARISH MEETING - AGENDA   |
|----------|---|
| 298.22   | <b>APOLOGIES FOR ABSENCE</b><br>To approve apologies for absence  |
| 299.22   | <b>DECLARATIONS OF INTEREST</b>   |
| 300.22   | <b>REQUESTS FOR DISPENSATIONS</b>   |
| 301.22   | <b>TO APPROVE MINUTES OF THE LAST MEETING</b><br>To approve the minutes of the Parish Council meeting held on 28 <sup>th</sup> September 2022.  |
| 302.22   | <b>NEW COUNCILLOR – John Storey was Co-opted into Council at last meeting. Declarations of interest and Acceptance to be completed</b>  |
| 303.22   | <b>PUBLIC PARTICIPATION</b>   |
| 304.22   | <b>PROGRESS UPDATES</b> <ol style="list-style-type: none"> <li>1. <b>Agenda item 176.18 – Footpath interpretation boards</b> – verbal update by clerk</li> <li>2. <b>Agenda item 163.21 - Queens Jubilee</b> – verbal update Clerk</li> <li>3. <b>Agenda item 164.21 - Application for funding for footpath on C1016</b> – Update Cllr Alison / Clerk</li> <li>4. <b>Agenda item 165.21 - Cargo Park Refurbishment Project</b> – Clerk to update Cllrs</li> <li>5. <b>Agenda item 183.21 – Re-Organisation of Cumbria County Council</b> –Update Cllr Allison</li> <li>6. <b>Agenda item 248.22 – Bus Stop for Service at Crindledyke</b> - Update Cllr Logan &amp; Cllr Allison following site visit</li> <li>7. <b>Agenda item 249 – Defibrillators in Parish / funding grants available</b> – Update Clerk / Cllr Smith</li> <li>8. <b>Agenda item – 264.22 – Cargo Sewage Works</b> –Update Clerk</li> <li>9. <b>Agenda item 266.22 – Status of adopted roads for Crindledyke Farm</b> – Cllr T Allison</li> <li>10. <b>Agenda item 268.22 – Emergency Plan for Parish</b> – All Cllrs</li> </ol> |



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|                | <p>11. <b>Agenda item 290.22 – Overgrown Grass Verge / Hedgerows / Trees Cargo</b> - Update Cllr Buntin</p> <p><b>NEW AGENDA ITEMS</b></p> <ol style="list-style-type: none"> <li>1. <b>Agenda item 305.22</b> - Rockcliffe School Bus – Chairman</li> <li>2. <b>Agenda Item 306.22</b> – Food Vendor in Cargo – Clerk</li> <li>3. <b>Agenda item 307.22</b> – Notice boards / bus shelters to be cleaned and maintained - Clerk</li> </ol>   |                                   |          |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |
|----------------|---|-----------------------------------|----------|-------------|----------|---------------|------|-----------------------------------|-------|---------------|----------|-----------------------------|--------|---------------|----------|----------|------|---------------|-------------------|------------------------|--------|
| 308.22         | <p><b>POLICE ISSUES</b></p> <p>Data: Cumbria Police Website Crime Map Aug &amp; Sept 2022<br/>         Crindledyke Estate – 2 x Violence and Sexual Offences / 1 Drugs<br/>         Kingmoor Park – 2 x Criminal damage / Arson / 2 Drugs / 3 x Violence &amp; Sexual offence / 1 x other crime<br/>         Cargo – Anti Social Behaviour x 1 / Theft x 1</p>  |                                   |          |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |
| 399.22         | <p><b>HIGHWAYS ISSUES</b></p> <p>1. To note no complaints have been notified to Highways since the previous meeting.</p>  |                                   |          |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |
| 400.22         | <p><b>FINANCE</b></p> <p>1. <b>INCOME</b></p> <p>To note income received since last meeting:<br/>         £ 4000.00 funding received towards <b>Cargo Park Project</b></p> <p>2. <b>EXPENDITURE</b></p> <table border="1"> <thead> <tr> <th>Payment Method</th> <th>Payee</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Bank Transfer</td> <td>CPSL</td> <td>Salary reports for Oct / November</td> <td>16.80</td> </tr> <tr> <td>Bank Transfer</td> <td>K Palmer</td> <td>Clerk Salary Oct / November</td> <td>719.88</td> </tr> <tr> <td>Bank Transfer</td> <td>K Palmer</td> <td>Expenses</td> <td>5.98</td> </tr> <tr> <td>Bank Transfer</td> <td>Rockcliffe Centre</td> <td>Hall Fees x 6 meetings</td> <td>120.00</td> </tr> </tbody> </table> <p><b>Resolved</b> to approve the above expenditure &amp; note clerk expenses relate to ink for printer</p> <p>3. <b>CURRENT POSITION</b></p> <p><b>Resolved To note the current position £16,629.91</b></p> <p>Opening Balance cash book £14,120.28<br/>         Income received to date £14,696.16<br/>         Expenditure to date including the above payments £7,186.53<br/>         Current balance UNITY Account £22,492.57</p> | Payment Method                    | Payee    | Description | Amount £ | Bank Transfer | CPSL | Salary reports for Oct / November | 16.80 | Bank Transfer | K Palmer | Clerk Salary Oct / November | 719.88 | Bank Transfer | K Palmer | Expenses | 5.98 | Bank Transfer | Rockcliffe Centre | Hall Fees x 6 meetings | 120.00 |
| Payment Method | Payee   | Description                       | Amount £ |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |
| Bank Transfer  | CPSL  | Salary reports for Oct / November | 16.80    |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |
| Bank Transfer  | K Palmer  | Clerk Salary Oct / November       | 719.88   |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |
| Bank Transfer  | K Palmer  | Expenses                          | 5.98     |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |
| Bank Transfer  | Rockcliffe Centre   | Hall Fees x 6 meetings            | 120.00   |             |          |               |      |                                   |       |               |          |                             |        |               |          |          |      |               |                   |                        |        |



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|--------|---|
|        | <p>Balance in UNITY Account, following deduction of expenditure to be agreed at this council meeting will be £21,629.91<br/>         Noting 5K of this balance is being held for Cargo Park Project – adjusted balance minus this figure is £16,629.91<br/>         Please see bank reconciliation as at 11.11.22</p> <p><b>4. BUDGET 2023/24</b><br/>         To receive a report from the Clerk – please see attached.<br/>         The council is asked to resolve the actions outlined in the report.</p> <p><b>5. CLERK PAY SCALES 2022/2023</b><br/>         To resolve to approve pay award for Clerk from April 2022 financial year following CALC National Salary Award document released 2<sup>nd</sup> November 2022 – to be back dated to April 2022 – Paper presented at meeting</p> <p><b>6. ROCKCLIFFE CHURCH DONATION REQUEST</b><br/>         To resolve to agree on a financial donation following request received</p> |
| 401.22 | <p><b>PLANNING</b></p> <p>1. <b>Application / Decisions</b> – To note comments notified to planning in the Planning Working Group Schedule</p>  |
| 402.22 | <p><b>POLICIES</b></p> <p><b>DIGNITY AT WORK POLICY</b> – Kingmoor Parish Council are invited to take and respect the pledge (New Policy Presented at Meeting)<br/>         To re-adopt the : Data Protection Policy, Subject Access Request Policy, Freedom of Information Policy, Tree Policy, Standing Orders, Code of Conduct, Complaints Procedure, Disciplinary, Equal Opportunities, Grievance, Health &amp; Safety, Press &amp; Media, Protocol on the recording and filming of Council and Committee meetings, Retention of Documents and Risk Management Policy.<br/>         The Clerk has checked the policies for revisions and as there are no changes to be made the Council is asked to re-adopt the policies for a further year</p>  |
| 403.22 | <p><b>CORRESPONDENCE RECEIVED BY THE CLERK</b><br/>         To note all correspondence received have been forwarded on via the clerk</p>  |
| 404.22 | <p><b>DATE AND TIME OF NEXT MEETING</b><br/>         Parish Council Meeting 20<sup>th</sup> January 2023</p>  |