

# FARLAM PARISH COUNCIL

Clerk: Allison Riddell  
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2nd November 2023

Dear Councillor,

You are summoned to attend a **MEETING** of the **FARLAM PARISH COUNCIL** that will be held in **HALLBANKGATE VILLAGE HALL** on **WEDNESDAY, 8th NOVEMBER, 2023** at **7.30pm**.

**Members of the public are welcome to attend**

**Please do not attend if you have covid symptoms**

*Allison Riddell*

## AGENDA

1. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence and approve reasons for absence.
2. **REQUESTS FOR DISPENSATIONS AND DECLARATIONS OF INTEREST**  
The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to receive declarations by elected and co-opted members of interests in respect of items on this agenda.
3. **MINUTES**  
To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 13th September 2023. (copy herewith)
4. **PUBLIC PARTICIPATION SESSION**
  - 4.1 **PUBLIC PARTICIPATION** -To receive comments and representations from members of the public in relation to any item on the Agenda. (*Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman*).
  - 4.2 **CUMBERLAND COUNCIL REPORT** – To receive a report from Councillor Dobson.
5. **REPRESENTATIVES' REPORTS**  
To receive reports by representatives on Outside Bodies.
6. **TOWN AND COUNTRY PLANNING APPLICATIONS**  
None at time of agenda publication.
7. **NOTIFICATION OF DECISIONS**  
None at time of agenda publication

## 8. FINANCIAL MATTERS

**8.1 BANK RECONCILIATION TO 14.10.23** – Report by Clerk. (copy herewith)

**8.2 EXPENDITURE TO APPROVE –**

To approve/ratify\* the expenditure listed below and any additional items received before the meeting.

- £373.06 A. Riddell – net wage to 30.11.23
- £508.52 Ross Farrimond – grass cutting (3 of 3)
- £11.00 HSBC – charges to 13.10.23
- £750.00 Eyelid Productions – new website (set up etc)\*
- £251.98 Cloud Next – new website .gov.uk domain reg etc)\*

**8.3 BUDGET/PRECEPT 2024/25**

To consider the draft budget for the financial year 2024/25. (copy herewith)

## 9. BIODIVERSITY POLICY

To note the information from SLCC and to agree a draft policy should be drawn up. (Information circulated to members by email)

## 10. PLAY AREA REPAIRS/MAINTENANCE

To receive an update from Councillors Brown and Burd.

## 11. HIGHWAY ISSUES

To consider the following:-

**11.1 CAR PARK OPPOSITE HALL** – Further to the concerns raised at the last meeting and the decision made by members under Min. 058/23.1, additional correspondence has been received for members to consider. (information circulated to members by email)

Members should note that Standing Order 7 states - A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

**11.2 SPEED REDUCTION REQUEST ON A689** – To receive an update from the Clerk on the request for a reduction of the speed limit on the A689 through the hamlets of Coalfell, Follysyke and Roachburn from 60mph to 40mph.

**11.3 SPEED INDICATION DEVICE (SID)** – To receive an update from the Clerk on costs/grants/permission for a SID to be installed near Hallbankgate Primary School.

## 12. NEW WEBSITE

To receive an update from the Clerk on progress of the new website.

## 13. CALC

To note that all CALC emails have been circulated to members. None required a formal decision.

## 14. CORRESPONDENCE RECEIVED BY THE CLERK

To note items of correspondence received since the last meeting requiring a decision:-

**14.2 COMMUNITY PANEL NETWORK EVENT** – To confirm attendance at the event being held on Thursday 23<sup>rd</sup> November, 6-8pm, Down-a-gate Community Centre, Warwick Bridge

## 15. AGENDA ITEMS FOR NEXT MEETING

To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 3<sup>rd</sup> January 2024.

## 16. DATE OF NEXT MEETING

Wednesday 10th January 2024 – Hallbankgate Village Hall, 7.30pm.

**17. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

**18. GRASS CUTTING**

To consider the quotes received for the 2024 grass cutting contract. (Quotes received will be tabled at the meeting).

**FARLAM PARISH COUNCIL**

**MINUTES** of the **MEETING** of **FARLAM PARISH COUNCIL** held in **HALLBANKGATE VILLAGE HALL** on **WEDNESDAY 13th SEPTEMBER 2023** at 7.30pm.

**PRESENT:** Cllrs C. Marsh (Chairman), A. Broomhead, J. Brown, S. Dalton, S. Lingard, A. Lister and P. Scott.

**IN ATTENDANCE:** Clerk  
Cumberland Councillor R. Dobson

**048/23 APOLOGIES FOR ABSENCE**

**RESOLVED** to note apologies for absence were received and agreed from Councillors Ashton and Burd.

**049/23 REQUESTS FOR DISPENSATION AND DECLARATIONS OF INTEREST**

**RESOLVED** to note that no requests for dispensation were received and no declarations of interest were made.

**050/23 MINUTES**

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 12th July 2023, confirmed as a true and accurate record.

**ACTION:** CM

**051/23 PUBLIC PARTICIPATION SESSION**

**RESOLVED** to note there were no members of the public present.

**RESOLVED** to note a report from Councillor Dobson, which included the following:-

- A69 – Cumberland Council in discussion re de-trunking the A69.
- Request for Speed Indication Device (SID) near Hallbankgate School – apologies for not responding.
- Grant availability - £5k available for Councillor Dobson's area. Parish Council should submit a request for £1,500.00 towards a SID near Hallbankgate School.

**052/23 REPRESENTATIVES' REPORTS**

**RESOLVED** to note there were no reports.

**053/23 TOWN AND COUNTRY PLANNING APPLICATIONS**

None.

**054/23 NOTIFICATION OF DECISIONS**

**RESOLVED** to note the following decision by Cumberland Council:-

- 23/0447 – Maryholme, Hallbankgate – Installation of 130KW biomass boiler and associated flue.  
**GRANTED**

Signed (Chairman).....

Date.....

**055/23 FINANCIAL MATTERS****055/23.1 BANK RECONCILIATION to 14.08.23**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.

**RESOLVED** to receive and note the bank reconciliation and balances to 14<sup>th</sup> August 2023 of £23,807.69.

**055/23.2 EXPENDITURE TO APPROVE**

**RESOLVED** to authorise/ratify\* the following expenditure for payment:-

- £430.80 Solway Direct – commemorative seat\*
- £373.06 A. Riddell – net wage to 30.09.23
- £186.40 HMRC – PAYE
- £300.00 Ross Farrimond – play area
- £3,694.42 Kompan – 50% prepayment for new play equipment
- £10.00 HSBC – Charges to 13.8.23

**055/23.3 BUDGET 2024/25**

Members gave consideration to future projects/proposals that would have a financial impact on the 2024/25 budget.

**RESOLVED** that:-

**055/23.3.1** The play area budget would be increased to provide replacement equipment.

**055/23.3.2** Maintenance and planting of the flower tubs would be included within the grass cutting contract.

**ACTION:** Clerk

**056/23 UPDATES –****056/23.1 SPEED INDICATION DEVICE NEAR HALLBANKGATE SCHOOL**

See Minute 051/23, Cumberland Councillor Dobson's report.

**056/23.2 NOTICEBOARD AT FARLAM**

**RESOLVED** to note there had been no further correspondence with the resident and laminated signs 'Farlam Parish Council' were passed to Councillor Dalton to put up on one side of the noticeboard indicating it was for Parish Council information.

**ACTION:** SD

**056/23.3 BOUNDARY STONE WALL AT PLAY AREA**

**RESOLVED** to note the ongoing work by Greenside Estate to trees and that the Estate's land agents confirmed they would discuss the play area lease nearer to the termination date in 2027.

**056/23.4 REGISTRATION OF VILLAGE HALL AND CAR PARK**

**RESOLVED** to note the response from the Council's solicitors that the application had been submitted, however due to a significant backlog at the Land Registry, it was unlikely that there would be a response before the year end.

Signed (Chairman).....

Date.....

**057/23 PLAY AREA MAINTENANCE**

Councillor Brown reported that replacement swings were in hand, the stepping trail was being monitored and would need to be replaced in due course and that the wall adjacent to the fence, although not the responsibility of the Parish Council, required some maintenance. Councillor Brown would take some photos for the Clerk to forward to Greenside Estate's land agents.

**RESOLVED** to note the report.

**ACTION:** JB/Clerk

**058/23 HIGHWAY ISSUES**

Consideration was given to the following:-

**058/23.1 CAR PARK OPPOSITE HALL** – Request from Village Hall Chairman for guidance on use of the car park and whether hall users have priority. The car park is often filled with walkers' vehicles and the occasional camper van overnight. If the hall users do have priority could permission be given for the Hall Committee to erect some signs (only when the hall is being used and parking required) stating 'Car Park Reserved for the Village Hall'.

**RESOLVED** that the Clerk would email the Village Hall Chairman explaining that members did not want to upset users of the Hall, but agreed that no signs were to be erected as concerns were raised at the knock-on effect of parking elsewhere in the village.

**ACTION:** Clerk

**058/23.2 SPEED REDUCTION REQUEST ON A689** – Request from resident for the Parish Council to support a reduction of the speed limit on the A689 through the hamlets of Coalfell, Follysyke and Roachburn from 60mph to 40mph.

**RESOLVED** that the Clerk would write to Highways and the local Community Panel requesting that a speed reduction in the areas concerned should be investigated.

**ACTION:** Clerk

**059/23 HALLBANKGATE VILLAGE HALL**

**RESOLVED** to note the addition of the commonly used name 'Hallbankgate Village Hall' to the Charity Commission Register. Lacy Thompson Hall would remain as the legal name, but the more commonly used name should help grant bodies recognise the Hall and where it is.

**060/23 CALC**

**RESOLVED** to note that all CALC emails had been circulated to members and that the following required a formal decision:-

**060/23.1 D-DAY 80**

**RESOLVED** to note the event.

**060/23.2 HOW TO DECLARE A CLIMATE AND ECOLOGICAL EMERGENCY**

**RESOLVED** to note the information but take no formal action.

**060/23.3 LOCAL PLANS**

**RESOLVED** to note the information but take no formal action.

Signed (Chairman).....

Date.....

**061/23 CORRESPONDENCE RECEIVED BY THE CLERK –**

**RESOLVED** to note that all correspondence had been circulated to members and that the following required a formal decision:-

**061/23.1 CUMBERLAND COUNCIL LOCAL COMMUNITY PANEL PRIORITIES –** To consider a response to the proposed draft priorities.

**RESOLVED** To support the draft priorities – Community Facilities and Support, Environment and Highways.

**ACTION:** Clerk

**062/23 AGENDA ITEMS FOR NEXT MEETING**

- Reduction in speed limit update
- Speed Indication Device update

**RESOLVED** to note that any further items for consideration should be submitted to the Clerk on or before 1st November 2023.

**063/23 DATE OF NEXT MEETING -** Wednesday 8th November 2023, Hallbankgate Village Hall, 7.30pm.

**064/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED**, that, in view of the confidential nature of the business to be transacted (contract terms), that the public be temporarily excluded and that they be instructed to withdraw for the following agenda item.

**065/23 WEBSITE**

Consideration was given to the quotes received for a new website.

**RESOLVED**, after discussion, to accept the quote from Eyelid Productions for a new website with a .gov domain name and email addresses for the clerk and councillors in the sum of £959.99 for set-up and the first year support. Ongoing annual costs would vary from £199.99 to £309.99 depending on when the biennial charge for the .gov domain falls.

**ACTION:** Clerk

Meeting closed at 8.27pm.

Signed (Chairman).....

Date.....

FARLAM PARISH COUNCIL

BANK RECONCILIATION AT 14th OCTOBER 2023

HSBC ACCOUNT - 20476129

Balance b/f at 14/08/23	23,807.69		
Income	0.00	Expenditure	5,003.68
		Balance c/f	18,804.01
	<u>23,807.69</u>		<u>23,807.69</u>

Bank Reconciliation

Balance per statement @ 14.10.2023 18,990.41

Less o/s cheques

HMRC	100879	186.40	
			186.40
			<u>18,804.01</u>

<u>Income</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Expenditure</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
				13.9.23		Solway Direct	430.80
				13.9.23		A Riddell	373.06
				13.9.23		HMRC	186.40
				13.9.23		R Farrimond	300.00
				13.9.23		Kompan	3694.42
				4.9.23		Charges (Aug)	10.00
				4.10.23		Charges (Sept)	9.00
			<u>0.00</u>				<u>5,003.68</u>

HSBC Account	<u>Balance B/F</u>	<u>Balance C/F</u>
	23,807.69	18,804.01
	<u>£ 23,807.69</u>	<u>£ 18,804.01</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.



FARLAM PARISH COUNCIL - DRAFT BUDGET FOR 2024/2025

PRECEPT INCREASE

2023-24	22% APR-NOV	-----FORECAST-----				2023-24	
BUDGET	ACTUAL	DEC	JAN	FEB	MARCH	TOTAL	VARIANCE
8783.00	8783.00					8783.00	0.00
Precept						0.00	
Farlam Parish Trust	0.00					0.00	
Grants received	0.00				1500.00	1500.00	1500.00
Legacy	0.00					0.00	0.00
VAT					729.53	729.53	729.53
<b>8783.00</b>	<b>8783.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2229.53</b>	<b>11012.53</b>	<b>2229.53</b>

Assuming £1500 received from Community Panel for SID

PAYMENTS

2023-24	APR-NOV	-----FORECAST-----				2023-24	
BUDGET	ACTUAL	DEC	JAN	FEB	MARCH	TOTAL	VARIANCE
3357.00	1958.24		546.42		500.94	3005.60	351.40
Salaries						124.00	-12.00
Bank charges	82.00	10.00	11.00	10.00	11.00	124.00	-12.00
Play area hedge/buffer zone	325.00		325.00			325.00	0.00
Grass Cutting	1500.00	1525.56				1525.56	-25.56
Contribution to Brampton PC	200.00				200.00	200.00	0.00
Village Hall Grants/repairs	300.00				300.00	300.00	0.00
Village Hall Hire	115.00				115.00	115.00	0.00
Grants	0.00					0.00	0.00
Members/training	200.00				200.00	200.00	0.00
Plants/tubs etc	100.00				100.00	100.00	0.00
Subscriptions	237.00	213.17	37.00			250.17	-13.17
Insurance	517.00	555.32				555.32	-38.32
Playarea	500.00	300.00	60.00		140.00	500.00	0.00
Internal Audit Fee	55.00	55.00				55.00	0.00
External Audit Fee	0.00					0.00	0.00
Website	120.00	959.99				959.99	-839.99
Information Commissioner	35.00	35.00				35.00	0.00
Assets (seat & swing, probably SID)	0.00	359.00	3078.68	3078.68	5611.00	12127.36	-12127.36
Memorial reps	0.00					0.00	0.00
Christmas tree	110.00		110.00			110.00	0.00
Professional fees re hall registration	0.00					0.00	0.00
Misc repairs	250.00				250.00	250.00	0.00
s137	0.00					0.00	0.00
Maintenance of Assets	250.00				250.00	250.00	0.00
Trees/verges maintenance	500.00				500.00	500.00	0.00
Election costs	2000.00	0.00				0.00	2000.00
<b>10783.00</b>	<b>6043.28</b>	<b>3088.68</b>	<b>4168.10</b>	<b>10.00</b>	<b>8177.94</b>	<b>21488.00</b>	<b>-10705.00</b>

2024-25

PROPOSED BUDGET	Comments
3213.60	Assuming same calculation of £1,925 p/a = £1 per hour increase
124.00	Per total costs 22/23
350.00	£25 increase on current budget
1600.00	Estimated increase
200.00	Expected to be similar
300.00	Same - included in case of emergencies
115.00	To consider - nothing received to date
0.00	No provision - Grants are available through Farlam Parish Trust
200.00	Left the same
100.00	Left the same - contractor to carry out planting up etc
260.00	Estimated increase
600.00	Estimated increase - out of 3 year agreement
500.00	To consider an increase
60.00	Allowed for a small increase
0.00	No provision - inc/ecp under £25k
199.99	Per eyelid productions quote for year 2 costs
35.00	No expected increase
0.00	No plans for asset purchases - members to consider
0.00	No provision as previously
110.00	No increase - left as previously
0.00	No provision - one off cost
250.00	No increase - left as previously
0.00	No provision
250.00	No increase - left as previously
500.00	No increase - left as previously
	No further provision
<b>8967.59</b>	

Balance b/f @1.4.23	17,977.94
Projected Income @ 31.3.23	11,012.53
Less Projected Expenditure @31.3.23	(21,488.00)
Balance c/f @ 31.3.24	<u>7,502.47</u>

Earmarked Reserves	3,000.00	£2k election costs & £1k seating from legacy
General Reserves	<u>4,502.47</u>	Approx 6 months of NRE per 24/25 proposed budget
	<u>7,502.47</u>	

GENERAL RESERVES BALANCE

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves should be agreed with the Annual Budget. JPAG The (March 2023 edition) advises: generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept/Levy less any loan repayment and/or amounts included in Precept/Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority, the nearer to 3 months.

SPEED INDICATION DEVICE

Cost for preferred school specific SID is £5,611  
 Cllr Dobson stated £1,500 would be available as a grant from the local community panel and have therefore included this in the budget calculations  
 There may a grant available from Farlam Parish Trust which would increase projected income and therefore increase the general reserves