

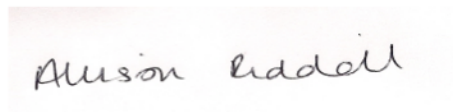
# FARLAM PARISH COUNCIL

Clerk: Allison Riddell  
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11<sup>th</sup> May 2018

A meeting of **FARLAM PARISH COUNCIL** will be held in **HALLBANKGATE VILLAGE HALL**, on **WEDNESDAY 16th MAY 2018**, at 7.40pm

Members of the public are welcome to attend



## AGENDA

1. **ELECTION OF CHAIRMAN** – To receive and consider nominations for the office of Chairman.
2. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN** – To receive the Chairman's Declaration of Acceptance of Office.
3. **ELECTION OF VICE CHAIRMAN** - To receive and consider nominations for the office of Vice Chairman.
4. **APOLOGIES FOR ABSENCE** – To receive apologies for absence and approve reasons for absence.
5. **REQUESTS FOR DISPENSATIONS** - 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.
6. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
7. **MINUTES**
  - 7.1 **MINUTE OF THE MEETING HELD ON 14TH MARCH 2018** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 14th March 2018.
8. **REPRESENTATION ON OUTSIDE BODIES** – To agree representatives on outside bodies.
9. **STANDING ORDERS AND FINANCIAL REGULATIONS** – To review and adopt standing orders and financial regulations. (2018 NALC model standing orders and current financial regulations circulated by email)
10. **ASSETS** – To review and update, if required, the assets register.
11. **INSURANCE** – To confirm the parish council has insurance cover in respect of all risks. (Invitation to renew from Zurich Insurance circulated by email)

- 12. SUBSCRIPTIONS** – To review the Parish council's subscriptions -
- 12.1 CALC** – To consider an invitation to renew the CALC annual subscription for 2018/19.  
Amount to be confirmed at meeting.
- 12.2 SLCC** - To consider continuation of contributing towards the Clerk's subscription to SLCC.  
This is not due for renewal until December 2018 and costs approximately £18.00.
- 13. POLICY REVIEW** – To review and/or adopt the following core policies:-
- 13.1 COMPLAINTS PROCEDURE**
- 13.2 PUBLICATION SCHEME/FREEDOM OF INFORMATION POLICY**
- 13.3 MEDIA AND PRESS POLICY**
- 13.4 HEALTH AND SAFETY POLICY**
- 13.5 EQUALITY AND DIVERSITY POLICY**
- 13.6 EQUAL OPPORTUNITIES POLICY**
- 13.7 DOCUMENT RETENTION/ POLICY**
- 13.8 FRAUD/CORRUPTION DETECTION & PREVENTION POLICY**
- 14. GENERAL DATA PROTECTION REGULATIONS (GDPR) –**
- 14.1 DATA PROTECTION OFFICER** – To consider the appointment of a Data Protection Officer for 2018/19.
- 14.2 EMAIL CONSENT, DATA PROTECTION AND PRIVACY POLICIES** – To adopt the email consent, data protection and privacy policies.
- 14.3 GDPR UPDATE** – To receive an update from the Clerk.
- 15. MEETING CALENDAR** – To note a report from the Clerk.
- 16. PUBLIC PARTICIPATION** - To receive representations from the public.
- 17. REPRESENTATIVES' REPORTS** - To receive reports by representatives on Outside Bodies.
- 18. TOWN AND COUNTRY PLANNING APPLICATIONS** – To be considered
- 18.1 1 FARLAM HALL COTTAGES, HALLBANKGATE (18/0384)** – Demolition of existing conservatory and erection of single storey extension to provide sitting room.
- 18.2 NEW GARTH, HALLBANKGATE (18/0347 & 18/0348)** – Erection of replacement porch, replacement of UPVC windows with timber (LBC)
- (copies available from Carlisle City Council website)
- 19. NOTIFICATION OF DECISIONS** – To note a report from the Clerk.
- 20. FINANCIAL MATTERS**
- 20.1 BANK RECONCILIATION TO 14.04.18** – Report by Clerk.
- 20.2 EXPENDITURE TO APPROVE –**
- £330.52 A. Riddell – net wage to 31.05.18
  - £308.60 P Bell Services – grass cutting

**20.3 S137 SPENDING** – To note that there was no spending in the financial year to 31<sup>st</sup> March 2018 under s137.

**20.4 INTERNAL AUDITOR** – To consider the appointment of the internal auditor.

**20.5 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018 AND EXEMPTION CERTIFICATE–**

**20.5.1** To consider the approval of the Annual Governance Statement for year ending 31<sup>st</sup> March 2018.

**20.5.2** To consider the approval of the Statement of Accounts for year ending 31<sup>st</sup> March 2018

**20.5.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31<sup>st</sup> March 2018.

**20.5.4** To agree that Kirkandrews on Esk Parish Council can certify itself as exempt from a limited assurance review and authorise the Chairman to sign the Certificate of Exemption to be submitted to the external auditor.

**21. PLAY AREA** – To consider costings from the Clerk and Councillor Hinton regarding the required repairs to the play area.

**22. SILVER TOP QUARRY** – To receive a report from Councillor Dalton regarding the poor state of the road at the quarry entrance.

**23. HALLBANKGATE FARM** – To ratify the comments sent to Edwin Thompson regarding the proposed forestry development at Hallbankgate Farm.

**24. CALC** – To receive, note and where applicable respond to the following correspondence, circulated prior to the meeting by email:-

**24.1 CALC CIRCULARS** – April & May 2018.

**24.2 CUMBRIA COMMUNITY FOUNDATION** – Email from S. Bagshaw

**24.3 SNOW SURVEY** – Email from S. Hutchinson

**24.4 UNAUTHORISED DEVELOPMENTS AND ENCAMPMENTS** – Email from S. Bagshaw.

**25. CORRESPONDENCE RECEIVED BY THE CLERK** - To note items of correspondence received since the last meeting and take actions as appropriate. (circulated prior to the meeting by email)

**25.1 COMMUNITY RESILIENCE** – Email from Hellen Aitken, ACT Development Officer.

**26. LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-

**26.1 LOCAL COUNCIL REVIEW** – Spring 2018

**26.2 NOTICE OF EXECUTIVE KEY DECISIONS** – 1st May 2018

**26.3 ROAD LINK** – Annual Report 2017/18

**27. 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 4th July 2018.

**28. DATE OF NEXT MEETING** –Wednesday 11th July 2018 – Hallbankgate Village Hall, 7.30pm.