

FARLAM PARISH COUNCIL

Clerk: Allison Riddell
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8th July 2022

Dear Councillor,

You are summoned to a Meeting of **FARLAM PARISH COUNCIL** that will be held in **HALLBANKGATE VILLAGE HALL**, on **WEDNESDAY 13th JULY 2022**, at 7.30pm.

The meeting is open to members of the public.

Please do not attend the meeting if you have Covid-19 symptoms.

Allison Riddell

AGENDA

1. **APOLOGIES FOR ABSENCE**
To receive apologies for absence and approve reasons for absence.
2. **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.
3. **DECLARATIONS OF INTEREST**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
4. **MINUTES**
 - 4.1 **MINUTES OF THE MEETING HELD ON 11TH MAY 2022** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 11th May 2022. (copy herewith)
5. **PUBLIC PARTICIPATION SESSION**
 - 5.1 **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda.
 - 5.2 **CITY AND COUNTY COUNCILLOR REPORTS** – To receive reports if applicable.
 - 5.2.1 **DOG FOULING** – To receive an update from Councillor Meller.
 - 5.2.2 **WASTE COLLECTION AT TINDALE** – To receive an update from Councillor Meller.
6. **REPRESENTATIVES' REPORTS**
To receive reports by representatives on Outside Bodies.
7. **TOWN AND COUNTRY PLANNING APPLICATIONS** – To consider
None at time of agenda publication.

8. FINANCIAL MATTERS

8.1 BANK RECONCILIATIONS TO 14.06.22 – To receive a report by the Clerk. (copy herewith)

8.2 EXPENDITURE TO APPROVE – Schedule of payments

Amount £	Payee	Detail	Cheque number
345.40	A Riddell	Net wage to 31.07.22	100846
86.20	HMRC	PAYE to 5.07.22	100847
30.00	CALC	Member training x 2	100848

8.3 MONITORING REPORT – To note the income and expenditure to date against the council's budget. (copy herewith)

9. DRAFT TRAINING POLICY

To consider the draft training policy and amend/agree accordingly. (copy herewith)

10. SPEED INDICATION DEVICE (SID)

To receive an update on installation.

11. FLOWERBED

To receive an update from Councillor Ashton.

12. PLAY AREA

To receive an update on funding for safety surfacing.

13. 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)

13.1 FOOTPATH 115033 – Email from Cumbria County Council.

14. CALC

To note that all CALC emails had been circulated to members. Any emails requiring a decision are listed below:-

14.1 CUMBRIA'S PLAN BEE (to consider being a stakeholder)

14.2 PLACES TO TALK (to consider any involvement)

14.3 GOING GREENER TOGETHER (to consider attendance at the launch)

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 7th September 2022.

16. DATE OF NEXT MEETING

Wednesday 14th September 2022 – Hallbankgate Village Hall, 7.30pm.

FARLAM PARISH COUNCIL

MINUTES of the **ANNUAL MEETING** of **FARLAM PARISH COUNCIL** held in **HALLBANKGATE VILLAGE HALL** on **WEDNESDAY 11th MAY 2022** at 7.30pm.

PRESENT: Cllrs C. Marsh (Chairman), I. Ashton, A. Broomhead, J. Brown, S. Burd, S. Johnson, S. Lingard and P. Scott.

IN ATTENDANCE: Clerk
County Councillor R. Dobson
City Councillor Meller

001/22 ELECTION OF CHAIRMAN

Councillor S. Lingard, seconded by Councillor S. Johnson, moved that Councillor C. Marsh be elected to the office of Chairman of the Council.

There were no other nominations.

RESOLVED unanimously to the election of C. Marsh as Chairman of the Council for the ensuing year.

002/22 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

RESOLVED to note that Councillor Marsh duly signed the Declaration of Acceptance of Office of Chairman of the Council in the presence of members and the Clerk.

003/22 ELECTION OF VICE CHAIRMAN

Councillor S. Lingard, seconded by Councillor A. Broomhead, moved that Councillor J. Brown be elected to the office of Vice Chairman of the Council

There were no other nominations.

RESOLVED, unanimously, to the election of J. Brown as Vice Chairman of the Council for the ensuing year.

004/22 APOLOGIES FOR ABSENCE

RESOLVED to note apologies for absence were received and accepted from Councillors Dalton & Lister. Apologies for absence were also given by City Councillors Mitchelson and Tinnion.

005/22 REQUESTS FOR DISPENSATION AND DECLARATIONS OF INTEREST

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

006/22 LOCAL GOVERNMENT ACT 1972 – RESIGNATION

RESOLVED to note the resignation of Mr. R. Hinton and that members thanked him for all his hard work as a councillor over the last few years.

007/22 MINUTES

007/22.1 MINUTES OF THE MEETING HELD ON 9TH MARCH 2022 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 9th March 2022, confirmed as a true and accurate record.

Signed (Chairman).....

Date.....

008/22 OUTSIDE BODIES - REPRESENTATION

There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.

RESOLVED that the following appointments be made:-

CARLISLE PARISH COUNCILS ASSOCIATION

Councillor C. Marsh
Councillor J. Brown

009/22 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to re-adopt standing orders and financial regulations. An amendment to SO18 was reported by the Clerk, however some of the information had been found to be incorrect. A formal amendment to SO18 would be made once confirmation had been received from CALC.

010/22 ASSETS

Members reviewed the assets held by the council.

RESOLVED that all assets were included in the asset register and no additions or amendments were required.

011/22 INSURANCE

The insurance renewal quote from Zurich insurance for 2022/23 was submitted to the meeting. The Parish Council is in year 2 of a 3 year agreement with Zurich.

RESOLVED to accept the quote in the sum of £509.07 and that all areas for insurance were covered.

012/22 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

012/22.1 Renew the CALC subscription for 2022/23 in the sum of £196.30, which was submitted to the meeting.

012/22.2 Renew the SLCC subscription, due later in the financial year, cost to be confirmed but approximately £30.00.

013/22 POLICY REVIEW INCLUDING GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED to note the core policies including GDPR were reviewed with no amendments and were all available on the website. The Clerk was requested to draft a training policy for consideration at the next meeting.

014/22 MEETING CALENDAR 2022/23

RESOLVED to agree the meeting calendar dates for 2022/23.

015/22 PUBLIC PARTICIPATION –

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

RESOLVED to note that a report from Councillor Dobson had been circulated to members and that concerns raised regarding refuse collections would be investigated by Councillor Meller.

Signed (Chairman).....

Date.....

016/22 REPRESENTATIVES' REPORTS

RESOLVED to note there were no reports.

017/22 TOWN AND COUNTRY PLANNING – APPLICATIONS –

RESOLVED to note the following application was considered:-

017/22.1 LAND ADJACENT THE BUNGALOW, 2 BOON HILL, FARLAM (22/0318) – Erection of 1 dwelling (reserved matters application pursuant to outline consent 20/0762)

No observations.

018/22 FINANCIAL MATTERS

018/22.1 BANK RECONCILIATION to 14.04.22

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 14th April 2022 of £19,549.42.

018/22.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

- £345.40 A. Riddell – net wage to 31.05.22
- £55.00 J. Batey – Internal audit
- £484.00 Ross Farrimond – grass cutting
- £500.00 Ross Farrimond – fencing

018/22.3 S137 SPENDING

Consideration was given to s137 spending for the current and previous financial year.

RESOLVED to note there was no spending under s137 for the year ending 31st March 2022, and that there was no projected spending expected under s137 for the current financial year.

018/22.4 INTERNAL AUDITOR

RESOLVED to appoint Mrs J. Batey MAAT as internal auditor for the current financial year.

018/22.5 INTERNAL AUDITORS REPORT

RESOLVED to note the internal auditors report and that there were no matters of concern.

018/22.6 EXTERNAL AUDITOR Annual GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022 AND EXEMPTION CERTIFICATE–

018/22.6.1 RESOLVED to approve the Annual Governance Statement for year ending 31st March 2022.

018/22.6.2 RESOLVED to approve the Statement of Accounts for year ending 31st March 2022.

018/22.6.3 RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2022.

Signed (Chairman).....

Date.....

018/22.6.4 RESOLVED that the Parish Council can certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor having confirmed that gross income or gross expenditure did not exceed £25,000 in the year ending 31st March 2022.

018/22.6.5 RESOLVED to note that the notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2022 as Monday 20th June to Friday 29th July 2022.

ACTION: Clerk/CM

019/22 WEBSITE

Consideration was given to responsibility of the website following the resignation of Mr. R. Hinton.

RESOLVED that Councillor Lingard would help and that the Clerk would look into ordering a new laptop.

ACTION: Clerk/SL

020/22 SPEED INDICATION DEVICE

It was reported that a list of approved contractors from the County Council had still not been received, nor had the formal contract for installation.

RESOLVED to note that Councillor Dobson would chase things up.

021/22 NOTICEBOARD AT FARLAM

Concerns had been raised at the appearance of a new noticeboard in place of the previous parish council one in Farlam without the knowledge of the parish council.

RESOLVED that the Clerk would write to the resident concerned who had removed the noticeboard.

022/22 VILLAGE GREEN

RESOLVED to note that Councillor Ashton would carry on with work to the flowerbed, but that no slabs would be placed under the picnic tables as the tables were not the responsibility of the parish council.

023/22 20MPH SURVEY

RESOLVED to note that Councillor Ashton would work with Councillor Dobson on introducing 20mph speed limits within parish villages. Councillor Ashton suggested an online survey of parishioners might be the easiest method of gaining opinion.

024/22 QUEEN'S PLATINUM JUBILEE

RESOLVED to note an update from Councillor Lingard on the proposed events to celebrate the Queen's Platinum Jubilee.

025/22 CALC

RESOLVED to note that all CALC emails had been circulated to members and that none required a formal decision.

026/22 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence:-

026/22.1 NORTHUMBERLAND LOCAL PLAN – Email from Northumberland County Council.

Signed (Chairman).....

Date.....

027/22 LITERATURE AVAILABLE FROM CLERK –

025/22.1 NOTICE OF EXECUTIVE KEY DECISIONS – 22nd April 2022.

028/22 AGENDA ITEMS FOR NEXT MEETING

- Dog fouling (Councillor Meller to chase up and report)

RESOLVED to note that any further items for consideration should be submitted to the Clerk on or before 6th July 2022.

029/22 DATE OF NEXT MEETING - Wednesday 13th July 2022, Hallbankgate Village Hall, 7.30pm.

Meeting closed at 8.30pm.

DRAFT

Signed (Chairman).....

Date.....

FARLAM PARISH COUNCIL
BANK RECONCILIATION AT 14th JUNE 2022

HSBC ACCOUNT - 20476129

Balance b/f at 14/04/22	19,549.42		
Income	8,275.00	Expenditure	2,146.77
		Balance c/f	25,677.65
	27,824.42		27,824.42

Bank Reconciliation
 Balance per statement @ 14.06.2022 25,707.65

Less o/s cheques			
Cartmell Shepherd	100837	30.00	
			30.00
			25,677.65

<u>Income</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Expenditure</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
19.4.22		City Council - precept	7,275.00	11.5.22		A Riddell	345.40
27.4.22		Marsden Rawsthorn	1000.00	11.5.22		R Farrimond	984.00
				11.5.22		J Batey	55.00
				11.5.22		CALC	196.30
				11.5.22		Zurich Insurance	509.07
				12.5.22		ICO	35.00
				5.5.22		Charges	11.00
				4.6.22		Charges	11.00
			8,275.00				2,146.77

	<u>Balance B/F</u>		<u>Balance C/F</u>
HSBC Account	19,549.42		25,677.65
	£ 19,549.42		£ 25,677.65

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.

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES	
Precept		7275.00											7275.00	7,275.00	0.00	Received as requested From Marsden Rawsthorn	
City Council grants													0.00	0.00	0.00		
Cumbria County Council grants													0.00	0.00	0.00		
Farlam Parish Trust grants													0.00	0.00	0.00		
Other grants													0.00	0.00	0.00		
Legacy		1000.00											1000.00	0.00	1000.00		
VAT													0.00	0.00	0.00		
	0.00	8275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,275.00	7,275.00	1,000.00		
Expenditure																	
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance		
Clerks wages/HMR&C		345.40		431.60									777.00	2648.78	-1871.78	Fence repairs (£500)	
Village Hall grants													0.00	300.00	-300.00		
Other grants													0.00	0.00	0.00		
Grass cutting		454.00											454.00	1400.00	-946.00		
Maintenance of trees/hedges													0.00	500.00	-500.00		
Play area hedge													0.00	175.00	-175.00		
Insurance adverts		509.07											509.07	525.00	-15.93		
CALC & SLCC subs		196.30											196.30	215.00	-18.70		
Members & training				30.00									30.00	200.00	-170.00		
Hall hire													0.00	98.00	-98.00		
Audit Fees		55.00											55.00	50.00	5.00		
Admin costs													0.00	200.00	-200.00		
Bank charges		8.00	8.00										16.00	98.00	-80.00		
ICO		35.00											35.00	35.00	0.00		
Professional fees													0.00	0.00	0.00		
Website													0.00	120.00	-120.00		
Playground													0.00	310.00	-310.00		
Plants & Christmas tree													0.00	210.00	-210.00		
Misc repairs		500.00											500.00	250.00	250.00		
Assets													0.00	0.00	0.00		
Maintenance of assets													0.00	250.00	-250.00		
Sub total	0.00	2102.77	8.00	461.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,572.37	7,580.78	-5008.41		
VAT																	
Total	0.00	2,102.77	8.00	461.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,572.37	Total including VAT			

FARLAM PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

1. INTRODUCTION

Farlam Parish Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring the Council is kept up to date with all new legislation. To support this funds are allocated to a training budget annually to enable Councillors and staff to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them.

2. POLICY STATEMENT

Farlam Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors and staff are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practises.

The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be regarded as an integral part of the Council's business.

3. TRAINING AND DEVELOPMENT ACTIVITY

Farlam Parish Council consists of up to eleven elected or co-opted Councillors and employs one part time Parish Clerk who is also the Responsible Financial Officer.

Training and development for each of the Councillors will be reviewed regularly but will contain, as a minimum requirement:

Councillors

- a) Attendance at induction sessions explaining the roles and responsibilities of a councillor, legal compliance, a good council etc such as CALC's 'The Effective Councillor' training course for new councillors – within six months of the date on which they are elected or co-opted. ***members to consider whether there should be a time limit on this**
- b) Provision of a Councillor Information Pack which includes copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant. This pack is to be provided within seven days of the date on which they are elected or co-opted.
- c) Councillor's with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role. For instance, those responsible for finance will receive basic finance training, those responsible for planning will receive basic planning training.

d) The Chair of the Council (and of any sub-committee) shall receive Chairmanship skills training as soon as possible but within six months of the date on which they are elected as Chair.

e) Attendance at relevant courses provided by external bodies, such as Cumbria County Association of Local Councils (CALC) related to the Council's aims and objectives, as and when required and within three months of a training need being identified.

Clerk/Responsible Financial officer

a) Induction sessions explaining the role of Clerk, such as attendance at a 'New Clerks' training course, or similar – within three months of the date on which they are employed.

b) Provision of a Councillor Information pack which contains copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant – to be This is to be provided within seven days of the date on which they are employed.

c) Gaining the Certificate of Local Council Administration (CiLCA) ***members to consider whether there should be a time limit on this**

d) Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs and assessments – within three (3) months of the need being identified.

e) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), Cumbria County Association of Local Councils (CALC), County and District Councils.

The Council will meet (or make a contribution if the Clerk is also employed by other councils) the costs of all pre-approved training undertaken or meetings attended, including mileage and parking costs involved.

The Council will pay (or make a contribution if the Clerk is also employed by other councils) for pre-approved subscriptions to relevant publications and advice services, including the purchase of the approved handbook, Local Council Administration.

4. TRAINING NEEDS IDENTIFIED

Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chair and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

Annually the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council.

Training needs for the Clerk will be identified initially through the recruitment process for new Clerks, including the application form and interview, and then through formal and informal discussions and annual staff appraisals.

The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

5. RESOURCING TRAINING

Annually an allocation will be made in the budget, each year as required, to enable necessary training and development.

Annually the Council will consider an allocation in the budget for the payment and/or contribution of a subscription to the Society of Local Council Clerks and Cumbria County Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

Purchase of relevant resources such as publications will be considered on an ongoing basis.

6. EVALUATION AND REVIEW OF TRAINING

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process stated in section 4 above.

Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the Council: This will include requirements for new qualifications; new equipment; complaints received; incidents which highlight training needs; requests from the Clerk, Councillors or volunteers.

The Clerk will maintain a record of training attended by themselves and Councillors.

Adopted on

To be reviewed annually