

FARLAM PARISH COUNCIL

Clerk: Allison Riddell
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4th September 2020

Dear Councillor,

You are summoned to attend a Virtual Meeting of the **FARLAM PARISH COUNCIL** which will be held on **WEDNESDAY, 9th SEPTEMBER, 2020** at **7.00 p.m.**

The meeting is accessible with the attached [link](#) or by logging on to www.zoom.us and using Meeting ID 845 4971 0756 with the password **123939**. The meeting can also be joined by telephone by dialling one of the following numbers - 0203 481 5240 or 0131 460 1196 or 0203 051 2874 or 0203 481 5237. Please aim to arrive at the meeting by 6.50pm in case of connectivity problems.

Allison Riddell

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive and accept apologies 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.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)

4. MINUTES

4.1 **MINUTES OF THE MEETING HELD ON 8TH JULY 2020** - To agree the accuracy of the minutes of the meeting held on 8th July 2020. Minutes will be signed at the next face to face meeting or via arrangement with the Chairman, whichever is the soonest. (copy herewith).

5. **PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. (*The Public Participation period will last 15 minutes and members of the public are permitted to speak for up to 3 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.*)

5.1 **REPORTS** – To receive reports, if applicable, from City and County Councillors.

6. **TOWN AND COUNTRY PLANNING APPLICATIONS** – To ratify the following application -

6.1 **WHINNEY FELL, FOREST HEAD (20/0849)** – Installation of larch rain screen cladding to west facing gable wall.

No observations

7. **NOTIFICATION OF DECISIONS** – To note a report from the Clerk. (copy herewith)

8. **FINANCIAL MATTERS -**

8.1 **BANK RECONCILIATIONS TO 14.08.20** – To note a report from the Clerk. (copy herewith)

8.2 **CLERK'S SALARY AWARD 2020** – To note the report from the Clerk and agree to implement the salary award. (copy herewith)

8.3 **EXPENDITURE TO APPROVE** – That the Council agree the schedule of payments listed below:-

Amount £	Payee	Detail	Cheque number
330.48	A Riddell	Net wage to 30.09.20	100796
23.97	R Hinton (Screwfix)	Staple gun & duck tape	100797
440.00	R. Farrimond	Grass cutting	100798
171.80	HMR&C	PAYE	100799

8.4 **SMALL BUSINESS GRANT FUND** – To note a report from the Clerk.

9. **MATTERS TO BE RAISED BY COUNCILLORS** – An opportunity for councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision.

10. **DEFIBRILLATOR** – To note that the League of Friends would fund a defibrillator for Tindale and to consider what type of equipment was required.

11. **IRON LODGE** – To receive an update from the Enforcement Officer, Carlisle City Council.

13. **PLAY AREA –**

13.1 **NON-COMPLIANCE WITH COVID-19 GUIDANCE** - To receive a report from Councillor Hinton and consider what, if any, action should be taken.

13.2 **BASKET SWING REPAIRS** – To receive a report from Councillor Hinton.

14. **NOTICE BOARD REPAIRS** – To consider other local contractors to carry out required repairs.

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

15.1 **GREAT BRITISH SEPTEMBER CLEAN**

15.2 **CUMBRIA EMERGENCY SUPPORT HELPLINE**

15.3 **LOCAL GOVERNMENT REORGANISATION CUMBRIA**

15.4 **DEVELOPING YOUR SKILLS PROGRAMME**

15.5 **COUNTY COUNCIL LOCAL GOVERNMENT REFORM**

15.6 **DEVOLUTION WHITE PAPER**

16. **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)
 - 16.1 **TELFORDS COACHES** – Email from scheduled Bus Service Officer, Cumbria County Council
 - 16.2 **WHAT3WORDS** – Email from Molly MacGregor
 - 16.3 **CLIMATE CHANGE CONSULTATION** – Email from Policy and Communications Manager, Carlisle City Council
17. **LITERATURE AVAILABLE FROM CLERK** - To note items of literature received since the last meeting:-
 - 17.1 **NOTIFICATION OF DECISIONS** – 14th August 2020
18. **AGENDA ITEMS FOR NEXT MEETING** – To note that any items for the next agenda should be submitted to the Clerk by 4th November 2020.
19. **DATE OF NEXT MEETING** – To confirm that the next virtual meeting will be held on Wednesday 11th November 2020 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.

FARLAM PARISH COUNCIL

MINUTES of a **VIRTUAL MEETING** of **FARLAM PARISH COUNCIL** held on **WEDNESDAY 8TH JULY 2020** at **7.00pm**.

Present: Cllrs S. Bowles (Chairman), R. Forster, R. Hinton and C. Marsh.

In Attendance: Clerk
City Councillor Tinnion

Action

014/20	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that no apologies for absence were received.</p>	
015/20	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
016/20	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that no declarations of interest were made.</p>	
017/20	<p>MINUTES -</p> <p>MINUTES OF THE MEETING HELD ON 5TH JUNE 2020 WERE SUBMITTED.</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 5th June 2020, confirmed as a true and accurate record. The minutes would be signed at the next face to face meeting.</p> <p>MINUTES OF THE ANNUAL PARISH MEETING 2019</p> <p>RESOLVED to authorise the Chairman to sign the minutes of the annual parish meeting held on 8th May 2019, confirmed as a true and accurate record. The minutes would be signed at the next face to face meeting.</p>	<p>SB</p> <p>SB</p>
018/20	<p>LOCAL GOVERNMENT ACT 1972 –</p> <p>018/20.1 RESIGNATION</p> <p style="padding-left: 40px;">018/20.1.1 RESOLVED to note the resignation of Mrs. C. Skeates and that the statutory by-election advertisement had been published.</p> <p style="padding-left: 40px;">018/20.1.2 RESOLVED to note the Chairman thanked Mrs. Skeates for her contribution to the Parish Council.</p>	
019/20	<p>PUBLIC PARTICIPATION</p> <p>RESOLVED to note that no members of the public were present.</p> <p>RESOLVED to note a report from City Councillor Tinnion that all meetings were still being held virtually and that he attended as many Parish Council meetings as possible and was available for help and advice if needed.</p>	

(Signed) Chairman
Date

020/20 TOWN AND COUNTRY PLANNING –

Applications for planning consent were submitted.

AGREED to advise the appropriate Planning Authority of the Council's comments as follows:-

Clerk**020/20.1 KIRKHOUSE QUARRY, HALLBANKGATE**

Application Reference Number:1/20/9005 Proposal: Section 73 variation of Conditions 1 and 2 of planning permission 1/09/9015 to extend the expiry date of operations to 30th November 2032 and approved documents and variation of conditions 32 and 34 to allow revised restoration scheme to be completed by 30 November 2033.

No observations.

Application Reference Number:1/20/9006 Proposal: Section 73 variation of Condition 2 of planning permission 1/09/9016 (lateral extension of quarry site) to extend the expiry date of operations to 30th November 2033.

No observations.

021/20 FINANCIAL MATTERS -**021/20.1 BANK RECONCILIATION TO 14.06.20**

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 balance to 14th June 2020 of £10,397.28.

105/19.2 EXPENDITURE TO APPROVE

RESOLVED to authorise payment of the accounts listed below amounting to £852.88.

Amount £	Payee	Detail	Cheque number
330.48	A Riddell	Net wage to 31.07.20	100793
82.40	HMR&C	PAYE	100794
440.00	R. Farrimond	Grass cutting	100795

022/20 MATTERS TO BE RAISED BY COUNCILLORS**022/20.1 SPEEDWATCH**

RESOLVED to note that the local Speedwatch group had not been operating during lockdown and volunteers were waiting to hear when they could start up again. One speed camera was being shared with several other groups.

023/20 REFURBISHMENT OF NOTICEBOARDS

Consideration was given to the refurbishment of noticeboards at Farlam and Tindale.

RESOLVED to note that the Clerk would ask local companies if they could carry out the work.

Clerk

(Signed) Chairman

Date

024/20	<p>DEFIBRILLATOR</p> <p>Consideration was given to requests from a local resident for a defibrillator at Tindale and whether the parish council could look after any funds that had been raised.</p> <p>RESOLVED to note that the Clerk would ask whether the League of Friends at Brampton Cottage Hospital was still funding defibrillators and that any funding raised would be kept securely in the parish council office.</p>	
025/20	<p>LITTERING PROBLEM AT CYCLE TRACK NEAR MIDGEHOLME</p> <p>RESOLVED that the Clerk would ask the footpaths officer whether the County Council could investigate a sustainable solution to the littering problem at the cycle track near Midgeholme at the top of Prior Bank.</p>	Clerk
026/20	<p>PLAY AREA</p> <p>Members gave consideration to the draft risk assessment and signage submitted to the meeting in order to re-open the play area.</p> <p>RESOLVED to re-open the play area after adding to the signs that all children must be accompanied by an adult and that the bin would no longer be emptied by a volunteer so any disposable PPE must be taken home. If the signage was not adhered to, further consideration would be given to closing the play area. Councillor Hinton would erect the signage.</p>	Clerk/RH
027/20	<p>CALC</p> <p>RESOLVED that the following correspondence from CALC was received and noted:-</p> <p>027/20.1 CODE OF CONDUCT CONSULTATION</p> <p>027/20.2 ON AND OFF STREET CAR PARKING ENFORCEMENT</p> <p>027/20.3 NALC LEGAL TOPIC UPDATE – Elections and co-options</p> <p>027/20.4 NALC LEGAL TOPIC UPDATE – Procurement</p>	
028/20	<p>CORRESPONDENCE RECEIVED BY THE CLERK</p> <p>RESOLVED to note the following correspondence had been received: -</p> <p>028/20.1 FORESTRY INVESTMENT ZONE PILOT NORTH EAST CUMBRIA SCHEME – Email from Implementation Officer.</p>	
029/20	<p>LITERATURE AVAILABLE FROM CLERK –</p> <p>RESOLVED to note the following literature was available from the Clerk:-</p> <p>029/20.1 NOTICE OF EXECUTIVE KEY DECISIONS – 19th June 2020.</p>	
030/20	<p>DATE OF NEXT MEETING - To confirm that the next virtual meeting will be held on Wednesday 9th September 2020 at 7.00pm and will be called by electronic summons unless there are changes to the Covid-19 regulations permitting public gatherings.</p> <p>Meeting closed at 7.35pm.</p>	

(Signed) Chairman

Date

**TOWN AND COUNTRY PLANNING
NOTIFICATION OF DECISIONS**

1. SUMMARY OF REPORT

This report advises members of the decisions of the appropriate planning authority on applications on which the Parish Council has previously commented.

2. RECOMMENDATIONS

That members **NOTE** the information.

3. REPORT

Members are asked to note that Carlisle City Council has advised of its decisions on planning applications on which the Parish Council has already commented as follows:-

Location	Proposal	Decision
Whinney Fell, Forest Head	Installation of larch rain screen cladding to west facing gable wall	Granted subject to conditions regarding commencement of development and approved documents.

FARLAM PARISH COUNCIL
BANK RECONCILIATION AT 14th AUGUST 2020

HSBC ACCOUNT - 20476129

Balance b/f at 14/06/20	10,397.28		
Income		Expenditure	852.88
		Balance c/f	9,544.40
	<u>10,397.28</u>		<u>10,397.28</u>

Bank Reconciliation

Balance per statement @ 14.8.2020	9,544.40
Less o/s cheques	
None	

0.00
<u>9,544.40</u>

<u>Income</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Expenditure</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
				8.7.20		A Riddell	330.48
				8.7.20		HMR&C	82.40
				8.7.20		R Farrimond	440.00
			<u>0.00</u>				<u>852.88</u>

	<u>Balance B/F</u>	<u>Balance C/F</u>	
HSBC Account	10,397.28	9,544.40	
	<u>g</u>		
	<u>£ 10,397.28</u>	<u>£ 9,544.40</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.

CONDITIONS OF SERVICE CLERK'S SALARY AWARD 2020

1. SUMMARY OF REPORT

This report advises of the recent pay award which has been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1st April 2020 to 31st March 2021.

2. RECOMMENDATIONS

That the Committee

- 2.1 **NOTES** the award; and
- 2.2 **AGREES** to its implementation.

3. REPORT

- 3.1 Parish Council staff are employed (as are the majority of local authority employees in Britain) on terms and conditions agreed by the National Joint Council for Local Government Services. These conditions are reviewed regularly and wage and salary rates are agreed annually and recommended by the NJC and Society of Local Council Clerks for implementation.
- 3.2 The wage and salary structure consists of a scale of wage/salary rates (known as the spinal column) and employees' wage/salary rates are determined by reference to points on this scale. For Parish Councils the scale for the salary of Clerks commences at spinal column point (scp) 15 and normally terminates at scp 64. The new scales now start at scp 5 and end at scp62. The Parish Council has already determined that the salary scale applicable to the post of Clerk to the Parish Council was scp 24 on the old scale which is now scp 15.
- 3.3 The spinal column points relate to an annual salary based on a 37 hour week and where a Clerk works for less than this, the actual salary is calculated by reference to the hourly rate. Accordingly, the salary for the Clerk to this Parish Council, working a 4 hour week will be:-

Spinal Column Point	Annual Full Time Salary	Hourly Rate
15 (new scale)	£2,545.92	£12.24

Which is an increase of 2.77%

- 3.4 Whilst the Clerk's conditions of service specify that the salary shall be on the NJC Salary Scale scp 15 (new scale) and the Clerk has a legal right to be remunerated on that scale, Members are, nevertheless, asked to approve implementation of the new rates.