

PRESENT

Councillors S. Bowles (Chairman, in the Chair)
Councillor A. Murray
Councillor C. Skeates
Councillor S. Dalton

Councillor C. Raine
Councillor C. Marsh
Councillor R. Hinton

IN ATTENDANCE – Clerk

ALSO ATTENDING –

1/18 ELECTION OF CHAIRMAN

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

There were no other nominations.

AGREED unanimously to the election of S. Bowles as Chairman of the Council.

2/18 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Councillor Bowles in the presence of the Council, signed the Declaration of Acceptance of Office of Chairman of the Council and the Declaration was witnessed by the Clerk.

3/18 ELECTION OF VICE CHAIRMAN

Councillor C. Raine, seconded by Councillor S. Dalton, moved that Councillor A. Shaw be elected to the office of Vice Chairman of the Council

There were no other nominations.

AGREED, unanimously, to the election of A. Shaw as Vice Chairman of the Council.

4/18 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from:-

Councillor Shaw
City Councillor Bowman

5/18 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

6/18 DECLARATIONS OF INTEREST

Councillors were invited to record their interests in the register.

RESOLVED to note there were no declarations of interest made.

7/18 MINUTES

7/18.1 MINUTE OF THE MEETING HELD ON 14TH MARCH 2018 WAS SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 14th March 2018, confirmed as a true and accurate record after amending Min. 102/17 to read Skeates not Keates.

8/18 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 (CPCA)

Councillor S. Bowles
Councillor C. Raine

HALTONLEAGATE MINING LIAISON COMMITTEE

Councillor C. Raine

BRAMPTON AND BEYOND

Councillor S. Bowles

9/18 STANDING ORDERS AND FINANCIAL REGULATIONS

2018 NALC model standing orders and the council's financial regulations were circulated prior to the meeting for review and adoption.

RESOLVED to adopt the new model standing orders following confirmation of items under rules of debate, meetings generally, extraordinary meetings, previous resolutions, proper officer and standing orders generally. The new standing orders will be uploaded to the website. Financial regulations were reviewed and no amendments required.

10/18 ASSETS

Members reviewed the assets held by the council.

RESOLVED that 2 noticeboards, the miners monument and 6 stone signs should be added to the register. The old lawnmowers and photocopier would be sold if possible or scrapped.

11/18 INSURANCE

The insurance quote from BHIB insurance for 2018/19 was submitted to the meeting.

11/18.1 RESOLVED to accept the quote in the sum of £1494.58. Hall contribution £962.78 after amending for £30,000.00 worth of contents insurance.

11/18.2 RESOLVED to note that the village hall would investigate its own separate insurance policy.

12/18 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

12/18.1 Renew the CALC subscription for 18/19 in the sum of £186.00, which was submitted to the meeting.

12/18.2 Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £18.00.

CB
11/7/18

13/18 POLICY REVIEW

The following core policies were circulated prior to the meeting and reviewed:-

- Complaints procedure – no amendments
- Publication scheme/Freedom of Information Policy – no amendments
- Media and Press Policy – no amendments
- Health and Safety Policy – no amendments
- Equality and Diversity Policy – no amendments
- Equal Opportunities Policy – no amendments
- Document Retention Policy – no amendments
- Fraud/corruption Detection & Prevention Policy – no amendments

RESOLVED to note the core policies and that no amendments were required. All policies will be uploaded to the website.

14/18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

14/18.1 DATA PROTECTION OFFICER (DPO)

Members gave consideration to the appointment of a Data Protection Officer after receiving information from CALC that parish councils could have the Clerk acting as DPO and information from the Local Councils Advisory Service (LCAS) detailing the service they offer as DPO and cost.

RESOLVED to appoint the LCAS as DPO for 18/19 at a cost of £150.00 for the year which included a site visit. The following services would be covered in the agreement:-

- Inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; advise staff on training and conduct internal audits and compliance checks
- Be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, members of the public etc).
- Monitor ongoing compliance
- Provide up to date guidance including unlimited helpline calls and emails
- Help manage access requests or requests made under the other powers for individuals
- Report and manage breaches
- Visit at least annually to check compliance and IT security and provide a report on further compliance
- Provide It recommendations and identify solutions for data security

14/18.2 EMAIL CONSENT AND PRIVACY POLICIES

Members gave consideration to various policies introduced to comply with the new GDPR.

RESOLVED to approve and adopt the following policies:-

- Data Protection Policy
- Privacy Notice for Staff/Councillors/Role Holders
- General Privacy Notice
- Email Consent Log

14/18.3 GDPR UPDATE

The Clerk reported that there were still further policies to be drafted, reviewed and adopted by the parish council. These would be submitted to a future meeting in due course.

RESOLVED to note the report.

15/18 MEETING CALENDAR

A report advising of the scheduled meeting dates for 2018/19 was submitted to the meeting.

RESOLVED to note the report and agree the meeting dates.

LB
11/7/18

16/18 PUBLIC PARTICIPATION

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

17/18 REPRESENTATIVES' REPORTS –

17/18.1 HALTONLEAGATE MINING LIAISON COMMITTEE

Councillor Raine reported on a meeting held in March where discussion took place regarding the community fund from the mine and that Northumbria County Council was trying to get the funding allocated to a separate account.

RESOLVED to note the report.

18/18 TOWN AND COUNTRY PLANNING - APPLICATIONS –

Applications for planning consent were considered.

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

18/18.1 1 FARLAM HALL COTTAGES, HALLBANKGATE (18/0384) – Demolition of existing conservatory and erection of single storey extension to provide sitting room.

No observations.

18/18.2 NEW GARTH, HALLBANKGATE (18/0347 & 18/0348) – Erection of replacement porch, replacement of UPVC windows with timber (LBC).

No observations.

19/18 NOTIFICATION OF DECISIONS

A report on the decisions of the appropriate planning authority on applications on which the Parish Council had previously been consulted was submitted.

RESOLVED to note the notification of decisions.

20/18 FINANCIAL MATTERS

20/18.1 Bank Reconciliation to 14.04.18

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 April 2018 of £2,779.47.

20/18.2 Approval of Expenditure

RESOLVED to authorise the following expenditure for payment:-

- £330.52 A. Riddell – net wage to 30.05.18
- £308.60 P Bell Services – grass cutting

20/18.3 s137 Spending

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

RESOLVED to note that there was no spending under s137 for the year ending 31st March 2018 and there was no projected expenditure for spending under s137 in the current financial year.

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11/7/18

20/18.4 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018 AND EXEMPTION CERTIFICATE–

- 20/18.4.1** To consider the approval of the Annual Governance Statement for year ending 31st March 2018.

RESOLVED to approve the Annual Governance Statement for year ending 31st March 2018.

- 20/18.4.2** To consider the approval of the Statement of Accounts for year ending 31st March 2018.

RESOLVED to approve the Statement of Accounts for year ending 31st March 2018.

- 20/18.4.3** To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2018.

RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2018.

- 20/18.4.4** To agree that Farlam 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.

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 2018.

21/18 PLAY AREA

Consideration was given to quotes received regarding repair work to the play area.

RESOLVED to accept the quote from Barron and Jamieson in the sum of £200.00. Councillor Hinton would organise the work to be carried out.

22/18 SILVER TOP QUARRY

Councillor Dalton reported on the poor state of the road at the quarry entrance and the damage to verges due to quarry vehicles passing on the local road network.

It was pointed out that Haltonleagate mining vehicles are not linked by CB and are therefore not able to warn each other when vehicles are approaching narrow areas on the roads. Silver Top Quarry vehicles are linked by CB.

RESOLVED that the Clerk would email highways and Haltonleagate Mine about the problems.

23/18 HALLBANKGATE FARM

RESOLVED to note that comments sent to Edwin Thompson regarding the proposed forestry development at Hallbankgate Farm using the expedited procedure were ratified.

24/18 CALC

The following correspondence from CALC was received and noted:-

- 24/18.1 CALC CIRCULARS** – April and May 2018.

- 24/18.2 CUMBRIA COMMUNITY FOUNDATION** – Email from S. Bagshaw

- 24/18.3 SNOW SURVEY** – Email from S. Hutchinson

RESOLVED to note that members would reply individually and the Clerk would reply on behalf of the Parish Council.

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11/7/18

24/18.4 UNAUTHORISED DEVELOPMENTS AND ENCAMPMENTS – Email from S. Bagshaw.

25/18 CORRESPONDENCE RECEIVED BY THE CLERK –

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

RESOLVED that the Clerk would request some leaflets.

26/18 LITERATURE AVAILABLE FROM CLERK –

RESOLVED to note the following literature was available from the Clerk:-

26/18.1 LOCAL COUNCIL REVIEW – Spring 2018

26/18.2 NOTICE OF EXECUTIVE KEY DECISIONS – 1st May 2018

26/18.3 ROAD LINK - Annual Report 2017/18

27/18 AGENDA ITEMS FOR NEXT MEETING

RESOLVED to note that items for consideration should be submitted to the Clerk on or before 4th July 2018.

28/18 DATE OF NEXT MEETING - Wednesday 11th July 2018, Hallbankgate Village Hall, 7.30pm.


11/7/18