

FARLAM PARISH COUNCIL

Clerk: Allison Riddell
Unit 2
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Craw Hall
Brampton
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<https://www.farlamparishcouncil.com>

8th October 2021

Dear Councillor,

You are summoned to a Meeting of **FARLAM PARISH COUNCIL** that will be held in **HALLBANKGATE VILLAGE HALL**, on **WEDNESDAY 13th OCTOBER 2021**, at 7.30pm.

The meeting is open to members of the public.

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



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 4TH MAY 2021 - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 4th May 2021. (copy herewith)

5. LOCAL GOVERNMENT ACT 1972 – RESIGNATIONS AND FILLING OF VACANCIES

5.1 RESIGNATIONS – To note the resignations of Mr. S. Bowles and Mrs. R. Foster.

5.2 FILLING OF VACANCIES - To consider persons expressing an interest in being co-opted to membership of the Parish Council. (information circulated by email to members)

6. PUBLIC PARTICIPATION SESSION

6.1 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. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*

6.2 CITY AND COUNTY COUNCILLOR REPORTS – To receive reports if applicable.

7. FINANCIAL MATTERS

- 7.1 BANK RECONCILIATIONS TO 14.09.21** – To receive a report by the Clerk. (copy herewith)
- 7.2 EXPENDITURE TO APPROVE/RATIFY** – Schedule of payments (All are to ratify except £127.20 to HMRC which is to be approved)

Amount £	Payee	Detail	Cheque number
£339.52	A Riddell	Net wage to 31.7.21	100822
£84.80	HMR&C	PAYE	100823
£440.00	R Farrimond	Grass cutting	100824
£23.98	TEEC Ltd	Website	100825
£127.20	HMR&C	PAYE	100827

- 7.3 MONITORING REPORT** – To receive a report from the Clerk. (copy to follow)
- 7.4 INSURANCE** – To ratify the insurance cover for 2021-22 through Zurich Insurance at a cost of £502.34.
- 7.5 CHEQUE SIGNATORIES** – To agree cheque signatories and amend the bank mandate accordingly.

8. CODE OF CONDUCT

To adopt the new Code of Conduct. (information circulated by email)

9. REGISTRATION OF VILLAGE HALL DEEDS

To resolve a request from Hallbankgate Village Hall Committee, agreed via email on the 28th June 2021, that the parish council registers the village hall deeds with the Land Registry.

10. 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)

- 10.1 PROPOSED DIVERSION OF PUBLIC FOOTPATH 115021**– Email from Cumbria County Council.

11. 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 3rd November 2021.

12. DATE OF NEXT MEETING

Wednesday 10th November 2021 – Hallbankgate Village Hall, 7.30pm.

FARLAM PARISH COUNCIL

MINUTES of the ANNUAL MEETING of FARLAM PARISH COUNCIL held VIRTUALLY on TUESDAY 4th MAY 2021 at 7.15pm.

PRESENT: Cllrs R. Hinton (Chairman), S. Bowles, S. Dalton, R Foster (left after item 020/21) and C. Marsh

IN ATTENDANCE: Clerk
City Councillors K. Meller and M. Mitchelson.
1 member of the public (left after item 016/21)

001/21 ELECTION OF CHAIRMAN

Councillor S. Bowles, seconded by Councillor S. Dalton, moved that Councillor R. Hinton be elected to the office of Chairman of the Council.

There were no other nominations.

RESOLVED unanimously to the election of R. Hinton as Chairman of the Council.

002/21 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

RESOLVED that Councillor Hinton would sign the Declaration of Acceptance of Office of Chairman of the Council in a safe manner within 7 days in the presence of the Clerk.

ACTION: RH and Clerk.

003/21 ELECTION OF VICE CHAIRMAN

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

There were no other nominations.

RESOLVED, unanimously, to the election of C. Marsh as Vice Chairman of the Council.

004/21 APOLOGIES FOR ABSENCE

RESOLVED to note that Councillor Tinnion was attending another meeting.

005/21 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

006/21 DECLARATIONS OF INTEREST

RESOLVED to note that Councillor Bowles declared an interest in item 016/21 – Community Garden

007/21 MINUTES

007/21.1 MINUTES OF THE MEETING HELD ON 10TH MARCH 2021 WERE SUBMITTED.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 10th March 2021, confirmed as a true and accurate record.

ACTION: RH

(Signed) Chairman.....
Date

008/21 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 R. Hinton

BRAMPTON AND BEYOND Councillor S. Bowles

009/21 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED to re-adopt standing orders and financial regulations with no amendments.

010/21 ASSETS

Members reviewed the assets held by the council.

RESOLVED that all assets were included in the asset register following the amendment of the noticeboard at the Hub.

011/21 INSURANCE

The insurance renewal quote from Came and Company for 2021/22 was submitted to the meeting.

RESOLVED that as there was a 56% increase in the cost, that the Clerk would request additional quotes from other companies and agreement would be made via email due to time constraints. The item would be ratified at the next full meeting.

012/21 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

012/21.1 Renew the CALC subscription for 2021/22 in the sum of £182.35, which was submitted to the meeting.

012/21.2 Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £20.00.

013/21 POLICY REVIEW

RESOLVED to note the core policies were reviewed with no amendments and were all available on the website.

014/21 GENERAL DATA PROTECTION REGULATIONS (GDPR)**014/21.1 DATA PROTECTION OFFICER (DPO)**

RESOLVED to appoint the Clerk as DPO for 2021/22.

014/21.2 GDPR POLICY REVIEW

RESOLVED to note that members reviewed and agreed the policies relating to GDPR with no amendments.

(Signed) Chairman.....
Date

015/21 MEETING CALENDAR 2021/22

RESOLVED to agree the meeting calendar dates for 2021/22.

016/21 PUBLIC PARTICIPATION –**ALL ABOARD PROJECT**

The member of the public (MOP) present spoke at length about the All Aboard Project and the possible disruption that could then be caused in the village of Tindale by problem parking.

RESOLVED to note the concerns raised and that members supported the request for Tindale not to be mentioned in the project's promotional leaflet as an access point.

ACTION: RH/MOP

COMMUNITY GARDEN

Members agreed that the item be moved to public participation as the MOP in attendance was also involved with Hallbankgate School and the issues surrounding access to the proposed community garden.

Discussion took place relating to various leases, dispute over the boundaries of leases and safeguarding issues over access to land adjacent to Hallbankgate School.

RESOLVED that a request would be submitted for a copy of the lease for land adjacent to Hallbankgate School to ascertain the boundaries. The matter would then have to be dealt with by Hallbankgate School.

ACTION: RH

017/21 REPRESENTATIVES' REPORTS

RESOLVED to note that there were no representatives' reports.

018/21 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:-

018/18.1 LAND ADJACENT INISFREE, FARLAM (21/0327) – Installation of 2 temporary residential caravans.

No observations.

ACTION: Clerk

018/21.2 NOTIFICATION OF DECISIONS

RESOLVED to note the report submitted by the Clerk, advising members of the decision of the appropriate planning authority on an application on which the Parish Council had previously commented.

019/21 FINANCIAL MATTERS**019/21.1 BANK RECONCILIATION to 14.04.21**

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

RESOLVED to receive and note the bank reconciliation and balance to 14th April 2021 of £16,594.53.

(Signed) Chairman.....
Date

019/21.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

- £339.52 A. Riddell – net wage to 31.05.21
- £440.00 Ross Farrimond – grass cutting
- £14.45 R. Hinton – reimbursement for play area and seat repairs
- £72.00 Brampton Woodworks – timber for seat repairs
- £38.40 Cubby's Signs Ltd – play area sign
- £50.00 J. Batey – Internal Audit
- £430.00 A. Alty – Noticeboard repairs

019/21.3 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 2021. There was currently no projected spending under s137 for the current financial year.

019/21.4 INTERNAL AUDITOR

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

019/21.5 INTERNAL AUDITORS REPORT

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

019/21.6 EXTERNAL AUDITOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021 AND EXEMPTION CERTIFICATE–

019/21.6.1 To consider the approval of the Annual Governance Statement for year ending 31st March 2021.

RESOLVED to approve the Annual Governance Statement for year ending 31st March 2021.

019/21.6.2 To consider the approval of the Statement of Accounts for year ending 31st March 2021.

RESOLVED to approve the Statement of Accounts for year ending 31st March 2021.

019/21.6.3 To authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2021.

RESOLVED to authorise the Chairman to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2021.

019/21.6.4 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 2021.

(Signed) Chairman.....
Date

ACTION: Clerk and RH**019/21.7 CHEQUE SIGNATORIES**

RESOLVED, that although Councillor Bowles would be moving from the area at some point, that the signatories would remain unchanged at the present time.

020/21 SPEEDING ISSUES –**020/21.1 SPEED INDICATION DEVICE (SID)**

Consideration was given to the type of SID that should be purchased.

RESOLVED that the Clerk would request quotes for a fixed sign, solar powered, showing mileage and a happy/sad face.

ACTION: Clerk

020/21.2 SPEEDING IN HALLBANKGATE

Correspondence had been received from a resident complaining about speeding vehicles on the lane towards the RPSB at Clesketts.

RESOLVED, that the Clerk would ask a representative from Highways to visit the site and advise on what action could be taken.

ACTION: Clerk

021/21 WEBSITE

RESOLVED not to purchase an Automatic Planning Feature for the website.

022/21 LOCAL GOVERNMENT REORGANISATION

RESOLVED to ratify the submission made by Councillor Bowles on behalf of Farlam Parish Council with 'The Bay and North Cumbria' being the preferred option.

023/21 PICNIC BENCHES ON THE VILLAGE GREEN

Both the Hub and the local pub had placed picnic benches on the village green. Concern was raised about damage to the tables when the contractor was cutting the grass, although the pub owners had been cutting the grass around their benches.

RESOLVED that the Clerk would contact the Council's insurers to clarify cover for any damage and that the Clerk would also contact the owners of the benches asking them to confirm responsibility for the grass cutting around their respective benches.

ACTION: Clerk

024/21 NOTICEBOARD REPAIRS

RESOLVED to note that the noticeboard at Tindale has been repaired and would be reinstalled within the next week or so.

025/21 REGISTRATION OF THE VILLAGE HALL

The following information was submitted to the meeting from ACT – Action with Communities in Cumbria. *It is the responsibility of the Village Hall Committee as Charity Trustees to decide whether to register the hall with the Land Registry. If so, they should then request the Parish Council (as Custodian Trustees) to*

(Signed) Chairman.....
Date

do so.

RESOLVED to note the information received from ACT and that the Village Hall Committee had not held a meeting for some time.

026/21 CALC

The following correspondence from CALC was received and noted:-

026/21.1 COASTAL ACCESS UPDATE

026/21.2 PREPARING FOR FACE TO FACE MEETINGS & NALC ONLINE EVENT

026/21.3 ACT NEWS UPDATE

026/21.4 MHCLG ELECTRONIC COMMUNICATIONS INFRASTRUCTURE CONSULTATION

026/21.5 OPEN SPACES SOCIETY'S GRANT A GREEN CAMPAIGN

026/21.6 DCMS RURAL BROADBAND CONSULTATION

026/21.7 GREAT CUMBRIAN LITTER PICK

026/21.8 NALC RESPONSE TO GOVERNMENT CONSULTATION ON LGR

026/21.9 HIGH COURT JUDGEMENT ON VIRTUAL MEETINGS

027/21 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence had been received: -

027/21.1 PROPOSED DIVERSION OF PUBLIC FOOTPATH 115021– Email from Cumbria County Council, Countryside Access Officer.

RESOLVED to respond as follows – that some assurance was needed that the route of diversion was not subject to flooding.

ACTION: Clerk

027/21.2 HIGHWAYS FEEDBACK REPORT – Email from Highways Project Team, Cumbria County Council.

028/21 LITERATURE AVAILABLE FROM CLERK –

None to date

029/21 AGENDA ITEMS FOR NEXT MEETING

To note that any items for consideration should be submitted to the Clerk on or before 7th July 2021.

030/21 DATE OF NEXT MEETING - Wednesday 14th July 2021, Hallbankgate Village Hall, 7.30pm. Please note that Covid-19 restrictions may be in place.

Meeting closed at 8.55pm.

(Signed) Chairman.....
Date

FARLAM PARISH COUNCIL

BANK RECONCILIATION AT 14th JUNE 2021

HSBC ACCOUNT - 20476129

Balance b/f at 14/04/21	16,594.53		
Income	7,563.78	Expenditure	2,104.06
		Balance c/f	22,054.25
	24,158.31		24,158.31

Bank Reconciliation	
Balance per statement @ 14.06.2021	22,054.25
Less o/s cheques	0.00
	22,054.25

<u>Income</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Expenditure</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
15.4.21		HMRC - VAT	288.78	4.5.21		A Riddell	339.52
11.5.21		Carlisle City Council	7275.00	4.5.21		R Farrimond	440.00
				4.5.21		R Hinton	14.45
				4.5.21		B'ton Woodworks	72.00
				4.5.21		Cubby Signs	38.40
				4.5.21		J Batey	50.00
				4.5.21		CALC	182.35
				4.5.21		A Alty	430.00
				24.5.21		Zurich Insurance	502.34
				12.5.21		ICO (D/D)	35.00
			7,563.78				2,104.06

	<u>Balance B/F</u>	<u>Balance C/F</u>
HSBC Account	16,594.53	22,054.25
	£ 16,594.53	£ 22,054.25

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

BANK RECONCILIATION AT 14th SEPTEMBER 2021

HSBC ACCOUNT - 20476129

Balance b/f at 14/06/21	22,054.25	
Income		Expenditure 888.30
		Balance c/f 21,165.95
	<u>22,054.25</u>	<u>22,054.25</u>

Bank Reconciliation
Balance per statement @ 14.09.2021 21,165.95

Less o/s cheques

0.00

21,165.95

<u>Income</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>	<u>Expenditure</u>	<u>Date</u>	<u>Detail</u>	<u>£</u>
				14.7.21		A Riddell	339.52
				14.7.21		HMRC	84.80
				14.7.21		R Farrimond	440.00
				14.7.21		TEEC Ltd	23.98
			<u>0.00</u>				<u>888.30</u>

HSBC Account	<u>Balance B/F</u> 22,054.25	<u>Balance C/F</u> 21,165.95
	<u>£ 22,054.25</u>	<u>£ 21,165.95</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.

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	
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		
Village Hall grants													0.00	0.00	0.00		
VAT	288.78												288.78	0.00	288.78		
	288.78	7275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,563.78	7,275.00	288.78		
Expenditure																	
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance		
Clerks wages/HMR&C		339.52		424.32			127.20						891.04	2596.84	-1705.80		
Village Hall grants													0.00	300.00	-300.00		
Other grants													0.00	0.00	0.00		
Grass cutting		440.00		440.00									880.00	1350.00	-470.00		
Maintenance of trees/hedges													0.00	500.00	-500.00		
Play area hedge													0.00	175.00	-175.00		
Insurance		502.34											502.34	475.00	27.34		
adverts													0.00	0.00	0.00		
CALC & SLCC subs		182.35											182.35	205.00	-22.65		
Members & training													0.00	100.00	-100.00		
Hall hire													0.00	32.00	-32.00		
Audit Fees		50.00											50.00	50.00	0.00		
Admin costs													0.00	200.00	-200.00		
ICO													0.00	35.00	-35.00		
Website				23.98									23.98	120.00	-96.02		
Playground		43.40											43.40	310.00	-266.60		
Plants & Christmas tree													0.00	210.00	-210.00		
Misc repairs		63.05											63.05	250.00	-186.95		
Assets		430.00											430.00	0.00	430.00		
Maintenance of assets													0.00	250.00	-250.00		
Sub total	0.00	2050.66	0.00	888.30	0.00	0.00	127.20	0.00	0.00	0.00	0.00	0.00	3,066.16	7,158.84	-4092.68		
VAT		18.40															
Total	0.00	2,069.06	0.00	888.30	0.00	0.00	127.20	0.00	0.00	0.00	0.00	0.00	3,084.56	Total including VAT			

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
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	
Village Hall grants													0.00	0.00	0.00	
VAT	288.78												288.78	0.00	288.78	
	288.78	7275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,563.78	7,275.00	288.78	
Expenditure																
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	
Clerks wages/HMR&C		339.52		424.32			127.20						891.04	2596.84	-1705.80	
Village Hall grants													0.00	300.00	-300.00	
Other grants													0.00	0.00	0.00	
Grass cutting		440.00		440.00									880.00	1350.00	-470.00	
Maintenance of trees/hedges													0.00	500.00	-500.00	
Play area hedge													0.00	175.00	-175.00	
Insurance		502.34											502.34	475.00	27.34	
adverts													0.00	0.00	0.00	
CALC & SLCC subs		182.35											182.35	205.00	-22.65	
Members & training													0.00	100.00	-100.00	
Hall hire													0.00	32.00	-32.00	
Audit Fees		50.00											50.00	50.00	0.00	
Admin costs													0.00	200.00	-200.00	
ICO													0.00	35.00	-35.00	
Website				23.98									23.98	120.00	-96.02	
Playground		43.40											43.40	310.00	-266.60	
Plants & Christmas tree													0.00	210.00	-210.00	
Misc repairs		63.05											63.05	250.00	-186.95	
Assets		430.00											430.00	0.00	430.00	
Maintenance of assets													0.00	250.00	-250.00	
Sub total	0.00	2050.66	0.00	888.30	0.00	0.00	127.20	0.00	0.00	0.00	0.00	0.00	3,066.16	7,158.84	-4092.68	
VAT		18.40														
Total	0.00	2,069.06	0.00	888.30	0.00	0.00	127.20	0.00	0.00	0.00	0.00	0.00	3,084.56	Total including VAT		