

Ainstable Parish Council

Serving the villages of Ainstable, Croglin, Newbiggin, and Ruckcroft,
the communities of Dale and Longdales, and the surrounding farms and houses

Chairman: Nigel Vear,
Tel (01768) 896360 - chairman@ainstable.org.uk

The Annual General Meetings of
Ainstable Parish Council and Ainstable Millennium Green Trust
held at Croglin Village Hall at 7:30pm on Tuesday 15th May 2018.

Followed by the ordinary bi-monthly meeting of **Ainstable Parish Council**

Present: Cllr N Vear, Chairman; Cllr M Robinson; Cllr H Bellis; Cllr D Bradshaw; Cllr J Proud; Cllr G Proud;
Clerk: Kimberley Lawson
1 member of the public

Ainstable Parish Council AGM Minutes

1. It was proposed by Cllr Bellis and seconded by Cllr Bradshaw that Cllr Vear be elected Chairman for the Council Year 2018/19. Cllr Vear was elected unanimously.
2. The Chairman's signed Declaration of Acceptance of Office was received by the Clerk.
3. It was proposed by Cllr Bradsaw and seconded by Cllr H Proud that Cllr Bellis be elected Vice Chairman for the Council Year 2018/19. Cllr Bellis was elected unanimously.
4. Apologies were received from Cllr C Guise, Cllr J Thirlwall and County Cllr Driver.
5. **Resolved:** To appoint Cllr Bellis as Hub Coordinator for the Council Year 2018-19.
6. It was noted that revised model Standing Orders have been provided by NALC to reflect recent and various changes to the law.
Resolved: To adopt the Standing Orders and Procedures for the Council Year 2018-19. The Standing Orders were signed by the Chairman and Clerk.
7. It was noted that financial regulation 6.3 has been updated to reflect the parish council's use of online banking.
Resolved: To adopt the Financial Regulations for the Council Year 2018-19. The Financial Regulations were signed by the Chairman and Clerk.
8. It was noted that the Risk Assessment has been updated to reflect the parish council's use of online banking and the credit card.
Resolved: To adopt the Risk Assessment for the Council Year 2018-19. The Risk Assessment was signed by the Chairman and Clerk.
9. The Asset Register, as it stood at 31st March 2018, was noted.
10. **Resolved:** To approve the Annual Governance Statement for the financial year 2017/18. The Annual Governance Statement was signed by the Chairman and Clerk.
11. **Resolved:** To accept the internally audited accounts for the financial year 2017/18.
12. **Resolved:** To approve the Accounting Statements for the financial year 2017/18. The Accounting Statement was signed by the Chairman and Clerk, in her capacity as Responsible Financial Officer.

The meeting was adjourned at 7.54 pm.

Ainstable Millennium Green Trust AGM Minutes

13. Apologies were received from Cllr C Guise, Cllr J Thirlwall and County Cllr Driver.

14. **Resolved:** To authorise the Chairman to sign the minutes of the last meeting held on Tuesday 16th May 2017 as a true record. The minutes were signed by the Chairman.

15. A presentation of finances was made by the Clerk.

16. The members signed a Trustee Eligibility Declaration for the Charity Commission.

The meeting was adjourned at 8.00pm

17. Open Meeting - for discussion of matters of general parish concern (10 mins).

A local landowner discussed with council members various issues around planning on his property. It was reported that the public highway has been blocked on a neighbouring property, preventing access.

Action: the Clerk to write to Highways to report the blockage and ascertain access rights.

Parish Council Meeting Minutes

18. Cllrs H & G Proud declared an interest in item 34 b)

19. Apologies were received from Cllr C Guise and Cllr J Thirlwall and the reasons recorded. Apologies were also received from County Cllr Driver.

20. **Resolved:** to accept the minutes of the Ordinary Meeting held on Tues 20th March 2018 as a true record.

21. There was no report from County Councillor Driver as she was not present.

22. District Cllr Robinson reported on the forthcoming annual forum of the North Pennines AONB partnership and the progress of the Fellfoot Forward project. She also mentioned an EDC fund that is being set up to help parish and town councils with projects aimed at promoting tourism and income generation.

23. The following updates were received:

a. Cllr Vear reported that there are ongoing issues with the contract between EDC and parish councils on the devolution of footway lights. The members reiterated their intention not to sign.

b. Cllr Bradshaw reported that an agreement on .466ha of land and an annual rent of £125 on a 110-year lease has been reached between the various parties. The land must be fenced before work can begin. The parish council will be asked to pay for the professional fees of drawing up a legal agreement.

Cllr Bradshaw attended the Eden Funding Fair and has some in-principle agreements for funding.

Resolved: to form a sub-committee to progress this project. Cllrs Bradshaw, Bellis and Vear were appointed to the sub-committee in the first instance. It was noted that non-councillors can be invited to join.

Resolved: to apply for planning permission for the car park.

Action: Cllr Bradshaw to enquire what the cost of the legal agreement will be.

c. Cllr Vear reported that he is still awaiting a revised price from Mortons for the Community Shelters. He is hopeful that this project is on course for completion this summer. Cllr Bellis has discussed the proposal with the new residents of the house near the proposed site for

the Ruckcroft shelter and they seem happy.

Action: Cllr Vear to chase Mortons for their quote.

- d. The following locations for new Public Access Defibrillators were suggested by members: Ruckcroft, The Dale, Croglin Village Hall. Electricity supply at some of the sites could be a stumbling block.

Action: Cllr Bellis will talk to Ruckcroft residents about a possible site.

- e. The Clerk reported that she has ordered two benches from Greenbarnes.

- f. Cllr Vear reported that most of the grit bins have been refilled. It was reported that one by the old telephone exchange in Croglin at Cairn Head Farm is badly damaged.

Action: Clerk to report this to Highways

- g. Cllr Bellis reported that there is no update on fire hydrant maintenance. Cumbria Fire Service has stated that their policy is to use a bowser. It was agreed that there was no further action the parish council can take and to remove this from future agendas.

- h. **Action:** Clerk to ask Cllr Driver to chase up progress on 30MPH zone at Towngate and on the road above the Fox & Pheasant.

24. A report was received on the recent meeting with Kirkwells regarding neighbourhood planning and to discuss next steps. Cllr Bradshaw reported that ACTION for Communities in Cumbria might be able to help with this process.

Resolved: to apply for a grant to cover Kirkwells' costs and, if successful, to accept Kirkwells' proposal

Action: Clerk to apply for a Locality grant.

25. Clerk appraisal & salary

- a. Cllr Bellis reported on the Clerk's recent annual appraisal.

- b. **Resolved:** to adopt the NALC salary award for 2018/19.

- c. **Resolved:** to award the Clerk an incremental pay increase.

26. To discuss matters relating to banking and finance (RFO):

- a. A report was received on the bank account balances

Resolved: The Clerk to move £5k to the deposit account

- b. The bank reconciliation for Q3 was received. It has not been possible for Cllr Guise to sign the Q4 reconciliation yet and this will be presented at the next meeting.

c. The following receipts were noted:

April	R.N.	Received from	Amount
30th	01	Eden DC	£ 12,100.00
May			
2nd	02	R F Gargett	£ 35.00

d. The following payments were noted:

April	Payee	V.N.	Payment type	Amount	Empowering Legislation
16th	K Lawson - salary	001	SO	£ 291.01	Local Government Act 1972 s 112 (1); Local Government (Financial Provisions) Act 1963, s 5
17th	Lloyds Bank	008	DD	£ 11.02	Local Government Act 1972 s 151
20th	Nigel Vear	006	EP	£ 13.19	Local Government Act 1972, s.142
23rd	HMRC Cumbernauld	009	SO	£ 23.00	Local Government Act 1972 s 112 (1)
30th	CPSL - SI-3791	010	DD	£ 14.40	Local Government Act 1972 s 151

e. **Resolved:** to pay the following bills:

Payee	V.N.	Payment type	Amount	Empowering Legislation
CALC	003	EP	£ 140.00	Local Government Act 1972 s.111
CALC	004	EP	£ 186.00	Local Government Act 1972 s.111
Friends of the Lake District	005	EP	£ 30.00	Local Government Act 1972, s.137
Cumbria County Council	007	EP	£ 120.00	Public Health Act 1936 s234

f. There were no other matters relating to banking and finance.

27. There were no reports from attendance at outside bodies.

28. There were no reports of crime in the Parish.

29. To discuss any Highways matters arising, and consider actions:

- a. Members were reminded to report any potholes using the County Council portal, and also to let Cllr Bellis know.
- b. Cllr Ritchie reported on safety concerns for pedestrians walking on the road out of Croglin in either direction. There was some discussion about possible measures, including signage, road markings and rumble strips.
Action: Clerk to contact Highways to report these concerns and to find out what is possible.
- c. Cllr Bellis reported that some residents have contacted him regarding the removal of boulders from the verge. This has reportedly taken place on the road between Dale and Far Shields and the verge has been left in a mess. Highways have sent out a technician to examine the site and do not think there is any issue.

30. To discuss any Rights of Way matters arising, and consider actions:

- a. **Resolved:** to defer the discussion of Dog gates on stiles until the July meeting.
- b. **Resolved:** to defer the discussion of the stile on footpath 301004 in Newbiggin until the July meeting.

31. **Resolved:** to adopt the following General Data Protection Regulations documents:

- a. Privacy Statements
- b. Data Register
- c. Data Protection Policy
- d. **Resolved:** to scheduling a review of these documents in September to balance the work of the council across the year.

Resolved: to allow an extra 30 minutes to complete the agenda

32. Cllr Bellis reported on the Community Fibre Partnership scheme. He is looking into using this new scheme to get broadband into Ruckcroft and Newbiggin.

33. **Action:** The Clerk to circulate the calendar of tasks via email, and the members to reply with suggestions.

34. There were no matters relating to communications.

35. To consider planning applications made and other planning matters. (Chairman)

- a. The decision(s) for the following application(s) was noted:

18/0056	Pump House, Ainstable	Conversion to holiday property	Refused
---------	--------------------------	--------------------------------	---------

- b. **Resolved:** to support the following application, which falls under permitted development and the parish council's stated 2011 policy of encouraging the reuse of redundant buildings:

18/0300	Faugh Head	Change of use of agricultural building to dwellinghouse.
---------	------------	--

- c. It was noted that EDC has not responded to the Clerk's email regarding application 18/0130.
Action: The Clerk to forward her original letter regarding this application to Cllr Robinson; Cllr Robinson will contact Planning asking for a response.

36. There was no update on parish land.

37. The correspondence register had been circulated. **The Chairman has received an email from the Neal Andrews, Property Manager for Diocese of Carlisle, indicating their desire to progress the issue of the disposal of Croglin Church. He has replied to acknowledge the email and Cllr Ritchie will look into the issue again.**

38. The following items were requested for the agenda of the next meeting:

- a. To update councillors' declarations of interest.
- b. Items deferred from this meeting.
- c. Report of the Car Park subcommittee.

39. Date of the next ordinary meeting – Tues 17th July 2018.

The meeting closed at 9.45pm

DRAFT