**UNDERSKIDDAW PARISH COUNCIL**

**MINUTES OF THE MEETING held in the Underskiddaw Church Rooms on Tuesday 29th May 2018 at 19:15**

**PRESENT :** Mrs J Boniface (in the Chair), Mr C Corder, Mr I Hall, Mr T Ryan, Mr T Gibbs. Becx Carter-Parish Clerk. C/Cllr A Bowness.

**2018.23 Election of Chairman & Vice Chairman for the forthcoming year**

 Cllr I Hall proposed, & Cllr T Ryan seconded the nomination of Cllr J Wilson for the role of chairman. This was supported by all present.

**Resolved** by all present that Cllr J Wilson be elected as Chairman of Underskiddaw Parish Council for the forthcoming year.

**Action: Clerk to organise the signing & witnessing of the Chairman’s Declaration of Office form.**

Cllr I Hall proposed & Cllr T Ryan seconded the nomination of Cllr J Boniface for the role of Vice Chairman of Underskiddaw Parish Council. All present were in favour.

**Resolved** by all present that Cllr J Boniface be elected as Vice Chairman of Underskiddaw Parish Council for the forthcoming year.

**2018.24 Apologies for absence.**

**Resolved** that apologies be noted from Cllr J Wilson.

All present expressed their good wishes to Mr & Mrs Wilson following their recent home move and health concerns.

**Resolved** by all present that the resignation of Cllr B Bulman be noted with immediate effect due to health issues. It was noted that Cllr B Bulman has served as a Parish Councillor since 1996 and that her hard work and determination over the last 22 years has been significant and of great benefit to all residents. The Council requested that the Clerk organise a gift and a card for Mrs Bulman as a small gesture of thanks and recognition for her work.

**Action: Clerk to organise a thank you gift for Mrs Bulman.**

**Action: Clerk to prepare the relevant notices and inform ABC of the vacancy.**

**2018.25 Minutes of the 20th March 2018**

 **Resolved** that the minutes be signed as a true and accurate record by Cllr J Boniface in her role as Chair of the meeting.

 **Action: Clerk to upload minutes to website.**

**2018.26 Declarations on Interest.**

 No declarations of interest or requests for dispensations were received.

**2018.27 Public Participation**

 It was noted that despite responding to a request by the Village Hall Committee to hold the Parish Council meeting in an evening to make it more accessible to residents there were none present.

**2018.28 Update from other bodies**

 *ABC-*Not present

 *LDNPA-* It was noted that the LDNPA Local Plan is out for consultation.

 **Action: Clerk to circulate the consultation documents to all for comments prior to the end of the period.**

 **Action: Clerk to collate & submit comments.**

 *Police Report-*The Clerk informed the meeting that the next Community Engagement Police meeting will take place on Friday 15th June 2018 at 19:00

*CCC-* Cllr A Bowness informed all present that CCC have opened a fund for the restoration of fingerpost & mile markers suggestions for those requiring attention should be made directly to CCC.

 Cllr A Bowness noted that Whinlatter Pass will be closed in its entirety from Braithwaite from the 10th September to the end of November for the purposes of reparations following Storm Desmond.

**2018.29 Clerks Report**

All matters were covered in the Clerks written report circulated to all councillors prior to the meeting.

1. Suggestions for improvements to Calvert Way Pedestrian Access

**Resolved** by all present that the Clerk contact CCC and ask for a date/dates for a site meeting regarding this matter and then circulate to all councillors.

**Action: Clerk to action this point.**

1. Junction Signage Applethwaite Lane

It was noted by all present that there is a blind spot for vehicles turning out of Applethwaite Lane End which is very dangerous especially for those vehicles/visitors that are not familiar with the road. Councillors felt that a mirror erected opposite the road end would be beneficial.

**Action: Clerk to contact CCC and ask them to review the junction, in particular noting the large indent/blind spot and its safety risks, especially with regarding to visitor & cycle traffic.**

1. Allerdale Borough Council Footway Lighting

**Resolved** by all present that the letter from ABC detailing a possible proposed devolution of street lighting from ABC to Parish Councils be noted as received.

**Action: Clerk to contact ABC and ask for a map and details of all affected lights.**

**2018.30 Finances**

1. *Bank Balances*

**Resolved** that these were noted as:

Current Account £8,729.66 at 5th May 2018

Money Manager £2,627.05 at 1st April 2018

1. *To approve the Bank Reconciliation and Spend Against Budget Reports*

**Resolved** by all present that the Bank Reconciliation and Spend Against Budget Reports for May be approved and that the Bank Reconciliation as a true and accurate record.

1. *Approval of Cheques*

**Resolved** that it be noted that United Utilities have agreed to pay the £976.36 to cover the additional hours worked by the Clerk on dealing with this project.

The Clerk informed those present that the cheque had been received and paid into the Parish Council Bank Account.

**Resovled** by all present that the receipt of a £2000 donation from UU to charity/charities of the Parish Council be noted as received and that the donation be paid to Braithwaite Institute in recognition of the support they provided to communities after Storm Desmond, and to the Crosthwaite Church for use on the Underskiddaw Church.

**Resolved** that the following cheques were approved by all present and signed by Cllrs Boniface & Ryan.

Crosthwaite Church Room Hire £20.00

Andrew Wilson Grass Cutting £180

Crosthwaite PCC Donation from UU Funds £1000

Braithwaite Institute Donation from UU Funds £1000

Zurich Insurance £300.51

Cumbria Payroll Services PAYE Fees £67.20

Jean Airey Audit Fees £25.00

CALC Subscription £137

**Action: Clerk to process the above payments**

Iv) *To sign the certificate of Exemption for Underskiddaw Parish Council*

**Resolved** by all present that Underskiddaw Parish Council sign the statement of exempt authority to remove the need for an external audit due to the Council having a turnover & expenditure of less than £25,000 for the last financial year.

1. *To receive the Internal Auditors Report*

**Resolved** by all present that the unqualified audit report be noted as received.

1. *To consider & approve the Annual Governance Statement 17/18*

**Resolved** by all present that the following responses be given to the Annual Statements of Governance for Y/E 31st March 2018.

|  |  |
| --- | --- |
| **Statement** | **Response** |
| **A.** Appropriate accounting records have been properly kept throughout the financial year.  | **Yes** |
| **B.** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.  | **Yes** |
| **C.** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | **Yes** |
| **D.** The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.  | **Yes** |
| **E.** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | **Yes** |
| **F.** Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.  | **Yes** |
| **G.** Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.  | **Yes** |
| **H.** Asset and investments registers were complete and accurate and properly maintained.  | **Yes** |
| **I.** Periodic and year-end bank account reconciliations were properly carried out.  | **Yes** |
| **J.** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.  | **Yes** |

1. To approve the Accounting Statements & End of Year Accounts of Y.E 31st March 2018 & Statement of Variances

**Resolved** by all present that the End of Year Accounts for 31st March 2018 & the Statement of Variances be approved by all.

**Resolved** by all present that the Accounting Statements for 17/18 be approved & signed by the Chair & Responsible Financial Officer of the Parish Council

**Action: Clerk to submit and publish the audit form.**

1. To approve & adopt the new National Salary Award Scales 18-19

**Resolved** by all present that the National Salary Award be adopted for the forthcoming year.

**2018.32 Consideration & Approval of Governance Documents**

**Resolved** by all present that the below documents be formally adopted by Underskiddaw Parish Council

1. Standing Orders 2018
2. General Data Protection Policy
3. General Data Protection Compliant Privacy notice
4. Financial Regulations
5. Asset Register
6. Risk Assessment Policy & Procedure
7. Complaints Procedure
8. Protocol for Internal Audit
9. Publication Scheme

**Action: Clerk to update the website with the revised documents**

**General Data Protection Regulation 2018**

**Resolved** by all present that the Clerk work towards producing all the remaining General Data Protection Regulation Polices over the coming months with an anticipated completion date of the end of October 2018.

**Action: Clerk to continue to work on these policies.**

**2018.33 Lake District National Park Authority**

1. Decisions

**Resolved** by all present that the below decision be noted:

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Address** | **Proposal** | **Decision** |
| 7/2017/2321 | Land adjacent to A66 260m east of Crosthwaite Roundabout, Keswick | New temporary access of the A66 & pipeline realignment | Approved with conditions |
| 7/2018/2032 | Somercotes, Thrushwood, Keswick | Extension & alterations | Approved with conditions |
| 7/2018/2066 & 7/2017/2197 various approvals to conditions relating to United Utilities West Cumbria Pipeline  |

1. United Utilities Pipeline Project

It was noted by all present that the project remains significantly disruptive and appears to be running once again behind schedule with limited information being supplied to local residents.

It was noted by all present that the road closure on the road from the Crosthwaite Roundabout up towards Oxleys never came into action. This was linked to the pipeline and there has been no feedback on why these works did go ahead.

Further it was noted that the A66 Lane Closure put in place for UU works has also not been used despite being in place over the whole of half term.

**Action: Clerk to pursue this with UU and email a response to all Councillors.**

1. Planning applications for consideration

**Ref: 7/2018/2096**

Location: 7 Calvert Way, Keswick

Proposal: Erect a single storey shed

**Resolved** by all present that Underskiddaw Parish Council have no comments or objections

**Action: Clerk to submit these comments.**

**Ref: 7/2018/2086**

Location: The Paddock, Raven Lane, Applethwaite

Proposal: Erection of a greenhouse

**Resolved** by all present that Underskiddaw Parish Council have no comments or objections

**Action: Clerk to submit these comments**

**Ref: 7/2018/2083 & 2082**

Location: Underscar Manor, Underskiddaw, Keswick

Proposal: New garaging facility & re-configuration of landscaping, including parking areas to entrance & grounds fronting west facing elevation

**Resolved** by all present that Underskiddaw Parish Council have no comments or objections.

**Action: Clerk to submit these comments.**

**2018.34 Members Reports**

1. Derwent 7- It was noted by those present that the Derwent 7 is struggling and that a final decision on the future of the Derwent 7 would be taken following discussion with ABC as the funder of the group.
2. Village Hall- No updates received. It was noted with disappointment that the whole committee has resigned.

**2018.35 Date & Time of the Next Meeting**

 24th July 2018 at 14:00 in Underskiddaw Church Rooms.

Meeting Closed at 20:10