

WINSCALES PARISH COUNCIL

The **ORDINARY MEETING** of Winscales Parish Council was held at Hunday Manor Hotel, Hunday on Thursday, 25 January 2018, commencing at 6.00pm.

PRESENT: Messrs A Bode (Chairman), J Bowe (Vice-Chairman), P Gilmore, J Palmer, Mrs A Renney, Mrs M Twiss, Mrs H Booth (Clerk)

APOLOGIES: None

1. NOTICE CONVENING THE MEETING

Notice dated 15 January 2018, convening the meeting, was taken as read.

2. MINUTES OF THE LAST MEETING

Change of meeting date from that annotated on previous minutes noted. Proposed A Bode, seconded M Twiss, agreed by all present, the remainder of the minutes of the last meeting held on 1 December 2017 are correct; duly signed by A Bode.

3. MATTERS ARISING FROM THE MINUTES

- a. **Your Energy/Cumbria Community Foundation:** Grant application for parish noticeboard successful; £1170 has been credited, to be utilised within 12 months. Clerk suggested the planning applications be put on hold until the new council is formed as they may decide on an alternative location. Proposed A Bode, seconded J Palmer, agreed by all present that this be the way forward.
- b. **National Grid-North West Coast Connections:** No further updates.
Action: To be removed from agenda.
- c. **Defibrillator:** Agreement by Hunday Manor Hotel to host the defibrillator and meet minimal electricity costs.
Action: To discuss at next meeting where to source equipment and funding.
- d. **General Data Protection Regulation:** NALC continue to lobby government and Parliament on the implications of the GDPR re additional workload and cost, and have called for new burdens funding to support the introduction of the new regime. Also pressing the Information Commissioner's Office for specific support – they have a dedicated advice line for smaller organisations, ie 0303 123 113 Option 4. Resource information also on their website.
- e. **Transparency Code:** Clerk has returned the laptop and software unopened. Grant claim submitted for ongoing website costs totalling £319.08 and monthly internet costs from set up November 2015 totalling £435. CALC confirm that £319.08 has been approved.

4. PUBLIC PARTICIPATION SESSION

No members of the general public attended the meeting.

5. PLANNING NOTIFICATIONS

Received/Actioned prior to Meeting: None

Planning Decisions actioned at Meeting:

2/2017/0546: Mr Phillip Carruthers, Phillip Carruthers Ltd – Proposed shed for storage of top soil, Unit 5 Pitwood Road, Lillyhall
(Dated 16.01.18/Received 19.01.18) – Proposed A Bode, seconded P Gilmore, agreed by all present **no objections** to this proposal

Decisions by Allerdale Borough Council/Cumbria County Council/Development Panel:
2/17/0249: Variation of Condition 2 2/2015/0658 varied by 2/2017/0131 – Lakes College – full plans approved 08.12.17

6. CORRESPONDENCE

ALLERDALE BOROUGH COUNCIL

Budget Consultation 2018/19: For information and response.

Community Governance Review: Information supplied with request for response. Proposed P Gilmore, seconded J Palmer and agreed by all present to request that this review proceed with a view to either reducing the number of seats, merge with another parish or remain the same. Allerdale has confirmed no changes can be made as a result of the review until the elections in May 2019.

Action: Clerk to reply to Allerdale BC with the request to proceed with the review.

CUMBRIA ASSOCIATION OF LOCAL COUNCILS

External Auditor: Webinar 23.01.18

Circular: December 2017/January 2018

Transparency Fund: NALC has approved over 3000 applications worth over £3.5million, £60,000 within Cumbria; recognising compliance with the code has not been easy especially for smaller parish councils, they extend their thanks for embracing the requirements. Deadline for funding 12.02.18.

CUMBRIA COUNTY COUNCIL: None

MISCELLANEOUS

Clerks and Councils Direct: Magazine January 2018.

Cumbria Childrens Dyslexia Project: Request for funds. Proposed A Bode, seconded M Twiss, agreed by all present that this be discussed at the meeting in May, together with additional requests received throughout the year.

East Cumbria Family Support: Request for volunteers.

All the above correspondence duly **noted**, the exception being where a specific action is stated.

7. FINANCIAL REVIEW/ACCOUNTS

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| Transactions since the last meeting | £ |
| Income: 22.01.18: Cumbria CCF (grant monies) | 1170.00 |
| Expenditure: None | |

Cheques Written Prior to Meeting: None

Cheques Written at Meeting:

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| Cheque No 000007: Mrs H Booth (Clerk's Salary/Expenses up to 31.01.18) (Salary 01.10.18 to 31.01.18 £733 / Mileage £15.60 / Post £6.60 / Internet Costs £59.96 Oct-Jan / Website Fees £319.08 / Stationery £26.38) | 1160.62 |
| Cheque No 000008: Hunday Manor Hotel (Room Hire Fee) | 55.00 |
| Cheque No 000009: Mrs H Booth (Clerk's Salary 1.02.18 to 28.02.18) | 183.00 |
| Current Balances: Lloyds Treasurers Account | 2416.90 |
| Cumberland Building Society Savings Account | 3087.23 |
| Total: | £5504.13 |

Audit: Further guidance and templates have been circulated.

Cumberland BS Savings Account: Existing signatories do not need to request removal; new signatories can request they be added and obsolete signatories removed. Advised by Katie, Cumberland BS, to close the account which leaves the new members free to decide if they wish to open another. A cheque for the closing balance would be provided to credit to Lloyds. Two of the three signatories needed to close the account, ie A Bode, M Twiss or H Blacklock.

Action: A Bode and M Twiss to close the account and credit cheque to Lloyds.

Lloyds Current Account: Signatory form received to sign by those wishing to be removed from the account, and by the new signatories as and when these are known. Actioned accordingly.

HRMC: Clerk to submit final information for this financial year in readiness for new Clerk.

Precept: Request submitted electronically 05.12.17.

8. CLERK AND PARISH COUNCILLOR RESIGNATIONS: 04/12: CALC informed of proposed resignations– subsequent advertisement for experienced clerk. **05/12:** Allerdale BC informed with request for Community Governance Review. All parish councillors, with the exception of Mrs M Twiss, submitted letters of resignation to the Clerk at this meeting, to take effect from 31.03.18.

Action: Clerk to inform Allerdale BC of the resignations and the need to provide representatives to maintain a quorum in readiness for the May meeting.

9. REPLACEMENT OF CLERK: Applications received in CV form; in order to shortlist and ensure candidates met the requirements of the role CALC advised a Job Description/Person Specification be drawn up and submissions requested via application form. Only one candidate complied, ie Mrs Angela Meek, Clerk to Gt Clifton Parish Council, who was subsequently invited to the latter part of the meeting. Lengthy conversation during which the role of Clerk to Winscales Parish Council was clarified. From her application, the responsibilities she currently undertakes within her existing Clerk position, and her demonstration of extensive experience and knowledge, proposed A Bode, seconded J Palmer and agreed by all that Angela be offered the position of Clerk to Winscales Parish Council. This was accepted and will commence on 1 March 2018 after extensive handover by the current Clerk.

Action: Cheque No 000009 subsequently written to cover Mrs Booth’s salary for the additional month she will remain within the role. Mrs Booth will ensure, as far as practicable, that everything is up to date and in order in readiness for handover. Letter of Appointment and Contract of Employment to be drawn up and forwarded to Angela.

The meeting ended at 8.30pm

Next meeting: March 2018

SIGNED: **DATED:**