

# WINSCALES PARISH COUNCIL

The **ANNUAL ASSEMBLY** of Winscales Parish Council was held at Hunday Farm, Hunday on Friday, 05 May 2017, commencing at 6.10pm immediately after the Annual Parish Meeting.

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

**APOLOGIES:** Mrs M Twiss

## **1. NOTICE CONVENING THE MEETING**

Notice dated 23 April 2017, convening the meeting, was taken as read.

## **2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Proposed J Palmer, seconded P Gilmore, and agreed by all present, A Bode be nominated to continue in the role of Chairman; accepted by A Bode. Proposed A Renney, seconded A Bode, and agreed by all present, J Bowe be nominated to continue in the role of Vice-Chairman; accepted by J Bowe.

**Declaration of Acceptance of Office:** Completed by Messrs Bode and Bowe in recognition of their continued roles of Chairman and Vice-Chairman.

## **3. MINUTES OF THE LAST MEETING**

Minutes of the last meeting held on 17 March 2017 were approved as correct by all members present and were duly signed by A Bode.

## **4. MATTERS ARISING FROM THE MINUTES**

a. **Your Energy/Cumbria Community Foundation:** Meeting due to be held 22.05.17 6pm.

b. **National Grid-North West Coast Connections:** No further update.

c. **Defibrillator:** Clerk has enquired about possible grant funding via:

**CCF:** Confirmation an application can be made via the Winscales Moor Fund - deadline 12.05.17

**Cumbria CC Environment and Community Services:** No response to date.

**Potapot Community Benefit Fund:** Confirmation of next deadline 04.10.17.

Two quotations have been obtained in respect of cost of defibrillator and cabinet from The Defib Shop and The Defib Store. AON has confirmed the equipment would be covered under the Contents/OtherHigh Risk section of the current insurance policy; standing at £15000 sum insured.

The defibrillator requires an electricity supply; two electrician quotes required. Hills Garage reluctant to meet any costs, to include electricity. Proposed A Bowe, seconded P Gilmore, agreed by all present, to source alternative location. P Gilmore agreed to submit weekly readings to ambulance service, but will require assistance when unable to do so.

**Action:** A Bode to speak to proprietor of Oilys (public house) regarding siting of defibrillator. All agreed to work towards submitting grant application by October deadline.

## **5. PUBLIC PARTICIPATION SESSION**

No members of the general public attended the meeting.

## **6. PLANNING NOTIFICATIONS**

### **Received/Actioned prior to Meeting**

**2/2017/0157:** Mr Gary Blagdon, Lakes Muscle Injury Clinic - Proposal part change of use from B1 to allow D1 Muscle Injury Clinic, Unit 15 Lillyhall Business Centre, Jubilee Road

Dated 29.03.17 / Received 31.03.17 / Replied 09.04.17 – circulated to members **no objections**

## **Planning Decisions actioned at Meeting**

**2/2017/0200:** Mr John Irving, Erection of workshop/teaching area, outdoor training and heavy machinery area, Lakes College West Cumbria, Hallwood Road, Lillyhall

Dated 26.04.17 / Received 29.04.17 – Proposed P Gilmore, seconded A Bode, agreed by all present to **object** on the grounds of perceived noise, heavy plant, increased traffic and dust pollution.

## **Decisions by Allerdale Borough Council/Cumbria County Council/Development Panel**

**2/2017/0137:** Goods and store area, West Cumbria Engineering – **approved**

## **7. CORRESPONDENCE**

**ALLERDALE BOROUGH COUNCIL:** None

### **CUMBRIA ASSOCIATION OF LOCAL COUNCILS**

**Circular April 2017:**

**Cumbria CC Highways:** Link on website which should make reporting of faults such as potholes easier:  
<http://www.cumbria.gov.uk/communications/reportafault.asp>

**Annual Subscription 2017-18:** £108.12

**Action:** Proposed A Bode, seconded J Palmer, agreed by all present to renew CALC membership; Cheque No 000001 written for 108.12.

**Compliance with Transparency Code:** New guidelines; H Booth confirmed these are complied with.

**Community Emergency Response Team:** Post Traumatic Stress documentation/poster to be displayed.

**General Election:** Purdah will remain in force until Polling Stations close on 08.06.17.

**Governance and Accountability for Smaller Authorities in England:** New guidelines to be adopted.

H Booth confirmed requirements are being adhered to. Proposed A Bode, seconded J Palmer, agreed by all present to adopt this version.

**NALC Good Councillor Guide 2017:** Available to purchase for £3.50. Changes summarised as:

**Revision of Section 7:** Dealing with public money to include changes to the audit regime for smaller authorities and general information around the DCLG/NALC transparency fund.

**Revision of Sections 12:** Services and community rights.

**Revision of Section 13:** Planning to take into account of the changes to neighbourhood planning policy and process.

**Three-Tier Meeting:** Thursday, 11 May 2017 Allhallows Community Hall, Fletchertown 7.00pm.

### **CUMBRIA COUNTY COUNCIL**

**Connecting Cumbria:** Poster displayed 08.04.17. Confirmation from BT of planned dates for electrical connection by 16.05.17, after which they can continue to build and commission. Local resident has contacted BT to ascertain the approximate timescale for connection.

### **MISCELLANEOUS**

**AON Insurance:** Due 01.06.2017 – increase in premium from £228.36 to £233.57 – Clerk has queried this given that the premium was fixed for three years. AON confirm the discounted amount was paid but the long-term agreement not actioned; they offer a premium of £223.59 for three years.

**Action:** Proposed P Gilmore, seconded A Renney, agreed by all present, to renew AON insurance cover. Cheque No 000002 written for £223.59.

**First Step Team West:** Poster regarding Wellbeing workshops to be displayed.

**Potatopot Windfarm Community Fund:** Confirmation that grant applications and amounts have been approved as per the decisions made at the recent Advisory Committee meeting.

**Tidelines:** Issue 46.

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

## 8. FINANCIAL REVIEW/ACCOUNTS

Transactions since the last meeting	£
<b>Income:</b> 31.03.17: Cumberland Building Society (gross interest)	11.54
03.04.17: Allerdale Borough Council (precept 1 <sup>st</sup> instalment)	1500.00
<b>Expenditure:</b> 10.04.17: Chq No 000252 (Mrs H Booth Clerk's Salary/Expenses)	1250.65

### Cheques Written Prior to Meeting:

25.03.17: Chq No 000252 (Mrs H Booth Clerk's Salary/Expenses)

Salary £1050 / I-Page Fee £27.59 / Postage £10.45 / Mileage £52 / Broadband £89.84 / Printer Cartridges £20.67)

Due to oversight this was not raised at the meeting of 17.03.17; all members approved this could be actioned prior to the Annual Assembly and duly signed by A Bode, A Renney and H Booth.

### Cheques Written at Meeting:

Cheque No 000001: Cumbria Association of Local Councils (annual subscription) 108.12

Cheque No 000002: AON UK Limited (annual insurance premium) 223.59

Cheque No 000003: Great North Air Ambulance Service (donation) 11.50

**Current Balances:** Lloyds TSB Current Account 1064.54

Cumberland Building Society Savings Account 3087.23

**Total: £4151.77**

**Lloyds Treasurer's Account:** 24.04.17 existing Lloyds current account closed, as per requirements; balance of £1064.54 transferred to new Lloyds Treasurer's Account.

**Action:** Clerk to apply for online banking facility.

**Annual Return:** The 2016/17 accounts have been prepared. 08.04.17: Section 2 of the Annual Return (Accounting Statements) completed by Clerk; balance carried forward £2651.77. 18.04.17: Section 4 of the Annual Return (Annual Internal Audit Report) completed/signed by Internal Auditor; no concerns documented following inspection of the accounts and risk management procedures. Section 1 of the Annual Return (Annual Governance Statement) discussed and completed by all at this meeting.

Sections 1, 2, 4 of the Annual Return, Bank Reconciliation and Explanation of Significant Variances were duly discussed, completed, checked and approved at this meeting – proposed J Palmer, seconded A Renney, and agreed by all present, that everything is in order. Aforementioned documentation signed by A Bode (Chairman) and H Booth (RFO).

The Annual Review of Internal Audit was approved at the meeting of 17.03.17; the Risk Assessment for the last financial year was circulated with the notice of the Annual Assembly, duly presented and discussed. Proposed A Bode, seconded P Gilmore, and agreed by all present that the procedures in place to manage risk are robust and adequate. Signed by A Bode and H Booth.

As per BDO requirements, the following will be displayed on the parish council website and notice board on 04.06.17:

- Section 1 of Annual Return – Annual Governance Statement 2016/17
- Section 2 – Accounting Statements 2016/17 – to include declaration from RFO that these are unaudited and subject to change
- Appendices 5 and 6 in relation to Exercise of Public rights

The accounts will be available for inspection from 5 June 2017 to 14 July 2017; the accounting documentation will be submitted to BDO by 10 July 2017.

A Bode expressed his thanks to H Booth for the preparation of the above; agreed by all present.

**HRMC:** Real Time reporting and income tax payments continue to be actioned by the Clerk in line with requirements.

**Precept:** First instalment received £1500.00 (to include £27.41 grant element).

**VAT Reclaim:** Clerk has twice attempted to submit online claim in respect of Invoice No 1527411 dated 26.07.17 from BDO auditor regarding audit fee of £120 – VAT element £20. Online query submitted to HMRC 16.04.17 as a technical fault is preventing submission of the form. Clerk has requested a hard copy be supplied; not received to date.

**9. DONATIONS**

Requests receiving during the last financial year were discussed. Proposed A Bode, seconded P Gilmore, and agreed by all present that a donation be made to Great North Air Ambulance Service. In line with previous agreement to donate no more than the annual amount of interest earned on the Cumberland savings account, Cheque No 000003 written for the amount of £11.50.

**10. STANDING ORDERS**

The revised standing orders were fully reviewed and adopted at the January 2014 meeting. No further action required. CALC has confirmed these set of Standing Orders are the latest version.

**The meeting ended at 8.00pm**

**Next meeting: Friday, 7 July 2017**

**SIGNED: ..... DATED: .....**