

MELMERBY PARISH COUNCIL

Acting Clerk: John Fleming, Fell View, Blencarn, Penrith, Cumbria, CA10 1 TX
Tel 07768 468 634 melmerbypc@gmail.com.

To the Members of Melmerby Parish Council

You are summoned to attend a meeting of Melmerby Parish Council to be held at 7.30pm on **Tuesday 23rd July 2019** in Melmerby Village Hall



John Fleming

Acting Parish Clerk

Agenda

1 Apologies for Absence

2 Minutes

To authorise the Chairman to sign the minutes of the Council Meeting of the Thursday 9th May 2019, as a true record.

3 Declarations of Interest

To receive declarations of the existence and nature of any private interest, both disclosable and pecuniary and any other resistible interests, in any matter to be considered or being considered.

4 Appointment of Parish Clerk and Responsible Financial Officer.

5 Public Participation / Open session (15 minutes allowed)

The Chairman to invite members of the public to make representations on any item on this agenda or to bring matters to the attention of the Council for consideration, for inclusion, in a future agenda.

6 Planning Applications

There are none.

7 District Councillors Report

8 County Councillors Report

9 Finance (Incl. Vat)

9.1 To note the following balances as at:-

11/7/2019

£

Barclays Current Account	331.41
Barclays Investment Account	6350.00

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9.2 Presentation of Interim Accounts

9.3 To Ratify the following accounts

Acting Clerks Fee May 2019	218.40
Acting Clerks Fee June 2019	218.40

9.4 To Approve the Following Accounts for Payment

Acting Clerks Expense 6/3//19 – 9/5/19	40.61
Acting Clerks Expense 9/5/19 - 23/7/19	22.50

*Vision ICT – Former Ousby PC Sept 2019 to Aug 2020
£150.00 - to discuss.*

9.5 To Report Receipts

Interest	6.82
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9.6 Transfer

Financial Split From Former Ousby Parish Council 7615.91
NB Precept of £4500 + CTRS Grant of £28 will be paid on 19/7/19.

9.7 Laptop Computer Purchase and Grant Application – An update

9.8 Online Banking Authorisation 2019 / 2020 – To authorise.

9.9 Memo Subscription. – To discuss

10 Melmerby Parish Council Documentation.

To consider, discuss, edit and adopt or the following: -

- 10.1 Appraisal Policy
- 10.2 Standing Orders
- 10.3 Complaints Procedure
- 10.4 Code of Conduct (Calc model)
- 10.5 Data Breach Policy
- 10.6 Disciplinary and Grievance Policy
- 10.7 Equal Opportunities Policy
- 10.8 Financial Regulations
- 10.9 Freedom of Information Policy
- 10.10 Grant Award Policy and Application Form
- 10.11 Health and Safety Policy Document
- 10.12 Data Protection Policy
- 10.13 MPC Diversity Pledge
- 10.14 MPC GDPR Councillor Check List
- 10.15 MPC GDPR Website Compliance Statement
- 10.16 MPC Privacy Notice
- 10.17 MPC Subject Access Request Form
- 10.18 Press and Media Policy
- 10.19 Protocol Recording and Filming of Meetings
- 10.20 Retention of Documents Policy
- 10.21 Asset Register
- 10.22 Risk Management Policy & Protocol
- 10.23 Financial Regulations
- 10.24 Data Protection Policy

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11 Parish Website

- 11.1 Report of working party
- 11.2 Resolve to adopt domain name www.melmerby.org.uk
- 11.3 Resolve to adopt the draft website and request it goes live as soon as possible.

12 Highways and Land Matters

- 12.1 **Dog Fouling** – To discuss
- 12.2 **Vehicle Speeding Through the Village** – To report on site meeting.
- 12.3 **Carriageway White Lining** - To report on site meeting
- 12.4 **White Line Marking – Gamblesby Road Junction** – An update
- 12.5 **Litter Bin – Old Village Bakery** – To report on site meeting
- 12.6 **Litter Bins Generally** – To discuss
- 12.7 **Footpath Signs** – To discuss
- 12.8 **Pothole - Melmerby to Gamblesby Road by Saw Mill** – An update
- 12.9 **Bridge Terrace - Road Surface** – An update
- 12.10 **Bus Shelter** – To discuss maintenance.
- 12.11 **Concrete and Wooden Bench** – Far side of swings. - To discuss
- 12.12 **Grit Bins** – To discuss

13 ‘Working Together Project’ – Cumbria County Council Initiative – To discuss

<https://cumbria.gov.uk/yourcommunitysupport/workingtogether.asp>

14 School Bus Chaperone Issue – To discuss

15 Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents.

Note: no decisions can be made on these matters but they may be placed on a future agenda of the Council

16 Correspondence

To consider correspondence received since the last meeting and take necessary action.

- 16.1 Calc Autumn Training Programme.
- 16.2 Summer 2019 edition of the ACT Gazette newsletter is now available to download at:
www.cumbriaaction.org.uk/Resources-Publications/ACT-Gazette
- 16.3 Better Internet Access in Cumbria
- 16.4 Eden Volunteering Fair on Wednesday 6 November 2019 – CVS
- 16.5 EDC - Scheme of Delegations and the Planning Code of Conduct.
- 16.6 Police – June East Fellside Report
- 16.7 Melmerby Women’s Institute - Gifted two picnic

17 Date and Venue of Future Meetings

Tuesday 24th September 2019

Tuesday 26th November 2019

Tuesday 28th January 2020

All Meeting to be held in Melmerby Village Hall, commencing at 7.30pm

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All Members of the Public and Press are Invited To Attend.