

MELMERBY PARISH COUNCIL

Acting Clerk: John Fleming

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Chairman: Cllr Chris Jones.

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Minutes of the Meeting Held on Tuesday 23rd July 2019
in Melmerby Village Hall commencing at 7.30pm.

Unapproved

18/19 Apologies

There were none.

19/19 Present

Cllrs: Chris Jones (Chairman), Marjorie Jones (Vice Chair), David Bardsley, Ruth Beaumont, Gary Fletcher and John Fleming (Acting Clerk).

District Councilor Rob Orchard and County Councilor Claire Driver.

Five members of the public

20/19 Minutes

The Chairman was authorized to sign the minutes of the AGM and May meeting held 9th May 2019, as a true record.

21/19 Declarations of Interest

There were none

22/19 Appointment of Parish Clerk and Responsible Financial Officer.

Reported that there had been a number of applicants and that the appointment process was on-going.

23/19 Public Participation

A query was raised as to why previous agendas and minutes were not displayed on the Council's web site, and why the previous minutes had not been displayed on the village notice board.

The Acting Clerk responded that he had raised this matter of transparency, because of the circumstances the new Council found itself in, with CALC, for clarification; this question being anticipated. This newly formed Council found itself in unique circumstances in that a website could not exist until formally approved, later in this meeting. Due to the number of pages covering minutes, it was neither practical nor expected for these to be displayed on a notice board. However in the interests of transparency, during this set up period of the new Council, should a member of the public wish a copy of the May minutes, they were to be forwarded to them; there had been one such request and this had been duly done.

An assurance was given that once the website had been approved, and was active, all Agendas and Minutes would be posted, in the normal way.

24/19 Planning Applications

There were none.

25/19 District Councillor Report.

It is a very different EDC this time with control in the hands of a Rainbow Coalition made up of the Independents, the Lib Dems, the Labour Party and the Green Party. How or whether this will work remains to be seen.

The Council voted to adopt a Climate Change Economy and achieve a carbon free status by 2030. Whilst I agree that there is a need for all of us to reduce carbon emissions, I see no point in adopting a policy which the Council has neither the resources or the finances to achieve. It will be interesting to see how the Rainbow intends to meet its obligations.

I am continuing to serve on the Scrutiny Co-Board, The Accounts and Governance Committee and the Housing and Economy Committee. I no longer have responsibility for the Alston Moor Partnership which is a pity.

Rest assured I shall continue to champion hard the needs of the villages within my Constituency.

Rob Orchard

EDC Councilor – Hartside

26/19 County Councillors Report

A very detailed report was presented by County Councilor, Claire Driver which will be available on the Parish Council website. www.melmerby.org.uk

27/19 Finance (Incl. Vat)

27.1/19 The Following Balances Were Reported as at:	11/7/2019
	£
Barclays Current Account	4752.48
Barclays Investment Account	6350.00

These figures being updated since the preparation and circulation of the agenda.

27.2/19 Presentation of Interim Accounts

The interim set of accounts were unanimously approved.

Proposed by Cllr Gary Fletcher and seconded by Cllr David Bardsley

27.3/19 The Following Accounts were Ratified.

Acting Clerks Fee May 2019	218.40
Acting Clerks Fee June 2019	218.40
CALC Subscription 2019/2020	106.93

27.4/19 The Following Accounts Were Approved For Payment

Acting Clerks Expense 6/3//19 – 9/5/19	36.11
Acting Clerks Expense 9/5/19 - 23/7/19	22.50

Proposed by Cllr Ruth Beaumont, seconded by Cllr D Bardsley and unanimously approved.

27.5/19 To Report The Following Receipts

Bank Interest	6.82
EDC – Precept	4500.00
CTRS Grant	28.00
Financial asset transfer from the former Ousby Parish Council.	7615.91

27.6/19 Laptop Computer Purchase and Grant Application –

It was reported that the Eden District Council Community Fund had recommended approval of an 80% grant of £525.33 against a net cost of £656.67. (£788 including Vat).

The net cost to the Council being £131.34.

The purchase, comprising of a new Laptop Computer, plus Microsoft Office software and a wireless mouse.

The deal, from D Tec Computers in Penrith included a 3 year warrantee, a lifetime back up service, free transfer of data and free antivirus protection for a year.

It was unanimously agreed to make the purchase once the grant had been paid; proposed by Cllr Gary Fletcher and seconded by Cllr Marjorie Jones.

28/19 Online Banking Authorisation 2019 / 2020

An On – Line banking Authorisation form was unanimously approved, proposed by Cllr Gary Fletcher and seconded by Cllr Ruth Beaumont.

The signatories to the Authorisation Form being Cllr Chris Jones and Cllr David Bardsley, both being signatories to the bank account.

29/19 Memo Subscription. –

It was calculated that the Council would require to publish 6 full page reports, during the year, this equating to 18 1/3 pages.

It was unanimously agreed to pay a £50 subscription for 11 1/3 pages, with the remaining 7 1/3 pages being bought at £5 per 1/3 page; the total cost being £85 per during the year.

Proposed by Cllr David Bardsley and seconded by Cllr Ruth Beaumont.

30/19 Parish Council Documentation.

It was unanimously agreed to adopt the following policy documents enbloc, with the proviso that the Asset Register be reviewed and updated now and that other documents be reviewed and updated, as deemed necessary, in the future.

Proposed by Cllr Gary Fletcher and seconded by Cllr Marjorie Jones.

1. Appraisal Policy
2. Standing Orders
3. Complaints Procedure
4. Code of Conduct (Calc model)
5. Data Breach Policy
6. Disciplinary and Grievance Policy
7. Equal Opportunities Policy
8. Financial Regulations
9. Freedom of Information Policy
10. Grant Award Policy and Application Form
11. Health and Safety Policy Document
12. Data Protection Policy
13. MPC Diversity Pledge
14. MPC GDPR Councilor Check List
15. MPC GDPR Website Compliance Statement
16. MPC Privacy Notice
17. MPC Subject Access Request Form
18. Press and Media Policy
19. Protocol Recording and Filming of Meetings
20. Retention of Documents Policy

21. Asset Register – Various amendments to the register were requested, were noted and would be implemented before loading on to the website
22. Risk Management Policy & Protocol
23. Financial Regulations
24. Data Protection Policy

31/19 Parish Website

31.1/19 Cllr. David Bardsley presented to the meeting a visual overview of the proposed website; reporting on the efforts of the Working Party in designing and compiling the site, in conjunction with Vision ICT. Very grateful thanks being conveyed to all involved.

31.2/19 It was unanimously decided to adopt the site and for it to go live as soon as possible, agreeing the domain name www.melmerby.org.uk . Proposed by Cllr. Gary Fletcher and seconded by Cllr Marjorie Jones.

32/19 Highways and Land Matters

32.1/19 Dog Fouling – Concern was raised over the irresponsible behavior, by a few dog owners, in not picking up excrement after their dogs.

Action:- Agreed to raise the awareness of the problem by putting up posters around the village and also to distribute an EDC leaflet in the next edition of the Memo. This action will make those walking dogs aware of their responsibilities and of the possibility of a prosecution, should they fail to 'Scoop that Poop'.

It was also agreed to retain spare copies of the leaflet to re-charge holiday cottages and caravans as required.

32.2/19 Vehicle Speeding Through the Village

Following a site meeting with Highways, it was reported that a temporary speed monitor had been installed in the village in order to assess the extent of the problem. The result of this survey was awaited.

.32.3 Carriageway White Lining

It was reported that following a site visit by Highways, the majority off the white carriageway lining in the village had been completed, however a line was still required as you leave the Old Village Bakery and join the A686 opposite Bolton Farm and also, again as you leave the Old Village Bakery and join the A686 by The New Inn.

Action:- To notify Highways of the above mentioned omissions.

32.4/19 Litter Bin – Old Village Bakery

It was reported that, following a request from the proprietor of the Old Village Bakery to EDC and following a site visit with the Parish Council, a litter bin had been installed by the entrance to the property.

32.5/19 Litter Bins – Other.

Again, following the Highways site visit, it had been agreed to move the litter bin below the Old Village Bakery to the bottom of Gale Hall lonin.

The Highways representative also offering to consider any further positioning/ repositioning of litter bins in the village, as may be requested by the Parish Council

32.6/19 Footpath Signs – Repair and Maintenance.

Following discussion Cllr. Gary Fletcher agreed to photograph the footpath signs in the Parish, along with recording a grid reference number, thus confirming location and identifying those requiring maintenance. This information being forwarded to David Gibson, the foot path and rights of public way officer, at Cumbria County Council, to request that those needing attention were repaired.

32.7/19 Hole in Bridge - Melmerby to Gamblesby Road Past Saw Mill

Cllr Chris Jones to supply the Clerk with a Grid Reference to facilitate the reporting of the problem to Highways.

32.8/19 Bridge Terrace - Road Surface

Reported that work was still required to repair the surface at this location.

Action:- To chase the issue up with Highways.

32.9/19 Bus Shelter

Following a brief discussion it was agreed that the shelter required cleaning and repainting.

Action:- Agreed for volunteers to undertake the work. Materials were available and there would be no cost to the Council.

32.10/19 Concrete and Wooden Bench - Far side of swings.

Following discussion it was agreed that the wooden slats were in need of replacement..

Action:- Councilors agreed to sourcing the timber required locally and to undertake the repair, to a maximum cost of £50.

32.11/19 Grit Bins – It was reported that a review of the location of the grit bins was required to ensure that they were in the best location to have maximum winter benefit. Cllr Marjorie Jones agreed to undertake this task; the Acting Clerk to provide a village map to facilitate logging their location. Initial thinking was that a further bin needed to be installed mid-way down Gale Hall lonin.

32.12/19 Grit and Litter Bin Ownership – The Acting Clerk reported that the litter bins in the village were owned and serviced by Eden District Council and the grit bins by Cumbria County Council and were not owned by the Parish Council. Currently these items were listed on the Asset Register with a value beside them; thus adding to the insurance value and premium.

Action:- It was unanimously agreed to remove these from the Asset Register.

33/19 Cumbria County Council – Working Together Project.

Cllr. Claire Driver reported that his initiative was under review, with the intention of revising the way the officers engaged with Parish Councils and other authorities, to ensure the project achieved maximum success and effectiveness.

34/19 School Bus Chaperone Issue

It was reported that this planned policy change, resulting in the school bus chaperones, on the two routes into Langwathby School being withdrawn, had been referred back to the Transport Portfolio Officer for reconsideration. The final outcome, apparently, being heavily influenced by budget restraints; a comment being made that children's safety should take priority over financial considerations.

35/19 Councilor Matters

There were none

36/19 Correspondence

36.1/19 Calc Autumn Training Programme – Reported in preparation

36.2/19 ACT Gazette newsletter - Summer 2019 edition is now available to download at: -

www.cumbriaaction.org.uk/Resources-Publications/ACT-Gazette

36.3/19 Better Internet Access in Cumbria - Connecting Cumbria is a partnership between Cumbria County Council and Openreach to deliver better internet access to homes and businesses via superfast broadband. For further information contact Phil Ruston at philtirril@gmail.com or call 07484384211.

36.4/19 Eden Volunteering Fair on Wednesday 6 November 2019 – CVS

36.5/19 EDC - Scheme of Delegations and the Planning Code of Conduct.

Revised planning guidelines. Details are available from EDC Planning Services.

36.6/19 Police – June East Fellside Report – Circulated to Councilors

36.7/19 Melmerby Women's Institute - Gifted two picnic tables.
Item withdrawn from meeting.

36.8/19 Planning Committee Meeting Attendance.

It was reported that Kevin Hutchinson, EDC Principal Planning Policy Manager, had requested that where a Parish Council had objected to a planning application, resulting in it going to the planning committee for a decision, a Parish Council representative attended the meeting to explain the reasons and to answer questions, on the objection.

37/19 Dates of Future Meetings

Tuesday 24th September 2019

Tuesday 26th November 2019

Tuesday 28th January 2020

All meetings commence at 7.30pm in Melmerby Village Hall.

Meeting closed: 9.40pm

Signed _____

Date _____