

Parish Council of St Johns Castlerigg & Wythburn Minutes

Minutes of the meeting of the St John's Castlerigg & Wythburn Parish Council held at Thirlmere Recreational Hall on Thursday 18th May 2017 at 1915

Present: Mr I Hartland (Chairman), Mrs C Archbold, Mr M Cockbain, Mr L Walton, Mrs P Darrall, Mrs S Hope, Ms B Carter (Parish Clerk),

29/17 Election of Chairman & Vice Chairman

Cllr M Cockain proposed Mr I Hartland as Chair, this was seconded by Cllr L Walton. All present were in favour.

Resolved that Cllr I Hartland be elected as Chairman of St John's Castlerigg & Wythburn Parish Council for the forthcoming year. Mr I Hartland signed the relevant declaration which was witnessed by the Clerk as RFO.

Cllr P Darrall proposed Mrs Sue Hope as Vice Chair, this was seconded by Cllr L Walton. All present were in favour.

Resolved by that Cllr Sue Hope be elected as Vice-Chair of St's John's Castlerigg & Wythburn Parish Council for the forthcoming year.

30/17 Apologies for Absence.

Apologies were received from Cllr D Lamb & Cllr B Vidler

31/17 Approval of meeting minutes held on 30th March 2017

Resolved by all present that the minutes of the bi-monthly Parish Council meeting held on the 30th March 2017 as a true and accurate record and the Chair be authorised to sign a copy.

Action: Clerk to upload the minutes to the website & circulate to all.

32/17 Declarations of Interest & Requests for dispensations

None received

33/17 Nomination of Councillors to other Bodies

Planning Sub Committee- **Resolved** by all present that this committee is no longer required. If an application arrives between meetings it will be circulated by the Clerk to all Councillors and the Clerk will be delegated to submit a response based on the comments of at least a quorum of councillors. Or if it is a contentious application a meeting will be called.

Action: Clerk to update the standing orders to reflect this.

Thirlmere Recreation Hall- **Resolved** that Cllr L Walton continue in this role
Threlkeld Housing Trust- **Resolved** that Cllr C Archbold continue in this role
Derwent 7- **Resolved** that Cllr B Vidler continue in this role

Action: Clerk to update the website to reflect the above.

Keswick Neighbourhood Forum- **Resolved** that this organisation no longer requests council nominees.

34/17 Public Participation

None

35/17 Update from visiting councillors/other bodies.

None received

Resolved that the Clerk write to the new County Councillor for the area Mr T Lywood welcoming him to the role and asking that he continue the good work of C/Cllr Lysser especially regarding the repairs and maintenance of roads.

Action: Clerk to prepare and send such a letter.

36/17 Report on Matters Arising/Clerks Report

Resolved that the Clerks written report be noted as received and unless mentioned below no further actions were required/or updates received.

Newsletter- The Clerk informed the meeting that having looked at this current & previous years figures for the Newsletter that it covers its own costs when all advertising fees are paid (as they are this year).

Resolved by all present that the Newsletter continue to be prepared and distributed.

Noticeboards- **Resolved** by all present that Cllr L Walton, Cllr I Hartland & Cllr P Darrall receive and place notices on the parish council noticeboards.

United Utilities- It was noted by the Council that the Thirlmere Dam road is closed for 6months to ALL traffic for 'works unrelated to the Pipeline Project'.

Action: Clerk to contact United Utilities and ask for further information on these works along with clarity on the route of the access road for the tunnel as per the APM minutes.

37/17 Highways & Transport matters

Keswick-Barrow Charity Walk Feedback- The Council noted that the event went off well and that the removal of barriers from the road closures meant that local traffic was able to move smoothly.

There was however a slight issue with one of the walk's signs being affixed to the recently refurbished finger post and the fittings used have damaged some of the paint work.

Action: Clerk to contact the organisers and ask for this damage to be repaired.

38/17 Planning Applications for Consideration

Ref: 7/2017/2114
Location: West Head Farm, Steel End, Thirlmere
Proposal: EE telecommunications apparatus, ancillary equipment cabinets, fenced compound & 70m of access track

Resolved by all present that the Council had no comments or objections relating to this application.

Action: Clerk to submit this comment.

39/17 Planning Decisions

Resolved that the below decision be noted:

| Planning Ref | Location | Proposal | Decision |
|---------------------|--------------------------------|--|-----------------|
| 7/2017/2039 | Mire House, Threlkeld, Keswick | Grass Covered self catering camping pods | Refused |

| | | | |
|-------------|--|--|-------------------------|
| 7/2017/2056 | Land to east of A591 near Dunmail Raise, Thirlmere | Removal of existing culverted pipe crossing providing quad bike access | Approve with conditions |
| 7/2017/2054 | Row End, St Johns in the Vale, Keswick | Single Storey dining room extension | Approve with conditions |

40/17 Correspondence received

Resolved that all correspondence be noted as received unless otherwise mentioned below.

41/17 Finance & Accounts

I. Invoices for Approval

Resolved by all present that the below invoices be approved & the cheques signed by two signatories (Cllr C Archbold & Cllr M Cockburn).

| Invoice Received from | Works/Services undertaken | Amount |
|--------------------------|---------------------------|---------|
| Zurich | Insurance | £257.60 |
| Becx Carter | Expenses | £49.56 |
| CALC | Subscription | £160.14 |
| Jean Airey | Internal Audit | £25 |
| HMRC | PAYE | £151 |
| Becx Carter | Salary (Via SO) | £604.32 |
| Cumbria Payroll Services | Payroll Services | £103.20 |

Action: Clerk to process the above invoices for payment.

ii. Receipt of the Internal Auditors Report & Approve the Statement of Assurance and authorise the Chairman to sign the Annual Return

Resolved by all present that the Internal Auditors unqualified report be noted as received and the two minor points noted be actions for the forthcoming year:

-VAT to be reclaimed on items purchased by the Clerk for use by the Council as the Clerk is an agent of the Council

-Bank Reconciliations to be signed by a councillor who is not either an officer or a cheque signatory.

Action: Clerk to implement these changes over the forthcoming year.

Resolved by all present that the below Statement of Assurance be approved and signed by the Chairman.

We acknowledge as the members of St John’s Castlerigg & Wythburn Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm that to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31st March 2017, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements- **Yes**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness-**Yes**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances-**Yes**
4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the accounts and audit regulations-**Yes**

5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required-**Yes**
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records & control systems- **Yes**
7. We took appropriate action on all matters raised in reports from internal & external audit- **Yes**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end have a financial impact on this smaller authority and, where appropriate have included them in the accounting practices-**Yes**
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) /assets, including financial reporting and, if required, independent examination or audit.

lii. Approval of Annual Accounts & Variances

Resolved by all present that these documents be approved and signed by the Chair as a true and accurate record. Accounts & Variances signed by Cllr I Hartland as Chairman

Action: Clerk to complete the internal audit report.

iv. Consideration & re-adoption of Governance Documents.

Resolved by all present that the below policies be adopted without change for the forthcoming year:

- Risk Assessment
- Publication Scheme
- Privacy Statement

Action: Clerk to update adoption dates on all policies and on the website.

Resolved by all that the adoption of the Standing Orders, Asset Register & Financial Regulations for the forthcoming year be deferred until the July meeting to allow the clerk to finalise changes.

Action: Clerk to circulate revised Standing Orders for consideration with the July Papers.

42/17 Councillor Matters

Highways Matters a number of issues were raised:

- White Lines are missing from the outside of the A591 on both sides as it approaches the Legburthwaite Junction
- Potholes in Castle Lonnin
- Shundraw Hill- Storms Farm road is damaged
- Dalebottom-bottom of Yew Tree Farm

Action: Clerk to prepare maps showing these locations and send to Cllrs M Cockbain, Cllr S Hope, Cllr P Darrall

Action: Clerk to submit the relevant requests for repairs.

It was noted by the Council that the Village Hall had recently had a fire safety assessment which had identified a number of actions required. The Village Hall Committee are working on these matters.

43/17 Date of Next meeting

Resolved that the next meeting time be 27th July 2017 at 19:00

Meeting Closed 20:02

Signed..... Cllr I Hartland (Chairman)