

CUMMERSDALE PARISH COUNCIL

To Members of the Council: you are summoned to attend the Annual Meeting of Cummersdale Parish Council (AGM) which follows the Annual Parish Meeting with Electors of Cummersdale Parish Council on Tuesday 7 May 2024 in Cummersdale Village Hall at 7.00pm.

Members of the Community: you are invited to attend

ANNUAL MEETING OF CUMMERSDALE PARISH COUNCIL (AGM)**AGENDA**

Rebecca Wood, Social Value Lead, Carlisle Southern Link Road will make a short presentation prior to the meeting commencing

- 1. Election of Chairman**
 - a. To elect a Chairman of the Council for 2024/25
 - b. To receive the Chairman's Declaration of Acceptance of Office
- 2. Appointment of Vice Chairman**
 - a. To appoint a Vice Chairman of the Council for 2024/25
 - b. To receive the Vice Chairman's Declaration of Acceptance of Office
- 3. Apologies** – to receive apologies and approve reasons for absence
- 4. Minutes of the last Cummersdale Parish Council Meeting** – to authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 8 April 2024 (circulated with agenda)
- 5. Declarations of interest/Requests for Dispensations**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests
 - b. To declare any personal interests in items on the agenda and their nature
 - c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - d. To make any requests for dispensation
- 6. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)** – to decide whether there are any items of business which require the exclusion of the press and public
- 7. Public participation** –to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's Code of Conduct and Standing Orders
- 8. External Representation** – to receive reports from Parish Council representatives on outside bodies. (If possible representatives to provide a written report prior to the meeting to allow distribution).
 - a. To receive reports from the Cumberland Councillor on any items not on the agenda
 - b. To receive an update from the Cumberland Councillor on the following item:
 - i. Gilbert Road missing gate: request to Cumberland Council/Galliford Try to replace
- 9. Council Meetings Dates for the Year 2024/25** –to receive and consider the proposed dates for full council meetings for the forthcoming year:
2024 3 June, 1 July, 9 September 7 October & 4 November
2025 8 January, 3 February, 3 March, 7 April & 6 May

10. Review of and Adoption of Council Procedures (circulated separately) – to review and consider the adoption of the following policies and procedures;

1. Handling requests made under Freedom of Information Act
2. Complaints procedure
3. General Data Protection Regulations
4. Standing Orders
5. *Financial Regulations 2023 (pending update from NALC)*
6. Document Retention Policy & Schedule
7. Financial Risk Management & Insurance
8. Review of the Council's policy for dealing with the press/media
9. Councillor Code of Conduct

11. Finance

a. Bank Reconciliation

- i. To receive and note the monthly reconciliation and balances to 30 April 2024 (attached)

Unity Trust Bank	30.04.24
Instant Access account	£36,035.71
Current account	£1,287.40
<u>Total</u>	<u>£37,323.11</u>

- iii. To acknowledge scrutiny and acceptance of the bank statements and authorise the Chairman to sign the Council's bank statements

- b. Invoices for Payment – to consider invoices for payment itemised on the payment schedule totaling £1626.17 dated 30 April 2024 (attached)

- c. Receipts – to acknowledge and receive the following receipt totaling £14,272.19:

114 18/04/24	Precept (1of1)	Cumberland Council	£14,272.19
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12. Planning

Details can be viewed on the Planning Authority website (publicaccess.carlisle.gov.uk) and members of the community can submit their own observations directly

- a. **Planning Applications-** to consider all recent Applications received from Cumberland Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting

Reference: 21/0351 **Proposal:** Erection of 722no. Dwellings & public open space (Reserved Matters Application Pursuant To Outline Approval 09/0413) **Location:** Land at Morton bounded by Wigton Road, Peter Lane & Dalston Road, Carlisle

[21/0351 | Erection Of 722no. Dwellings & Public Open Space \(Reserved Matters Application Pursuant To Outline Approval 09/0413\) | Land At Morton Bounded By Wigton Road, Peter Lane And Dalston Road, Carlisle, Cumbria](#)

Reference: 24/0275 **Proposal:** Erection of single storey rear extension to provide larger kitchen **Location:** 27 Gilbert Road, Cummersdale, Carlisle, CA2 6BJ

[24/0275 | Erection Of Single Storey Rear Extension To Provide Larger Kitchen | 27 Gilbert Road, Cummersdale, Carlisle, CA2 6BJ](#)

- b. **Notices of Decision** - to note any notices of decision received from Cumberland Council

Reference: 20/0418 NOTIFICATION OF WITHDRAWN APPLICATION **Proposal:** Variation of condition 3 (Reserved Matters Timescales) of previously approved application 09/0413 (Development of land at South Morton bounded by Wigton Road, Peter Lane & Dalston Road, Carlisle, for residential (maximum 825 dwellings), employment (40,000m² floorspace), & public open space purposes as well as associated works) **Location:** Land at Morton bounded by Wigton Road, Peter Lane & Dalston Road

Reference: 24/0193 NOTIFICATION OF GRANTED DECISION **Proposal:** Erection of replacement general agricultural storage shed **Location:** 22 Smallholding, Newby Cross, Carlisle, CA5 6JP

13. Land adjacent to Village Hall

- a. Future plans for the land – to receive and consider any new information
- b. Progress regarding an alternative area to park commercial vehicles *Cumberland Cllr*
- c. To consider options for relocating the planters and notice board

14. **Access road leading to the short term car park and allotment** – to consider the need for resurfacing and how this will be financed

15. **Defibrillator** – to note that the unit will require siting adjacent to a lamppost and pending a response from a contractor to assist

Cllr McIntosh

16. Allotment Report

- a. To receive an update on progress collecting the annual rent due 1 April 2024 *Cllr Chicken*
- b. To receive an update on repairs to the broken fence and replacement gate posts *Cllr Brown*

17. **Cumbria in Bloom 2024** – to receive confirmation of submission of two entries on behalf of the Copse and The Crescent *Cllr Chicken*

18. The Copse

- a. To consider updating the notice boards including Public Rights of Way information to reflect new wild flower areas and further enhancement by RAISE (Cumbria Community Forest) *Cllr McIntosh*
- b. To note that the Woodland Trust report (wild flower areas) is expected autumn 2024
- c. To consider a donation to M Lowther in respect of transport costs for 3 (free) loads of woodchip
- d. To consider forming a volunteer group to assist with laying woodchip and ongoing maintenance
- e. Pirelli is receptive to the installation of an open swing barrier with keypad to prevent unauthorised vehicular access between the Copse and access road to Pirelli. *Clerk/Cllr McIntosh* to update on the status of land ownership and consider the next steps to enable the installation to occur.

19. Cummersdale Grass Contract 2024/26

- a. To note that following the recent tendering process the contract was awarded to S W Nicholson T/A Landscape Gardening
- b. To consider thanking former contractor, Matthew Lowrie of Garthside Landscapes, for their work during 2019/21 and 2022/24

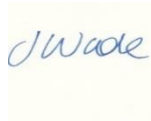
Cllr McIntosh

- 20. **Councillor Matters** – an opportunity for Councillors to raise issues, not on this agenda, on behalf of the residents in their wards. *(NB. No decisions can be taken on these matters but the Clerk may make investigations and/or they may be placed on the agenda of a future Council or Committee meeting.)*
- 21. **Date of next meeting** – Monday 3 June 2024 at 7.00 pm in Cummersdale Village Hall

Agenda items to be submitted to the Clerk by Friday 24 May 2024

[Signed]

2 May 2024



Joanne Cornah Wade, Clerk to the Council
Eriskay Cottage, Bromfield, Wigton CA7 3NB

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<https://cummersdaleparishcouncil.org.uk>

Financial
year ending
31/03/2025**Bank Reconciliation**

Council name		Cummersdale Parish Council	
Balances per bank statements at 30/04/2024			
Cummersdale Parish Council current		1,287.40	
Cummersdale Parish Council deposit		36,035.71	
Total bank balances			<u>37,323.11</u>
Cummersdale Parish Council current Uncleared receipts			
Date	Customer / supplier	Reference	Amount
		<i>HMRC owed to</i>	
<i>31/03/2023</i>	--	<i>MR</i>	<i>25.51</i>
<i>31/03/2023</i>	--	<i>postage</i>	<i>5.76</i>
			<i>31.27</i>
Uncleared payments			
Date	Customer / supplier	Reference	Amount
<i>31/03/2023</i>	--	<i>HMRC</i>	<i>-51.02</i>
<i>31/03/2023</i>	--	<i>RM Lowther</i>	<i>-360.00</i>
			<i>-411.02</i>
	Net bank balances at 30/04/2024		36,943.36

NB: Awaiting correction from accounting software to clear the receipts and payments marked in red after which the net bank balances will match the current total balances.

Invoices for payment 13b

Cummersdale Parish Council current account

Voucher	Date	Description	Supplier / customer	Net	VAT	Total
106	04/04/24	CALC Subscription 24/25	CALC	337.23	0.00	337.23
112	13/04/24	Payroll	D M Payroll	120.00	0.00	120.00
113	08/05/24	Accounting software 24/25	Easy PC Accounts	78.00	0.00	78.00
115	08/05/24	Grass contract (April)	S Nicholson	280.00	0.00	280.00
116	31/05/24	Grass contract (May)	S Nicholson	280.00	0.00	280.00
121	08/05/24	Insurance 24/25	Zurich	311.24	0.00	311.24
122	03/06/24	Clerk May Salary	J Cornah Wade	211.36	0.00	211.36
123	03/06/24	Clerk May Expenses (wfh)	J Cornah Wade	8.34	0.00	8.34
				<u>1626.17</u>	<u>0.00</u>	<u>1626.17</u>

Prepared by: _____ Date: 07.05.24
Joanne Cornah Wade Clerk & RFO

Approved by: _____ Date: 07.05.24
Name and Role:

Approved by: _____ Date: 07.05.24
Name and Role: