

## **Cummersdale Parish Council**

### **Minutes of the Cummersdale Parish Council Annual General Meeting held on Monday 15 May 2023 at 7.40pm**

#### **Present**

Chairman Cllr K McIntosh

Cllrs D Lowe, W Kerr, T Brown, D Harrison, D Chicken, T Allison(Part)

#### **Apologies** Cllrs B Craig & K Nesworthy

#### **01/23** Election of Chairman 2023-24

- (i) Resolved to elect Cllr Keith McIntosh as Chairman for the ensuing year
- (ii) To receive the Chairman's Declaration of Acceptance of Office
- Resolved to sign the declaration of acceptance of office as Chairman

#### **02/23** Appointment of Vice Chairman 2023-24

Resolved not to appoint a Vice Chairman for the ensuing year

#### **03/23** Members Declaration of Acceptance of Office

Present Cllrs signed their declarations before the meeting commenced

Resolved that absent Cllrs should sign prior to the start of the next meeting on 5 June 2023

#### **04/23** Apologies

Resolved to receive and accept apologies from Parish Councillors Craig and Nesworthy

#### **05/23** Declarations of Interest

None declared

#### **06/23** Requests for Dispensation

None requested.

#### **07/23** Council Meetings Dates 2023-24

Resolved to approve the proposed dates for the full council meetings for the forthcoming year

#### **08/23** Review of and Adoption of Council Procedures

The changes to procedures were noted as being due to becoming a unitary authority (Carlisle to Cumberland) and the increase in tendering for contracts from £25,000 to £30,000 in The Public Contracts Regulations 2015. (SI2022/1390)

Resolved to approve and adopt the following policies and procedures, the Chairman signed the documents:

- (i) Councils procedures for handling requests made under Freedom of Information Act
- (ii) Councils Complaints procedure
- (iii) General Data Protection Regulations (2023)
- (iv) Standing Orders 2023
- (v) Financial Regulations 2023
- (vi) Document Retention Policy
- (vii) Financial Risk Management & Insurance
- (viii) Review of the Council's policy for dealing with the press/media
- (ix) Councillor Code of Conduct 2021

**9/23 Internal Auditors Report and Limited Assurance**

- (i) Resolved to receive the Internal Auditors report and acknowledge the recommendation to review the Parish Council Asset Register annually.
- (ii) Resolved to submit the Parish Council's AGAR for Limited Assurance review by the external auditor Moore

**10/23 Annual Return**

- (i) Resolved to approve the Annual Governance Statement for year ending 31 March 2023 and the Chairman signed Section 1 of the Annual Return for year ending 31 March 2023 on behalf of Cummersdale Parish Council
- (ii) Resolved to approve the Statement of Accounts for year ending 31 March 2023 and the Chairman signed Section 2 of the Annual Return for year ending 31 March 2023 on behalf of Cummersdale Parish Council
- (iii) Resolved to receive notification of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for accounts year ending 31 March 2023 as being Monday 5th June to Friday 14th July 2023.

**11/23 Minutes of the Council Meeting held on 3 April 2023**

Resolved to authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 3 April 2023

**12/23 Bank Reconciliation**

- (i) Resolved to receive and note the bank balances to 30 April 2023  
 Unity Trust Bank  
 Instant access account £29,829.86  
 Current account £6904.30  
 Total £36,734.16
- (ii) Resolved to authorise the Chairman to sign the Councils bank statements
- (iii) Noted receipt of £12,646.00, Parish Precept
- (iv) Resolved to approve the authorisation of Ms Joanne Wade as bank signatory for the Councils Unity Bank accounts and to hold the position of Administrator following confirmation from the bank as signatory. Ms Wade will have internet

access to all accounts and be authorised to make internal and external bank transfers.

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### **13/23** Payment of Accounts

- (i) Resolved to authorise payment of the accounts listed in the schedule of cheques dated 15 May 2023:

VIN 04 Garthside £950.00 Grass cutting March/April  
VIN 05 S Tarrant £239.75 Clerk 15.75 hours plus print  
VIN 06 Zurich £283.88 Insurance  
VIN 07 CALC £308.92 Subscription  
VIN 08 J Wade £200.16 May 2023 / 16 hours  
VIN 09 M Russell £25.51 Underpayment 2022/23  
VIN 10 D Johnson £90.00 Internal Audit fees  
VIN 11 K McIntosh £32.27 Dog show rosettes  
VIN 12 ICO £40.00 Data Protection  
Total £ 2170.49

- (ii) Resolved to accept the Parish Councils allocation of reserves for submission to the External Auditor.

- Survey field drains on the common. Resolved to spend £2000 and apply for grants if more money is required for the survey
- Resolved to research two additional defibrillators to meet the needs of the growing community
- Resolved to purchase a speed indicator/warning device (previously agreed )

Detailed costs for the above options to be presented and considered at the next meeting.

### **14/23** Planning Applications to considered

#### **App 23/0309 23 Small holding, Newby Cross, Carlisle**

Variation of condition 2 , previously approved 22/0362, to replace existing unit with new unit.

Resolved -No Observations

Members request that the applicant adheres to the conditions of the planning consent, e.g hours of work, disposal of waste etc.

Cllr Allison left the meeting at 8.10pm to attend another Parish council meeting in his Cumberland Council Ward.

### **15/23** Village Matters

Resolved to receive an update on village matters and any issues of interest

- (i) Car parking in the square and school pick up times (complaint) – Parish Council to request a PCSO presence

- (ii) Cumbria in Bloom – Cllr Chicken to ensure entries are confirmed for the Copse & Crescent as the closing date is this week. ?. Additional grass cutting and hedge trimming (only if it is an obstruction due to bird nesting season) to take place in preparation for the event. Cllr Chicken to contact the grounds maintenance contractor directly to make the arrangements.
- (iii) Village Hall Committee - £100.00 was raised from the dog show and meeting on 16 May 2023 to resolve issues with bookings.

**16/23** External Representation

None

**17/23** Schedule of Correspondence, Notices and Publications

Resolved to receive and note schedule of correspondence, notices and publications received since the last meeting and not on the agenda- previously circulated  
Resolved to research a climate carbon neutral policy including the possible installation of solar panels on the village hall for which grants are available. To be added to the agenda for the next meeting.

**18/23** Councillor Matters

None

Meeting closed 8.24 pm

**Next meeting 5 June 2023 @7.15 pm in Cummersdale Village Hall**