

Cummersdale Parish Council

Minutes of the Cummersdale Parish Council Meeting held on Monday 3 June 2024 at 7.00pm

Present Chairman Cllr K McIntosh
Councillors T Brown, B Craig, T Allison (Part) & K Nesworthy
Clerk J Cornah Wade

Apologies Councillors D Chicken, D Harrison, W Kerr & D Lowe

22/24 Apologies

Received apologies and approved reasons for absence from Parish Councillors D Chicken D Harrison, W Kerr & D Lowe

23/24 Appointment of Vice Chair

Resolved to appoint Cllr Bryan Craig as Vice Chair for the forthcoming year

24/24 Requests for Dispensations, Declarations of interest, gifts and hospitality

Cllr Keith McIntosh – 33/24 (24/0296)

No other requests for dispensation requested, no declarations declared and no gifts or hospitality received

25/24 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

None

26/24 Public Participation

No members of the public were present

27/24 External Representation

- a) Cumberland Councillor T Allison reported that the Gilbert Road (bridleway) gate had been lifted from it's hinge pin and that it requires securing, a gate bolt adding and a steel post to replace the deteriorated wooden post. Resolved that the Cumberland Councillor request the Public Rights of Way (PROW) officer to rectify the above.
- b) The Lonning (Gilbert Road bridleway circular to Cummersdale Common)
It was noted that the Cumberland Councillor had requested the PROW officer to attend to the overgrowth and overhanging branches encroaching onto the footpath.

28/24 Minutes of the last Cummersdale Parish Council Meeting

Resolved to authorise the Chairman to sign, as a correct record, the minutes of the Annual Meeting of Cummersdale Parish Council held on 7 May 2024

29/24 Review of and Adoption of Council Procedures

Resolved to defer considering adoption of the fully revised Financial Regulations and updated Financial Risk Management and Insurance policies until the next meeting.

30/24 Internal Auditors Report & Limited Assurance

- I. Resolved to receive the Internal Auditors report and acknowledge the recommendation to review the Parish Council Asset Register annually. Resolved that a review of the benches within the parish was not currently required as the majority have been replaced with recycled plastic benches or are newly installed.
- II. Resolved to submit the Parish Council's AGAR for Limited Assurance review by the external auditor Moore

31/24 Annual Governance and Accountability Return (AGAR) Year Ending 31 March 2024

- i. Resolved that the below responses to the Annual Governance Statements be made for the year ending 31 March 2024

Statement	Response
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 authority to conduct its business or manage 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 Audits Regulations	Yes
5. We carried out an assessment of the risks facing this 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 and control systems	Yes
7. We took appropriate action on all matters raised in reports from internal and 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 authority and where appropriate, have included them in the accounting statements	Yes

Resolved that the Chairman be authorised to sign Section 1 of the Annual Return for year ending 31 March 2024 on behalf of Cummersdale Parish Council

- ii. Resolved to approve the Statement of Accounts for year ending 31 March 2024 and the Chairman signed Section 2 of the Annual Return for year ending 31 March 2024 on behalf of Cummersdale Parish Council
- iii. The statement of variances was noted
- iv. The updated Asset Register 2024/25 was noted
- v. Resolved to receive notification of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for accounts year ending 31 March 2024 as being Thursday 13 June to Wednesday 24 July 2024

32/24 Finance**a) Bank Reconciliation**

- i. Resolved to receive and note the monthly reconciliation and balances to 31 May 2024

Unity Trust Bank:

Instant Access account £35,535.71

Current account £341.23

Total £35,876.94

- ii. Resolved to defer authorising the Chairman to sign the Council's bank statements until the next meeting due to the statements for 31 May 2024 not being available to download

b) **Invoices for Payment**

Resolved to authorise the payment of accounts totalling £649.36 listed in the payment schedule dated 29 May 2024:

Voucher	Date	Description	Supplier / customer	£ Net	£ VAT	£ Total
126	04/06/24	Data protection fee	ICO	40.00	0.00	40.00
127	30/06/24	Grass contract (June)	S Nicholson	280.00	0.00	280.00
128	04/06/24	Clerk travel expenses	J Cornah Wade	19.66	0.00	19.66
129	30/06/24	Clerk May Expenses (wfh)	J Cornah Wade	8.34	0.00	8.34
130	30/06/24	Clerk June Salary	J Cornah Wade	211.36	0.00	211.36
(131	19/05/24	Fuel expenses	R M Lowther	100.00	0.00	100.00)
<i>Payment approved 7 May 2024)</i>						
132	04/06/24	Internal Audit	David Johnson	90.00	0.00	90.00
133	18/05/24	Internal transfer	CPC deposit a/c	-500.00	0.00	-500.00
134	18/05/24	Internal transfer	CPC current a/c	500.00	0.00	500.00
135	04/06/24	Internal transfer	CPC deposit a/c	-1000.00	0.00	-1000.00
136	04/06/24	Internal transfer	CPC current a/c	1000.00	0.00	1000.00

c) **Receipts**

Resolved to acknowledge and receive the following receipt totalling £335.00:

102	06/03/24	Allotment Rent 24/25	Allotment Association	335.00	0.00	335.00
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33/24 Planninga) **Planning Applications**

- I. **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

Resolved to request an extension to submit comments due to the scale of the proposal and lack of consultation

- II. **Reference:** 24/0296 **Proposal:** Creation Of Farm Access Track **Location:** Land to the north/east of 44 Grace Lane, Dalston Road, Carlisle, CA2 6DA

Resolved that the clerk submit the following observation on behalf of Cummersdale Parish Council: Due to the length of the proposed farm access track consideration should be given to the provision of passing places

b) **Notices of Decision**

Resolved that the below decision be noted as received
GRANTED

Reference: 24/0161 **Proposal:** Replacement of 2no. existing roof windows with 2no. dormer windows to front elevation; erection of garage/shed to front **Location:** Mandalay, Dalston Road, Carlisle, CA2 6BX

34/24 Access road leading to the short term car park and allotment

Resolved that Parish Councillor Allison obtain permission from the school and quotations to enable consideration of applying for funding from the Fells and Solway Community Panel at the next meeting

35/24 The Copse

- a) Resolved that Cllrs Chicken and McIntosh continue to seek volunteers to assist with laying woodchip and ongoing maintenance
- b) It was noted that Cumberland Council Planning Department confirmed ownership of the land for the proposed barrier installation between the Copse and access road to Pirelli. It was also noted that the size of the barrier did not warrant planning permission. Consultation with the Green Spaces Team regarding any further permission is ongoing.

36/24 Councillor Matters

None

37/24 Date of next meeting

Monday 1 July 2024 at 7.00 pm in Cummersdale Village Hall (no meeting during August)

Agenda items to be submitted to the Clerk by Friday 21 June 2024

Meeting closed 8.15pm

Signed:

Date: 01.07.24

Chairman Cllr K McIntosh