

ROCKCLIFFE PARISH COUNCIL

**Minutes of the Rockcliffe Parish Council Annual General Meeting held on
Monday 15th May 2017 in Rockcliffe Community Centre at 7:30 p.m.**

RO 1/5/17 Election of Chairman for 2017/18

Cllr J Harper was unanimously elected Chairman (nominated by Cllr S Sidgwick, seconded by Cllr G Mounsey-Heysham) for the year and signed the Chairman's declaration of acceptance of office form. Cllr J Harper advised that this would be his fourth and final term of office.

RO 2/5/17 Election of Vice-chair for 2017/18

Cllr R Park was unanimously elected vice-chairman (nominated by Cllr J Harper, seconded by Cllr G Moss) in his absence.

RO 3/5/17 Apologies for absence

Cllr R Park, G Percival & County Cllr V Tarbitt.

RO 4/5/17 Present

The Chairman, Cllr J Harper, H Graham, G Moss, G Mounsey-Heysham, S Sidgwick & J Twentyman.

RO 5/5/17 In Attendance

City Cllrs J Mallinson & R Bloxham. Two members of the public.

RO 6/5/17 Declarations of Interest or Requests for Dispensations

Cllr S Sidgwick advised that he had recently been appointed substitute member on Carlisle City Councils Development Control Committee. Cllr R Bloxham also declared an interest in planning, as a member of the Development Control Committee.

RO 7/5/17 Minutes of the meeting of the Parish Council held on 20th March 2017

The minutes of the meeting of the Parish Council held on the 20th March 2017 were approved and signed by the Chairman.

RO 8/5/17 Public Participation

Two members of the public were in attendance.

Resident enquired as to if any progress on the extension of the AONB boundary had been made since the last meeting. Clerk advised that she had not heard anything back from the Solway Coast Partnership, as yet. This had made any progress difficult as they were to send further information on how the extension of the boundary could be progressed through Carlisle City Council.

AGREED: Clerk to write to Cllr T Sidgwick, Carlisle City Council representative on the Solway Coast AONB Partnership, to request that Carlisle City Council lodge a request to re-draw the boundaries.

AM

Cllr G Mounsey-Heysham reported on the current situation of the North West Coast Connections project proposed pylon line route. Advised that an alternative route was possibly in the pipeline that would follow the existing line, a pylon situated in the field behind Shapwath House and another pylon placed near Mr John Littles property. This would take the line further away from the village. Further discussion was then undertaken on the probability of the project progressing if the Moorside connection did not take place.

The editor of the new Eden & Lyne Buzz advised that the April/May issue had been produced and distributed. This had been funded by donations with the next issue due to go to press on Wednesday 17th May. The following edition for August/September had been sponsored by the Cumberland Building Society and over £500 in advertising revenue had been received to date. Reported that a committee had been formed and a formal constitution entered into. The editor and committee were thanked for all their hard work in producing the magazine.

Consideration was then given to correspondence concerning the location of funds for the previous village magazine - the Edenlyne News.

AGREED: council to take no-further action on this matter, at this time.

RO 9/5/17 Administration & Governance

9.1 Consultations Received

None received.

9.2 Meetings Attended

- Northern Resource Park Liaison Meeting 19th April 2017
No Cllrs had been able to attend.
- Local Government Boundary Commission Review Meeting held 10th April 2017
Clerk advised on her attendance of the meeting. Reported that the future review would look at individual ward boundaries and determine if any significant changes in elector numbers and distribution had occurred. If so, boundaries may need to be amended to ensure that electoral equality is maintained. Consultation due to begin in October/November 2017.

9.3 Appointment of Representatives 2017/18

RESOLVED: The following Parish Council representatives were agreed:-

- Beckburn Wind Farm Advisory Panel – Cllr J Twentyman, Cllr R Park (reserve).
Cllr J Twentyman advised that she was unable to attend the next scheduled meeting on the 6th June, when grants would be allocated. **AGREED:** Clerk to contact R Park to determine if he is able to attend.
The availability of minutes of previous meetings was also discussed, Cllr R Bloxham advising that these should have been forwarded to PC's.
- Northern Resource Park (Hespin Wood) Liaison Group – Cllr J Harper, Cllr J Twentyman (reserve)
- Rockcliffe Community (Brampton Skips) Liaison Committee – Cllr J Twentyman, Cllr J Harper (reserve)
- Cumbria Waste Management Grants Committee – Cllr J Harper

RO 10/5/17 Clerks Report

Highway Items

- Unsuitable for HGV's Sign - Cllr J Harper advised that no-one from highways had contacted him as yet, about this issue;
- Litter picking on Etterby Street, Cargo, Rockcliffe road & Western Bypass – thought to have been undertaken;
- Concrete Block on highway verge – advised as removed;
- Repair of cast-iron road sign – no progress on this issue. Clerk to notify Cllr V Tarbitt;
- Redhills highway flooding – no progress on this issue advised. Clerk to notify Cllr V Tarbitt;

Edenlyne News

See earlier item under public participation.

Solway Coast AONB Partnership – Extension of AONB boundary to include Rockcliffe

See earlier item under public participation.

St Mary's Church, Rockcliffe – grant funding

PCC advised that future requests for grant funding would need to be received in November – prior to the precept being set for the following financial year.

Community Resilience – List of Emergency Contact Numbers

Cllr R Bloxham advised that due to changes in structure, no official emergency contact list existed at the moment. When a list is received, this would be forwarded to the Clerk.

Asset Register – disposal of printer

Clerk advised that the printer had been found to be faulty after long-term storage in her loft.

RESOLVED: permission to dispose of the printer was granted.

AM

VT
VT

RB

AM

DRAFT MINUTES TO BE AGREED AT MEETING TO BE HELD 17TH JULY 2017

Skipton Building Society

Advised that the bond has been placed into a short-term instant access investment, until the Rockcliffe Centre advise on the level of funding required for repairs.

Summer Play Scheme 2017

Play scheme to take place on Wednesday 16th & 30th August 2017.

Community Litter Pick – 22nd April 2017

It was agreed that the litter pick had again, been very successful with a large number of plastic bottles, tyres, etc. having been collected. Thanks were given to Cllr R Park for collecting the equipment and Cllr R Bloxham for arranging the loan of the equipment and disposal of the rubbish collected.

Notice board Repairs – Todhills

Letter of thanks sent to Mr B Graham for repairing the boards.

Millennium Footbridge Replacement

Clerk reported that the Countryside Development Officer had advised that consents had now been gained for replacement of the bridge and a contractor was about to be appointed. Costs are to be funded by the Rural Payments Agency, with work expected to begin at the end of June 2017.

RO 11/5/17 Correspondence

- *Connecting Cumbria Digital Inclusion Programme Event* – request for help to organise an event in Rockcliffe. **Agreed:** to invite the respondent to the July meeting to explain what would be required to participate.
- *Request to hold a birthday party on the village green.* **Agreed:** no objections. Cllr J Harper to contact the respondent.

AM

JH

RO 12/5/17 Financial Matters

12.1 Resolved that the following payments be approved:-

A McCallum – April & May salary of £153.25 (D/D 1/4 & 1/5/16)	306.50
A McCallum re-imburements for March/April 2017	59.27
A McCallum – additional hours worked Nov/Dec 2016	286.28
CALC – Annual subscription 2017/18	218.28
Zurich Municipal – Insurance 2017/18	257.60
J Airey – Internal audit fee 2016/17	35.80
Envirocare – grass cutting April 2017	78.00
D Malley – payroll administration 2017/18	63.50
Castletown Estate – Annual license fee for footpath	1.00
Armeria (UK) Ltd – Annual license fee for footpath	<u>1.00</u>

12.2 Financial Statement

A financial statement for the period up to the 30th April 2017 was received and approved:-

Opening balance 1st April 2016	4,310.72
Income to 30 th April 2017	4,850.00
Expenditure to 30 th April 2017	153.25
Bank reconciliation at 30 th April 2016	9,007.47

12.3 Income Received

Reported that precept payment from Carlisle City Council of £4,800, Carlisle City Council grant for finger post repair of £50 and VAT repayment of £78.59 had been received.

12.4 Accounts 2016/17

The accounts for the financial year ending 31st March 2017, end of year budget summary and the internal auditors report had been circulated for approval alongside the agenda.

Clerk advised that the internal auditors report had recommended that a list of all expenditure for items exceeding £100 required to be published on the PC website prior to 1st July 2017 and that this was a new requirement of the Transparency Code. Also highlighted that Rockcliffe's Financial Regulations require that a Councillor (other than the Chairman) signs the bank statements to verify the bank reconciliation.

Resolved: the accounts for 2016/17, end of year budget summary and internal auditors report were approved. The recommendations of the internal auditor were agreed and the Clerk to publish a list of expenditure for all items over £100 and a Councillor (other than the Chairman) to sign the bank statements.

12.5 Audit Commission Annual Return 2016/17

The Council was requested to approve the statement of approval and annual return for the y/e 31st March 2017. Clerk advised that the accounts would be made available for inspection by members of the public from the 8th June to 17th July 2017 and this would be publicised via notice boards and the web site.

Resolved: Chairman and Clerk were approved to sign the return.

Clerk left the meeting while consideration of 12.6 & 12.7 was undertaken.

12.6 Pension Scheme for Clerk

The council were advised of their legal duty to provide a pension scheme for the Clerk and to determine if any employer contributions were to be made. A Cumbria Association of Local Councils guidance sheet on pensions had been circulated to Cllrs, alongside the agenda.

Resolved: Government NEST scheme to be offered from 1st June 2017. Employers contribution rate of 3% to be paid into the scheme, on behalf of the Clerk.

AM

12.7 Clerk's Working Hours

A review of the Clerks working hours was undertaken. This had been found necessary due to additional duties being required since her initial appointment.

Resolved: Hours to be increased from 16hrs to up to 25 hours per month. Clerk to keep timesheets of hours worked and duties undertaken.

RO 13/5/17 Village Matters

13.1 Beckburn Wind Farm Community Fund

Consideration was given to the formation of a working group to decide how funds are to be distributed, e.g. advertising, procedures, timescales, etc.

Resolved: Working group to be formed. Cllrs J Harper, J Twentyman, Clerk and any other interested councilors being invited to join.

13.2 Riverside Housing Pensioners Bungalows, Blencarn Park

Discussion was undertaken on Riverside Housings apparent policy to disperse of the pensioner's bungalows into private ownership. City Cllr Ray Bloxham advised that he had written to the Chief Executive of Riverside Housing and was awaiting a reply – which he would pass on to the council. Cllr advised that one bungalow had recently been let and that no age restriction on occupation now existed on the properties.

RB

13.3 Dog Fouling – Crindledyke Estate/Harker Road Ends

Consideration was given to the high level of dog fouling in the area and measures that could be taken to deter it. Suggestions included the provision of bin in the area, which would have to be an existing bin that had been moved from another area. Also suggested that an article is included within the Eden and Lyne Buzz to advise on the hazards of letting your dog foul in public spaces.

Resolved: City Cllr Ray Bloxham to determine if a litter bin could be placed in the area and if this would be emptied by Carlisle City Council. To also get dog fouling stickers. Chairman to compose an article to be included within the next edition of the Eden & Lyne Buzz.

RB

13.4 License for Permissive Footpath, Rockcliffe

Licenses for the permissive footpath dated 1st June 2017 to 31st May 2018 had been received and the Clerk requested permission for these to be signed by herself, on behalf of the PC.

Resolved: Approved.

Licenses for Castletown Estate & Armeria (UK) LLP were then signed by the Clerk.

RO 14/5/17 Councillor Matters

Cllr S Sidgwick requested an update on the Blencarn Park village green registration.

Agreed: Clerk to pursue.

AM

Cllr G Moss advised that he was intending to submit a grant application to the PC for a grant to help cover the annual scout camp from the Beckburn Windfarm fund.

Cllr H Graham advised that she had been trying to progress the disposal/re-erection of a damaged water main marker post with United Utilities, but following a site visit by UU, the employee had informed her that as the marker post was not identified on their maps it was not their responsibility to fix or remove it. Cllr G Moss to progress.

GM

Cllr J Harper advised that there was a dead sheep near the beck.

City Cllr R Bloxham & J Mallinson left the meeting at 9.10 p.m.

RO 15/5/17 Planning Matters

15.1 Applications

1/17/9008 North West Recycling – Section 71 variation of conditions 17, 18 & 20 of planning permission reference 1/09/9002 Unit A Rockcliffe Estate, Kingmoor Park, Carlisle.

Resolved: to '**object**' to the application due to:-

- The current operating hours are regularly in breach of the existing planning consents - the site operating over holiday periods and Sundays;
- it is unclear from the application where staff parking is now to be provided – the application advising that this area is now to be used for storage;
- the storage of additional waste is considered detrimental to residential amenity and clarification is requested on if the required fire assessments have been undertaken;
- to request that a site visit is undertaken.

Cllr S Sidgwick left the meeting at 9:22 p.m.

17/0297 Station House, Low Harker – erection of single storey extension to west elevation to provide sun lounge and study;

Resolved: to submit 'no observations'.

DRAFT MINUTES TO BE AGREED AT MEETING TO BE HELD 17TH JULY 2017

17/0290 Land adjacent to Waverley, Station Road, Harker – variation of Conditions 2 (approved documents) of previously approved permission 16/0315 (vehicular access relocated to facilitate revised drainage details).

Resolved: to submit 'no observations'.

The following applications have been agreed or commented on by the Clerk under Delegated Powers and after consultation with members by e-mail, in view of the time constraints for submission of observations:-

1/17/9006 Hespın Wood Resource Park & Landfill site – extension to existing materials recovery facility.

Resolved: to '**object**' due to the increase in HGV movements and the effect on highway infrastructure; detrimental to residential amenity and increase in litter levels.

1/17/9001 Hespın Wood Resource Park & Landfill site – amendment of Condition No. 1 to extend the life of the permission from 31st October 2020 to 31st October 2039; Condition No. 41 amend the plans to undertake the deposit of waste in different phases and to different pre-settlement contours from 44m AOD to 45m AOD.

Resolved: to submit 'no observations'.

Permission Notices Received

17/0109 Oak View, Todhills – demolition of existing cottage and erection of replacement bungalow with detached garage;

17/0120 Beckfoot, School Lane, Rockcliffe – variation of Condition 2 (approved documents) of previously approved planning permission 12/0207 to change the fenestration to the west elevation and modifications to the plans;

17/0200 Ghyllwood, Low Harker, Harker – single storey extension to provide 2 No. bedrooms and shower room.

RO 16/5/17 Date of Next Meeting The next meeting will be held on Monday 17th July in Rockcliffe Community Centre.

The meeting closed at 9:30 p.m.