

DALSTON PARISH COUNCIL

Minutes of the annual meeting held at Forge Green on Tuesday 13th May 2008.

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| PRESENT | Mr A R Auld (Chairman) | Mr J F G Kelsey |
| | Mr D C Cowen | Mr I Newton |
| | Mrs P Dalton | Mrs J L Rawstron |
| | Mr D W Hand | Mr O J Rickerby |
| | Mr G Harrison | Mr S Scaife |
| | Mrs F Kaye-Krzeczkowski | Mr S A Sinclair |

1 ELECTION OF CHAIRMAN

Resolved, proposed Mr Kelsey seconded Mrs Dalton to elect Mr A R Auld as Chairman for the next Council year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

Mr Auld completed and signed the Declaration of Acceptance of Office form for 2008/09.

3 APPOINTMENT OF VICE CHAIRMAN

Resolved to provisionally appoint Mr B Craig as Vice Chairman for 2008/09. **Resolved**, proposed Mr Auld seconded Mr Harrison that the position of vice-chairman/chairman elect should be considered by the Policy and Resources Committee.

4 APOLOGIES

Apologies for absence were received from Mrs C Millar (family commitment), Messrs D B Craig (holiday) and R J Potter.

5 MINUTES

The minutes of the monthly meeting held on 8th April 2008 were agreed and signed as a true record.

6 COMMITTEES AND APPOINTMENT OF COMMITTEE MEMBERS

Resolved, proposed Mrs Dalton seconded Mr Harrison to form two Committees for the year: Policy & Resources and Property & Maintenance. **Resolved** that Mesdames Dalton, Kaye-Krzeczkowski, Millar (subject to confirmation) and Rawstron, Messrs Auld, Craig, Hand and Kelsey were appointed as members of the Policy & Resources Committee. **Resolved** that Messrs Auld, Cowen, Harrison, Newton, Rickerby, Potter, Scaife and Sinclair were appointed as members of the Property & Maintenance Committee.

7 DECLARATION OF INTEREST

Mr D Cowen declared and recorded an interest in agenda items 13 & 14 - Station entrance & Cumbria in Bloom.

Mr I Newton declared and recorded an interest in agenda item 11 – planning application 08/0324

Mrs J Rawstron declared and recorded an interest in agenda item 12 – Dalston WI member.

Mr O J Rickerby declared and recorded an interest in agenda item 14a) – Library.

8 PUBLIC PARTICIPATION

Apologies for absence were received from Councillor S Tweedie. Councillor J Collier stated that Network Rail had taken a long time to attend to the railway bridge repair, but the resultant job was worthwhile. Cumbria Highways was catching up with road repairs and patching would be done on

Newbiggin Road but the Local Committee had not approved the work at Hawksdale. A purge on the unauthorised HGVs travelling through Dalston was to be carried out. The next Neighbourhood Forum was being held on 23rd June 2008 at Caldew School.

Councillor N Clarke advised the Parish Council that she had been communicating with Cumbria Highways regarding HGVs turning onto Mitchell Brow from Buckabank and getting stuck by the White Bridge – Cumbria CC was being asked again to provide appropriate signs to alleviate this problem.

Councillor T Allison raised a Cemetery matter – the Clerk indicated it was already an agenda item. Some discussion took place on speculations regarding Sir John Hall enquiries and offers to buy land in order to build a southern bypass from Newby West via Brow Nelson to the M6 J42. Although an outer ring road was included in the Local Transport Plan 2, no route had been identified and it was felt that it only might be a major project for the future. Concern was expressed regarding the availability of jobs for people living in the proposed housing development included in the Carlisle Renaissance (Development Framework and Movement Strategy) proposals, depending on whether Carlisle was recognised as a sub-regional development centre. The monthly crime report was read out.

9 ANNUAL INSURANCE REVIEW AND RISK ASSESSMENT

The Clerk reported on the observations that Ross Lloyd had made regarding the insurance renewal papers. It was agreed to ask Allianz about cover and a quote for a Motor Contingent Liability extension. **Resolved**, following confirmation that the figures and cover were adequate, to pay the insurance premium of £2,207.67. The risk assessment schedule of the Parish Council assets had been checked by the Clerk and was due for a fuller review next year. Inspections of the riverbank and Cemetery had been carried out at intervals during the year and Councillors were requested to check on the assets in their area on a regular basis. It was **resolved**, proposed Mr Kelsey seconded Mrs Dalton that the completed application form for increasing the Fidelity Guarantee insurance cover from £40,000 to £60,000 was correct and should be signed by the Chairman and other signatories for submission to Allianz. A complaint received about the condition of the play area surfacing was to be passed on to the Recreation Association for attention.

10 PLANNING DECISIONS

08/0145 7 Craikgarth – single storey rear extension to provide enlarged living room and dining area – approved 3 conditions.

11 PLANNING APPLICATIONS

08/0193 Paragon Veterinary Group – change of use from domestic to office – no observations.

06/1414 Orton Grange, Wigton Road – erection of 2no. substations to house electric meters for residents (retrospective application) – revised plans – no observations. Councillor Clarke offered to make enquiries about Carlisle CC Policy Statements on mobile homes.

08/0283 Station Road – display of 2no. directional signs – no observations.

08/0308 Lime House School, Holm Hill – renewal of temporary permission for classroom block – no observations.

08/0321 Land adjacent to 12 Lingey Close – change of use from agricultural to domestic garden – no observations.

08/0377 Holly Cottage, 9 The Green – two storey extension to side and rear of dwelling (revised application) – no observations.

08/0324 Land adjacent to Townhead Road – erection of wooden shelter for ponies (retrospective) – **resolved**, proposed Mr Hand seconded Mr Cowen to object as the development was felt to be an intrusion into the landscape and open countryside as per Carlisle District Local Plan Policy CP1 Landscape Character – carried 2 in favour, 10 abstentions.

08/0381 Gill Farm, The Gill – proposed agricultural workers dwelling (outline) (revised application) – no observations.

Information received from Development Services regarding consultations on line – no support for immediate action

12 ANNUAL PARISH MEETING REVIEW

It was agreed that it was a moderately attended good Annual Parish Meeting with Dr Jim Cox OBE as an excellent speaker and constructive Police input from Sergeant Paul Senior. Thanks were extended to Dalston WI for providing refreshments - **resolved** to give £40 to their funds from the Chairman's allowance.

13 CORRESPONDENCE

- 1 Cumbria CC Minerals and Waste Development Framework – consultation on the Submission Draft Core Strategy and Generic Development Control Policies – no comments.
- 2 Cumbria CC Development of Extended Services in the Dalston Area meeting 11th June – Mrs Dalton agreed to attend.
- 3 CALC Training & Development Events Programme – June 5th The New Councillor – Mesdames Kaye-Krzeczkowski and Millar, Mr Scaife to attend.
- 4 Cumbria PCT letter and follow up to Closer to Home consultation and the Cumberland Infirmary – noted.
- 5 Kingswood Local Liaison Committee meeting 26th April – Mrs Dalton reported that planning applications for a) increased numbers and ages b) mixed occupation for housing and offices were expected shortly. The appeals date had not been set. There had been no occupancy of the site since November 2007.
- 6 Cumbria CC Working in Your Locality and Highway Stewards – the Clerk outlined the schemes, but it was hoped that more information would be available for the next meeting. Councillor Collier offered to find out if the Highways Steward was in place for the Dalston area.
- 7 Carlisle CC letter re the removal of BT pay phones including at New Road, Gaitsgill and Raughton Head. The Parish Council had not been consulted by BT regarding this proposed action. It was **resolved** to object as the nearest phone box would be in the centre of Dalston and mobile phone reception was poor in all three locations. Information on the usage was to be requested
- 8 A copy of the response from Mr Tolson, Carlisle CC Highways Operation Manager had been received regarding the ‘ponding’ area on Station Road, indicating that it was not responsible for remedial works. Mr Cowen advised the Parish Council that the problem could cost up to £2,000 to resolve. **Resolved**, proposed Mr Harrison seconded Mrs Kaye-Krzeczkowski to instruct Bingham Yates to obtain a quote for carrying out the required works subject to a satisfactory remedy being proven by appropriate design and levels.
- 9 The Festival Committee had asked the Parish Council to consider sponsoring a cup to be awarded annually to the winner of the Scarecrow competition. It was **resolved** to support the purchase of a cup up to £70 value. The Festival Committee was to be responsible for the ongoing insurance cover for the cup

14 GARDENS AND MAINTENANCE

- a) Library – the Clerk reported on the Working Group meeting that had taken place on 8th May 2008. The Capita Symonds review of the possible locations in Dalston had been made available and Cumbria CC representatives were making some further enquiries. Mr Sinclair indicated that the daytime use of the Victory Hall Social Room had diminished following the opening of the Recreation Building.
- b) Cumbria in Bloom – an application had been made to Houghton Hall Garden Centre for compost and 10 bales had been awarded to Dalston for distribution and use in various locations. It was agreed that St Michael's School should be asked whether some of the pupils would carry out a survey of the wildflower species planted in Forge Green meadow last year.
- c) Cycleway – the Clerk reported on dialogue with PC Hird regarding a suggestion by a member of the public for CCTV and the access points being used by motorcycles. Remedial work to the sections of collapsing riverbank was being pursued and the Carlisle CC dog warden was monitoring the fouling issues at the Dalston end. It was suggested that the youth groups and some school pupils might like to be involved in an organised litter pick with incentive vouchers being available on completion.

- d) Mr Cowen agreed to draw up a specification to seek tenders for external repairs and painting of Forge Green.
- e) An incident of excessive litter being left in the White Bridge area by Caldew pupils following a picnic during the day was to be reported to the school.

15 ANNUAL AUDIT

Copies of the Assets Register were available and it was accepted as correct. The Internal Auditor had checked the accounts for 2007/08 and found the books to be in order. He had proposed that the Station access project income and expenditure should be recorded as a separate item and this had been done in the Notes to the accounts. Mr Couling also suggested that the level of electricity standing charges should be investigated and enquiries were to be made with E-on as part of the contract review. The effectiveness of the Internal Audit procedures was considered and it was agreed that the practices and measures in place were satisfactory. Mr Couling carried out the internal audit requirements in a competent and independent manner, working with the Responsible Financial Officer on the key areas of the accounts as necessary. **Resolved** to approve and sign the Cashbook and Annual Return Statement of Accounts 2007/08. **Resolved** to complete, approve and sign the Statement of Assurance. It was **resolved** to record the thanks of the Parish Council to the Clerk/RFO for attending to its financial affairs and keeping accurate accounts.

16 ACCOUNTS

Resolved to approve the monthly expenditure and record of income.

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| 1 | City of Carlisle – recycling centre plastics container excavation | 300.00 |
| 2 | British Gas – gas supply 01/05/08 DD | 25.93 |
| 3 | Cumbria Playing Fields Association – affiliation fee | 21.00 |
| 4 | Dalston Victory Hall – APM hall hire | 35.00 |
| 5 | Dalston WI – APM refreshments donation/Chairman’s expenses | 40.00 |
| 6 | Mrs E Auld – salary £609.84, expenses £6.67 | 616.51 |
| 7 | Derek Tolson & Son – Station access phase 2 | 18,364.66 |
| 8 | E Davidson – grave digging ashes space | 40.00 |
| 9 | Staples – cartridge, copy paper | 43.05 |
| 10 | Allianz Insurance plc – annual insurance premium | 2,207.67 |
| 11 | Dalston WI – APM refreshments donation – Chairman’s allowance | 40.00 |
| 12 | Allan Gregory – 1 Forge Green repairs. Mr Cowen agreed to examine work prior to payment. | 406.79 |

Income:

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|----|--|-----------|
| 1 | City of Carlisle – Precept 2008/09 | 33,600.00 |
| 2 | Carl Collins – 2 Forge Green rent 15/04, 22/04, 29/04, 06/05 | 380.00 |
| 3 | J Tremble – grave space purchase, burial ashes fee | 405.00 |
| 4 | Walkers – burial fee | 290.00 |
| 5 | Beattie Memorials – additional inscription 17/04 | 35.00 |
| 6 | Beattie Memorials – headstone 23/04 | 55.00 |
| 7 | Dalston Post Office – 10 map packs | 20.00 |
| 8 | Linda Hogg – 1 Forge Green May rent 06/05 | 234.00 |
| 9 | Enact – administrative fee Pinfold | 23.50 |
| 10 | J Tremble – burial ashes fee | 85.00 |

Community a/c balance 30/04/08 £2,394.84 (£716.50 un-presented)

Business Reserve a/c balance 30/04/08 £62,828.88

Resolved that Mesdames P Dalton and J L Rawstron, Messrs J F G Kelsey and D Hand should be signatories for the National Savings Bank account - the required paperwork was completed and signed.

The Clerk reported that a non domestic rating assessment had been carried out at Forge Green. There was no change to the rateable value but a small adjustment had been made to the amount payable.

A letter had been received regarding the E-on contract review period for fixed electricity charges for 2008 – 2011 – the Clerk agreed to follow this up.

It was **resolved** to retain the Parish Council members travel allowance at 40p/mile.and set the Chairman’s allowance for expenditure up to £200 maximum for the year.

CEMETERY MATTERS

- a) Interment of ashes: Constance Thompson 09/05/08 Ward 2 Section M Space 51
- b) Beattie Memorials: granite Desk Marker 'Treasured memories of Christopher David Scott precious son, brother and uncle died 5th Jan 2007 aged 39 years' – suggested that the existing curved front headstone base was cut straight to accommodate the additional marker as an integral part of it rather than it appearing to be a second memorial on the grave space and creating grass cutting difficulties. Copy letter from Councillor Allison to the applicant received and noted.
Cumbria Memorials: granite headstone 'In loving memory of a wonderful Mum and Nan Carol Johnson who died 27th March 2008 aged 62 years' – approved.
Beattie Memorials: additional inscription 'also Eleanor J Nicholson a loving wife, mam and grandma who died 6th December 2007 aged 83 years Together' – approved.
Alan and Ailsa Dinning: cremated remains grave space purchase Ward 4 Section C Space 31b – approved.

The meeting closed at 9.48pm.