

DRAFT MINUTES TO BE AGREED AT MEETING TO BE HELD 8TH JUNE 2010

DALSTON PARISH COUNCIL

Minutes of the **Annual Meeting** held at Forge Green, Dalston on Tuesday 11th May 2010.

PRESENT

Mr R Auld	Mr D Gray
Mr T Baxter	Mr J Kelsey
Mr D Cowen	Mrs C Millar
Mr DB Craig (Chairman)	Mr I Newton
Mrs P Dalton	Mr R Potter
Mr C Drouet	Mr O Rickerby
Mr P Ebbatson	Mr O Roberts
Mrs F Kaye-Krzeczkowski	

1. ELECTION OF THE CHAIRMAN FOR THE COUNCIL YEAR 2010/11
Cllr Craig was voted unanimously as Chairman for the council year 2010/11 and the Declaration of Acceptance of Office was duly signed and accepted.
 2. ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2010/11
Cllr Auld was voted unanimously as Vice-Chair for the council year 2010/11 and the Declaration of Acceptance of Office was duly signed and accepted.
 3. DECLARATIONS OF ACCEPTANCE OF OFFICE 2010/11
Following the election, all Councillors signed Declaration of Acceptance of Office forms and undertook to abide by the Council's Code of Conduct.
Cllrs were also reminded that expenses forms needed to be completed and returned to Carlisle City Council before the 3rd June 2010.
 4. MINUTES
The minutes of the monthly meeting held on the 13th April 2010 were agreed and signed as a true record.
 5. COMMITTEES AND APPOINTMENT OF COMMITTEE MEMBERS
 - **Policy & Resources Committee** – Members appointed are Chair, Vice-Chair, Cllrs Dalton, Drouet, Kaye-Krzeczkowski, Kelsey, Millar & Roberts.
Meeting to take place on Tuesday 1st June, 7:00 p.m. at Forge Green Office.
 - **Property & Maintenance Committee** – Members appointed are Chair, Vice-Chair, Cllrs Baxter, Cowen, Ebbatson, Gray, Newton, Potter & Rickerby.
Members to meet at Forge Green Office on Thursday 3rd June at 7:00 p.m. This will be a walk around the Parish to identify areas of concern, e.g. river erosion, followed by a meeting at Forge Green Office.
Meeting to be publicised and residents invited to attend and bring matters to the attention of the Parish Council.
- It was also proposed to form a working group for the Kingsway environmental project and car park.
Agreed: Working group to be formed to consist of Chair, Vice-Chair, Cllrs Cowen, Gray, Rickerby and Dalton.
6. DECLARATION OF INTEREST
Mr D Claxton, Chief Officer, Cumbria Association of Local Councils (in attendance) outlined the requirement to declare personal or prejudicial interests, for the benefit of new members.
No declarations recorded.
 7. PUBLIC PARTICIPATION
Cllr T Allison, Mr A Edgar, Orchard Grounds Maintenance and Mr D Claxton were present. Cllr N Clarke sent her apologies due to holidays.

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Cllr Allison reported:-

Library Building – re-location to old Post Office Building

Conversations had been held with the owner and a possible site meeting could be imminent. However, the adjacent business had also indicated that it may like to lease the space. Cllr Allison to report further progress to future meetings.

Bollards – Crumbs Corner

Due for delivery. Correspondence between Cllr Allison and R Hayward, Highways Officer advised that future maintenance by Carlisle City Council would include painting, etc. but if replacement bollards were required that these would be plastic. **Agreed:** to authorise purchase of bollards, Cllr Craig to circulate design to Cllrs.

Movement of 30 m.p.h. Illuminated Signs – Carlisle Road

Highways have agreed to move these signs, R Hayward to send confirmation of this to Parish Council.

Station Car Park

Advised that he was willing to fund the insertion of tarmac into a dip in the pathway. Cllrs advised that this area was the responsibility of Carlisle City Council. Cllr Allison to investigate maintenance responsibilities.

Also advised that he had a yearly budget of £12,000 and would like the Parish Council to suggest projects to which this funding could be applied.

Mr Andrew Edgar, Orchard Grounds attended the meeting to clarify issues raised by members of the public over on-going grounds and tree maintenance work. Advised that he had investigated the legal requirements with Mr Charles Bennett-Jones, Tree Officer, Carlisle City Council as to undertaking tree maintenance at this time of year with regard to nesting birds and advised the Council of risk assessment procedures undertaken to avoid disturbing the habitat. Also advised of difficulties experienced in cutting the Kingsway area due to the wet autumn. **Agreed:** Orchard Grounds to work to current contract arrangements, the contract to be reviewed at the Policy & Resources meeting to be held on 1st June.

8. PLANNING DECISIONS

10/10/0124 Dalston Hall Caravan Park, Dalston – variation of conditions 3 & 4 relating to planning application 82/0719 to allow seasonal occupancy of twenty touring stances, and the occupancy of the remaining 31 touring stances on for a maximum of 14 nights in any consecutive period of twenty nights, during the period 1st March and 31st January the following year – approved.

08/0600 Westwood Nurseries, Orton Grange – garden centre retail development incorporating restaurant/cafe and farm food hall, with ancillary works including car parking, access, greenhouse horticultural interpretation centre, outdoor display/demonstration areas and landscaping – approved 23 conditions.

9. PLANNING APPLICATIONS

10/0321 Stoneleigh, Chalkfoot, Dalston – two storey side extension to provide dining room on ground floor with covered link to existing garage and 1no. en-suite to existing bedroom at first floor level.

Resolved: no observations.

Notice of Withdrawal of Application:

10/0253 Cumbria County Council, Barras Lane Industrial Estate – erection of 2.4m high security fencing. Withdrawn as should have been submitted through County Council, rather than Carlisle City Council.

10. ANNUAL PARISH MEETING REVIEW

A review on items brought to the Parish Councils attention at the meeting was undertaken. Of concern was the frequency of HGV movements through the village. **Agreed:** Request that PC C Hird enforce the current regulations regarding HGV movements through the village. Other areas of concern i.e. resurrection of southern by-pass, dog fouling and litter to be monitored.

Also **Agreed:** Clerk to write to WI thanking them for catering for the AGM.

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11. ANNUAL INSURANCE REVIEW

Council advised that current levels of insurance cover had been examined by Mr McKnespiey, and reported that he is satisfied that the policy provides adequate cover.

Resolved: to renew cover at a cost of £2647.24.

12. PARISH TRUST

Consideration was given to the minutes of the meeting held on the 19th April 2010, which had been circulated to members. Identified further actions being:-

- That the aims and objectives of the trust need to be clarified and drafted;
- Council agreement for the formation of a Trust to be gained;
- to determine the benefits/negatives of the Cumbria Community Foundation administering the funds on behalf of the Council – following further investigation this was thought to be unlikely, due to the requirement of a minimum donation of £15,000.

Resolved: Trust to be formed, further meeting to be held.

13. DOG FOULING

Clerk circulated sign designs. Costs for metal signs estimated at £35 + VAT per sign.

Resolved: Clerk to finalise design and order 7 in total to be placed on gates at village green, Cemetery and Railway Footpath.

Also **Agreed** for Clerk to contact PC Hird to determine what powers PC's & PCSO's have to issue fines.

14. TRAINING FOR COUNCILLORS

Consideration was given to the offer from Mr M Lambert, Legal & Democratic Services, Carlisle City Council for a training session on the Code of Conduct. **Agreed:** to accept the offer, and determine if this could take place prior to the ordinary monthly meeting in June at 7:00 p.m. Ordinary monthly meeting to take place at 7:30 p.m.

15. LOCALITY WORKING – MEETING TO BE HELD 26th MAY, FORGE GREEN

Cllr Auld, Chairman of Carlisle Parish Council Association advised on a series of meeting's to be held, to instigate parish clustering. The clustering to be issue based, rather than of fixed geographic clustering. Examples in Dalston ward being given as the Dalston-Cummersdale Cycle path and southern by-pass. Each Parish Council being invited to send two representatives.

Agreed: Cllr Craig, Kelsey and Dalton (provisionally) to attend.

16. CORRESPONDENCE

- 1 Cumbria Highways – plans for pre-surface dressing work to be carried out in the area over the next four months - noted.
- 2 Carlisle City Council – Forward plan of key decisions 1st May to 31st August 2010 - noted.
- 3 CALC – Community Owned Renewable Energy Conference 22nd May, Penrith Methodist Church 9:15am-3:15pm. Agreed that Cllr Auld & Drouet to attend.
- 4 CALC Circular – May 2010 - noted.
- 5 Stagecoach North West – the Cumbria & Lakes rider timetables summer 2010 - noted.
- 6 Cumbria Minerals & Waste Site Allocation Policy & Proposals map – now submitted to planning inspectorate. Hearing in public sessions to be held in the summer - noted.
- 7 Cumbria County Council – Diversion order on Roewath bridleway received and approved. Also reported was correspondence received from Redspearlands Footpath Group concerning possible fundraising towards costs of a replacement bridge.

17. GARDENS AND MAINTENANCE

a) Clerk reported that:

- Police Parking Area – work now completed. Reported that it had been necessary to remove the gate. **Agreed:** Clerk to purchase sign stating 'Police Parking Only'.
- Parish Paths Initiative – Grant for railway footpath kissing gates. Clerk advised that owner had indicated his willingness to proceed with the insertion of gates. **Agreed:** Clerk to pursue grant application for railway footpath.

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Reported by Cllr that Bishop Rainbow's grave was overgrown and requested that this be tidied.

Agreed: Clerk to action.

18. ACCOUNTS

It was **resolved** to approve the monthly expenditure and record of income.

Expenditure:

1.	Business Rates – Forge Green Office D/D 01/04/10	61.10
2.	Business Rates – Cemetery D/D 01/04/10	32.91
3.	O2 - Mobile Phone – D/D 07/04/10	26.32
4.	British Gas – Office Gas bill – D/D 26/04/10	28.80
5.	Orchard Grounds Maintenance – April cemetery maintenance	370.00
6.	Orchard Grounds Maintenance – April grounds maintenance	283.33
7.	Andrea McCallum – Salary £631.60 & Reimbursements £26.52	658.12
8.	Aon Ltd – Insurance renewal 2010/11	2647.24
9.	Staples – Stationery	4.68
10.	Mrs Watson – Cleaning of Forge Green office Oct-April 2010	52.50
11.	Bob Lancaster – Replacing 4 x external lights at Forge Green Office	364.25
12.	Carlisle Business Supplies – Box Paper	14.63
13.	Cumbria Playing Fields Association – Affiliation fees 2010/11	21.00
14.	S Bell – Chimney Sweep – Remove birds nest & fit two cowls 2 FG (paid)	155.00
15.	British Telecom – Internet Fees 1 st May-31 st July	88.13
16.	Dalston Victory Hall – AGM Hall Hire	35.00
17.	S Scaife – Paint & brush for tree enclosure in Cemetery	20.96
18.	N Park (Fencing) – Parking bay at St Michaels school	517.00
Total		£5380.97

Income:

1	C Collins – Rent 2 Forge Green 6/4/10-27/04/10	400.00
2	L Watson Rent 1 Forge Green 01/04/10 – 30/04/10	244.83
3	R Bain – 2 x Mug Purchase	6.00
4	Cumbria Memorials – Headstone inscription fee for C Kavanagh	65.00
5	Carlisle City Council – Precept 2010/11	40480.00
Total		£41,195.83

Community a/c balance 30/04/10 £1,539.88 (uncashed - £354.50)

Business Premium Step Saver a/c balance £51,034.25

19. CHEQUE SIGNATORIES

Due to the retirement of authorised cheque signatories, nominations for new signatories were requested.

Resolved: Cllr Gray & Ebbatson to be signatories.

20. NATIONAL CAR ALLOWANCE RATES - CLERK

The Council was asked to consider the new NALC travel rate of 65p/mile for employees.

Resolved: new rate of 65p/mile accepted.

21. CEMETERY MATTERS

a) Internments: Adrian Wilson, burial Ward 5, Section K, Space 30

b) Churchyard Maintenance – Advised that safety inspection undertaken 16th April - 14 headstones to steady and 1 hole to fill. Procedures questioned as to if the Clerk may authorise work to be undertaken directly.

Agreed: to take this item to the Policy & Resources meeting to be held on 1st June for discussion.

The Chairman thanked the retiring Chairman for his help over the previous year and closed the meeting at 9:30 p.m.