

DALSTON PARISH COUNCIL

Minutes of the **Annual Meeting** held at Forge Green, Dalston on Tuesday 10th May 2011.

PRESENT

Mr P Ebbatson	Mrs F Kaye-Krzeczkowski
Mr T Baxter	Mrs C Millar
Mr S Carruthers	Mr I Newton
Mr B Craig (Chairman)	Mr R Potter
Mr O Rickerby	Mr C Drouet
Mr O Roberts	Cllr P Dalton

1. ELECTION OF THE CHAIRMAN FOR THE COUNCIL YEAR 2011/12

Cllr Craig was proposed by Cllr Kaye-Krzeczkowski and seconded by Cllr Rickerby. Cllr Craig voted unanimously as Chairman for the council year 2011/12.

2. TO ACCEPT CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.

Cllr Craig signed the Declaration of Acceptance of Office and this was accepted by the Council.

3. ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2011/12

Cllr Auld had previously confirmed with Cllr Craig that he did not wish to stand for Vice-Chair for the council year 2011/12. Cllrs Drouet, Millar and Kaye-Krzeczkowski declared that they did not want to be proposed for the position of Vice-Chair. **Agreed:** Cllr Craig to approach Cllr Kelsey in respect of the vacancy for Vice-Chair. Election of Vice-Chair to be included on June Parish Council meeting agenda.

4. APOLOGIES

City Cllr N Clarke, D Cowen, R Auld, J Kelsey.

5. MINUTES

The minutes of the monthly meeting held on the 11th April 2011 were agreed and signed subject to the following amendment: Minute 233/4/11 – Cllr Allison not Craig reported that Sir John Hall is looking again at land in the Brow Nelson area.

6. COMMITTEES AND APPOINTMENT OF COMMITTEE MEMBERS

- **Policy and Resources Committee** – Members appointed are Chair, Vice-Chair, Cllrs, Dalton, Drouet, Kaye-Krzeczkowski, Kelsey, Millar and Baxter.
Meeting to take place on Wednesday, 25th May 2011 at Forge Green Office.
- **Property and Maintenance Committee** – Members appointed are Chair, Vice-Chair, Cllrs Carruthers, Cowen, Ebbatson, Gray, Newton, Potter, Roberts and Rickerby.

7. PROGRAMME OF MEETINGS 2011/12

Monthly meetings will take place on the second Tuesday of the month. Cllr Craig confirmed that he will not be available to chair meeting on 13th September 2011. Vice-Chair to take meeting.

8. DECLARATION OF INTEREST

There were no declarations of interest.

9. PUBLIC PARTICIPATION

There were no members of the public present.

Cllr Allison reported that-

- Kingsway Project – on 9th May 2011 Cumbria County Council approved the agreement and TPO in respect of this project. The agreement will be sent to the Parish Council for signature in due course.
- Southern Bypass – no major scheme in programme. Cllrs Allison and Craig are due to attend a workshop on Regional Grant Schemes.

Cllr Craig reported that:-

- White Bridge Repair – following meetings with David Clare, tenders for the repair have been received and validated and the contract has been awarded to Story Construction. The works will commence on 1st June 2011 and will last for approximately 3 weeks. A section of the Green will be fenced off whilst the repairs are being carried out and at times water will need to be pumped from the river onto the Green.

Agreed: Council to write to the tenant of the Green informing them of start date and possible disruption that may be caused whilst repair is being carried out. An article would also be put in the Parish Magazine and on the Parish Website.

10. PLANNING APPLICATIONS

Planning Applications:

00/0439 L/A Peter Lane bounded by Dalston Road, Cummersdale, Carlisle – residential development (outline) – plans not received – unable to comment

10/0993 Westwood Garden Centre and Surrounding Lane, Orton Grange, Carlisle – variation of conditions 2 & 3 (elevation drawings) of previously approved permission 10/0429 to enable minor material amendments for the revision of the external site layout, the elevation treatment and the repositioning of the bus stop on the south bound carriageway of the A595 – no observations, pleased to see common sense had prevailed regarding the repositioning of the bus stop.

11/0281 & 11/0255 Chapel House, Raughton Head, Carlisle – erection of detached double garage with new access - together with re-instatement of fence panels to top of boundary wall (LBC)10/0321 – no observations.

Planning decisions:

11/0090 8 Hawksdale Pastures, Welton – change of use of paddock to tarmac tennis court with chainlink fencing – approved 2 conditions.

11/0026 Land at Nook Lane, Dalston, Carlisle – erection of agricultural building for cattle together with concrete hard standing area – approved.

11/0130 Stonethwaite House, Dalston, Carlisle CA5 7JQ – part demolition of existing conservatory and erection of replacement conservatory (LBC) – approved.

11/0146 Lime House School, Holm Hill, Dalston, Carlisle CA5 7BX – renewal of temporary permission for classroom block – approved.

11/0147 Orton Grange Caravan Site, Great Orton, Carlisle CA5 6LA – variation of condition No 2 of planning consent 00/0945 to allow additional 10no. residential caravans and alterations to site layout (alteration to site layout previously approved under reference 02/1227 – approved

11/0169 12 Madam Banks Road, Dalston, Carlisle CA5 7QZ – demolition of conservatory; erection of single storey rear extension to provide study – approved.

11/0170 Haddon Grange, 48 The Green, Dalston, Carlisle CA5 7QD – front and rear extensions to provide porch, cloakroom, extended study and garden room – approved.

11/0218 Dobbies Garden Centre, Westwood Nurseries, Orton Grange, Carlisle CA5 6LB – display of temporary external road side signs – approved 5 conditions.

11/0254 Bridge House, Gaitsgill, Dalston CA5 7AH – first floor side extension – approved.

11/0176 Dalston hall Caravan Park – change of use of practice area of golf course and engineering operations to form 9No. additional stances for holiday use and access road to extend existing holiday park – approved 4 conditions.

11. BARRAS LANE INDUSTRIAL ESTATE

HGV's are parking overnight and causing disruption to the residents. As recorded in minutes of April Parish Council Meeting, Cllr Allison has written to Richard Hayward, Cumbria Highways, regarding this. It is possible to park at Brown's for £7 per night and it was agreed that drivers and companies should be encouraged to use this facility. The Industrial Estate is owned by Cumbria County Council and the Parish Council cannot get involved in the parking issue other than to record that complaints have been received. The use of appropriate signage to discourage parking on the estate might have some benefit. Cllr Allison reported that illegal parking of HGVs is becoming a national problem, therefore should the local MP be approached to take this issue forward as an 'Early Day Motion'.

Resolved: Dalston PC to write to Mr John Stevenson, MP and Highways Department

12. LOW MOORLANDS

The area between 34-36 Low Moorlands is owned by Carlisle City Council but is not adequately maintained. The owners of 34 Low Moorlands have expressed an interest in incorporating the area adjacent to their property into their garden. The cost of which would be met by the homeowner. Concerns were raised that all residents on the estate should be consulted on the current and future usage of this area of land before any decision is made.

Resolved: Dalston PC to write to Carlisle City Council asking for the area to be maintained at an acceptable level and recommend that if the area is to be sold to a resident that a Public Consultation with all the residents takes place before any final decision is made.

13. KINGSWAY TENDER

Bruce Walker has not completed the specification required for the tender process, this will be completed in time for the June Parish Council meeting. This will cost £1100, however as this figure was agreed several months ago Bruce Walker asked Cllr Craig to ask the Parish Council to consider increasing this amount by the rate of inflation. The increase would cover expenses incurred in compiling the specification.

Agreed: Figure to be increased by current rate of inflation.

14. BARCLAYS BANK

Following the appointment of the new clerk, Barclays Bank has requested that the Parish Council agree for the new Clerk to have administration rights for the Parish Council Bank Accounts held with Barclays. Agreement to change administration rights to Sue Haynes proposed by Cllr Millar and seconded by Cllr Kaye-Krzeczkowski, all agreed.

Agreed: Clerk to complete appropriate paperwork and submit to Barclays Bank.

15. CUMBRIA LIBRARIES CONSULTATION

Cumbria County Council has launched the first stage in a consultation over the future of Cumbria Libraries. The public discussion booklet titled 'Have your say, Ideas for the future of Cumbria's Libraries' states that the Council wants to get best value out of the money spent and for their libraries to be fit for the future, providing the right services in the right places and making sure that the money spent benefits as many people as possible. There are several ways that individuals / organisations can take part in this consultation, by either going online to cumbria.gov.uk, visiting the local library and contributing to the "comments boards", emailing comments direct to: yoursay@cumbriacc.gov.uk or writing to: Have Your Say, Communications Team, Cumbria County Council, Carlisle, CA3 8NA. The first stage will last until 30th June, 2011, after that the council will review all the feedback it has received and take a decision as to whether to progress to a second stage of more formal consultation on specific proposals for change. This second stage will probably take place between September and November, 2011. Cllr Allison reported that the mobile libraries will not be used in the future. Proposals include library days for each village/area, books ordered on-line delivered direct to the individual, buildings in villages incorporating a library facility, 'outreach librarians'. Cllr Dalton agreed to draft a response on behalf of the Parish Council.

Agreed: Cllr Dalton to draft initial response which Clerk will then circulate to Parish Council Members.

16. CALC MEMBERSHIP

The membership is now due for renewal at a cost of £306.50. It was proposed by Cllr Potter and seconded by Cllr Drouet that Dalston Parish Council continues its membership. All agreed

Agreed: Clerk to complete appropriate paperwork and submit with payment to CALC.

17. CUMBRIA PLAYING FIELDS ASSOCIATION

Cumbria Playing Fields Association is an independent charitable body receiving support through Cumbria County Council and the members of its Executive Committee represent a wide range of recreational groups in the County. Through the monies received from affiliation the Association is able to issue grants to support local activities/groups. The affiliation fee for 2011/12 is £25.00 .

Agreed: Dalston Parish Council will continue its affiliation with the Association and the Clerk to complete appropriate paperwork and submit with payment to Cumbria Playing Fields Association.

18. ELECTORAL REVIEW OF CUMBRIA

The average Parish population in Cumbria is 4,000 residents, Dalston Ward currently has 6,000. Discussions took place regarding the current boundaries of the Ward and that some estates that fall within the boundaries may be more geographically appropriate to be included within the boundaries of Carlisle City Council wards. The possible reduction in the number of residents within the Parish would not impact on the number of Parish Councillors.

Agreed: Parish Council to write to Review Officer, Local Government Boundary Commission for England, highlighting that those parts of the Garlands Estate that currently fall within the boundaries of Dalston Ward may be better served by being incorporated into a ward within Carlisle.

19. ANNUAL INSURANCE REVIEW

Mr McKnespley, of Ross Lloyd, has confirmed that the level of cover quoted by AON is sufficient to meet the needs of the Parish Council, the annual premium due being £2921. Zurich has also submitted a quote of £2081.39 for the same level

of cover. It was noted that Zurich are the insurers used by Wetheral Parish Council. It was proposed by Cllr Roberts and seconded by Cllr Dalton that the Zurich quote is accepted, with cover commencing 1st June 2011.

Agreed: Clerk to complete paperwork and submit with payment to Zurich.

20. CORRESPONDENCE

To note items of correspondence received since the last meeting and take actions as appropriate.

- Carlisle City Council - Forward Plan of Key Decisions of the Executive for the period 1 May to 31 August 2011.
- Friends of the Lake District – Annual Review 2010.
- Dalston Victory Hall – Letter of thanks for grant received of £750 towards new windows.
- Hospice at Home – Spring/Summer Contact magazine.
- Cumbria County Council – Cumbria and Lakes rider magazine.
- Carlisle City Council – Notification of the requirement to advise of any changes to personal interest forms.
- Notification of joint meeting between CPCA and Carlisle City Council – Monday 20th June, 7:00 p.m. at Burgh By Sands Village Hall – agenda not circulated yet.
- CALC Circular – May 2011.

21. GARDENS AND MAINTENANCE

The minutes of the Property and Maintenance Committee meeting held on 27th April 2011, were circulated and actions agreed.

- Cllr Millar reported that 9 volunteers have come forward to assist with the 'Litter Pick' campaign and requested that Councillors report any issues / areas that they would like the group to work on. The first session will take place on 4th June 2011 and will focus on the area between the Nestle factory and Cummersdale.
- Cumbria In Bloom – Clerk to co-ordinate volunteers. Cumbria in Bloom judges have requested the use of the Forge Green Meeting Room on 1st August 2011.
Agreed: Clerk to write to E Auld confirming that room is available free of charge for the use of the judges / panel members.
- AMEY – Cllr Craig, A McCallum and A Nichol (AMEY) have met and agreed that the error in the pricing of the tender lay with AMEY and that AMEY will honour the tender for 12 months. Written confirmation of this to follow. As a result the schedule for the tender process will have to be revisited to enable a new tender process to take place later in the year.
Agreed: Property and Maintenance Committee to look at schedule and advise Parish Council accordingly.
- Cemetery Consultation – The area adjacent to the Square is designated as a 'Wildflower area', however it can look unkempt and detract from the overall initial appearance of the cemetery. Cllr Rickerby stated that it might be more appropriate to relocate this area to the rear of the cemetery.
Agreed: Views to be collated from website consultation, approximate cost of levelling the area to ascertain potential work required to be obtained if 'Wildflower area' is relocated. Item to be included in June agenda.
- Lonning leading into Cemetery – Cllr Ebbatson reported that to upgrade this area to improve drainage and access for heavy machinery would cost in the region of £2,000 - £4,000.
Agreed: Cllr Ebbatson to obtain quote for hardcore.
- Tree stumps in Cemetery – Cllr Craig has met with Nigel Park, N Park (Fencing) Ltd, to identify stumps to be removed. There are 25 in total which equates to 1 full day's work. Nigel Park has quoted £470 + VAT to carry out the work including the reseeded of the areas.
Agreed: Clerk to write to Nigel Park authorising work to be carried out.
- Chimney, 2 Forge Green – current insurance with AON requires chimney to be swept on a regular basis. As Zurich will be insurers from 1st June 2011 this may no longer be a requirement.
Agreed: chimney to be swept as and when required. Clerk to check Zurich schedule regarding sweeping of the chimney.
- Station Gardeners – to consider a request for funding of £50 towards floral displays.
Agreed: grant of £50 awarded.

22. ACCOUNTS

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

Expenditure:

1	O2 – Mobile Phone Bill April – D/D	26.88
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2	E Davidson - Interment Fee – 4 th May 2011	40.00
3	Staples – Stationery & Stamps	74.74
4	A McCallum – Nett Salary - April £660.05	660.05
5	S Haynes – Nett Salary – April £578.69 & reimbursements £23.42	602.11
Total		£1,403.78

Income:

1	L Watson – Rent – April 2011	251.33
2	St Cuthbert's Parish Council – Traffic Counts Contribution	200.00
3	Beatties Memorials – Memorial Erection	65.00
4	J Tremble – Ashes Interment	100.00
5	K Paton – Burial Fee	350.00
6	J Walker – Ashes Interment	100.00
7	Carlisle City Council – Precept 2011/12	41,735.00
Total		£42,801.33

Bank Account Balances as of 30th April 2011

Community Account	£2,090.29
Saver Account	£71,994.70
	£74,084.99

Bank Reconciliation

Balance at 01.04.11	£34,712.11
Income to 30.04.11	£42,801.33
	£77,513.44

Less expenditure at 30th April 2011	£4,089.45
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Unpresented cheques as of 30/04/11 **£661.00**

Balance at 30th April 2011 **£74,084.99**

23. CEMETERY MATTERS

- a) Interments: Interment of Mildred Florence Moffat, 14th April 2011, Ward 5, Section H, Space 45.
Interment of Jean Bell, 4th May 2011, Ward 4, Section C, Space 42G.
- b) Additional inscriptions: Marjorie Ann Moffat "Also in Memory of Mildred F Moffat, A much loved mother, grandma and mother-in-law. Born 21/2/1922, Died 7/4/2011. Also provision of Wren – see photo. Approved.
Replace and update existing tablet (cremated remains) – Joined by Albert 4 March 2011, aged 92. "Last of the Few" Good night nanny and granddad Ben, you will always be with us. Approved.
- c) To receive items of correspondence and take appropriate action – quote from Nigel Park – see minute number 21/10/05/11.
- d) To consider response from relative regarding inscription request and Councils decision. Cllr Craig and Clerk have received telephone calls from the relative expressing disappointment at Councils decision to refuse permission for an additional inscription. Relative confirmed that similar request for her mother was granted in 2008, Minute 128b/15/01/2008. Cllr Roberts proposed that Parish Council writes to relative stating that actions were illegal and that further advice needs to be sought with the aim of reaching a mutually agreeable solution. Cllr Potter proposed that sods on the grave are turned over and interment fee charged.
Agreed: Parish Council voted in favour of Cllr Roberts proposal. Council needs to seek further advice regarding the illegal scattering of the ashes and subsequent request for additional inscription. Clerk to write to relative stating that concerns were raised that the scattering of the ashes on consecrated ground, rather than interment, may be deemed to be an illegal act and that by agreeing to an inscription the Parish Council could be perceived as being seen to condone such actions, therefore Council would not make a decision until further advice received. Relative to be invited to attend Parish Council

meeting on 14th June 2011, as a member of the public to address the Council. Cllr Auld to update information that is currently available on website. Parish Council Burial Policy should be reviewed by a Working Group and report recommendations to the Parish Council. Cllr Roberts disagreed with the formation of a Working Group and also stated that Cemetery Matters should appear higher up the Agenda for Parish Council meetings. Cllrs Craig and Rickerby and Clerk agreed to sit on Working Group, Cllr Cowen to be asked to also become a member. Working Group to research burial polices of other Parish Councils and consult with Carlisle City Cemetery Manager.

Cllr Roberts left at 8.40pm.

24. COUNCILLOR MATTERS

Cllr Rickerby – electric cable in cemetery needs to be buried or taken out.

Agreed: A Dinning to be contacted.

Cllr Carruthers – Stockdalewath – queried frequency that drains are cleared.

Cllr Baxter – has second quote for windows at 1 Forge Green had been received. Clerk confirmed that a second quote had been requested but had not received a written quotation.

Cllr Millar – removal of bonfire debris. Clerk confirmed that Recreation Association had been written to requesting immediate removal of the debris.

Cllr Craig – Purchase of tree to plant on the Green in memory of the Royal Wedding.

Agreed: Council to purchase tree and tree guard.

25. DATE OF NEXT MEETING

Next monthly meeting to take place on Tuesday 14th June 2011, 7:15 pm at Forge Green.

The meeting closed at 9.45 p.m.