

## **DALSTON PARISH COUNCIL MINUTES**

Forge Green  
Dalston  
CA5 7QJ  
Tel: 01228 712766  
Email: [clerk@dalston.org.uk](mailto:clerk@dalston.org.uk)

Minutes of the monthly Parish Council Meeting held via Zoom on the 8<sup>th</sup> September 2020 at 7.15pm.

S. Milburn Clerk

### **Present**

Cllr Byers	Cllr Irving	Cllr Kyle	Cllr Dinning	Cllr Kaye-Kreckowski	Cllr Utting
Cllr Robson	Cllr Potter	Cllr Auld	Cllr Craig	Cllr Drouet	Cllr Baxter

### **Apologies**

Cllr McKerrell – Carlisle City Council meeting.

Cllr Byers notified all present that the meeting was going to be recorded. She also requested that the Councillors press their mute button and asked them to raise their hand if they want to speak.

The members of the public were advised that they could only speak in public participation and for a maximum of 3 minutes (as outlined in standing order number 3g). Cllr Byers stated that they would be asked to leave the meeting before item 10 (Financial).

### **Minutes**

**Resolved** to authorise the Chairman to sign, as a correct record, the minutes of the virtual Parish Council meeting on the 11<sup>th</sup> August 2020.

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### **Requests for Dispensations**

There were no requests for dispensations.

### **Declarations of Interest**

There were no declarations of interest.

### **76/20 Public Participation**

Cllr Allison gave his apologies. There were 3 members of the public present.

A member of the public spoke in relation to agenda item 5 - Common Land CL211 – 1 Walk Mill Lease.

### **77/20 Planning Applications:**

#### **Decisions**

**Appn Ref: 20/0395** 5 Bishops Way, Dalston, Carlisle, CA5 7LF. Erection Of Two Storey And Single Storey Rear Extension To Provide Family Room On Ground Floor And 2no. Extended Bedrooms Above. Grant Permission.

#### **Applications**

**Appn Ref: 20/0553** Paragon Veterinary Centre, Carlisle House, Townhead Road, Dalston, Carlisle, CA5 7JF. Removal Of Condition 3 Of Previously Approved Permission 20/0316 (Change Of Use Of Former Office Space To Residential Accommodation For Use By Students Working At The Veterinary Practice) To Allow The Occupation Of The Premises For Uses Falling Within Use Class C3. No Observations.

**Appn Ref: 20/0567** Dalston Hall Caravan Park, Dalston, Carlisle, CA5 7JX. Use of Existing Touring Site For The Stationing Of 44 Static Holiday Caravans In Lieu Of Consented 71 Touring Stances (51 Touring Caravan and 20 Tent Pitches) Together With The Demolition of Existing Amenity Block. The PC feel it is a retrograde

step to lose the touring caravan / tent pitches facility which has been valued by visitors for many years. If the amenity block is demolished it will close the door on their ability to take touring caravans and tent pitches in the future. Therefore the PC are not in favour of losing this facility. Clerk to ask how many months per annum the static caravans can be occupied and how this is monitored.

**Appn Ref: 20/0069/S211** Indian King Cottage, 23 The Square, Dalston, Carlisle, CA5 7PY. Removal Of 1no. Silver Birch Tree In Dalston Conservation Area. The PC recommend that the applicant plant a replacement tree either on their own property or in the Parish conservation area.

Cllr Drouet and Cllr Craig apologised for joining the meeting late.

#### **78/20 Clerk and Chairman Report**

- It was resolved for Mike Lowther to remove 2no. tree stumps on The Green for a sum of £250 +VAT. Clerk to arrange for work to be completed.
- A quote has been received from Nick Horn to level and re turf 170 square metres of sunken graves in the cemetery (Ward 5, Section F) for a cost of £2,600. Section 10.3 in the Financial Regulations states that all members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practical that the best available terms are obtained in respect of each transaction usually by obtaining three or more quotations or estimates. Cllr Kyle proposed that on this occasion the work is completed on this single quote due to problems acquiring additional prices for the work. It was also noted that the contractor in question has been used before, previous quotes have been competitive and work he has completed has been to a high standard (this explanation complies with 11.1d of the Financial Regulations). Cllr Baxter seconded this and all Councillors present were in favour.
- It was resolved for Nick Horn to replace the damaged bollard in the Kingsway car park for a cost of £80.
- It was resolved for George Douglas to cut the hedge at the Glave Hill car park for a cost of £65 + VAT.
- Cllr Byers reported that a price of £24 per hour plus materials had been received to point the gable wall on the outbuilding at Forge Green. Clerk advised to contact McKnight & Son Builders for an additional quote.
- Cllr Byers asked if any members of the Council could recommend a gardener to do jobs within the Parish and stated they must have public liability insurance. Cllr Baxter to source and pass forward details to the Clerk

#### **79/20 Correspondence**

- Following the Parish Councils request to place a bin at the bay correspondence has been received from the landowner. The correspondence states that there is no public right of way on this land therefore every person crossing the field or swimming in the river are trespassing. If a bin was placed in the field it could be deemed as acceptance of right of way. After discussion the Councillors agreed that they could not get involved in the issue as it is private land. Cllr Allison has kindly agreed to donate the bin to the Recreation Centre instead.
- CALC currently have 3 vacancies on the Executive Committee. The information on how to apply was circulated to Councillors prior to the meeting as the closing date for nominations was the 28<sup>th</sup> August 2020.
- The Local Government Reorganisation in Cumbria interim position report was circulated to Councillors prior to the meeting. Cllr Kyle and Cllr Auld stated that the Councillors need to keep a close eye on this as it will have a financial impact on the Parish Council. This will be due to Central Government delegating more responsibility to Parish without providing any additional funding, for example light maintenance. Cllr Baxter stated that he has sent an individual response to the report.
- An invitation / agenda for Councillors to attend Carlisle's Parish Council Association virtual Annual General Meeting on the 9<sup>th</sup> September at 7pm was circulated to Councillors prior to the meeting. Cllr Kyle, Cllr Craig and Cllr Irving are attending.
- A request has been made for a representative of the Parish Council to attend the Cumbria Strategic Flood Partnership meeting on the 16<sup>th</sup> September 2020. Cllr Craig is attending the meeting on behalf of CALC and will give feedback to the Parish Council at the next meeting on the 13<sup>th</sup> October.

- A timetable of CALC's training courses was issued to Councillors prior to the meeting. Cllr Irving requested she attend The Effective Councillor Course module 1 on the 22<sup>nd</sup> September 2020 and module 2 on the 29<sup>th</sup> September 2020. Clerk to arrange.

### **80/20 Common Land CL211 – 1 Walk Mill Lease**

After discussion Cllr Craig proposed the following:-

1. The Parish Council inspect and record all common land within the Parish to ensure that there is public access.
2. The Parish Council give notice to remedy any areas that are in contravention of the terms of the leases where appropriate.
3. The Parish Council carry out inspections of all common land to ensure that it is being responsibly managed to ensure the Parish Council are not left open to any claims for adverse possession.
4. To keep a robust record of the above inspections.

It was also noted that parishioners must have the right to access common land.

Cllr Kyle seconded this, and all Councillors present were in favour.

### **81/20 Clerk / RFO Working Hours**

- It was noted that the Clerk would be resuming her normal working hours in the office from the 7<sup>th</sup> September 2020, her hours are Tuesday, Wednesday & Thursday 8am-2pm. The RFO will be working Monday, Wednesday and Friday 10am-3pm.
- The RFO circulated a covid-19 office risk assessment to Councillors prior to the meeting. A query was raised regarding the wearing of face coverings. Cllr Byers advised that there would be no one entering the office other than the clerks and they would not be required to wear a face covering. Visitors to the office should be by appointment only where possible and any meeting with visitors would take place outdoors. Clerks to wear face coverings if appropriate. Cllr Robson queried ventilation and it was agreed to add into the risk assessment that windows will be opened when possible.

### **82/20 Station Rd 30mph Speed Limit**

Cllr Allison's proposed letters to Kevin Crawley and Chris Hardman regarding the 30mph speed limit on Station Road were approved by the Councillors.

Following last months meeting Cllr Allison was requested to obtain the incident log for accidents on Station Rd. Abigail Dodds (Traffic Management Officer Cumbria County Council) reported that there had only been one recorded injury collision and one damage only collision recorded in the last 5 years.

### **83/20 Parking The Square**

After much discussion it was agreed to monitor the parking situation in The Square. If in the future it is felt that the area is being misused the item will be revisited.

### **84/20 Electric Vehicle Chargers Kingsway Car Park**

Correspondence has been received from Charge My Street regarding the maintenance of the proposed light which is to be placed behind the Electric Vehicle Chargers. The correspondence states that although the light was paid for within the scheme it will be the Parish Councils responsibility to maintain and repair it following installation. Cllr Craig proposed to approve this, Cllr Auld seconded it and all Councillors present were in favour. A letter confirming this is to be sent to Charge My Street..

Due to the surface of the car park marking the Electric Vehicle bays will only be possible by signage. The Councillors chose the sign as shown. Clerk to inform Sue Gilbertson.



#### 85/20 Financial

- On the Bank Position Schedule the sum of £4,329.84 shows in both 31<sup>st</sup> July & 31<sup>st</sup> August columns as a payment in respect of the Public Works Loan Board loan repayment. The RFO explained that this amount was only paid once and that it had been shown in the July column as it was a committed payment at that time and so not part of the available balance to spend. Cllr Craig asked if the repayment could be split in the accounts between The Kingsway and Glave Hill Car Park.

There were no further queries on the financial papers and the following payments were approved

BACS	CALC	2 copies of the Good Councillor Guide	6.00
BACS	Sue Milburn	Notices	9.00
BACS	A Byers	Vouchers for Internal Auditor	100.00
BACS	Gary Ward Drainage	Unblock drains at Forge Green	85.00
chq579	Eric Davidson	Grave digging C Collins	350.00
BACS	R & M Lowther	Make safe trees on riverbank & white bridge	660.00
BACS	M Watling	Carlisle City Council to deal with Wasps nest 54.70 Carbonite Sub for 1 year to back up data to to the cloud 78.05	132.75
Total			£1,342.75

The Clerks/RFO agreed Salary, PAYE and National Insurance were paid.

- The internal audit report had been received and circulated prior to the meeting. The only matter raised was in respect of the monitoring of vulnerable assets. The auditor considered these to be the bus shelters and seats in particular. Cllr Dinning offered to carry out the inspection of the bus shelters. The RFO has circulated the asset list and asked if feedback from as many Councillors as possible could be provided for the next meeting. Cllr Craig suggested vulnerable assets should be inspected every 6 months and requested that assets be an Agenda item again next month.
- All Councillors agreed to a payment of £100 in Marks and Spencer vouchers for the internal auditor.

### **86/20 Cemetery**

To following cemetery matters were approved:-

- The burial of the late Catherine Collins on the 25<sup>th</sup> August 2020 at 11am in Ward 5, Section J, Space 56.
- The following inscription for the late Ethna Margaret Trimble buried in Ward 5, Section K, Space 57. In Loving Memory Of, Ethna Margaret Trimble, Maggie, Of Deepdale, Dalston, 24.4.1946 – 15.4.2020, Much loved and missed. Peace Perfect Peace.
- The following memorial and inscription for the late Robert Davison buried in Ward 5, Section H, Space 9. A black headstone 2ft 6” height, width 2ft and thickness 3”. Inscription to read In loving memory of Robert Davison, who died 24<sup>th</sup> January 2020 aged 81 years. Dearly loved husband of Margaret Letitia, forever with the Lord.
- A request to exhume the ashes of the late John Armstrong interred in Ward 2, Section G has been made. Unfortunately for the same reasons stated in the August 2020 Parish Council minutes (minute number 71/20) it was agreed that this will not be possible.

### **87/20 Councillor Matters**

- Cllr Kyle reported that there has been an increase in fly tipping at Unthank / Raughton Head.
- Cllr Irving stated that reporting fly tipping is very straight forward and once reported it only takes 2-3 days to be removed.
- Cllr Byers reported that she has made a request to Cumbria County Council to change 2 street lights to LED. The first light is just outside the Glave Hill car park and the second light is on Townhead Rd near to Glebe Close. Cllrs were asked to report any other lights which need to be changed to LED to Cllr Byers.
- Cllr Dinning expressed concern regarding parking outside the schools at pick up times. Cllr Byers to contact PCSO Graham Kirkpatrick. A letter is to be written to both the head of Caldew and St Michaels School detailing the Parish Councils concerns.

### **Date of Forthcoming Meetings**

Next meeting of the Parish Council to take place via zoom on the 13<sup>th</sup> October 2020

Policy & Resource Meeting Dates for 2020: 27<sup>th</sup> October at Forge Green

Property & Maintenance Meeting dates for 2020: TBC

The meeting closed at 8.45pm