

DALSTON PARISH COUNCIL

Forge Green
CA5 7QJ
Tel: 01228 712766
Email: clerk@dalston.org.uk

Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 6th November 2018 at 7.15pm.

M Watling (Assistant Clerk)

Present

Cllr Byers Cllr Baxter Cllr Brewster Cllr Craig Cllr Drouet Cllr Kaye-Kreczkowski
Cllr Kyle

1. Apologies

There were no apologies for absence.

2. Minutes

The minutes of the Policy and Resources Committee meeting held on 22nd May 2018 were approved and signed by Cllr Byers as a true record.

3. Declarations of Interest

There were no declarations of interest.

4. Public Participation

There were no members of the public present.

5. Review of Rents

- Allotment rents are currently £35 per annum. It was agreed that this should remain the same for 2019.
- The rent for 1 Forge Green is currently £288.50 per month. This was last increased with effect from 1 January 2018 based on the increase in RPI from the previous review to 30 November 2017. The increase in RPI to September 2018 is currently 2.16% which is equivalent to £6.23 per month. It was agreed that the rent should be increased with effect from 1 January 2019 and the increment would be calculated to November 2018 as soon as the RPI figure was published. RFO to action.
- The rent for 2 Forge Green is currently £520 per month. This was a new tenancy with effect from 16 May 2018. The rental agreement provides that the rent can be reviewed at the end of the 6 month initial rental period. It was felt that it is too early into the tenancy to increase the rent. This will be reviewed again for January 2020.
- The Tenancy of The Green is due to be reviewed in January 2019. The current rent is £100 per annum. It was agreed to put this forward to the next Parish Council meeting for consideration.

6. Review of Cemetery and Other Fees.

- The schedule of charges for fishing permits, postcards and maps was considered. It was agreed that there would be no adjustment made to the current charges.
- The RFO had produced a schedule comparing the cemetery fees for Dalston, Wetheral and Carlisle. The last revision of fees was in January 2016. Discussion took place regarding

American Caskets. It was decided that the policy would be that American Caskets would not be accepted in the Cemetery due to shortage of space.

- Discussion took place regarding a fee for interment of cremated remains for a child. No reference is made on the current scale of fees for cremated remains of a child. It was agreed to apply a fee of £50 for a resident of the Parish and £100 for a non resident. This was to cover the cost of the grave digger. The fee for the Exclusive Right of Burial for a child would be considered when and if the situation arose as it was considered most likely a child would be interred in a family grave space.

7. Recovering the cost of repairs to memorial headstones in the cemetery.

A draft letter had been circulated for consideration. It was felt that the wording needed to be stronger. The RFO will amend the letter to request that the family arrange for the memorial stone to be repaired and made safe.

8. To discuss the draft budget for 2019-2020.

The draft budget had already been circulated.

- The e mail which had been received regarding the cost for the grass crete was confusing as it did not specify the area involved or the breakdown of the £24,479 between labour and materials. Councillors were of the understanding that the Parish Council would only be paying for materials. The Methodist Hall had offered £500 towards this. The clerk is asked to obtain further details of the £24,479 but at this stage it was not an item to go into next years budget.
- An estimate to renew the roof at Forge Green had been received and circulated in the sum of £29,700 plus VAT. For budget purposes a decision was needed which year the work would be undertaken. Cllr Craig recommended that the roof should be renewed all at once and not in stages. This was agreed. The chimney stack needed a small amount of work to stop leaks into 2 Forge Green but otherwise the roof was not an immediate issue. It was suggested the renewal of the roof should be next spring which would give time to receive 2 additional estimates for the work. It was agreed to increase the Forge Green Property maintenance budget for 2019/20 to £29,000 and reduce the 2021/22 budget to £20,000 to account for the roof replacement.
- Cllr Baxter enquired if it was possible to reverse the decision to grant all of the income from the Solar Panels to The Charitable Trust given the deficit budget. Cllr Kyle agreed with this suggestion and recommended that £2,700 of the Solar Panel income should be retained by the Parish to cover the loan repayment for Glave Hill Car Park which is a community asset. The balance from the income would be paid to the Charitable Trust. This could be revisited annually should the budgetary position improve.
- Cllr Kyle suggested that the precept be increased to £73,108 which is 10% increase or 11p per week. The 2019/20 budget would still be in deficit returning to a small surplus thereafter. The deficit could be justified and explained by the roof replacement and purchase of Glave Hill car park.

The RFO will make these adjustments to the budget for presentation to the November Parish Council meeting.

9. To review the Financial Regulations.

The RFO advised that there had been no changes made by NALC to the model Financial Regulations document since the last review.

Cllr Baxter enquired if 4 Councillor signatories was sufficient on the bank mandate. After discussion it was concluded that 4 Councillors and the RFO in an emergency was satisfactory. Should it be known that only one Councillor signatory was going to be present at a Council meeting where payments were to be

approved, the RFO would be the second signature for any urgent payments. This approval would be minuted.

The RFO referred to paragraph 2.2 which requires a member other than the Chairman or a cheque signatory to verify the bank reconciliation and report to Council that this had been actioned. This will be actioned at least quarterly from now on.

The RFO will ensure Cllr Byers has all the current passwords and PIN numbers for records held on the computer in accordance with paragraph 6.11.

The RFO reported that there were still some asset verifications outstanding. Councillors will be reminded again by the RFO for their reports and photographs.

10. Dalston & Burgh Grants Panel.

A grant of £100 has been received from the second round of grants towards the cost of a new noticeboard in the Square. The total paid out in this round of grant applications was £1,069. The other recipients had all applied for grants towards traffic calming measures. In the first round we had been awarded £100 towards a picnic bench, £100 towards an ornate seat and £300 towards the repair of the cemetery path. The money needs spent by the end of February 2019.

The deadline for applications for the last round of grants for this Financial Year is 15th January 2019. The RFO advised that there would only be £1,000 available and so any grant would be small. Councillors need to consider if the shortfall can be financed for whatever is applied for. It was suggested that an application was made to replace the planters at the entrance to St Michaels Church. The Clerk is currently obtaining a quotation for these.

11. Councillor matters

- Cllr Craig requested that the Flagpole be added to the Agenda for the Parish Council meeting. He was of the opinion that there should still be a flagpole in the Churchyard. The RFO advised that there had been £500 provided for in the half year accounts for restoring the flagpole which had now been moved to the Co-Op. The parishioner who had done the restoration and relocation of the flagpole has kindly done this work free of charge and therefore there were funds set aside which could be used for an additional flagpole.
- Cllr Baxter asked for a thank you to be sent to the parishioner for the work done on the flagpole and for it also to be recorded in the minutes.
- Cllr Drouet reported that he had logged a report on the Highways website regarding the blocked flood drains at The Forge. He has a log reference number and will continue to monitor the progress and report back to the Parish Council any progress on the matter.
- Cllr Kyle enquired if any further update was available regarding the River Bank and road. Cllr Byers has given the Clerk two contact names to try and progress matters but assured Cllr Kyle the issue would not be lost sight of.

12. Dates of Forthcoming Meeting

Next meeting of The Parish Council to take place on 13th November 2018 at 7.15 pm at Forge Green.

Policy & Resource Meeting Dates for 2019:- 5th March 2019, 4th June 2019, and 22nd October 2019 all to take place at Forge Green at 7.15pm

Property & Maintenance Meeting dates for 2018:- 21st November 2018 at Forge Green at 7.15pm,

The meeting closed at 9.10 pm

