

DALSTON PARISH COUNCIL

Forge Green
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 30 January 2018 at 7.15pm.

M Watling (Assistant Clerk)

Present

Cllr Byers Cllr Baxter Cllr Craig Cllr Dalton Cllr Drouet Cllr Kaye-Kreczkowski
Cllr Kyle Cllr Utting

1. Apologies

Apologies were received from Cllr Glencross.

2. Minutes

The minutes of the Policy and Resources Committee meeting held on 7th November 2017 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 Fees

- The schedule of cemetery fees was reviewed. Cllrs Craig and Dalton asked how the fees compare to those of Carlisle City and Wetheral. The RFO will obtain details of their current cemetery fees. No increase was proposed at present.

Cllr Baxter recommended that the schedule and website should state that it is a requirement to have the ward, section and space number inscribed in the bottom left hand corner of memorial stones. The RFO will action.

- After discussion it was decided to recommend an increase in the charge for visitor fishing permits. Cllr Kaye-Kreczkowski suggested and all agreed, the following charges:

Visitor's daily permit	£5.00
Visitor's daily permit - junior (under 16)	£2.50
Visitor's weekly permit	£10.00
Visitor's weekly permit - junior (under 16)	£5.00

Season permits for residents would remain at £10.00 and junior's (under 16) £5.00.

- The charge for postcards will remain at 50p and maps £2.00.

6. Grass Cutting Contract with Wigton Town Council

Cllr Craig outlined the documents. Variation orders had been made during the duration of the previous contract which were attached to the documents and incorporated into the new contract as well as 2 new variation orders for £375 for the Summerfield Play area and £100 for cutting the hedge between St Michaels School and Hearse House.

Cllr Craig sought confirmation that the 4.1% RPI increase was correct. Cllr Kyle confirmed that the increase in RPI was acceptable.

Cllrs Baxter and Dalton queried the wording of the 'Summary of Tender' in both contacts which suggested that the contract had not been accepted and was in fact still under tender. After much discussion it was agreed to amend the wording 'The contractor is to submit' to 'The contractor has submitted' and 'The contractor is advised to visit' to 'The contractor was advised'.

Cllr Byers advised that in section 6.1 of the contracts the reference to The Health and Safety at Work Act 1974 should also include the 2002 Act and likewise, The Control of Substances Hazardous to Health Regulations 1999 should also include the 2002 Act. Cllr Craig agreed.

Cllr Utting pointed out that Stockdalewath Village Green was not currently included in the contract. Cllr Craig advised that it was too late to change the contract now but a variation order would be made in April. The Clerk will action this point.

Cllr Kaye-Kreczkowski enquired about the Village Green at Raughton Head which was also not in the contract. It was clarified that The Parish Council give a grant to Raughton Head PCC to engage their own contractor for grass cutting.

The Clerk will make the necessary adjustments to the wording in the contract and put it on the agenda for the Parish Council to approve at the 13th February 2018 meeting.

7. Forge Green Property

- Cllr Craig reported that there had been no progress in relation to obtaining a structural report on the properties. He had been unable to meet with Cllr Cowen and he was unable to undertake the report on his own.
- Following the last meeting Cllr Kyle had sought clarification regarding the frequency for testing smoke detectors.

Each detector does not have to be tested every time. He suggested that the properties were put on a monthly sequence so that each property would be tested once every three months. The Clerk to action and RFO will update the Health and Safety Policy document.

8. Recommendations from Internal Audit visit on 3 November

The internal auditor recommended after his half year visit that for insurance purposes certain assets, such as seats and bus shelters where a claim is more likely to arise, should be inspected twice a year.

The RFO produced an asset register in councillor name order which had been suggested by the Internal Auditor.

Cllr Baxter enquired if all Tenancies and Common Land were included on the register of assets.

Cllr Kaye-Kreczkowski advised that the Pond at Raughton Head was not on the register.

The RFO was requested to produce for the next Parish Council meeting a register of assets updated to reflect all new assets and new Councillor's responsible for each asset. The list is to be in Councillor order. The register can then be reviewed and finalised in preparation for the full asset inspection and Risk Assessment to take place in May. Photographs are to be taken of assets by the councillors responsible for them wherever possible for identification purposes during inspections.

9. Annual review of the Standing Orders

Cllr Byers queried if point 5 j xix was being adhered to. This requires the time and place of full Council meetings for the year ahead to be presented to the Annual Meeting. In response, Cllr Kyle advised that it was sufficient for it to be known that Council meetings would always be the second Tuesday of the month at 7.15pm at Forge Green.

Cllr Byers also referred to point 5 j xiv which requires every planning application notified to the Council and the Council's response to the local planning authority to be recorded in a book. The consensus of the meeting was that the excel planning application register and the minute book which both record all planning applications satisfied this requirement.

Cllr Byers also thought that some of the references to Legislation in the Standing Orders were not the most up to date Acts. The RFO had compared the document to the Model Standing Orders on the CALC website and there were no differences. Cllr Craig advised we should not be making changes to the Legal references in the document as these will have been approved by NALC.

It was agreed that the RFO and Clerk will bring to the Parish Council's attention any changes as they occur which are flagged up by CALC in their regular briefings.

10. Annual review of Policies

The following policies were reviewed

- Freedom of Information
- Health & Safety Policy
- Risk Management Policy
- Appraisals Policy
- Equal Opportunities Policy
- Press & Media Policy
- Protocol on The Recording And Filming Of Council Meetings
- Disciplinary Policy
- Grievance Policy
- Complaints procedure
- Code of conduct
- Retention of documents policy
- Cemetery maintenance policy

The RFO had compared the policies to those on the CALC website and no changes to the model policy documents had been identified.

The RFO reported that on 30th May 2017 the Policy and Resources Committee had decided that risk assessments would be reviewed and updated every 2 years and this had been incorporated into the policy document. Cllr Craig advised that they are reviewed annually but the policy should remain they are reviewed every two years as it is better to do them more often than necessary.

The RFO reported that some of the retention periods in the current retention of documents policy were longer than actually required. Councillors preferred to keep the longer retention periods.

Cllr Baxter had reviewed the documents and the Risk Assessments and had noted some amendments to make. Cllr Byers thanked Cllr Baxter for his time and the amendments were left with the RFO to action before presenting to the full Parish Council for approval.

11. Report from meeting with Nestle regarding funding

Cllr Byers reported that she had attended a meeting at Nestle with the RFO. Nestle were very keen to help in the Community. They were sure they could help with the flagpole and the RFO has forwarded details about the upcycle of the litter bins to planters for Bridge End. We are waiting for a response.

There is a box at Carlisle United which can be made available. Hampers can also be available. Tea and coffee for events can be provided. The factory also has a team of volunteers willing to help in the community if suitable projects can be found.

The question of funding help with the gym equipment project was raised: however Cllr Byers reported that Streetwise were hopeful that they could help obtain full funding from Lottery Funds. This matter will be on the agenda for the Parish Council meeting.

12. Councillor matters

- Cllrs Craig and Dalton both expressed their concern over the surface of the road between Carlisle Road and The Green. The gullies are getting blocked outside David Hickson's property by the loose surface dressing and water is coming under his door. Cllr Craig requested that a strongly worded letter be sent to the County Council. RFO will action.
- Cllr Dalton had been asked by a parishioner if it was possible to find out if it was correct that trains do not have to stop at Dalston if they are running late. RFO to action.
- Cllr Baxter asked if it was possible to find out how many times the Traffic Enforcement Officer had been in the Village last year. RFO to action. He asked if Nestle could fund the grasscrete for the Green.
- Cllr Drouet asked if there was any objection to attaching the Referendum banner to the hedge at Jubilee Garden to prevent it being damaged by the weather. No objections were raised.
- Cllr Kaye-Kreczkowski reported that a BT Fibre sign had appeared in Raughton Head and did anyone know how far this would go. Cllr Drouet advised he would look into the matter.
- Cllr Dalton requested a letter be written to the Traffic Enforcement Officer regarding the number of lorries coming through the village in contravention of the sign at Peter Lane. These are contributing to the damage to the road surface. RFO to action.
- Cllr Craig asked whether Traffic Counts were to be undertaken again this year in view of the cost.
Cllr Utting requested that Stockdalewath be included in the count.

13. Dates of Forthcoming Meetings

Cllr Craig advised he would be unable to attend the property and maintenance meeting on 20th March. The clerk will look into alternative dates.

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

Policy & Resource Meeting Dates for 2018:- 22nd May, 31st July, 30th October all to take place at Forge Green at 7.15pm

Property & Maintenance Meeting dates for 2018:- March TBA at Church House, June TBA, 18th September

Annual Parish Meeting 1st May at The Victory Hall at 7pm

The meeting closed at 9.07pm