

## DALSTON PARISH COUNCIL

Forge Green  
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 5<sup>th</sup> March 2019 at 7.15pm.

M Watling (Assistant Clerk)

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### **Present**

Cllr Byers      Cllr Baxter      Cllr Craig      Cllr Kyle

### **1. Apologies**

Cllr Brewer      Cllr Drouet      Cllr Kaye-Kreczkowski

### **2. Minutes**

The minutes of the Policy and Resources Committee meeting held on 6<sup>th</sup> November 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. Annual Review of the Standing Orders**

- The Standing Orders had been circulated prior to the meeting. The RFO had amended these for the 3 changes advised by NALC to Standing Order 17(d) (ii), Standing Order 21 and 15(b)(ix) and Standing Order 18. NALC circular L09-18 which had also been circulated prior to the meeting detailed the amendments to be made.
- Cllr Byers asked for clarification of the time allocated for Public Participation at a meeting. It was confirmed that Standing Order 3 (f) & 3 (g) allocated no more than three minutes for Public Participation at a meeting.

No further queries were raised. The Annual Review of the Standing Orders was passed to be ratified at the next meeting of the Parish Council.

### **6. Annual Review of Policies.**

The following policy documents had been circulated prior to the meeting:

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

Cllr Craig requested the Cemetery Maintenance Policy be amended to agree to the wording on the website for the Cemetery and in particular that there should be reference to the repair of memorials being the responsibility of the family. The RFO to action.

Cllr Kyle advised in respect of the Health and Safety Policy that PAT testing of electrical equipment is no longer necessary on an annual basis. Cllr Craig confirmed this. It was agreed that paragraph 8 of the Health & Safety Policy should be amended to remove the word 'annually'. The RFO will action this amendment to the Policy and on the Clerks Responsibility Schedule. PAT testing of the office electrical equipment will be carried out every 4 years in accordance with current guidelines.

After the two amendments it was agreed the Annual Review of the Policies was passed to be ratified at the next meeting of the Parish Council.

#### **7. Review of Rents for Common Land**

After discussion it was agreed that the rent for the two areas of Common Land would remain unaltered.

- The annual rent for the Sheep Wash was confirmed to remain at £1 per annum. In light of the low value, five years rent would be invoiced in advance with an administration charge of £10 to partially offset the cost of collection.
- The annual rent for The Pinfold was confirmed to remain at £10 per annum. The tenant is resident in Cyprus. In light of the low value, five years rent would be invoiced in advance, however, there would be no administration fee.

#### **8. Recovering the cost of repairs to memorial headstones in the cemetery.**

The draft letter to be sent when a headstone is in need of repair was discussed. After small amendments the letter was approved to be sent in future when the Parish Council are able to trace the family member who purchased the memorial.

#### **9. Telephone and Broadband Contract Renewal**

The current contract comes to an end on 12<sup>th</sup> April 2019. The RFO had obtained quotes from the current supplier BT, Onecom and Plusnet. Dalston area is not served by all providers and obtaining quotations for business telecommunications is difficult. Cllr Craig confirmed this and also advised that providers ask for payment 'up front'.

From the quotations received Plusnet were the cheapest although the current deal on offer could be changed at any time. After discussion it was agreed that the reputation of BT and the speed of broadband needed for the office did not warrant the extra cost of staying with BT.

Cllr Kyle suggested contacting Online Systems in Carlisle for a quotation. The RFO to action.

If Online Systems are not comparable in price the Councillors agreed to switch to Plusnet when the current contract with BT ends.

#### **10. Burial Ground Management System update**

The RFO gave a review of the current situation with Atlantic Geomatics. The wards and section numbers have been added to the cemetery plan but we are still waiting for the link to move details of remains between grave spaces and link more than one grave space to a memorial.

A list has been made from the minutes of new memorials and additional inscriptions which have been approved since the photographs were originally taken. There are now over 50 memorials which need to be photographed and uploaded. Cllr Auld is sourcing a tablet for this purpose.

There are over 900 remains which the system is showing as being in 'unknown graves'. Many of these are due to there being no photograph of a memorial to link to or the memorial is unreadable. The RFO has asked Atlantic Geomatics if they can produce a list of these as we should be able to identify the location of the remains from our Burial Registers.

## **11. Councillor matters**

Cllr Craig enquired if there were any issues to raise with CALC at the meeting on 9<sup>th</sup> March 2019. Cllr Byers confirmed that CALC are always able to advise on issues by telephone. Cllr Baxter asked if he could enquire about document retention advice.

## **12. Dates of Forthcoming Meetings**

Public Meeting (Glave Hill Car Park) 26<sup>th</sup> March 2019 at 7pm in the Victory Hall

The Annual Parish Meeting to be held on 7<sup>th</sup> May 2019 at 7pm in the Victory Hall

Next meeting of The Parish Council to take place on 12<sup>th</sup> March 2019 at 7.15pm at Forge Green

Policy & Resource Meeting dates for 2019:- 4<sup>th</sup> June and 22<sup>nd</sup> October at 7.15pm at Forge Green

Property & Maintenance Meeting dates for 2019:-30<sup>th</sup> April, 25<sup>th</sup> June, and 24<sup>th</sup> September at 7.15pm at Forge Green.

The meeting closed at 8.30 pm