

DALSTON PARISH COUNCIL

Forge Green
Riverside
Dalston
CA5 7QG
Tel: 01228 712766
Email: clerk@dalston.org.uk

Minutes of the Policy and Resources Committee Meeting held at Forge Green on Tuesday 18th October 2022 at 7.15pm.
M Watling (Assistant Clerk)

Present

Cllr Baxter Cllr Drouet Cllr Kaye-Kreczkowski Cllr Kyle Cllr McKerrell

Apologies

Cllr Byers -holiday
Cllr Craig – Course attendance
Cllr Irving - child care commitments

Minutes

It was resolved to authorise the Chairman to sign, as a true record, the minutes of the Policy and Resources Committee meeting held on Tuesday 1st March 2022.

Declarations of Interest

There were no declarations of interest.

Public Participation

There were no members of the public present.

1. Annual Review of the Financial Regulations

- The Financial Regulations had been circulated prior to the meeting.

The RFO confirmed no changes have been made by NALC to the July 2019 Model Financial Regulations already adopted.

It was agreed :

- To keep the Neighbourhood Plan Steering Group as a working committee in paragraph 3.2.
- To retain October as the latest salary review date in paragraph 4.4.
- In respect to paragraph 5.1 no changes are required to the bank mandate and the current signatories will remain unchanged.

The Financial Regulations 2022 will be recommended for adoption at the next Parish Council meeting.

- The list of Contractors was reviewed. The following will be added to the list:

Building surveyors - Gray Associates Limited
Fencing - Graeme Howe Fencing Limited & Rose Bank Sawmill Ltd

Kitchen Fitters will be removed from the list.

2. Annual Review of Rents

- The current rent for 1 Forge Green is £318 per month. Since the last rent review based on the RPI for August 2021 the RPI has increased by 12.3% which would be a £39 per month increment. It was agreed an increase of £12 per calendar month, which equates to 3.8%, be applied from 1st January 2023.
- The current rent for 2 Forge Green is £500 per month. This was a new tenancy in June 2021. It was agreed therefore no increment will be applied this year.

- It was agreed the rent for Forge Green Gardens should remain at £40 per annum.
- The current Grazing Licence Fee for The Green is £100 per annum. The tenant is not renewing his licence for 2024. It was agreed the licence fee for 2023 will remain at £100. This will be reviewed next year when advertising for a new tenant.
- The rent for The Pinfold is paid until August 2023. It was agreed this will be reviewed in the summer. All other rents are current with no further action required.

3. Annual Review of Cemetery Policies and Fees

- A schedule comparing cemetery fees for Dalston, Wetheral and Carlisle had been circulated. After discussion it was proposed all interment fees for persons over the age of 12 and the fee to purchase the Exclusive Rights of Burial should be increased by 5% rounded to the nearest £50. No increase is proposed for the Interment of a child.
The fees for the right to erect a headstone, a subsequent inscription or to replace a headstone will be increased by £25 and the Transfer of Rights and Statutory Declaration will be increased by £10. The increases will all be in respect of the administration element of the overall fee to reflect the clerks time taken.
- The Cemetery policy was reviewed. It was agreed that motifs and photographs on headstones would continue to be discouraged. Should a request for a motif be received it will be considered by the Parish Council providing it is discreet and conforms to the Cemetery size guideline.
- A discussion took place about wicker and biodegradable coffins and caskets after several requests have been refused in recent months. Cllr McKerrell will seek advice from Cllr Christian of Carlisle City Council and report back for further consideration of the policy.

4. Annual review of Policy For Memorial Seats and Trees

It was agreed that the second paragraph of the policy should read:

The Parish Council must approve the location and details, including tree species, any plaque or dedication requested or suggest other options.

5. Annual Review of Other Fees

- It was agreed no change to the schedule of charges for fishing permits.
- It was agreed the charge for postcards will remain at 50 pence.
- It was agreed the charge for maps will remain at £2.

6. Emergency Plan

The Emergency Information Sheet from CALC and the draft Cummersdale Emergency Plan had both been circulated. Cllr Baxter had researched Emergency Plans from other Parish Councils. It was agreed a document somewhere in between the two examples was more appropriate as it would be easier to maintain and keep up to date.

Cllr Baxter agreed to draft a document for Dalston Parish for consideration in January. Cllr Utting will be contacted regarding the plan in place in Stockdalewath for tips.

7. Legacies

A major legacy received in May is currently held in the Building Society 30 day deposit account. The merit of combining it with the Margaret Gore Legacy in a properly managed Trust was considered. Cllr Kyle will discuss the Margaret Gore Legacy with Cllr Byers and report back to the January Parish Council meeting.

8. To consider the draft accounts to 30 September 2022

There were no queries on the 6 months accounts.

The RFO reported that there are some provisions brought forward from previous years which need revisited to decide the way forward. Cllr McKerrell will liaise with the RFO regarding these.

9. Draft Budget for 2023/24

The draft budget and notes for 2022/23 had been circulated prior to the meeting. The figures show the precept requested is £87,800 which is an increase of 7.5% or 10p per week for a Band D property. This would give a small budget surplus of £4,156 before any costs for the roof replacement at Forge Green.

Given the current uncertainty with the economy and Government the draft budget will be reviewed

at the end of November prior to presentation to the December Parish Council meeting. The Precept request is to be submitted to Carlisle City Council by 6th January 2023.

10. Councillor matters

Cllr Kyle queried the length of time the road closure would be in place on Peter Lane. The start of the work has been delayed by 2 weeks and will now commence on 31 October 2022. The Clerk will query whether the road closure is necessary for 3 months.

11. Dates of Forthcoming Meetings

Next meeting of The Parish Council to take place on 8th November 2022 at 7.15pm at Forge Green.

Policy & Resource Meeting dates for 2023:- 7th March 2023

Property & Maintenance Meeting dates for 2023:- TBA

The meeting closed at 9.15 pm