

BOTHEL AND THREAPLAND PARISH COUNCIL

At the Annual Meeting of Bothel & Threapland Parish Council held at the Village Hall, Bothel on Tuesday 8th May, 2018 commencing at 7.40 p.m.

Present:

S. Austin
G. Bowe
K. Nelson
M. Story
R. Teasdale
N. Todhunter
R. Watson

Also Present:

J. Rae (Clerk)

1. ELECTION OF CHAIRMAN FOR COUNCIL YEAR 2018/2019

A nomination was received from Cllr Bowe, seconded by Cllr Austin that Cllr Todhunter be re-elected Chairman for council year 2018/19. No other nominations were received. **RESOLVED** that Cllr Todhunter be re-elected Chairman for the ensuing year.

2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. Todhunter assumed the Chair and signed a declaration of acceptance of office.

3. APPOINTMENT OF VICE-CHAIRMAN FOR COUNCIL YEAR 2018/19

RESOLVED that Cllr Story be re-elected Vice Chairman for council year 2018/19.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J. Mounsey, Allerdale Borough Council and Cllr. A. Bowness, Cumbria County Council.

5. MINUTES OF THE MEETING 13 MARCH 2018

RESOLVED that the minutes of the Parish Council Meeting held on 13th March, 2018 were agreed as a true record and signed by the Chairman.

6. TO APPOINT COMMITTEES AND SUB COMMITTEES

Cllr Todhunter agreed to continue to Chair the Community Fund Sub Committee.

7. CHAIRMAN'S ANNOUNCEMENTS

Repairs to the map board and notice board had been carried out by a parishioner. An invoice for materials only had been submitted for payment.

A letter had been received from a parishioner raising two matters:

The wall opposite the Greyhound public house has some loose stones and is a health and safety matter. This had been reported to County Highways on 18th April.

Could the Parish Council arrange for the bus stops to be repainted prior to the RHS Britain in Bloom judging. Members noted that the maintenance of the bus stops is the responsibility of Stagecoach.

The Borough Council had written to all parish councils regarding street lighting. The letter stated that due to reductions in funding from Central Government the Borough Council's budget has been reduced by approximately 20% and as the provision of footway lighting is not a statutory requirement it is one area where savings have to be generated. The Borough Council is keen to work with parishes to ensure the transition of responsibility for the provision, maintenance and energy costs of footway lighting is effected over the coming years.

8. DECLARATIONS OF INTEREST

None.

9. PUBLIC PARTICIPATION

No members of the public were present at the meeting.

10. REPORTS

- (a) Allerdale Borough Councillor: Apologies had been received from Cllr Mounsey.
- (b) Cumbria County Councillor: Apologies had been received from Cllr Bowness.
- (c) Cumbria Police: PCSO Hannah Donaughee had provided an overview of some of the incidents reported since the last meeting. PCSO Donaughee advised that the next joint parishes meeting will be held on Friday 6th July at 7.00pm at Cockermouth Police Station.

11. COMMUNITY FUND

Annual Donation - St. Michael's Church Torpenhow. RESOLVED to continue to grant a donation of £500 subject to the monies being used for maintenance of the churchyard in Torpenhow.

The Chairman reported that a late application had been submitted by the Gardening Club for £600. The application was considered and Members resolved to support the request. The Clerk was requested to contact the Gardening Club to advise that future applications for donations should be submitted in sufficient time for the Community Fund Sub Committee to consider the request prior to the Parish Council meeting.

12. FINANCE

- (a) The financial report as at 31st March was circulated for Members information.

Bank Balance 31st March 2018

HSBC	£ 2,199.08
CBS	£37,133.63

Income received:

Allerdale Borough Council - Half Yearly Precept	£2,750.01
Electricity NW – Wayleave	£ 30.71

- (b) NJC Pay Increase for Parish Clerks – Members noted that the NJC had agreed a pay increase of 2% from April 2018 for two years

13 ANNUAL AUDIT

The Clerk reported that the internal audit had been carried out with no issues identified. Members considered the effectiveness of the system of internal control and agreed that this is satisfactory.

- (i) Annual Governance Statement – Members considered the Annual Governance Statement and agreed that arrangements are in place for effective financial management and the accounting statements are prepared in accordance with Accounts and Audit Regulations. **RESOLVED** that the Chairman and Clerk be authorised to sign the Annual Governance Statement.
- (ii) Accounting Statement 2017/18 – Members agreed that the Accounting Statement in the annual return fairly represents the financial position of the parish council. **RESOLVED** that the Chairman be authorised to sign the annual return.
- (iii) Certificate of Exemption - Members resolved that the Certificate of Exemption should be signed by the Chairman and Clerk certifying that the Parish Council is exempt from a limited assurance review and during the financial year 2017/18 the gross income for the year or gross annual expenditure for the year did not exceed £25,000.
- (iv) Period of Exercise of Public Rights – Members noted that the period for the exercise of public rights will commence on 4th June and will end on 13th July. A notice will be displayed on the parish notice boards notifying electors of their rights to inspect the accounts.
- (v) Publication on website – The Clerk reported the requisite documents will be added to the parish council's website.

14. PARISH COUNCIL'S INSURANCE/RISK MANAGEMENT

Renewal documentation had been received from Zurich Municipal Insurance at an annual premium of £372.10. The policy was considered to be adequate for the parish council's requirements. **RESOLVED** to accept the renewal invitation from Zurich Municipal.

15. PAYMENT OF ACCOUNTS

RESOLVED: The following accounts were approved for payment

Repairs to map board	£ 41.10
Repairs to notice board	£ 23.98
Internal Auditor	£ 85.00
CALC Annual Subscription	£165.00
Zurich Municipal Annual Insurance	£372.10

Payments from Community Fund:

St Michael's Church, Torpenhow	£500.00
Website Hosting Fee	£100.00
Bothel Gardening Club	£600.00

16. CORRESPONDENCE

The list of correspondence received since the last meeting was circulated with the agenda and noted by Members.

United Utilities - West Cumbria Supplies Project - Upcoming Road Closure
ACT - Snow Survey

CALC - Draft note of the March 22nd 2018 3 tier meeting
Cumbria Police - Meet your new PCSO
CALC Circular March 2018
CALC - General Data Protection Training Information
CALC - Slimmed down GDPR guide
CALC/Allerdale Borough Council - Letter regarding footway lighting
CALC - Chief Executive's Bulletin - 13 April 2018
CALC - Update on GDPR and Data Protection Bill
CALC Circular May 2018

17. PLANNING

(a) Applications received:

2/2018/0080 – Erection of an agricultural building
Field North of Threapland Lees, Threapland

(b) Decisions:

2/2018/0080 – Erection of an agricultural building
Field North of Threapland Lees, Threapland – FULL PLANS APPROVED

18. HIGHWAYS/HIGHWAY MAINTENANCE

The issues on the A595 are still ongoing.

Pot holes on the Bothel to Threapland road – It is unlikely that any repair work will be carried out until after UU have completed their work in this area.

Bank Lane – Cllr Nelson agreed to report the issues on Bank Lane on the Highways Information Management System.

19. VILLAGE HALL

Cllr Watson reported that the Village Hall Management Committee had submitted an application for seating to the United Utilities Legacy Fund. Other projects were discussed and will be considered further at a future meeting.

20. GENERAL DATA PROTECTION REGULATIONS

The Clerk reported that the General Data Protection Regulation will come into effect from 25th May 2018. This replaces the existing law on data protection and gives individuals more rights and protection regarding how their personal data is used by councils. A draft Data Protection Policy, General Privacy Notice and Consent Form had been circulated. A draft Information Audit had also been prepared. Members resolved that the Data Protection Policy, the Privacy Notice and Consent form should be included on the Parish Council's website.

Members noted that the Government has tabled an amendment to its Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer. It was also noted that the Parish Council will need to register with the Information Commissioners Office and pay a fee of £40.00. Confirmation on these two points is still awaited.

21. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 10th July, 2018.

The meeting closed at 8.10 p.m.

Signed.....Date.....