

## **Skelton Parish Council**

**Clerk:** Mrs R E Kelly, 5 Lark Field, Penrith, CA11 7NY – clerk2skeltonparishcouncil@outlook.com; 01768 863900

**Chair:** Ms Stacey Kane, Linton Ghyll, Ivegill, Cumbria, CA11 9QF – stacey.kane@virgin.net; 016974 75710

### **Minutes of the Annual General Meeting of Skelton Parish Council held at Skelton Toppin Memorial, on Tuesday 12 May 2015 at 7.30pm**

Present: Cllr Stacey Kane chaired the meeting with Cllr Colin Atkinson, Cllr Anita Lyons, Cllr Nicky Higgins, Cllr Bernard Parker, Cllr William Armstrong and Cllr Kevin Beaty. Cllr Alan Dickinson was Co-opted on at the meeting.

#### Members of Public

1 Member of public

The meeting opened at 7.40pm

#### **15/001 Election of Officers**

In line with standing orders the first item on the agenda was the election of Chairperson. The current Chairperson asked if anyone else wished to take the position, and Colin Atkinson proposed Stacey continue as Chair, this was seconded by Bernard Parker. This was agreed by all.

The Chairperson asked for a Vice Chairperson, Colin Atkinson was proposed by William Armstrong, seconded by Stacey Kane, and agreed by all.

The Budget Committee was discussed, and it was proposed by William Armstrong that all Parish Councillors are part of the Budget Committee, this was seconded by Colin Atkinson and agreed by all.

**Resolved:** Stacey Kane was voted Chairperson, Colin Atkinson Vice Chair, and all Parish Councillors to be the Budget Committee.

#### **15/002 Apologies for Absence**

The chairperson asked if there were any apologies for absence.

**Resolved:** The Chair said she had apologies from Bob Towers, Bunty Wright and Jean Bloomfield.

#### **15/003 Declaration of Interest**

The Chairperson asked if there were any Declarations of Interest

**Resolved:** The Clerk had had no Declarations of Interest.

#### **15/004 Minutes**

The Chairperson asked if she could sign the minutes of the meeting held on Tuesday 10 March 2015 as a true record of those meetings.

**Resolved:** The minutes were agreed and signed by the Chairperson.

#### **15/005 Matters Arising**

To note any matters arising from the above minutes that are not on this agenda including:

##### United Utilities and Laithes Playground

Laithes Playground – the footpath has been restored. The manhole cover remains. The tidying up / making good is still in progress. It was decided to arrange a meeting at the playground, and

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report back at the next meeting, and to invite a representative from United Utilities to attend. It was also decided to invite a representative from the Laithes Playground Group to the next meeting. The site meeting at Laithes Playground was arranged for Monday 18 May, at 6pm, Stacey Kane and Colin Atkinson to attend.

### **15/006 Vacancies**

#### **This item was brought forward and discussed after the Election of Officers**

The new Clerk was introduced to the Parish Council. Anita Lyons informed the Parish Council she was concerned that the Parish Council had not been informed of the appointment. Stacey Kane apologised for the oversight.

The Parish Council discussed the results of the election, which leaves seats vacant on the Parish Council. The Parish Councillors to speak to people they feel would be beneficial to the Parish Council, and the Clerk to arrange for the vacancies to be placed in the Parish Notes.

**Resolved:** The Clerks vacancy has been filled, and the Councillors vacancies to be advertised.

### **15/007 Reports**

#### **To hear the following reports:**

a) of the work of the Council during 2014/2015 from the Chairman

Stacey Kane reported back to the Parish Council of the previous year, having enjoyed her year as Chairperson. There had been no controversial planning applications over the previous year. The Parish Council have offered funding, as and when possible due to “belts being tightened”. The reserves in the saving account are down, the reserves have been spent. The NDO is still in progress.

b) From Cumbria County Council.

There was no representative from Cumbria County Council, the position is currently vacant.

c) from Eden District Council

The Parish Council heard a report from Cllr Beaty (EDC)

- The election for this ward was uncontested.
- Eden District Council was on the news, for being the council with the least contested seats.
- EDC is trying to create income from other sources

### **15/008 Accounts**

The governance statement following audit of the accounts by David Ray was agreed, and the audit paperwork was signed.

The Financial Risk Assessment, as required by the External Auditors was agreed.

Letters were signed to change the correspondence address for the Bank accounts to the New Clerk.

**Resolved:** The audit was signed off, the clerk to arrange for it to be sent to BDO, and the relevant notices placed on notice boards.

The Financial risk assessment was agreed.

The Clerk to send the letters regarding the address change to the banks.

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### **15/009 Correspondence**

The correspondence was considered by the Councillors

**Resolved:** There were no items that the meeting wished to discuss. The correspondence received was noted.

### **15/010 Highways**

Highways matters within the Parish were discussed.

Netherscales Bridge has been repaired.

Bob Towers advised (by email) that he was prepared continue to be the correspondent for Highways for the Parish.

**Resolved:** Bob Towers to continue being the correspondent for Highways.

### **15/011 Planning**

To discuss the recent planning applications and decisions.

**Resolved:** There are no recent planning applications.

### **15/012 Parish Council Meetings**

The venues and timing of future Parish Council Meetings was discussed.

**Resolved:** It was agreed to keep the meetings Bi-monthly, on the second Tuesday of each month.

It was also agreed to trial for 12 months, 2 meetings at Skelton, 2 meetings at Hutton and 2 meetings at Ivegill. This was proposed by William Armstrong, seconded by Anita Lyons, and agreed by the majority. There was one Councillor against.

### **15/013 Request for Funding/Accounts to pay**

CALC Subscription for 2015 - £214.00

AON insurance - £1022.53

Mark Hill Grasscutting – Cheque reissued to replace missing cheque - £1548.00

**Resolved:** The cheques were signed

### **15/014 Grant Applications**

The draft documents prepared by Bob Towers in relation to applications for funding were considered, the pros and cons of using such a form was discussed, in detail. Cllr Beaty advised it was standard practice.

**Resolved:** It was agreed to put the item on the agenda for the July meeting, for further discussion

### **15/015 Garden Waste Skip Contract**

The email from EDC declining the provision of a garden waste skip for the current year was discussed, following discussions in the Annual Parish Meeting. The Clerk to respond to the email, and ask: Who reported the skip to EDC, what evidence they have, what waste was disposed of in the skip.

**Resolved:** The Clerk to contact EDC. Cllr Beaty to also contact EDC to enquire further.

### **15/016 Document Retention**

Document & planning application retention for the Skelton Parish Council was discussed, following the appointment of the new Clerk. The Parish Council were informed that the archives service at Carlisle is available to store all documents, and that retaining previous planning

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applications was not necessary, due to the planning application documents being available online. Stacey Kane proposed that old documents be sent to the archives, and planning applications are retained for 6 months. This was seconded by Nicky Higgins, and agreed by all.

**Resolved:** The Clerk to dispose of the old planning applications and arrange for the documents to be sent to the archives at Carlisle.

### **15/017 Date of Next Meeting**

**Resolved:** The date of the next Parish Council Meeting will be Tuesday 14<sup>th</sup> July 2015 at Skelton Toppin Memorial Hall. The AGM will be 10<sup>th</sup> May 2016.

The meeting was closed at 9.30pm.