

BOWNESS ON SOLWAY PARISH COUNCIL

Draft Minutes of the Annual General Meeting of the Council held on Tuesday 31st May 2022 in the Lindow Hall, Bowness, following on from the Parish Meeting.

PRESENT

Chairman Pauline Hinks

Councillors Marion Carruthers, Malcolm Coates, David Evans, James Graham, John Harrington, David Hutton, Carol Mark, Wilson Reay, John Wills

Clerk Peter Streatfeild

Four members of the public

1.1 To Elect a Chairman who will then sign the form of acceptance of office. Councillor Hinks being the only person proposed by Councillor Reay and seconded by Councillor Coates was duly **elected** as chairman. She signed the form of acceptance of office.

1.2 Welcome The Chairman welcomed and introduced the new clerk, Peter Streatfeild.

1.3 Apologies & Declarations of Interest Apologies were received from Councillor Annette Martin who was moving house out of the area.

There were **No Declarations of Interest** declared.

1.4 To Elect a Vice Chairman. Councillor Graham being the only person proposed by Councillor Mark and seconded by Councillor Reay was duly **elected** as vice-chairman.

1.5 Standing Orders – To Confirm or Amend - With reference to paragraph **4 Grants to Parish Organisations and Other Bodies** Councillor Reay proposed that requests for grants be heard by the Council as and when they are made or presented as opposed to accepting them only at a grants request meeting in April of each year. This was approved unanimously.

This meant there was a change to **1.1 Meetings of the Council** - the Council will normally meet six times a year. This was approved unanimously.

Annex A Signatories The existing signatories of Councillors Hinks, Carruthers, Graham, and Reay were **confirmed** as unchanged.

Councillor Graham was **confirmed** as the continuing authorised signatory for claims submitted to the Rural Payments Agency (RPA).

Annex B Planning Applications Councillor Mark agreed to receive planning applications for the Drumburgh, Easton and Glasson areas in place of Councillor Birkett who had resigned from the Council.

Annex C Notice Board Guardians Councillor Hinks agreed to be the guardian for Glasson and Councillor Graham for Cardurnock

The **Standing Orders for Parish Council Meetings and Annexes** were adopted with the **above-mentioned amendments**.

2. Minutes (previously circulated)

2.1 The minutes of the ordinary meeting of the Parish Council held on 7th March 2022. It was **Resolved** to approve these as a true record, and they were signed by the Chairman.

2.2 The minutes of the extraordinary meeting of the Parish Council held on 7th April 2022. It was **Resolved** to approve these as a true record, and they were signed by the Chairman.

Councillors Hutton and Wills arrived.

3. Report on action taken

- 3.1 Report on action by members of the council- **NONE**
- 3.2 Report from clerk- **NONE**
- 3.3 Public participation – Permitted at 4.1 regarding **Works on the Banks**
- 3.4 Report from County Councillor Markley – after 4.1
- 3.5 Report from Borough Councillor Hodgson-**NONE**

4 Correspondence

- 4.1 E-mail received from the Bowness Community Group (BCG) requesting permission to carry out works on the Banks was discussed with Mr Bill Knowles, Trustee/Director of BCG. A risk assessment had been carried out in January 2022 which highlighted improvement works for The Banks. Recently a woman had fallen off the down The Banks and broken her arm. (The matter is in the hands of BCG's insurance company as reported by Mr Knowles). The bench had been removed for safety. It was noted that the County Council, which owns the footpath, was carrying out works on coastal areas but only for protecting their utilities. The Environment Agency was also doing some work along the wall. To improve the safety and resilience of The Banks the BCG had proposed the following improvements:

Area 1 Upper Promenade Path – install handrails of galvanised metal or hard wood to comply with safety regulations.

Area 2a Haaf Net Seat – install safety barrier between seat and edge of sea wall drop.

Area 2b Steps to Seashore – rebuild/replace steps

Area 3 Sea Wall – coping stones need replacing and firmly fixing in place.

Area 4 Signs and Notices – i. Refurbish existing Roman Pergola area information boards
ii. Install two new larger signs at entrance identifying start/end of Hadrian's Wall Trail.
iii. Install information map/board identifying key points in the village, eg. Church, Vicus Field, Rome Signpost, Maia Fort Location, etc.

After some discussion it was proposed by Councillor Reay that permission be given to carry out works as proposed on:

Area 1 Upper Promenade Path – hard wood safety handrails be installed and continued from the steps.

Area 2a Haaf Net Seat – safety barrier be installed

Area 4 Signs and Notices – i. information boards be refurbished in the roman Pergola
ii. new signs be installed at the start/end of Hadrian's Wall Trail.
iii. information maps/boards be installed in key points in the village of Bowness on Solway

This was seconded by Councillor Evans and **resolved to approve** the said works.

Work on **Area 2b Steps to Seashore** and **Area 3 Sea Wall** were **not approved**.

County Councillor Tony Markley arrived during the on-going discussion

3.4 Report from County Councillor Markley – Councillor Markley apologised for being late and brought verbal **apologies from Borough Councillor Hodgson**. Councillor Markley reported that the main activity of the Council was the split into and the election for two unitary authorities, the West encompassing Allerdale, Carlisle and Copeland boroughs and the East encompassing Barrow, Eden and South Lakeland boroughs. He was elected to the West council which will work in tandem with the East council and the current County Council for a year of transition and he will

continue fighting for funds. He also reported that some highway works were underway and cycle tracks were being updated.

4 Correspondence (continued)

4.2 Update on the future of the 93/93A Bus Service – County Councillor Markley agreed there was an issue about the cancellation of the bus service but assured council something would be happening soon about it. Councillor Hutton read a letter from MP Mark Jenkinson saying the County Council had not been accessing and using all the bus grants/funding from the Government. Mr Knowles of BCG reported it was the Mobility part of the funding that had not been utilised which was returned to the government. It was noted that there were some financial and political issues causing the cessation of the 93/93A bus service. A letter/proposal about the issue was distributed for information. **Noted.**

Councillor Markley left at 7.25pm

- 4.3 Grant Application from Bowness Community Group (BCG) Cinema Group for £4,956.38 – Since Mr Bill Knowles of the BCG was present he spoke on behalf of the Cinema Group's request for funding. It was noted we are still awaiting copy receipts for the previous grants which totalled approximately £7000 in 2019. **Resolved** to postpone the application until we have the information requested, for consideration at the next meeting.
- 4.4 **To Consider the Chairman's Allowance for 2022/23 - Resolved** the Chairman's allowance for 2022/23 be £60.00.

5 New business

- 5.1 **Community reports.** It was reported that Jubilee weekend programmes were being organised over the four days in Anthorn and Bowness. - **Noted.**
- 5.2 **Update on Provision of Defibrillators** – This work has been previously approved for Cardurnock, Easton, Fingland and Old Anthorn. **Noted.**
- 5.3 **Update on Speed Awareness Devices Around the Parish** – It was **Noted** that a request for speed awareness devices had only been approved by Highways for a replacement of the 'Slow' sign in Glasson. No permanent 'Slow' signs can be installed in Fingland or Drumburgh. Councillors Hinks and Carruthers were dealing with it and the costings, they will also look at costings for a moveable SIDs device.
- 5.4 **Update on Renovation of Metal Parish Seats** – It was **Noted** three Parish Seats had yet to be reinstalled, one on the Marsh near Port Carlisle but access would be needed through the padlocked gate.
- 5.5 **To Acknowledge Claim Form for RPA Submitted** – It was **Noted** the RPA Claim Form had been submitted.
- 5.6 **To Consider Changes to Bank Arrangements, Adding New Clerk** – It was **Noted** that the Clerk was pursuing the matter of putting his name as the new Parish Council correspondent with the Bank.
- 5.7 **Request from Liam McKenna to Install a Bench on The Banks** – It was **Noted** that more information was awaited from Liam McKenna to install a bench in memory of his mother on The Banks before any decision could be made.
- 5.8 **Request from Bo'ness Community Council Regarding Possible Twinning Links** – It was **Noted** that a response was still awaited.

5.9 **Relocation of Noticeboard in Cardurnock** – After some discussion it was **Resolved** contact County Council/Highways Department about erecting a new Notice Board on the road verge near the post box. A possibility was to erect it on the side of the pink house.

5.10

To Consider the RE-Appointment of PL Gauntlett to Handle PAYE – It was **Resolved** to re-appoint PL Gauntlett to handle the PAYE on behalf of the Parish Council for a further year.

5.11 **To Consider the RE-Appointment of PL Gauntlett to Handle the Internal Audit** – It was **Resolved** to re-appoint PL Gauntlett to handle the Internal Audit on behalf of the Parish Council for a further year.

6. Finance

6.1 Information

6.1.1 **Report of internal auditor** - It was **NOTED** that the internal report had been completed and the auditor was satisfied that the accounts were in order and that proper controls were in place.

6.1.2 **Annual return and governance statement** – It was **Resolved** to approve the reports and to be signed by the Chairman.

6.1.3 **Accounts and Bank Statement to 31 March 2022 and Comparative Summary Sheet for Three Years** – Since the Clerk had only been in post for three weeks Chairman Hinks presented the accounts, bank statements and the three years summary sheet and explanations of any variances for the year ending 31st March 2022. – It was **RESOLVED** to approve these.

6.1.4 **Accounts and bank statements for the month ending 30 April 2022** – It was **Resolved** to approve these.

6.1.5 **Receipt of Electricity Wayleave Payment Received** – It was **Noted** a payment £40.89 had been received.

6.1.6 **Receipt of First Instalment of Precept from Allerdale BC** – It was **Noted** that the first precept of £9,392.00 had been received.

6.1.7 **Renewal of Information Commissioner Registration** – It was **Noted** that the registration with Information Commissioner had been renewed until 6th April 2023.

6.2 Payments

6.2.1 **BHIB Insurance Renewal** – The BHIB insurance renewal of £309.01 was **Approved**.

6.2.2 **CALC Annual Subscription of £238.39** (NALC £65.62 and CALC £172.57) was **Approved**.

6.2.3 **Payment of £495.00 to Eden Project for Queen's Jubilee** – The payment of £495.00 (including VAT £82.50) was **Approved**.

6.2.4 **Payment of £357.30 to Thorpe Trees** – The payment of £357.30 (including VAT £59.55) for the supply of trees was **Approved**.

6.2.5 **Payment to PL Gauntlett Ltd for the Operation of the PAYE Scheme** – The payment of £40.00 was **Approved** for the PAYE operation and submission of end of year payments to HMRC.

6.2.6 **Anthorn Village Hall Room Hire** – It was noted that some payments were outstanding to the Anthorn Village Hall for the Hire of rooms. Councillor Reay agreed to pursue the matter and it was **Resolved** that a payment up to £50.00 be approved.

6.2.7 **Community Heartbeat Payment** – The payment of £198.00 (including VAT £33.00) as annual support for the defibrillator in Drumburgh - **Approved**.

6.2.8 **Payment to PL Gauntlett Ltd for the Internal Audit** – The payment of £55.00 was **Approved**.

6.2.9 **The Chairman's Allowance for 2021-22** – The Payment of £60.00 allowance was **Approved**.

6.2.10 At this point Chairman Hinks reported that the **Clerk's Salary** would need to be paid on a monthly basis which was **Approved**.

7. Highways

There were no matters regarding the Highways.

8. Planning

8.1 Applications outstanding with Allerdale BC

8.1.1 FUL/2021/0243 Building of a Shed at Bombadil, Drumburgh.

8.2 Applications decided by Allerdale BC

8.2.1 FUL/2022/018 The Change of Use of land at Wallsend Guest House, Bowness had been approved.

8.3 Applications for Discussions

8.3.1 HOU/2022/0085 It was reported that there were no objections to the plans in 48 Solway Drive Anthorn. This was **Noted**.

9. Documents Received for Comment

9.1 Documents received for information circulated by email to all members – there were **No Comments**.

9.2 CALC Circulars – There were **No Comments**.

10. Any items of information

10.1 Brought by members – **No Items**.

10.2 Brought by the clerk.

The clerk advised that CALC was updating their records of Council Members and requested their email addresses to send their circulars directly to them. After discussion it was **Resolved** that the Clerk would not send the members' email addresses to CALC and continue the existing system of forwarding CALC circulars to them as and when necessary.

The clerk reported that there would be road closures in Bowness between the two T-junctions in the north end of Church Lane on 3rd, 4th June 2022 between 16.00 and 23.00 hours and between 12.00 and 23.59 on 5th June 2022.

The clerk also reported that he had planned to attend the Clerk's Training in June 2022.

11. Date of next meetings

The date of the next meeting will be held on 13th July 2022 at 7.00pm in Anthorn Village Hall, Anthorn.

The chairman closed the meeting at 8.45p.m.