**BURGH BY SANDS PARISH COUNCIL**

Minutes of the Meeting of Burgh by Sands Parish Council

Tuesday 1st May 2018 in Burgh by Sands Parish Hall

6.30pm to 7.15pm for commencement of Parish Meeting. Resumed at 8.40pm to 9.30pm

Present: Chairman J Stonebridge, CCCllr T Allison, Cllrs P Ditch, M Hairsine, L Kelton, D Metcalfe, J Norman, V Sealby, RFO & Clerk Isobel Elsdon

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| 18207 | Election of Chairman for year 2018/19. Cllr J Stonebridge was nominated as Chairman by Cllr V Sealby and seconded by Cllr J Norman. Cllr J Stonebridge was duly elected as Chairman and signed the Declaration of Acceptance of Office. |
| 18208 | Election of Vice Chairman for year 2018/19. Cllr A Taylor was nominated as Vice Chairman by Cllr M Hairsine and seconded by Cllr D Metcalfe, having given his consent to the Clerk prior to the meeting. |
| 18209 | Apologies for Absence. Apologies received from Vice Chairman A Taylor, Cllrs V Ferriby and G Ferguson. |
| 18210 | Authorisation for the Chairman to sign the Minutes of the last Meeting as a true record. The minutes of the last meeting dated 24th March 2018 were accepted by members and signed by Chairman as a true record. |
| 18211 | Chairman's Announcements. The Chairman announced that the meeting will be paused at 7.15 for commencement of the Annual Parish Meeting. |
| 18212 | Declaration of interests. Cllr M Hairsine declared interest in planning application 18/0296. |
| 18213 | Adjournment for Public Participation. 6.40pm – 7.03. No members of the public present. Reports from CCCllr T Allison. School bus – ongoing. T Allison has written to Headteacher of Burgh School regarding the need to be able to carry out journeys that are more than a school run as funding is the issue. T Allison to keep us up to date with progress.  SID at Thurstonfield, As the private works agreement was signed and returned to the Traffic Management Officer on 24th March 2018, T Allison to chase up progress with County Council.  Flooding and blocked drains and gullies ongoing issue As a temporary measure Cllr J Norman has cleared some of the gullies and has duly presented Cumbria County Council, via Cllr T Allison, with an invoice for this service. Cllr Norman wishes any proceeds to be donated to Burgh by Sands Parish Council. Cllr Norman has dealt with the tree in Moorhouse.  It was agreed that Cllr V Sealby should arrange to purchase and plant Wallflowers for Village Green.  Discussed the putting up of signs to alert drivers to slow down as deer crossing as 3 deer have been killed. The signs are needed in Monkhill parish and in Burgh by Sands. It was agreed the signs should be relating to animals in general, rather than deers. It was suggested nailing signs to tree or underneath the 30 mile speed sign. T Allison to investigate getting 2 signs made. |
| 18214 | Report from the Parish Clerk - Website – issues with access codes for Domain has now been resolved.  Allotments – received an enquiry for remaining ½ plot from someone moving into the area. Clerk to send details.  There has been an increase in salary for Clerks from April 1st. To be added to agenda for next meeting to agree scale and rate of pay.  RFO financial Report and Risk Assessment approved and signed by chairman. Cheques signed. See last page of minutes. Audit Commission Annual Return 2018 – Members to approve and Chairman sign annual return for y/e 31st March 2018 at next meeting when it has been audited. T Allison left the meeting. |
| 18215 | Planning Applications, Decisions, Enforcement & Correspondence up to 01.05.18  **Decisions**  Appn Ref 18/0124 – Permission granted. Appn Ref 18/0135 – Permission granted.  **Applications**\*\*  **Proposal**: Erection of 5no dwellings. **Location**: Land to the rear of Highfield, North End, Burgh By Sands, Carlisle, CA5 6BD **Appn Ref 18/0296.** Cllr M Hairsine left the room. The following objections were raised:  Waste water system seems too light for the catchment area of roof and paved area. There are concerns about peak flow capacity.  The addition of 5 dwellings to existing sewage system will lead to overflow in area of White Row and the Limes, will exacerbate an already over capacity system.  Approach routes are narrow, there is little space for 2 way traffic. Access to site is narrow and restrictive, final approaches may cause issues for emergency vehicles.  **Proposal**: Erection of additional changing room and treatment space to enhance existing swimming pool facilities. **Location**: Longburgh House, Longburgh, Burgh by Sands, Carlisle, CA5 6AF **Appn Ref 18/0305 No comments.**  **Proposal**: Erection Of Open Fronted Gazebo (Revised). **Location**: The Village Green, Burgh by Sands, Carlisle, CA5 6AN **Appn Ref 18/0319 No comments.** |
| 18216 | Common Land registration Dykesfield Farm.The Parish Council has been approached by a retired solicitor, on behalf of the landowner, in relation to applying for deregistration of the land as a common. The PC agreed to pay a share of the deregistration application of £366 as full and final settlement. Burnetts who acted on behalf of the PC regarding the registration of this common land have now closed our file and will keep a record of papers regarding this for a minimum of 15 years. PC agreed Clerk to inform Burnetts not to destroy the papers and to keep them in safe custody. |
| 18217 | Councillors’ Reports and reports from Groups around the Parish Reports from 7:35 to 8:40 Recorded in Parish Meeting Minutes. |
| 18218 | Flooding at Thurstonfield – CCCllr T Allison has contacted Flood and Development Management Officer who has agreed to keep the PC informed of progress. The officer has written a letter to the owner of the field behind Bramble Beck House which has been identified as one of the major contributing factors to the flooding due to surface water runoff. The officer has recommended that the field is tilled and sub-soiled for greater infiltration rates by breaking up the compacted layer within the soil strata and reducing surface water runoff . |
| 18219 | Notice Boards - It was agreed Cllr Sealby contact local joiner once more, for a quote. If no response it was agreed to order same as previous, from Notice It Ltd.- |
| 18220 | Internal Audit Clerk to send Annual Governance report and all relevant documents to the internal auditor. |
| 18221 | Playground visits unaccompanied inspection planned of playgrounds to take place on 3rd May |
| 18222 | Funding for Portaloo - Clerk to contact Direct Rail, who donated last year. T Allison agreed to make a contribution. |
| 18223 | Items for next Agenda\*\* - Allotments, Footpath letters, Litter, Grants, Clerk’s salary increase, Website, GDPR, Playground Inspections, Burgh play area, moving of gate to make the play area slightly bigger. |
| 18224 | Date of next meeting is Tuesday 5th June at 7.30pm to take place at Thurstonfield Church. |

**Parish Council Financial Report**

**Meeting date 1st MAY 2018**

**The following payments have been made after they were approved at the Parish Council meeting held on 24th March 2018.**

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| **Mrs I Elsdon** | **Salary** | **£ 300.00** |
| **Mrs I Elsdon** | **Expenses** | **£ 88.59** |
| **CALC** | **Training** | **£ 70.00** |
| **Thurstonfield Church** | **Hall Hire** | **£ 30.00** |

**Payments made since last meeting.**

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| **None** |  |  |

**The following requests for payment have been received or are pending.**

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| **CALC** | **Registration** | **£225.00** |
| **Mrs I Elsdon** | **Salary** | **£300.00** |
| **Mrs I Elsdon** | **Expenses** | **£ 46.99** |
| **Dean Little Tree Surgeon** | **Tree Felling** | **£600.00** |
| **Borderloos** | **Portaloo** | **£135.95** |