**BURGH BY SANDS PARISH COUNCIL**

Minutes of the Meeting of Burgh by Sands Parish Council

Saturday 7th July 2018 in Burgh by Sands Village Hall at 9.30am -11.20am

Present: Vice Chairman A Taylor, Cllrs J Norman, P Ditch, V Sealby, RFO & Clerk Isobel Elsdon CClrs J Collier, T Allison

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| 18249 | Apologies received from Chairman J Stonebridge, Cllrs M Hairsine, V Ferriby, G Ferguson, L Kelton and D Metcalfe. |
| 18250 | The Minutes of 05.06.18 were authorised as a true record. |
| 18251 | Chairman’s Announcements: In the absence of Chairman J Stonebridge, Vice Chairman A Taylor chaired the meeting. The Parish Council have been invited to a Remembrance Day American Supper at St Michael’s Church.  There have been complaints from local residents regarding problems relating to the fast driving of tractors and other vehicles up the rifle range. Complaints have been received from residents regarding fencing and gatepost at pond on the hill which needs attention. Cllrs to inspect on parish walk on 10th July. |
| 18252 | Declarations of interest: Cllr Ditch declared interest in Appn Ref 18/0519. |
| 18253 | Adjournment for Public Participation. 9:43 closed at 10.18. Two members of the public present.  CCCllr T Allison reported there is to be a review of 3rd party agreements. Discussions have taken place at County Council meetings and it has been proposed that volunteers from the community could be trained to carry out low level maintenance work. The PC object to these proposals for health and safety and public liability reasons. A letter is to be sent to Cllr Allison to feedback to Cumbria Council on the Parish Council’s behalf. School bus ongoing and TA to liaise with Head of Kirkbampton School.  Two members of the public discussed their concerns regarding planning Appn 18/0601 which was received too late to go on agenda. Initial concerns raised - This is an archaeological site and it is necessary to hold onto heritage of the parish. Concerns raised regarding access for emergency vehicles and safety risks due to increase in traffic in a confined area and doors of adjacent houses will open directly onto access. Members of public to attend next parish council meeting when this application will be on the agenda.  Complaints from residents of Moorhouse have been received regarding the grass on plot of land opposite Moorhouse Meeting House not being cut right up to the edges. Clerk to bring this to attention of contractor to action on future cuts. |
| 18254 | Report from the Parish Clerk:  A resident has expressed their disappointment that the Parish Council did not make any comments or objections to a recent application for plans for a development in Longburgh. The application in question was considered on its own merits and didn’t contravene any planning regulations. Residents are reminded to attend parish council meetings to voice their opinions and concerns.  Footway letters have been sent out, one resident complained the letter was inappropriate as they did not consider their hedge was overhanging the footway.  Letter of appreciation was read out from Churchwarden of St Michael’s church thanking parish council for their donation in support of the provision of hospitality to the Newcastle group of African visitors which was a very successful occasion.  A resident of Burgh by Sands rang regarding an overhanging tree encroaching on his footpath, the resident needs to report the problem to Riverside.  Report from the RFO: The Financial Report and Risk Assessment were circulated (see last Page) |
| 18255 | Planning Applications, Decisions, Enforcement & Correspondence up to 07.07.2018  **Notice of Deferment**  Appn Ref 18/0101 – Erection of two storey extension, Sundown Cottage a site visit has been arranged and 2 Cllrs are invited to attend. It was resolved that Cllr Ditch was to attend and he was given schedule of inspections.  **Decisions**  Appn Ref 18/0428 Erection of 3 Detached Dwellings, Longburgh – Permission granted.  Appn Ref 18/0019/S211 – Removal of Beech Tree - Permission granted.  Appn Ref 18/0020/S211 – Removal of Dead and rotten trees. Permission granted.  **Applications**\*\*  **Proposal**: Crown reduction to Beech Tree Subject to TPO 141 **Location**: Milton Cottage, 8 Milton Lane, Burgh by Sands, Carlisle CA5 6BG **Appn Ref:** 18/0018/TPO – no objections raised, it was noted that tree is in conservation area.  **Proposal**: Erection Of 1no. Dwelling Without Compliance With Condition 1 Imposed By Planning Permission 16/0938 To Allow For An Amended Site Plan And Erection Of Detached Garage **Location**: Land adj Hamilton House, Burgh by Sands, Carlisle, CA5 6AQ **Appn Ref**: 18/0519 – Extension to be applied for as the parish council did not have a quorum of members to make decisions on this application. |
| 18256 | Councillors’ Reports. – Cllr Norman reported that rubbish is being tipped on Moorhouse to Monkhill lonning, as gate is being left open. |
| 18257 | SID Device – A quote has been obtained from Swarco, resolved to accept quote and arrange a date for site inspection with Swarco and Village Green Association. Clerk to arrange a suitably convenient date. CCClr Allison to contact officer for an update on the moving of post at Thurstonfield. |
| 18258 | Parish Website. Website is now ‘live’ and emails have been transferred from Microsoft to Webmail. Clerk requested Cllrs to access website and give feedback. |
| 18259 | Burgh play area. – Cllr Ditch to contact Wicksteed to obtain a quote for Medium risk items including labour. Cllr Ditch reported that the Ellerside seat has been removed and suggested it be replaced with recycled plastic bench, priced at £199.00. It was resolved to authorise order of replacement seat. New notices have been installed in both play areas. It was resolved that Cllrs Ditch and Sealby will make regular visits to inspect Burgh play area and the allotments, Cllr Kelton to continue inspecting Moorhouse play area. |
| 18260 | Flower troughs – Cllr Ditch reported that the flowers have now been planted and thanks were given to Cllr Norman for the planting in Moorhouse. |
| 18261 | Allotments – The vacant ½ plot has now been taken up and tenancy agreement and payment has been received from new tenant. |
| 18262 | Notice Boards – Cllr Ditch reported a new notice board has been ordered. |
| 18263 | Flag Ensign pole – Cllr Ditch has approached St Michael’s Church and they are happy for us to use their flag pole to fly a flag on September 3rd 2018 on Merchant Navy Remembrance Day. Cllr Ditch to source a flag for this event. |
| 18264 | Community Litter Pick -CCC Collier reported he has made arrangements for equipment to be available for the planned dates for Community Litter pick, Disclaimer form to be signed. Cllr Kelton has agreed for equipment to be delivered to her for the litter pick on Tuesday 24th July in Moorhouse. |
| 18265 | Community consultation and parish plan – It was agreed to defer this item until next meeting. |
| 18266 | GDPR update – Clerk to register with ICO at a cost of £40 when paying by cheque. Public notice has been added to website to alert public of their right to inspect the accounting records for the financial year ending 31 March 2018. |
| 18267 | Items for the next Agenda – Community consultation and parish plan, new speed sign for Moorhouse, Allotments, Burgh by Sands play area, flooding at Thurstonfield, SID device at Thurstonfield, rubbish tipping on Moorhouse to Monkhill lonning. |
| 18268 | Date and Venue for the next meeting - Monday 6th August 2018 in Burgh by Sands Village Hall at 7.30pm. |

**Parish Council Financial Report**

**Meeting date 7th July 2018**

**The following payments have been made after they were approved at the Parish Council meeting held on 05.06.2018.**

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| **Mrs I Elsdon** | **Salary** | **£300.00** |  |  |  |  |  |  |
| **Mrs I Elsdon** | **Expenses** | **£ 63.35** |  |  |  |  |  |  |
| **Burgh by Sands Public Hall** | **Hire of Hall** | **£ 20.00** |  |  |  |  |  |  |
| **CALC** | **LCR Subscription** | **£ 17.00** |  |  |  |  |  |  |
| **CGM Colvilles Ground Main** | **Cut & Strim grass** | **£240.00** |  |  |  |  |  |  |
| **Mr J Sealby** | **Fittings for Notice board and signpost maintenance** | **£120.00** |  |  |  |  |  |  |
| **Mrs V Sealby** | **Microsoft Payments Dec 17 – May 18** | **£ 82.08** |  |  |  |  |  |  |
| **Borderloos** | **Portaloo** | **£140.83** |  |  |  |  |  |  |
| **P L Gauntlett Accts Ltd** | **Internal Audit** | **£ 65.00** |  |  |  |  |  |  |

**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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| **Mrs I Elsdon** | **Salary** | **£372.00** |
| **Mrs I Elsdon** | **Expenses** | **£ 90.23** |
| **CALC** | **Training and Cllr guides** | **£335.00** |
| **CGM Colvilles Ground Main** | **Cut & Strim grass** | **£240.00** |
| **Wicksteed Leisure Ltd** | **Playground Inspections** | **£144.00** |
| **Rocket Sites Ltd** | **Website Development** | **£516.00** |
| **Mike Capstick** | **Bedding Plants** | **82.60** |