**BURGH BY SANDS PARISH COUNCIL**

Minutes of the Annual General Meeting of Burgh by Sands Parish Council held on

Tuesday 7th May 2019 in Burgh by Sands Village Hall at 6.30 pm

Present: Cllrs P Ditch, V Ferriby, J Ghey, M Hairsine, L Kelton, J Norman, V Sealby,

CCCllrs T Allison, J Collier, Clerk Isobel Elsdon.

In attendance Mr J Stonebridge and Mr J Sturnam. Seven members of the public were present.

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| 19438 | Election of Chairman for year 2019/20. - Mr Stonebridge opened the meeting at 18:40, welcomed everyone and congratulated CCCllrs Allison and Collier on their successful election results. Mr Stonebridge announced his retirement from the Council and nominations were requested for a new Chairman. No nominations were received, Cllr Sealby volunteered to chair the meeting. |
| 19439 | Election of Vice Chairman for year 2019/20 - As there were no nominations for a chairman a vice chairman was not elected. |
| 19440 | Apologies – Apologies received from A Taylor and D Metcalfe. |
| 19441 | Authorisation for the Chairman to sign the minutes of the last meeting. The minutes of meeting held on 2nd April 2019 were signed as a true record. |
| 19442 | Chairman’s Announcements: Mr Stonebridge passed on a letter he sent to Carlisle City Council regarding parishioners’ concerns about Marsh House.  Cllr Sealby presented Mr Stonebridge with a card and gift and thanked him for his hard work and loyal service as Chairman to the Parish Council and everyone wished him well in his retirement. Meeting adjourned for commencement of the Annual Parish Meeting at 19:00. |
| 19443 | Public Participation and Reports from CCCllrs J Collier and T Allison. 7 members of the public were present. Meeting recommenced at 8:06. Public Participation finished at 8:19 and members of the parish left the meeting.   * A member of the public raised concerns regarding removal of trees on the site of   Appn Ref 18/1083 as this copse is a key environmental feature of Burgh.   * A member of the public raised concerns regarding fires on Burgh Rifle range lonning and lack of support from Cumbria Council when contacting them with concerns. The members of the public were advised to ask for a case number when contacting the Council. * Report from CCCllr Allison - Thurstonfield flooding – the land agents have provided an estimate of £2500.00 for the cost of moving the existing gates, making an opening including 2 new gates. Mr Allison to follow this up to see if new gates are essential to reduce the cost. **(Action TA)** * Report from CCCllr Collier - Ann McKerrel has been elected as the 3rd Councillor for the Dalston and Burgh ward and will be attending the Parish Council meetings. * Cllr Sealby invited Mr Sturnam to introduce himself as he is interested in becoming a Councillor for Burgh Parish Council. It was resolved to propose co-option to the Council at the next meeting. |
| 19444 | Report from the Parish Clerk - Litter Picking events – There have been two successful litter picking events in Thurstonfield and Burgh. It was proposed we purchase 2 litter picking kits so we can carry out litter picking more regularly It was noted there is a need for a litter bin in Burgh and Mr Allison said he would contact the City Council regarding the installing of a bin, and a volunteer to be sought for taking responsibility for the emptying of the bin.  **(Action TA)**  RFO Financial Report and Risk Assessment - Cheques to be signed, see page 3 |
| 19445 | Planning Applications, Decisions, Enforcement & Correspondence up to 07.05.19  **Decisions**  **Proposal**: Works To Trees **Location**: Furrowfields, Longburgh, **Appn Ref: 19/0018/S211** – Permission granted  **Proposal**: Erection Of Single Storey Rear Extension **Location**: Bon Accord, St Lawrence Lane, Burgh By Sands **Appn Ref: 19/0155** Permission granted  **Notification of Amended Details/Further Information**  **Proposal**: Erection of 2no single storey orangeries to side and rear and detached car port **Location**: Burgh House, Burgh by Sands, CA5 6AN **Appn Ref: 18/0851 -** No Comments  **Proposal:** Erection of single storey rear extension to form orangery and detached car port **Location**: Burgh House, Burgh by Sands, CA5 6AN **Appn Ref: 18/0852** No Comments |
| 19446 | Councillors’ Reports – Cllr Hairsine raised a query regarding the setting up of repair cafes in the parish or similar activities for the men of the Parish. Mr Allison to provide contacts and Mrs Hairsine to feed ideas to the Village Hall Committee for their input. **(Action TA/MH)** |
| 19447 | Grant applications – to be referred until the next meeting. |
| 19448 | Flooding on BBS to Moorhouse Road – Mr Allison has attempted to clear the gullies by digging a channel, however gullies are still blocked therefore Mr Allison to report this problem again to the Council. **(Action TA)** |
| 19449 | Thurstonfield flooding – renewal of gates – resolved in public participation CCCllrs Allison’s report. |
| 19450 | Clerk’s salary increase – In February 2019 the new pay scales for the Clerk as agreed by NALC was brought to the Parish Council’s attention, to take effect from 1st April 2019. This has yet to be resolved. |
| 19451 | Finance and Personnel Committee - Terms of reference distributed to all Cllrs to be agreed at the next meeting. |
| 19452 | Planning Committee - Terms of reference distributed to all Cllrs to be agreed at the next meeting. |
| 19453 | Defibrillators – Mr Sturnam to obtain information regarding the purchase of a defibrillator and training for use of defibrillator. |
| 19454 | Parish Plan completed questionnaires – Mr John Baines has collated the responses received to date from the Parish Council Survey. The Clerk to add to these further responses received and distribute to Parish Council and CCCllrs Allison and Collier. |
| 19455 | Noticeboards and Old Moorhouse Noticeboard. An advert to be placed in the parish magazine to see if anyone could use the old noticeboard. To add to next agenda to agree a location for a new noticeboard. |
| 19456 | Grass cutting – It was noted that the grass cutting will need to be put out to tender next year |
| 19457 | Speed Devices – Mr Allison to find out how much the small speed indicator devices cost that can be fixed to lampposts and to find out who is funding these devices throughout Carlisle. **(Action TA)** |
| 19458 | Section 106 Funding – Footpath to Green – Mr Allison to contact the Council regarding a variation of Section 106 funding to establish if it can be redirected to what the community need such as car parking or footpath. **(Action TA)** |
| 19459 | Insurance Renewal – It was resolved to commit to a 3 year contract with BHIB Insurance Brokers to take advantage of reduced premium of £511.30 per annum. |
| 19460 | Amendment to Code of Conduct – Item 10 of Code of conduct has been amended. Gifts received worth £25 or over must be registered. |
| 19461 | Sustrans – AONB – Interpretation panel – Cllr Sealby has contacted Sustrans and is waiting for a reply. |
| 19462 | Meeting dates to be agreed at next meeting. |
| 19463 | Items for the next Agenda: Finance and Personnel Committee, Planning Committee, defibrillators, Parish Plan, Grant applications, noticeboards, Co-option of Councillor, Clerk’s Salary |
| 19467 | Date and Venue for the next Meeting – Next meeting to be held on Tuesday 4th June 2019 at 7.30pm in Burgh by Sands Village Hall. |

**Parish Council Financial Report**

**Meeting date 07th May 2019**

**The following payments have been made after they were approved at the Parish Council meeting held on 02.04.19**

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| **I Elsdon** | **Salary** | **£324.00** |  |  |  |
| **I Elsdon** | **Expenses** | **£ 46.99** |  |  |  |
| **Cumbria County Council** | **Thurstonfield VAS Post** | **£674.69** |  |  |  |
| **Thurstonfield Meth Church** | **Hire of Hall** | **£ 15.00** |  |  |  |
| **Cumbria County Council** | **Misregistration of Common Land** | **£377.66** |  |  |  |
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**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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| **I Elsdon** | **Salary** | **£ 324.00** |
| **I Elsdon** | **Expenses** | **£ 108.86** |
| **Beaumont PC** | **Clerk Training** | **£ 66.30** |
| **Borderloos** | **Portable Toilet hire** | **£ 95.05** |
| **Burgh Public Hall** | **Hire of Hall** | **£ 45.00** |
| **Swarco Trafffic Ltd** | **Burgh SID** | **£4262.40** |
| **BHIB Ltd** | **Insurance** | **£ 537.14** |
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