**BURGH BY SANDS PARISH COUNCIL**

Minutes of Burgh by Sands Parish Council held on

Tuesday 4th June 2019 in Burgh by Sands Village Hall at 7.30 pm

Present: Cllrs V Sealby (Chair), P Ditch, J Ghey, L Kelton, J Norman, CCCllrs T Allison, J Collier and A McKerrell, Clerk Isobel Elsdon.

In attendance Mr J Sturman

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| 19468 | Apologies – Apologies received from V Ferriby, M Hairsine, A Taylor. |
| 19469 | Authorisation for the Chairman to sign the minutes of the last meeting. The minutes of meeting held on 7th May 2019 were signed as a true record |
| 19470 | Chairman’s Announcements: Cllr Sealby reported that the village hall has changed its booking system, to book the hall we now need to ring the mobile phone number 07593038551.Cllr Sealby requested we move items 13 co-option of Cllr to item 5 and items 10, 11, 12 to end of meeting. CCCllr Collier requested to move planning to item 6 as he must leave the meeting early. |
| 19471 | Declarations of Interest - There were no declarations of interest. |
| 19472 | Adjournment for Public Participation and Reports from CCCllrs J Collier, T Allison and A McKerrell. 7:40 pm to 7.48 pm. – * CCCllr Collier reported that he attended the site visit on 7th May for Appn Ref 18/0601 (Orchard House, Burgh by Sands) where the appeal has been allowed and planning permission has been granted, he passed around appeal decision letter. Mr Collier will not be able to make any comments in future meetings regarding planning as he is now on the Development Control Committee and could be accused as being prejudicial..
* CCCllr Allison agreed to donate £300.00 to support the cost of the portaloo. Smaller speed devices have been installed throughout Carlisle by the Police and Mr Allison to find out if they are available for parish councils and how much they cost to purchase and install.
* Cllr Metcalfe is to put together a list of guidance notes to hand out to members of the public who attend meetings and wish to raise concerns at the meetings under public participation.
* CCCllr McKerrell reported that we can arrange with Carlisle City Council planning department for someone to attend a meeting of the parish council to give a quick 15-minute talk and answer questions regarding planning procedures to follow at meetings.
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| 19473 | Co-option of Councillor - Cllr Kelton proposed that Mr J Sturman be co-opted onto the Council, this was seconded by Cllr Metcalfe. All were in favour and Mr Sturman signed the declaration of acceptance of office and pecuniary interests form. |
| 19474 | Planning Applications, Decisions, Enforcement & Correspondence up to 04.06.19**Applications**1. **Proposal:** Replacement Of 3no. Existing Velux Roof Windows With Dormer Windows To Rear Elevation **Location:** 9 The Courtyards, Moorhouse, Carlisle**,** CA5 6EX **Appn Ref: 19/0350 -** No comments
2. **Proposal:** Replacement Of 3no. Existing Velux Roof Windows With Dormer Windows To Rear Elevation (LBC) **Location:** 9 The Courtyards, Moorhouse, Carlisle, CA5 6EX **Appn Ref: 19/0351-** No Comments
3. **Proposal:** Erection Of 5no. Dwellings Without Compliance With Condition 2 (Approved Documents) Imposed On Planning Permission 18/0296 To Vary Materials And To Revise Details To Lounge Windows To Plots 1 To 4 **Location:** Land to therear of Highfield, North End, Burgh By Sands, Carlisle, CA5 6BD **Appn Ref: 19/0417** - No Comments.

**Proposal:** Erection Of Porch To Rear Elevation **Location:** 6 The Courtyards**,** Moorhouse, Carlisle, CA5 6EX **Appn Ref: 19/0426 -** No Comments |
| 19475 | Report from the Parish Clerk - Thank you card received from Mr J Stonebridge was passed around. Cllrs signed consent forms for GDPR.The CALC Summer Conference is to take place on 22nd June 2019 – Cllr Sealby to attend. Fly the Red Ensign for Merchant Navy day is on 3rd September 2019. Cllr Ditch to liaise with St Michaels Church to fly the flag.There are 1 ½ allotment plots vacant. Clerk to place advert in parish magazine.RFO Financial Report and Risk Assessment - Cheques to be signed, see page 3 |
| 19476 | Councillors’ Reports –Cllr Sturman reported that Mr Dave Miller has donated a Community Public Access defibrillator to Burgh by Sands and Cllr Sturman has installed it in a cabinet on the external wall of the Greyhound Inn. The defibrillator is accessible 24 hours a day, every day, to anyone who requires it and gives the best chance of survival for anyone who suffers a cardiac arrest. The cabinet has a keycode lock and the code is accessed by calling 999 which means the device remains secure. Clerk to place an advert in the parish magazine to inform parishioners that the defibrillator has now been installed. Community training is to be arranged by Cllr Sturman and Mr Miller, and further details will be provided when dates are arranged.  |
| 19477 | To agree a plan for the role of Chairman – It was agreed that Mrs Sealby chair the next meeting on 6th July and Mr Ditch to chair the following three meetings.  |
| 19478 | Marsh House – An email has been received by the parish council on behalf of the owners of Marsh House regarding comments made about Marsh House, during public participation, at the parish council meeting held on 9th March 2019. These concerns were noted. |
| 19479 | Burgh SID – An email and photograph received by owners of Burgh House were handed to the Councillors regarding the siting of the speed indicator device on the edge of the Village green which is across the road from Burgh House. Care was taken not to site the device directly in front of any houses. After further discussion it was decided unanimously not to relocate the device, as it was placed in this location to be in sight of oncoming traffic.  |
| 19480 | Clerk’s salary review – It was resolved to increase the clerk’s salary to new scale 6 as from 1st April 2019 at £9.96 an hour.  |
| 19481 | Grant Applications – A grant application has been received from the Sport and Recreation Association for funding for a new mower that has been purchased. As the mower has already been purchased it was resolved to invite the chair of the SSRA to the next meeting to discuss any other projects that could be supported by the parish council. |
| 19482 | Hedge Cutting – Clerk has sent letter to Citadel Homes to request the hedges are cut back around Field 3486, Monkhill Road, Moorhouse as children and adults are having to walk onto the busy road to get to the park or bus stop. |
| 19483 | Agree Parish Council Meeting Dates for 2019/2020 and Dates for Finance and Planning Committees – To be deferred to next meeting. |
| 19484 | Approve Annual Governance Statement 2018/19The annual governance statement was approved and signed.  |
| 19485 | Approve Accounting Statement 2018/19The Accounting Statement was approved and signed. |
| 19486 | Approve Certificate of ExemptionThe Certificate of Exemption was approved and signed. |
| 19487 | Items for the next Agenda: Finance and Personnel Committee, Planning Committee, Grant applications, Maintenance. |
| 19488 | Date and Venue for the next Meeting – Next meeting to be held on Saturday 6th July 2019 at 9.30am in Burgh by Sands Village Hall. |

**Parish Council Financial Report**

**Meeting date 04th June 2019**

**The following payments have been made after they were approved at the Parish Council meeting held on 07.05.19**

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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** | **£ 511.30** |  |  |  |
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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** | **£ 70.84** |
| **PL Gauntlett Accounts Ltd** | **Audit** | **£ 65.00** |
| **Calc**  | **Membership** | **£238.64** |
| **Nalc** | **LCR subscription** | **£ 17.00** |
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