**BURGH BY SANDS PARISH COUNCIL**

Minutes of Burgh by Sands Parish Council held on

Saturday 6th July 2019 in Burgh by Sands Village Hall at 9.30 am

Present: Cllrs V Sealby (Chair), P Ditch, V Ferriby, J Ghey, M Hairsine, D Mecalfe,

J Norman, CCCllrs T Allison and A McKerrell, Clerk Isobel Elsdon.

In attendance Mrs A Pattinson

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| 19489 | Apologies – Apologies received from A Taylor, L Kelton and J Sturman and J Collier. |
| 19490 | Authorisation for the Chairman to sign the minutes of the last meeting. The minutes of meeting held on 4th June 2019 were amended to include Cllr D Metcalfe as being present and were then signed as a true record |
| 19491 | Chairman’s Announcements: The chairman proposed to move planning to the last item on the agenda and this was agreed. |
| 19492 | Declarations of Interest - There were no declarations of interest. |
| 19493 | Adjournment for Public Participation and Reports from District Councillors. 9:33am to 9.55am   * Cllr McKerrell to arrange for a planning officer to meet with Cllrs during last week in October to advise Cllrs re planning application observations. **(Action AM)**   Cllr Allison is to approach planning to establish if there can be an amendment to the S106 agreement to use part of the budget to obtain a plot of land to provide parking for parents and visitors to Burgh by Sands School. The Parish Council agreed to support this. Mr Allison is still trying to organise a school bus but it is proving too expensive. **(Action TA)**   * Flooding at Thurstonfield – A quote of £2500 from the land agent has been received to move field gate. As this is too expensive Cllr Allison is to contact the tenant of the field to see if a more practical and cheaper solution can be agreed. **(Action TA)** * Cllr Metcalfe reported the Parish Council is appreciative that the roads are being repaired however concerns were raised regarding insufficient and unclear signage during recent road closures. There have been near misses and an ambulance struggled to get through diversion as signs were diverting traffic to a no through road. The phone line to the Council to report the problems was unavailable. Mr Allison to report to Mark Wilson, Highways. **(Action TA)** * Mrs Pattinson requested if a play area could be set up in Thurstonfield in the green area behind the noticeboard. A query was raised who owns this land. Mrs McKerrell to check land registry paperwork and to make enquiries regarding what funding is available and how to apply. **(Action AM)** * Cllr Ditch confirmed the play area inspections are being carried out on Tuesday 10th July by Wicksteed. It was confirmed that Burgh Play area is inspected by Cllr Ferriby and Moorhouse play area is inspected by Cllr Kelton on a weekly basis. |
| 19494 | Report from the Parish Clerk: - The external auditor has confirmed receipt of notification of exempt status. Two enquiries have been received for allotment plots, tenancy agreements and terms and conditions have been sent out. Delivery of litter pickers and gardening equipment are being delivered to Clerk on Monday 8th July.  RFO Financial Report and Risk Assessment - Cheques to be signed, see page 3 |
| 19495 | Councillors’ Reports: - Cllrs Sealby gave a report regarding the Calc summer conference re Northern Fells Group and Managing Trees in your Parish. |
| 19496 | Grant Applications: It was agreed to make the terms of application clearer on the application form as a grant application was refused by the PC as the item had already been purchased. Grants cannot be given out retrospectively. **(Action Finance Committee)** |
| 19497 | Hedge and Tree Cutting – Citadel Homes have been contacted re overgrown hedges around Field 3486 which is causing a danger hazard to pedestrians. Citadel Homes are unable to cut back the hedges as they are protected during the nesting season. They will attend to the issue when the nesting season comes to an end in October. Clerk to contact Enforcement Officer Sue Stashkiw for advice **(Action IE)** |
| 19498 | Finance and Personnel Committee – It was unanimously agreed to accept the terms of reference for the Finance and Personnel Committee, adoption date 6th July. Cllrs Taylor, Metcalfe, Ditch and Ferriby have volunteered as members of the Committee although all Cllrs can attend the meetings. |
| 19499 | Planning Committee - It was unanimously agreed to accept the terms of reference for the Planing Committee, adoption date 6th July. Cllrs Sealby, Hairsine, Kelton, and Norman have volunteered as members of the Committee although all Cllrs can attend the meetings. |
| 19500 | Agree Parish Council Meeting and Committee Dates for 2019/2020 Planning Committee is to be held on Saturday 3rd August at 9am in Burgh Village Hall. Finance Committee proposed date is to be held on Wednesday 7th August, to be confirmed.  Parish Council Meetings:  Tuesday 3rd September 2019 – Chairman Cllr Ditch  Saturday 2nd November 2019 – Chairman Cllr Ditch  Saturday 4th January 2020 – Chairman Cllr Ditch.  Tuesday 3rd March 2020 – Chairman to be decided.  Tuesday 5th May 2020 - Chairman to be decided. |
| 19501 | Inspection of Trees on Parish Land – Cllrs Norman and Sealby to identify trees that the Parish Council have responsibility for and Cllr McKerrell to find out whether the City/County Council provide financial assistance towards the cost of a tree survey. **(Action AM/JN/VS)** |
| 19502 | Inspection and maintenance of parish land, allotments and street furniture  It was agreed that Cllr Norman to carry out maintenance throughout the parish and invoice the Council. **(Action JN)** |
| 19503 | Planning Applications, Decisions, Enforcement & Correspondence up to 06.07.19  **Notification Of Deferment**  **Proposal**: Erection Of 2no. Dwellings **Location**: Land Adjacent to Wood Cottage, St Lawrence Lane, Burgh By Sands, Carlisle CA5 6BS **Appn Ref: 18/1083 Site visit has been arranged**  **Notification of Withdrawn Application**  **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**  **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**  **Notification of Decision**   1. **Proposal:** Erection of Porch to Rear Elevation **Location:** 6 The Courtyards, Moorhouse **Appn Ref 19/0426 - Permission Granted** 2. **Proposal:** Erection of 24no Dwellings and Associated Infrastructure **Location:** Land adjacent to King Edwards Fauld, Burgh by Sands **Appn Ref: 18/1088 – Permission granted subject to Legal Agreement**   **Notification Of Amended Details/Further Information**   1. **Proposal:** Conversion Of Stone Barn To 1no. Dwelling; Alterations To Vehicle Access To Land Behind Barn And Change Of Use Of Land To Garden Area **Location:** Thornydyke, Thurstonfield, Carlisle, CA5 6HQ **Appn Ref: 19/0221 - -No comments**   **Proposal:** Erection Of 17no. Dwellings **Location:** Land at field 3486, Monkhill Road, Moorhouse, Carlisle **Appn Ref: 19/0244 – Previous comments resubmitted.**  **Planning Applications**   1. **Proposal:** Change Of Use Of Existing Outbuilding To Annexe With The Erection Of A Porch On The Northern Elevation **Location**: Demesne Cottage, Burgh by Sands, Carlisle, CA5 6AW **Appn Ref: 19/0424 – No comments** 2. **Proposal:** Felling Of 1no. Lime Tree And 1no. Sycamore Tree Subject To TPO 214 **Location:** Marsh House, Station Road, Burgh By Sands, Carlisle, CA5 6AX **Appn Ref: 19/0001/TPO – No Comments** 3. **Proposal:** Erection of Detached Garage and Store **Location:** Longburgh House, Longburgh **Appn Ref: 19/0510 -No comments** 4. **Proposal:** Erection of Detached Garden Building **Location:** Pastures Lodge, Longburgh **Appn Ref: 19/0491 No Comments** 5. **Proposal**: Erection Of Replacement Greenhouse And Replacement Conservatory With Orangery; Replacement Of 3no. First Floor Windows Above Orangery And Alterations To 2no. Windows Adjacent Orangery With Patio Doors **Location**: Longburgh House, Longburgh, CA5 6AF **Appn Ref**: **19/0427 – No Comments** 6. **Proposal**: Erection Of Replacement Greenhouse And Replacement Conservatory With Orangery; Replacement Of 3no. First Floor Windows Above Orangery And Alterations To 2no. Windows Adjacent Orangery With Patio Doors (LBC) **Location**: Longburgh House, Longburgh, CA5 6AF **Appn Ref: 19/0428 No Comments** 7. **Proposal: #** 8. Removal of 1no Birch Tree **Location:** Maya House, Burgh by Sands, CA5 6BT **Appn Ref: 19/0034/S211 – No comments** |
| 10504 | Items for the next Agenda: S106 agreement, Field gate at Thurstonfield, Proposed play area for Thurstonfield: |
| 19505 | Date and Venue for the next Meeting – Next meeting to be held on Tuesday 3rd September 2019 at 7.30pm in Burgh by Sands Village Hall. |

**Parish Council Financial Report**

**Meeting date 06th July 2019**

**The following payments have been made after they were approved at the Parish Council meeting held on 04.06.19**

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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** |  |  |  |

**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** | **£387.00** |
| **I Elsdon** | **Expenses** | **£ 57.34** |
| **Borderloos** | **May Hire** | **£140.83** |
| **Calc** | **Good Employer Guide** | **£ 4.00** |
| **Mike Capstick** | **Plants** | **£ 90.40** |
| **Information Commissioner** | **Fee** | **£ 40.00** |
| **Borderloos** | **June Hire** | **£136.28** |
| **Beaumont PC** | **Playscheme** | **£400.00** |