**BURGH BY SANDS PARISH COUNCIL**

A Virtual Meeting of Burgh By Sands Parish Council Held On Thursday 14th May At 7pm

Present: Cllrs P Ditch (Co Chair) and Cllr V Sealby (Co Chair), V Ferriby, J Ghey, M Hairsine and A Taylor, Clerk Isobel Elsdon.

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| 20569 | Apologies – Apologies received from Cllrs J Norman, D Metcalfe and L Kelton and CCC T Allison and District Councillors J Collier and A McKerrell  |
| 20570 | Authorisation for the Chairman to sign the minutes of the last meeting. The minutes of meeting held on 7th March 2020 were authorised as a true record. The minutes will be signed by the chair at the earliest opportunity. |
| 20571 | Chairman’s Announcements: The Chairman welcomed everyone to the meeting and thanked them for adapting to meeting virtually rather than physically due to the Covid 19 pandemic. Cllr Ditch asked to move item 16 (grass cutting update) to follow item 12 (Approve Cert of Exemption) when Cllr Sealby will take the chair for the remaining items. |
| 20572 | Approval of standing order for virtual meetings. The standing order for virtual meetings, which had been previously circulated to Cllrs by email, was approved by a show of hands. |
| 20573 | Devolved powers for two Councillors to approve payment of invoices, salary, expenses and Planning. The Cllrs approved the devolving of powers for two Cllrs to approve payment of invoices, salary and expenses by a show of hands. Cllr Sealby proposed that in addition to herself and Cllr Ditch, Cllr Taylor should also be a named Cllr. This was agreed by a show of hands. It was also agreed that the clerk will email all planning applications and decisions to all Cllrs to give them the opportunity to view the planning applications online. They should then send their comments to the Clerk who will collate the comments and seek approval from Cllr Sealby (Chair of the Planning Committee) before sending to the relevant planning officer. |
| 20574 | Declarations of Interest – Cllr Ditch declared interest in items 13 (Approval of Bus Shelter quotes) and 15 (Grant Application Update). |
| 20575 | Public Participation. Comments by County, City councillors and Parishioners. No parishioners contacted the Clerk and no reports were received from County and City Councillors. |
| 20576 | Correspondence – Renewal for Insurance from BHIB has been received at a cost of £519.48. It was agreed to accept this quote. Ian Rumney from Solway Gardening and Landscaping has complained to the Clerk about the amount of dog fouling in Thurstonfield and Burgh by Sands and asked what the Council can be done about it. The Cllrs agreed that a notice should be placed in the Parish Mag when it is back in circulation and notices to be placed around the parish to remind dog owners to clean up after their dogs.New forms have been received from the Cumberland Building Society to make changes to the signatories on the Parish Council Accounts. It was agreed to defer this until such time as we can hold physical meetings.A grant of £500 can be applied for from District Councillors’ J Collier and A McKerrell’s ward budgets. It was proposed and agreed the grant could be put towards upgrading the play area in Amberfield.  |
| 20577 | RFO Financial Report and Risk Assessment, Cheques to be signed. See page 3 for cheques to be signed .  |
| 20578 | Approve Income, Expenditure and Risk Assessment Reports as previously circulated. The financial reports were approved by a show of hands. |
| 20579 | Approve Annual Governance Statement 2019/20 – The Annual Governance Statement was approved by a show of hands. Clerk to publish to the website. |
| 20580 | Approve Accounting Statement 2019/20 – The Accounting Statement was approved by a show of hands Clerk to publish to the website. |
| 20581 | Approve Certificate of Exemption 2019/20 – The Certificate of Exemption was approved by a show of hands. Clerk to send to the external auditors. |
| 20582 | Grass Cutting Update – ~No problems with the grass cutting. It was agreed to ask Ian Rumney to strim the play areas every other cut to keep them tidy.  |
| 20583 | Approve Bus Shelter Quotes. Three quotes have been received which will be sent to the insurance company by the Clerk. |
| 20584 | Planning Applications, Decisions, Enforcement & Correspondence up to 14.05.20**Notification of Decision –** * **Proposal:** Erection Of 1no. Dwelling **Location:** Land to the rear of Croft House, Thurstonfield, Carlisle, CA5 6HE **Appn Ref: 20/0038 Permission Granted**

**Planning Applications –** 1. **Proposal**: Conversion Of Garage, Workshop, Utility And Store To Form 3 Bedroomed Dwelling Including Raising Of Roof To Provide First Floor Accommodation; Change Of Use Of Part Of Adjacent Field To Garden **Location**: Outbuildings adjoining Midcroft, Burgh by Sands, Carlisle, CA5 6AX **Appn Ref: 20/0208**

Burgh by Sands Parish Council made the following comments re Appn Ref 20/0208:* The front of the house does not reflect the design of the adjoining house regarding materials or style.  The adjoining house is brick built without dormer or gabled windows and with a panelled door.
* Loss of amenity to the rear of the adjacent bungalow as this proposed development will shade the kitchen area because of the difference in height and projection of the new lounge and bedroom.
* Access to the rear of the property will be intrusive to the adjacent bungalows dining room and kitchen area.
1. **Proposal**: Erection Of Detached Garden Room **Location**: Yew Tree Cottage, North End, Burgh by Sands, Carlisle, CA5 6BD **Appn Ref: 20/0287** The Parish Council made no objections or comments.
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| 20585 | Grant Application update – A grant application has been received from BBSSRA for £1267 towards installing a new drainage system to the sports and recreation area in Burgh by Sands. The Parish Council need to be assured that the relevant authorities have been consulted as part of the area to be drained is on the site of a scheduled ancient monument ie The Vallum.  |
| 20586 | Items for next Agenda – Items for next agenda to be sent to Clerk. |
| 20587 | Date and Venue for the next Meeting – To be arranged. |

**Parish Council Financial Report**

**Meeting date 14th May 2020**

**The following payments have been made after they were approved at the Parish Council finance committee meeting held on 26.03.20**

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| **I Elsdon**  | **Salary** | **£345.00** |  |  |  |  |  |  |
| **I Elsdon** | **Expenses** | **£ 83.09** |  |  |  |  |  |  |
| **Wicksteed Leisure** | **Play area repairs** | **£907.27** |  |  |  |  |  |  |
| **Ian Rumney**  | **Grass cutting** | **£260.00** |  |  |  |  |  |  |

**Payments made since last meeting.**

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| **Portaloo**  | **Donation** | **£ 49.90** |
| **Allotment Rent** | **D Dalby** | **£ 30.00** |

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

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| **I Elsdon**  | **Salary** | **£345.00** |
| **I Elsdon** | **Expenses** | **£ 46.99** |
| **I Rumney** | **Grass cutting** | **£ 97.50** |
| **BHIB Ltd** | **Insurance** | **£519.48** |
| **CALC** | **Subscription** | **£244.03** |
| **NALC** | **LCR Subscription** | **£ 17.00** |