

## BURGH BY SANDS PARISH COUNCIL MEETING

Parish Clerk & RFO: Miss M Russell, 72 Sheffield Street, Denton Holme, Carlisle, CA2 5DT

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Burgh by Sands Parish Council Meeting was held on Wednesday 17<sup>th</sup> November 2021  
in Burgh by Sands Village Hall at 7.30pm

7:30pm Welcome

1. Present: Cllrs P Ditch, A Taylor V Sealby, V Ferriby, K McConnell Coon J Ghey, Cccllrs A  
21210 McKerrell, T Allison, Clerk M Russell

Apologies received from Cllr L Kelton, D Metcalfe were approved

2. Authorisation for chairman to sign the Minutes 06.11.21 & 13.11.2021 as a true record

21211 Minutes 06.11.2021 & 13.11.2021 were signed as true copies by Cllr PD

3. Chairman's Announcements

21212 None

Condolences were shared on behalf of Parish Council with a parishioner on the death of her husband.

4. Declaration of interests

21213 Clerk MR declared an interest in No.15

5. Reports from the Parish Clerk and RFO Financial Report and Risk Assessment, Cheques to be signed

21214

a)	Account CBS	Current: 54176207		2,622.84
		Statement 08.11.21		
		(- Chq285,286 & 287)		
		Savings: 54186475		27,181.68
b)	Cheques signed since last meeting	000288	Border Group Ltd	146.13
		000289	Mrs J Reid *	150
		000290	Michelle Russell	453.70
		(CA Funds available £1,260.64)		
c)	Cheques to sign	000291	Michelle Russell	10.20
		000292	Ian Rumney (grass cutting & bench)	1,020
		000293	Border Group Ltd	40.71
		000294	I Laurie	560
		000295	Kompan Scotland Ltd	3,257.90
		000296	RBL Poppy Appeal	20
		Total		4,908.81
d)	Fund Transfer from Savings to Current Account to be signed			
e)	* Request for payment received for allotment field: <i>Glad to see it still popular, tidy &amp; well used</i>			
f)	Website: contact details updated for Cllr KMC It was noted that there is no information re: King Edward I monument, suggestion for Councillors to consider adding information to support photo & address missing information Rocket Sites continue to give helpful support			
g)	Commemoration site: Quotations sought but only 1 submitted			
h)	Kind Edward Site: Councillors' opinions sought re: interpretation-panels Grant application requires Parish Council decision (panels & gates) following query with Natural England (further information on the proposed instillation size would be useful)			
i)	Precept 2022/23 pro-formas A returned, B to be returned by <b>7 January 2022</b>			
j)	Planning query, size of stables, CC planning officer provided ref.10/0829 & link: Planning Officer confirmed that they have written to the agent to point out what permission has been approved, the fact the use is personal to the original applicant (see conditions) & the fact the stables are not in accordance with the approved plans.			

	It will be up to any prospective purchaser to ensure they re-apply for any change they wish to make and perhaps seek pre-application advise from us as to what we would allow. I have an open enforcement file and will keep an eye of things.
k)	A parishioner of Burgh by Sands has contacted the Parish Council with an issue of the drains being blocked with mud on St Lawrence Lane, which is causing minor flooding Clerk advised to report to County Council either online or hotline & assured the PC would as well. Highways case reference EI/21439: 'The carriageway is a private road and Cumbria County Council not responsible' Awaiting response from Land Registry to ownership Discussion re. drains & adopted roads
l)	Member of public: concerns hedge & twigs West End of Village: Highways ref E1/24088
m)	Microsoft Office Applications: subscription requires renewal 2 December 2021, Clerk to enquire costing & contact Cllr DM / previous clerk IE
n)	MOP – concerns re state of road leaving Moorhouse towards Thurstonfield, request to inform Highways, clerk requested photos if possible

6. Adjourment for Public Participation and Reports from CCllrs, T Allison, J Collier, A McKerrell  
21215 7:52  
On behalf of the Village Hall Committee, Cllr VS, proposed that to plan the Platinum Jubilee celebrations the Village Hall could collaborate with the Village Green, Church & Parish Council. Cllr TA announced there may be funds available to support Thurstonfield Green
7. 7:57  
21216 Planning Applications, Decisions, Enforcement & Correspondence up to 11.11.2021  
\*\* Hedge at Moorhouse (see updates 16.d.1)
8. Precept  
21217 Cllr PD had prepared a budget (Clerk MR not having completed one before) The increase was determined by consideration of the Retail Price Index inflation rate and 3% increase was proposed, discussed and considered  
Cllr AM suggestion of translating the % into monetary value was useful when sharing info re precept increase.  
Cllrs VS, KMCC, AT, VF were in agreement of 3% increase  
Clerk MR was requested to complete paperwork and return pro-forma B.
9. King Edward I Monument  
21218 Cllr TA recently consulted with David Gibson. Cllr TA reported on the state of the stiles between the farm track and monument, presenting quotes for Kissing gate & replacement of walkway plank:  
Proposing site visit & scheme for subbase; Tidying track; dialogue with farmer for access & signage for 'disabled access only'  
It was resolved that grant application should now be for signage with further enquiries by Clerk re. Natural England on size of signage and possible funding support.  
It was resolved that a King Edward I Committee was created with Cllr DM to chair, supported by Cllrs VS, VF & KMC
10. Commemoration Site  
21219 Quote from Ian Rumney was discussed, considered & resolved as accepted: currently exceeding the £4000 grant
11. Defibrillator Training  
21220 Not just for the council, open to village, numbers, Wednesday evening: no charge, date suggested middle of January depending on hall availability for public meeting in big hall
12. Allotment Tenancy Agreements  
21221 Taking over mid tenancy: Same price
13. Queens Platinum Jubilee  
21222 Green Canopy: Playground to replace Cherry Tree  
Cllr JG to consult with parents & School
14. Tree Survey  
21223

Consideration to seek quotes from Ian Rumney / TillHill: all trees throughout Parish for Safety for a quote. Concerns of tree at Moorhouse, opposite Friends house. Discussion of trees Amberfield

15. Clerk Probation Review

21224 Minutes Taken by Councillor V Sealby

Clerk Michelle Russell left the room at 8.40 pm and returned at 8.55

Chairman P Ditch reminded Councillors that Michelle Russell had now been in Post as Parish Clerk and Responsible Financial Officer for the past 6 Months and as agreed when she was appointed that her performance would be reviewed after this time with the option then to make the position permanent.

A discussion followed and Vice Chairman A Taylor proposed the appointment and it was unanimously agreed by the Councillors to offer Michelle Russell the permanent Post as Parish clerk to Burgh by Sands Parish Council subject to a contract being signed.

The Clerk returned to the room and accepted the appointment subject to Contract

The Finance Committee will meet to discuss the terms of the Contract.

16. Updates

21225

a, Councillor Vacancies

Paperwork re co-option Kate McConnell-Coon

Guidance followed from Democratic Services: Notice published for councillor vacancy with view to co-opt after 24<sup>th</sup> November 2021 – currently two residents have shown interest in vacancy.

b. Play Area Inspections

The company are carrying out inspections at the moment: inspection reports normally take another couple of weeks.

c. Allotment Lease & waiting list

Allotment Chairman Andy Ross & David Singleton met with new tenants: Julie Senior (half plot 7) Neil Holliday (plot 10) To take over tenancy, decision by Parish Council to confirm charge waved for new tenant as tenancy is paid in full & not refunded: Confirmation & Tenancy agreement to be sent following meeting 17.11.2021 to confirm & for Feb 2022

d. Hedge Cutting

1. Moorhouse:

Response from Highways ref. **EI/21912**: Our Officer has confirmed that the landowners have been asked to cut back the hedge on the B5307 in between Monkhill Road and the playpark. We will continue to monitor the situation and chase up the landowner as appropriate. Tracking & progress confirms action complete & closed

Response received from Citadel Homes: If Burgh Parish Council had engaged with Citadel during the planning process, rather than objecting, Citadel may have as a gesture of goodwill attended to this matter.

As the hedge is overgrowing onto the adopted highway it is the responsibility of the County Council Highways and you should therefore contact them direct regarding this matter.

2. Amberfield

Automatic response from Castles and Coasts – 5 working days re. Request for hedge cutting near Amberfield playarea.

3. Allotments

Confirmation from resident Top of the hedge requires cutting, ownership not known: one side maintained by resident, other side by Parish Council.

e. Grass cutting

f. Thurstonfield Green site

Quotes received for purchase & planting of Oak tree: 2 & 2.5m in height in root ball form for £90.00 + vat from Nov 9th onwards, plant it for £30 inc fertiliser pellets. However, telegraph post restricts planting of tree:

Awaiting response from Open Reach: Telephone guidance received instructing further enquiry with a different department

g. Amberfield Play Area & Tree removal

Kompan awarded contract for fencing. Tree removed & area reseeded. Damaged post removed.

17. h. Bank signatories

21226 Michelle Russell now signatory on Savings Account

18. Next meeting 15<sup>th</sup> December at 7:30pm

21227

9.30pm Meeting closed