

## **Annual Parish Council General Meeting Minutes,**

### **4th May 2022, Burgh by Sands Village Hall**

6.30pm to 7.15pm for commencement of Parish Meeting, resumed at 8.40pm

#### **1. Welcome**

22001 Present: Cllrs P Ditch, V Ferriby, P Winter, J Ghey K Mconnell Coon, CCllr T Allison & M Russell (Clerk)

#### **2. Apologies**

22002 Apologies were accepted from Cllrs L Kelton & V Sealby

#### **3. Chairman's Announcements**

22003 Cllr Ditch announced the resignation of Cllr Aidan Taylor.  
Cllr Ditch updated the council on the clerk being appointed the post of clerk with Cummersdale Parish Council.

#### **4. Approval of Minutes of the meeting held on 26<sup>th</sup> March 2022.**

22004 It was resolved to authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 26<sup>th</sup> March 2022

#### **5. Declaration of Interest**

22005 None declared

#### **6. Election of Chairman**

22006 Cllr Metcalf proposed & Cllr Ferriby seconded Cllr Ditch as Chairman

#### **7. Chairman's Declaration of Acceptance of Office**

22007 Cllr P Ditch accepted the Office of Chairman & signed the declaration, which was witnessed & signed by the clerk

#### **8. Election of Vice Chairman**

22008 Cllr Ditch proposed & Cllr Metcalfe seconded Cllr Ferriby as Vice chairman

#### **9. Vice Chairman's Declaration of Acceptance of Office**

22009 Cllr Ferriby accepted the Office of Vice chairman & signed the declaration, which was witnessed & signed by the clerk

#### **10. Council Meetings Dates for the Year 2022-23**

22010 Discussion of meeting dates for the ensuing year: supporting both the Clerk & County Councillor commitments/availability  
Cllr Ditch proposed first Wednesday of each month  
Clerk to check with Beaumont Parish Council

#### **11. Public Participation**

22011 To receive information and reports from County and District Councillors on issues relevant to the Parish.

1. Amberfield Playground: The roller-log needs monitored for splits and deterioration.

Recent report of loose screws had been addressed promptly and replaced with wood fixings.

Any observations of deterioration should be monitored & removal if required.

2. Queen's Platinum Jubilee: Cllr T Allison informed the council that there may still be funding available.

3. A-board at Brior End: Concerns from residents to councillors of the sign blocking the view of the road.

Clerk to contact the Village Hall to inform them of the concern about the location of the board, with the suggestion of moving it further up

## 12. **Review and Adoption of Council Procedures**

- 22012 (i) Standing Orders (adopted 2021)

It was resolved that the Standing Orders were reviewed & accepted

- (ii) Data Protection Policy (reviewed)

It was resolved that the Data Protection Policy was reviewed & accepted

## 13. **Annual Governance and Accountability Return 2021/22 Form 3**

- 22013 (i) Approval of Section 1 – Annual Governance Statement 2021/22

- (i) Approval of Section 2 – Accounting Statements 2021/22

It was resolved that Section 1 & Section 2 were approved & signed by the Chair & Clerk

## 14. **Beaumont Play Scheme**

- 22014 Confirmation was received that the Summer Play Scheme is going ahead

It was resolved that a payment of £400, as in previous years, would be given to financially support the play scheme

## 15. **To receive and note the bank balances to April 25th, 2022**

|       |                 |                                       |
|-------|-----------------|---------------------------------------|
| 22015 | Deposit Account | £20,210.90<br>(incl. Interest £29.22) |
|       | Current Account | £22,880.80 *                          |
|       | Total           | £43,091.70                            |

## 16. **Payment of Accounts**

- 22016 It was resolved to authorise payment of cheques

| Cheque | Payee   | Payment          |
|--------|---|------------------|
| 000317 | Burgh by Sands Parochial Church Council Grant | £265.00          |
| 000318 | SWARCO Maintenance Fee 2022/23                | £872.21          |
| 000319 | CALC/NALC Subscription Renewal                | £270.67          |
| 000320 | CALC Training                                 | £20.00           |
| 000321 | BHIB Insurance renewal 2022 / 2023            | £581.49          |
| 000322 | M. Russell Salary                             | £443.40          |
| 000323 | Ian Rumney Grass Cutting                      | £120             |
| 000324 | M. Russell/Gifts2ImpressLtd/QPJ medal         | £1258.80         |
| 000325 | Beaumont Parish Council                       | £400             |
| 000326 | Border Group Ltd                              | £130.29          |
|        | Total   | <b>£4361.86</b>  |
|        | *Total of Current Account                     | <b>£18518.94</b> |

HMRC credit £10.40 (running total now £123.72)

17. **Banking**

22017 (i) Removal & Replacement of bank Signatory

Cllr Ditch is in process of completing the paperwork to remove & add signatures.

(ii) Transfer of funds

Cllr Ditch advised the clerk £10,000 would be an acceptable figure to transfer from the Current to the Deposit account.

It was resolved to transfer £10,000 and relevant paperwork was completed.

CCllr A McKerrell joined the meeting.

19:03 The meeting was adjourned for the Annual Parish Meeting

19:30 The meeting was reconvened:

Three members of the public joined the meeting

18. **Planning applications to consider, Decisions & Enforcements**

22018

i **CONSULTATION ON PLANNING SUBMISSION**

**App ref 22/0218** Proposal: Erection Of 5no. Dwellings (Reserved Matters Application Pursuant To Outline Application 19/0517) Location: Land adjacent to Fair Lea, Moorhouse, Carlisle, CA5 6EL

Consideration was given to the information and answers that were shared by the members of the public

It was resolved that the Parish Council had no observations

ii **App Ref: 22/0283** Proposal: Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 21/0933 (Erection Of Detached Garden Office With Timber Deck To Front) To Amend The Design & External Materials Location: Fairfield, Moorhouse

It was resolved that the Parish Council had no observations

iii **App Ref: 22/0268** Proposal: Continuation Of Siting Of Replacement Serving Cabin With Function Room Containing Bar, Servery, Sitting Area And Pub Games Area; To Include New W.C., Children's Play Area And Berth For Visiting Motor Home (LBC) Location: Greyhound Inn, Burgh by Sands

It was resolved that the Parish Council object to Application ref. 22/0268 for the following reasons:

**Discussions with Punch Taverns**

Recent discussions between Burgh by Sands Councillor and Punch Taverns (owners of the Greyhound Inn)

The current Leaseholder, who has submitted the planning application) has not sought permission from Punch taverns for the current application, nor did they seek it for the building that has been erected during lockdown 2020/21.

Punch Taverns assure the Parish Council that at no time in the past, nor in the future that they would approve a building as proposed on their land.

Punch Taverns will not consider applying to licence the proposed building for the sale of alcohol.

When the next dilapidations inspection takes place or when the lease is surrendered or comes to an end, Punch Taverns will be instructing the leaseholder to hand over the property as it was at the commencement of the lease. This will entail the demolition and removal of the existing building, which currently has not got planning permission.

### **Concerns**

Burgh by Sands Parish Council recommend that all statutory bodies responsible for planning, licensing etc should review the current provision that has been and continues to operate as a Public House, without appropriate inspections being carried out.

### **Burgh by Sands Parish Design Statement (2003)**

The clear guidance that is outlined in the Design Statement, that was prepared within the context of the Carlisle District Local Plan, highlights the importance of the area as an Area of Outstanding Natural Beauty and part of the Hadrian's Wall World Heritage Site. The original building is Grade 1 listed.

Therefore, guidance and observations should also be sought from Historic England and English Heritage

Since 1978, the area has been considered and classed as a Conservation Area and the current new build has not sought planning permissions that followed **Policy**

#### **E3/EM10/ EM11**

The current structure has an unacceptable adverse impact on the local landscape

The current design structure is not in keeping with the surroundings

The current design structure adversely affects the listed building of the public house it adjoins.

There is an unacceptable adverse effect on adjacent properties

### **Application Statements & Plans**

Various statements presented this application are misleading, unclear and inaccurate:

This is not a 'new build', nor an extension. The building has been in full use for over 18 months.

The building is not in-keeping with the pub, or with the village in general, as noted above.

On the plans, cars are shown parked immediately in front of the building, which is currently the existing seating area in front of the building.

The new toilet proposed will be too small for, what is stated, a function room is used for 50 – 60 people. The current provision of toilets in the pub [access across the car park] are only suitable for pub use.

The area marked "servers" is in fact a kitchen, with fryers, pizza oven etc.

The design and current use is concerning as it is not separate from the function room and is overlooked the bar area.

The forementioned serving/bar area is very close to the only entry and exit from the room. Therefore, advice must be sought to ensure this is not a fire hazard.

Only one camping car is specified. Last year, 3 or 4 camping vehicles were parked at the same time, impacting negatively on vehicles parked on the busy, narrow village road that is also used by large farm vehicles.

There is no information to show that the camper vans would have access to basic facilities: Electric point [safety plugs into mains electricity]; Shower & wastewater disposal points; Toilet waste disposal; or Water top-up point. While camping vehicles can be self-sufficient, access to basic facilities should be made available.

The proposed, children's play area would replace the current parking facilities for the public house, which would have a negative impact on the busy, narrow road and access to the nearby houses of residents. There is no information regarding the play area ground covering, installation or maintain equipment.

The current structure, that replaced the carparking, for the public house would also be required to meet legally regulations and licensing covered for music, dancing, eating and sale of beers and alcohol etc.

Burgh by Sands Parish Council and the residents of Burgh by Sands Village were not consulted on the current structure which is raising concerns.

The Parish Council are well aware of the need to maintain a viable and comfortable village pub, both for the locals and the many visitors. However, the present situation has left many local users disturbed about this future development, that has appeared without scrutiny by the planners and other agencies.

CCllr A McKerrel to update Clerk after making enquires with Carlisle City licensing.

- iv **App Ref: 22/0266** Proposal: Erection Of 1no. Agricultural Workers Dwelling (Revised Application) Location: Land to the South of Moorpark Farm, Thurstonfield, Carlisle, CA5 6HB  
It was resolved that the Parish Council had no observations
- v **STATUS OF APPLICATION**  
**App Ref: 19/0244** Proposal: Erection Of 14no. Dwellings Location: Land at field 3486, Monkhill Road, Moorhouse, Carlisle: **withdrawn from discussion**
- vi **NOTIFICATION OF DECISION**  
**App ref: 22/0162** Proposal: Demoliton Of Existing Rear Extension; Erection Of Single Storey Rear/Side Extension To Provide Kitchen/Dining Area And W.C.  
Location: The Forge, Moorhouse:

The City Council has determined the application as follows:- **Grant Permission**

19. **Schedule of Correspondence, notices and publications**

- 22019 (i) Councillor Vacancy: Following the resignation of Councillor Aidan Taylor, the vacancy has been advertised, notice period will cease on 13<sup>th</sup> May, Previous interested parties to be contacted by the Clerk to enquire if they are still interested in applying.
- (ii) Fires: Clerk to update noticeboards to ensure public area aware of the direct number for environmental services and also to send Clerk the reference number. Some smoke observed over Easter. Environmental Agency monitoring (6wks)

20. **Bus Route 93/93A**

22020 Correspondence a. Parishioners: Concerns that were emailed were shared about the potential threat of losing the bus service

b. Stagecoach: Nothing has been shared with Parish Council

c. Council: As well as Burgh by Sands, Cllr T Allison is currently working with other parishes where bus services are potentially been cut. His advice has been helpful & reassuring

The Scheduled Bus Services Officer, from Transport Services is keeping the Council up to date. Due to a software delay, the current provider, Stagecoach is operating until 18<sup>th</sup> June 2022 & enquiries will be made with other providers.

d. Other: Other Parishes & Community groups correspondence had been shared with their concerns and possible ideas to facilitate a bus service for the wider area, including Burgh by Sands.

21. **Queen's Platinum Jubilee**

- 22021 (i) Request from Jubilee Collaborative Group (JCG) for age limit of awarding souvenir to be increased to 12yrs  
It was resolved to keep the eligibility for children from birth - primary school age.
- (ii) Awarding the souvenirs in school: The JCG had suggested Cllr Ditch to present the coins, Cllr Ditch accepted and a date for presentation will be arranged.
- (iii) Distribution souvenirs to applicants not attending school: The JCG suggested picking up from event. Cllr Ditch is happy to be available on the Saturday to hand out souvenirs.
- (iv) Grant Decision – unsuccessful application to National lottery. Clerk to enquire if City & County have funds available
- (v) Consideration of Marquee contribution/purchase, storage & usage.  
Clarification if marquees that were the property of the Parish Council are still stored in School (possibly 4)
- (vi) Information & quote shared on costs to organise road closure: £300-500
- (vii) A Parish Council Grant of £500 was proposed (for non profit organisations within the village to support the costs of the jubilee celebrations. It was resolved that the grant offered would be up to £1000. Clerk to print the Parish

- Council Grant Application Forms for Village Hall to complete
- (viii) Cllr McConnell to update the JCG of the grant available for a ‘one off’ 2/3 specific items eg. Licensing & also to seek clarification of organisation responsible for events re. insurance
  - (ix) Big Clean Up is planned for Saturday 28<sup>th</sup> May.
  - (x) Suggestions for planters to be spruced up in preparation for Jubilee. Possibility for allotment holders to be involved. Clerk to contact Chair of Allotment Association

22. **King Edward I Monument**

- 22022 (i) Memorial bench (bench, inscription, instillation, costing)  
Mrs Stonebridge has been consulted – a long bench is preferable, with a decision on inscription by Friday, which will be measured up by Cllrs Metcalf & Allison  
Tidy up: triangular Cllr Allison will source funding for filling pot holes  
Reports of occasional vehicles parking – water logged, requires levelled & potential seeding,  
Clerk to source quotes for tidying area & availability of posts to be installed to replace tree stumps.
- (ii) Interpretation board – progress on design/information/images  
£4,000, enquiries are still being made
  - (iii) Gates - Cllr Allison will write a letter to the farmer

23. **Committees & working groups**

- 22023 (i) Finance  
It was resolved that Cllrs Ditch (continuing as Chair), Metcalfe, Ferriby & Winter would form the **Finance Committee**
- (ii) Planning  
It was resolved that Cllrs Sealby (continuing as Chair), Norman, Kelton & McConnell-Coon would form the **Planning Committee**
  - (iii) King Edward I Monument  
It was resolved that Cllrs Metcalfe, Allison & Norman would form the **Working Group**
  - (iv) Queen’s Platinum Jubilee Collaborative Group  
It was resolved that Cllrs McConnell Coon & Ghey would continue as the **Working Group**, representing the Parish Council: They have been invited to attend next meeting 11 May 2022

24. **Council Matters**

- 22024 It was resolved that Councillors contact the clerk prior to the next meeting  
**Date of next meeting**  
Saturday 11<sup>th</sup> 9:30am, Burgh by Sands Village Hall

Meeting closed 20:58