


## Burgh by Sands Parish Council Meeting AGENDA,

10th May 2023 Burgh by Sands Village Hall at 6.30pm

- 23001 Welcome**  
Cllr Ditch welcomed everyone to the meeting and thanked them for their attendance
- 23002 Present:** Cllr P Ditch (PD), Cllr L Kelton (LK), Cllr V Ferriby (VF), Cllr J Ghey (JG), Cllr D Metcalfe (DM), Cllr P Winter (PW), Cllr L Spence (LS), Cllr P Nettleton, (PN), M Russell, Clerk Fiona Robertson (FR) Cllr T Allison (TA) joined the meeting at 2020hrs  
**Apologies:** Cllr K McConnell Coon (KM)  
**Election of Chairman.**
- 23003 To elect a Chairman of the Council for council year 2023-24**  
Nominations: PD proposed by DM and seconded by PW
- 23004 To receive the Chairman's Declaration of Acceptance of Office.**  
PD accepted the position of Chair but advised that it would be an interim measure as he would like to step down in the near future.
- 23005 Elected Chairman & Clerk to sign Declaration**  
Documentation completed and signed.
- 23006 To elect a Vice Chairman of the Council for council year 2023-24.** Appointment of Vice Chairman. VF proposed by JG and seconded by PW
- 23007 To receive the Vice Chairman's Declaration of Acceptance of Office.**  
VF accepted the position of vice-chair
- 23008 Elected Vice Chairman & Clerk to sign Declaration**  
Documentation completed and signed.
- 23009 Chairman's Announcements**  
None
- 23010 Co-option of Councillors**
- 23011** LS proposed by PW and seconded by DM  
PW proposed by DM and seconded by LK
- 23012 Approval of Minutes of the meeting held on 5th April 2023.**  
Minutes of the meeting signed as a true record of the meeting.
- 23013 Declaration of Interest :** None declared
- 23014 Completion and return of declaration of interest forms – forms completed**
- 23015 Public Participation \***
- 1835hrs** 1 member of the public– no Mayor going into Carlisle this year, Mr John Collier given the freedom of the City of Carlisle
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- 1845hrs** Cllr Ditch recorded congratulations to John on receipt of the above and thanks on behalf of the Parish for many years of service he has provided.  
Grant form for Burgh by Sands play group to cover the cost of the hall – **ACTION: FR** to provide form to JG.
- 23016 Council Meetings Dates for the Year 2023-24**  
To confirm the meeting dates for the ensuing year. – **ACTION FR** to contact the Parish magazine to get the dates in for the next meetings 1<sup>st</sup> Wednesday of the month with a variance in June due to the absence of the clerk.
- 23017 Longburgh re. concerns of speeding**  
Parishioners asking to have the speed limit reduced but this may not be possible as the national speed limit applies in that area, TA going to enquire if the 30mph speed zone could be extended. TA to explore if street lightening would be required in a 40mph zone and investigate measuring the number and speed of the traffic in that area **ACTION TA**
- 23018 Red Squirrels**  
Proposal to be considered at the next meeting
- 23019 Jubilee and Birthday commemoration coins:**  
To obtain advise via CALC re distribute the coins for sale or via a donation then we are not entitled to reclaim the VAT on the coins. PD proposed FR to discuss with CALC legal department



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whether can we distribute to anyone in the parish free of charge or donate them to a charitable organisation within the parish. **ACTION FR**

**23020**

**Financial Report**

Account	Current ***207	£23,387.66
CBS	Savings ***475	£22,593.95
	Total Balance	£45,981.61

Includes estimated reserves of £7,796.00 for Noticeboards, KEI monument, signpost for the commemoration site, Moorhouse Play Park

**23021**

**Payment of Accounts**

10.5.23	000377	Cumbria Wildflowers Ltd	£570.00
10.5.23	000378	Border Group Ltd	£149.13
10.5.23	000379	Burgh by Sands Public Hall	£829.00
10.5.23	000380	BHIB Ltd	£625.43
10.5.23	000381	Cheque spoiled	£0.00
10.5.23	000382	M Russell	£229.14
10.5.23	000383	Solway Garden and Landscapes	£270.00
10.5.23	000384	M Russell	£165.49
		Subtotal	<b>£2,838.19</b>

Awaiting payment for Allotment x 1 £40


**Meeting adjourned at 1857hrs for the annual parish council meeting**

**23022**

**Banking**

(i) **Removal & Replacement of bank Signatories:**

(ii) **Transfer of funds:** transfer of funds from Current to Savings Account of £15,000.00 was authorised

RESTARTED  
19.40,  


**23023**

**Annual Governance and Accountability Return 2022/23 Form 3**

(i) **Approval of Section 1 – Annual Governance Statement 2022/23**

Forms approved and signed and M Russell will deliver to the internal auditor

(ii) **Approval of Section 2 – Accounting Statements 2022/23**

Forms approved and signed and M Russell will deliver to the internal auditor

**23024**

**Review and Adoption of Council Procedures**

(i) **Standing Orders (adopted 2021)**

(ii) **Data Protection Policy**

(iii) **Councils Complaints procedure.**

(iv) **Financial Regulations 201**

(v) **Document Retention Policy.**

(vi) **Civility & Respect Pledge**

(emailed prior to the meeting)

Unanimous decision to adopt all the Council Procedures

**23025**

**Training Courses**

(i) **Good Councillor Guide** (emailed prior to meeting) Chair encouraged Cllr's to attend future training which is circulated on a regular basis

(ii) **Clerk to attend training course** – clerk induction/finance training

(iii) **Training for Councillors:** Councillors to advise FR should they wish to attend training

**ACTION ALL**

**23026**

**Appointment of Councillors to Council Committees**

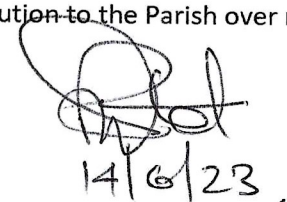
**Planning Committee**

Planning committee established and PW agreed to become Chair of this sub-Committee, other members of the Committee confirmed to be PN, LK and DM.

Cllr PD extended his thanks to Vivien Sealby for her contribution to the Parish over many years.

**23027**

**Grants**

  
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- (i) Grant Application submitted by Friends of Burgh by Sands School **ACTION FR** to send form to JG
- (ii) Grant update on application submitted to Cumbria Waste Management **ACTION FR** to email in strong terms seeking a decision from CWM.

**23028 Replacement of Thurstonfield notice board.** FR to obtain a quote for a replacement board (same as Thurstonfield) and for the fitting of the board. Board to be fitted onto concrete slab to avoid need to involve utilities etc. **ACTION FR**

**23029 Thurstonfield Green being used as a carpark** FR to obtain a quote for posts around the outer edge of the small green and the committee to consider placement of a picnic bench **ACTION FR**

**23030 Planning applications to consider, Decisions & Enforcements**

CONSULTATION ON PLANNING SUBMISSION

**Appn Ref: 23/0019/S211** Proposal: Removal Of 1no. Tree In Burgh by Sands Conservation Area  
Location: 4 Station Road, Burgh By Sands, Carlisle, CA5 6AZ, Ref: 332260 558935

Observations: FR to advise no objections to the removal of the tree but for consideration to be given to plant a replacement tree in a suitable location **ACTION FR**

**Appn Ref: 23/0301** Proposal: Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation Location: Highfield, Boustead Hill, Burgh by Sands, Carlisle, CA5 6AA, Grid Ref: 329519 559176

Observations: None

**Appn Ref: 23/0302** Proposal: Erection Of Single Storey Rear Extension To Provide Additional Living Accommodation; Replacement Of 4no. PVCu Windows With 3no. Painted Timber To North & South Elevations Of Annexe (LBC) Location: Highfield, Boustead Hill, Burgh by Sands, Carlisle, CA5 6AA Grid Ref: 329519 559176

Observations: None

PROPOSAL OF NEW NAME

22/0003/SNBN Thurstonfield Development – High End Close

Observations – Agreed with no comment FR to advise **ACTION FR**

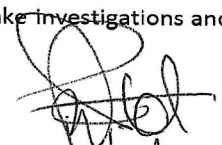
**23031 Amberfield:** Quote for re-grassing the ground replacing the existing wet pour surface. Awaiting quote from Solway Garden and Landscapes

**Updates:**

- (i) Speeding Device:  
FR advised that SWARCO unwilling to do a site visit, FR to identify another company **ACTION FR**
- (ii) Allotments:  
One payment outstanding, email reminder to be sent **ACTION FR**
- (iii) Moorhouse play area:  
previously discussed under section 23028
- (iv) Commemoration Site JG to follow up re: sign **ACTION JG**
- (v) Noticeboards and shelters:  
quote accepted from KJ who will undertake the work in the better weather.
- (vi) Cumbria Waste Management Grant:  
previously discussed under section 23028
- (vii) King Edward I monument TA advised that he was attempting to establish the previous £23k for restoration of the monument was still available. Tree stumps will be removed but reported that the site is looking grim for tourists. To consider putting concrete bases for the picnic benches once work has been completed. Parish Council have agreed to maintain the kissing gates at the site. TA recommended a site visit which was agreed **ACTION TA**

**23032 Next Meeting to take place on Wednesday 14<sup>th</sup> June 2023 at 1930hrs**

\* An opportunity for Councillors to raise issues, not on this agenda, on behalf of residents in their wards. N.B. No decisions can be taken on these matters, but the Clerk may make investigations and / or they may be placed on the agenda of a future Council or committee meeting.

  
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