

Waterhead Parish Council (PC)

Minutes of a PC Meeting held on 30th November 2017 in the Methodist Chapel Room, Gilsland

Present

Parish Councillors: - D. Horn (DH), J. Nicholson (JN), E. Packer (EP), D. Rackstraw (DR) (Chairman) & E. Woodmass (EW)

Others: - F. Nugent (FN) (Clerk) & S. Bowman (SB) (City Councillor)

Absent

Other: - L. Fisher (LF) (County Councillor)

The meeting opened with DR in the Chair

1. Chair's Opening Remarks – DR welcomed those present

2. Apologies for Absence and Declarations of Interest

No apologies for absence were received. There were no Declarations of Interest

3. Minutes of previous meeting held on 17th August 2017 - Agreed as a true and correct record and signed as such by DR

4. Matters arising from the meeting held on 17th August 2017: -

- i) **Drover's Troughs Refurbishment** – The offending trees have been cut down at no expense to the PC. Andy Hudspith was going to bore holes in the tree stumps and inject a chemical to kill them off. If Andy has not yet used the chemical it was agreed to ask him to desist as the chemical may be harmful to the local ecology. He should still bore the holes into the stumps. This will allow them to rot naturally. The main repair to the wall has been completed and that leaves only some pointing to do. A further interim payment of £400 has been made to Andy. This payment was authorized at **7(iii)** below. The final payment of £200 will be made on completion of the work. A blocked gully is causing problems and it was agreed to refer the matter to the Highways Hotline
- ii) **New Telephone Mast** – This is not yet in place as an essential piece of paperwork has been misplaced. This needs to be signed before the work can proceed
- iii) **New Maps for the Noticeboards** – FN has been in contact with neighbouring PCs who have informed him that their Maps were provided by a now defunct organization. It was therefore agreed that DH would contact local graphic designers to see if they would be able to design maps similar to the maps on the noticeboards of Brampton and Burtholme PCs
- iv) **Merger with Upper Denton PC** – Ian Dixon from Carlisle City Council has said that the merger cannot proceed due to the ongoing work of the Boundary Commission. SB stated that this was not the case. The matter has been taken up, with Ian Dixon, by Dan Newrick from Upper Denton PC

5. Correspondence that has not been Circulated

- i) **11/08/17 BDO LLP**- Returning our completed 2016/17 audited Annual Report
- ii) **28/09/17 RAF Spadeadam** – Asking if we were going to promote the 100th anniversary of the RAF. Agreed to look at planting the flower bed next to the bus shelter in the colours of the RAF. DR to discuss with the Gardening Club. Nugent to contact Thirwell and Upper Denton PCs
- i) **20/11/17 from Smaller Authorities Audit Appointments** – From 2017/18 we will be able to claim exemption from completing the Annual Governance and Accountability Return as our income and expenditure are each below £25K. However, we will still need an internal Auditor and an Internal Report will be prepared for publication

6. Reports

- i) **County** – No report due to LF's absence

- ii) **City Council** – SB reported that the Boundary Commission are looking to reduce the number of Cumbrian MPs from six to five. Also, the number of City and County Councillors will be reduced
- iii) **Village Hall** – EW reported that: -
 - The Hall is very busy
 - Further estimates are being sought for the necessary roofing work
- iv) **Parish Councillors** – No reports

7. Finance:

i) **Accounts for the period 1st April 2017 to Date** – The accounts, showing a credit balance of **£1725.06**, were reviewed, agreed and signed by DR on behalf of the PC

ii) **Payments Received since the last Meeting**

Payer	Reason for Payment	Amount
• Carlisle City Council	Drover's Troughs Restoration Grant	£200.00

iii) **It was agreed to make the following Payments**

Payee	Reason for Payment	Amount
• BDO LLP	2016/17 Audit Fee (Already Paid)	£36.00
• F. J. Nugent	Clerk's six months net salary	£200.00
• HMRC	PAYE on Clerk's six months' salary	£50.00
• Gilsland Methodist Church	2016 Room Hire	£40.00
• Andy Hudspith	Drover's Troughs Work (Already Paid) (See 4(i))	£400.00

iv) **Account Balance** - The credit balance after the above agreed payments was **£1635.06**

v) **2016/17 Annual Report** – This has been returned from BDO LLP and was formally approved

8. Planning Matter

It was noted that construction work was being carried out at Coombe Crag Farm. However, the PC could not recall having received notice of a planning application having been submitted for the work. Nugent to contact the City Council's Planning Department to see if we had not been informed of works

9. **2018/19 Precept** – This was agreed at £1207, the same amount as this year

10. **Community Payback** – It was noted that this was available, should it be needed

11. **Temporary Road Closure - Gilsland to Nickies Hill** – DR reported that the work will be done in three stages. The closures will be for general traffic with locals being given access to their properties

12. **Matters for Next Meeting** – None were given

13. **Next Meeting** - 7:30pm on Thursday 15th February 2018 in the Methodist Chapel Room, Gilsland. Date subsequently changed to 12 February 2018

Minutes prepared by

Signed as a true and correct record

Frank Nugent
 Parish Clerk
 1st December 2017

David Rackstraw
 Chairman
 12th February 2018