

## **Wetheral Parish Council**

Minutes of the Annual General Meeting of the Council held on Wednesday,  
8th<sup>h</sup> May 2019 at 8.05pm in the Down-a-Gate Community Centre, Warwick Bridge.

### **PRESENT**

**Chairman – B. Earp**

#### **Councillors**

**D. Hughes**

**D. Poole**

**C. Oliver (Part)**

**I. Evans**

**G. Round**

**M Higginbotham**

**J. Routledge**

**D. Pattinson**

**Annual Meeting Commenced at 8.05pm**

### **MINUTES**

#### **01/19 - Election of Chairman**

**Resolved** to elect Cllr. Earp as Chairman of the Council for the ensuing year; the Chairman signed the declaration of acceptance of office.

Cllr Earp thanked the outgoing Chairman, Cllr Hughes for his commitment and diligent work as over the past year.

#### **02/19 Apologies for Absence**

**Resolved** apologies for absence were received and accepted from Parish Cllrs, Searle, Somers, Higgs. Also, County Cllrs Marriner & Mallinson & District Cllrs Higgs, Christian & Bowman. No apologies were received from Cllr Bainbridge.

#### **03/19 Appointment of Vice Chairman**

**Resolved** to defer the appointment of the Vice Chairman of the Council to the next meeting due to the absence of members.

#### **04/19 Declarations of Interest**

No declarations were made.

#### **05/19 Request for Dispensation**

No requests have been made.

#### **06/19 Resignation of Councillor for the Warwick on Eden & Aglionby Ward**

- (i) **Resolved** to receive and accept the resignation of Cllr C Oliver as Councillor for the Warwick on Eden & Aglionby Ward.

(ii) Noted the statutory notice of bye election was posted 11<sup>th</sup> April 2019. The closing date for requests of a bye election was 8<sup>th</sup> May 2019, this position will now be published as co-option.

#### **07/19 Co-option of Councillor for the Wetheral Ward**

- (i) **Resolved** to co-opt Caroline Oliver as a ward Councillor for the Wetheral Ward.
- (ii) Cllr Oliver, signed the declaration of acceptance of office and was invited to join the members at the meeting.

#### **08/19 Appointment of Councillors to Council Committees**

**Resolved** to appoint the following as committee members;

- Planning Committee – Cllrs Earp, Round, Higgs, Poole & Evans.
- Cemetery Committee – Cllrs Hughes, Round, Oliver, Poole & Somers
- Rights of Way – Cllrs Round, Oliver, Searle, Routledge & Evans
- Grants & Finance Committee – Cllrs Pattinson, Higginbotham, Hughes, Poole & Somers

- Personnel Committee – Cllrs Earp, Somers, Routledge & to defer the last appointment until the next meeting.
- Wetheral Playing Fields Association- to defer the appointment of members until the next meeting as the current Chairman, Cllr Searle was absent.

#### **09/19 Appointment of Representatives on Other Bodies:**

**Resolved** to appoint the following;

- Carlisle Parish Council Association- Cllr Higginbotham
- Community Grants Panel- Wetheral/Great Corby/Houghton & Irthington- Cllrs Higgs, Poole & Evans.
- Tyne Valley Rail Partnership /user group- Cllr Evans
- Turnmire Common Wetheral- Cllr Oliver
- Hartley Trust Scotby – Cllr Hughes
- Cotehill Sports & Social & Cotehill Village Hall – Cllr Round
- Down-a-gate Community Centre Committee- Cllr Evans & Somers
- Wetheral Village Hall Committee Cllr Higgs
- Scotby Village Hall Committee – Cllr Routledge
- Great Corby Village Association Committee- Cllr Somers
- Cumwhinton Village Hall Committee – Cllr Round
- Cumwhinton Play Area Committee- Cllr Round
- Warwick on Eden & Aglionby Memorial Hall Committee- Cllr Poole
- Warwick on Eden play area committee- Cllr Searle.

#### **10/19 Council Meetings Dates for the Year 2019-20**

**Resolved** to accept and approve the proposed dates for the full council meetings for the forthcoming year. Noted the meeting in August 2019 is the first Wednesday of the month.

#### **11/19 Review of and Adoption of Council Procedures**

**Resolved** to accept and adopt the following policies and procedures;

- (i) Councils procedures for handling requests made under Freedom of Information Act
- (ii) Councils Complaints procedure. (
- (iii) General Data Protection Regulations (2019
- (iv) Standing Orders 2019
- (v) Financial Regulations 2019 (No amendments)
- (vi) Document Retention Policy.
- (vii) Financial Risk Management & Insurance.
- (viii) Review of the Council's policy for dealing with the press/media

#### **12/19 Annual Return**

- (i) **Resolved** to approve the Annual Governance Statement for year ending 31<sup>st</sup> March 2019 and authorise the Chairman to sign Section 1 of the Annual Return for year ending March 31<sup>st</sup> 2019 on behalf of Wetheral Parish Council.
- (ii) **Resolved** to approve the Statement of Accounts for year ending 31<sup>st</sup> March 2019 and authorise the Chairman to sign Section 2 of the Annual Return for year ending 31<sup>st</sup> March 2019 on behalf of Wetheral Parish Council.
- (iii) **Resolved** to accept notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31<sup>st</sup> March 2019 as Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July 2019.

#### **13/19 Minutes of the Council Meeting held on 10<sup>th</sup> April 2019**

**Resolved** to authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 10<sup>th</sup> April 2019.

#### **14/19 Minutes of Committee & Working Groups**

**Resolved** to receive the minutes of the following Committee meetings/ working groups and to accept any recommendations contained therein;

- a. **Planning Committee** meeting held on Tuesday 7<sup>th</sup> May 2019.- **Resolved** to defer consideration, Clerk to e-mail the minutes and request comments by Monday 13<sup>th</sup> May 2019.
- b. **Rights of Way** meeting held on Tuesday 9<sup>th</sup> April 2019.
- c. **Finance & Grants** meeting held on Tuesday 30<sup>th</sup> April 2019. specifically F&G 23/18, the available balance at the year end was lower than anticipated at £64,823. Reserves need to be built up over the next two years by at least £20,000.

#### **15/19 Balances at the Bank**

- (i) **Resolved** to receive and note the bank balances to 30<sup>th</sup> April 2019. (Not reconciled)

|                        |                    |
|------------------------|--------------------|
| Current Account        | £20,466.39         |
| Deposit Account        | £193,361.64        |
| Cumberland BS          | £66,854.17         |
| Total in the bank      | £282,958.26        |
| Allocated from 18/19   | £81,384.00         |
| <u>Available funds</u> | <u>£201,574.26</u> |

- (ii) Noted the receipt of the Precept totalling £148,000.

#### **16/19. Payment of Accounts**

- (i) **Resolved** to authorise payment of the accounts listed in the schedule of cheques dated 8th May 2019. (VIN 19-39) totalling £8777.33.

#### **17/19 Banking Arrangements**

- (i) **Resolved** to retain the current signatories for the council's bank accounts;
- (ii) Cumberland Building Society account; 52240941, Cllrs Round & Hughes, Mrs. S Tarrant, Clerk & RFO
- (iii) Barclays Accounts -20-45-45 23384225 & 63837629, Cllr Higgs & Hughes, Mrs. S Tarrant, Clerk & RFO  
(NB The Clerk is required to be listed as a signatory to be able to access the Council's accounts)

#### **18/19 External Representation**

**Resolved** to receive reports from Parish Council representatives on outside bodies.

~ Cllr Evans & Somers attended a meeting of Down-a-Gate centre and they were impressed by the positivity of the committee towards future fundraising. Also noted that there is a serious issue with dog fouling, this was reflected by members in other wards.

~ Cllr Hughes attended the Scotby Village Hall AGM, he confirmed that the Chairman has now resigned, and they are also in need of a secretary. There are 22 regular bookings each week and casual bookings at weekend's so the hall is doing well financially.

#### **19/21 Schedule of Correspondence, Notices and Publications**

**Resolved** to receive and note schedule of correspondence, notices and publications received since the last meeting and not on the agenda.

- (I) Request from Carlisle Refugee Action Group to hold a fundraising fun day on the green at Wetheral 18<sup>th</sup> August 2019.- **Resolved** to approve the request.
- (II) Cllr Earp has received a number of letters from Scotby residents regarding inconsiderate parking and speeding in the village, to pass to the Clerk. **Resolved** to invite a police representative to the next meeting and invite the residents to air their concerns.

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*Next meeting 12<sup>th</sup> June 2019.*