

## **KIRKOSWALD PARISH COUNCIL**

Chairman:	Mrs S Quinn (01768) 898543	1 Garth Hill Castle Carrock
Clerk:	Mrs R Lytollis (01228) 670451	Brampton
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**Annual General Meeting of Kirkoswald Parish Council held at 7.30 pm on Tuesday 14<sup>th</sup> May, 2019 in Kirkoswald Church Institute. This was followed by the Ordinary Monthly Meeting.**

**PUBLIC OPEN MEETING** (15 Mins): Members of the public can address the Council on any issues that they wish to draw to their attention. Afterwards, they cannot interject in the meeting: None

**Present:** Mrs S Quinn (Chair), Mrs J Tea (Vice Chair), County Cllr Driver, Mr J Little, Mr J Haugh, Mr N Jackson, Mrs R Lytollis (Clerk) & Mrs I Henderson

### **DRAFT MINUTES**

#### **ANNUAL GENERAL MEETING**

- To receive the Chair's short report for the Council Year 2018/19:** Mrs S Quinn began by giving a report on the projects undertaken over the last year, including the completion of the footpath to Lazonby and success in Cumbria In Bloom. She said that the new council year will include further work to potholes and work updating the equipment on the playground, following success applying for grants.  
  
Finally, councillors remembered Mr Robin Raine, who was a parish councillor for many years, and died earlier in the year.
- To receive apologies:** Mr A Jackson & Mr R Cranston
- To co-opt new councillors needed:** Mrs J Tea proposed that Mrs S Quinn be co-opted. This was seconded by Mr J Haugh and councillors voted unanimously in favour. It was resolved to approach a number of residents who have expressed an interest in being on the council, with the hope of co-opting them.
- To elect a Chairman for Council Year 2019/20:** Mrs S Quinn (proposed by Mrs J Tea, Mr J Little, unanimous vote)
- To receive the Chairman's signed Declaration of Acceptance of Office:** Mrs S Quinn signed a Declaration of Acceptance of Office.
- To elect a Vice Chairman for Council Year 2019/20:** Mrs J Tea (proposed by Mr J Little, Mrs S Quinn, unanimous vote)
- To receive Parish Councillors' signed Declarations of Acceptance of Office and Registers of Interest**
- Minutes:** It was resolved to accept the minutes of the last AGM held on Tuesday 8<sup>th</sup> May, 2018 as a true record (proposed by Mrs J Tea, seconded by Mr N Jackson, unanimous vote).
- To appoint representatives to outside bodies-** None
- To appoint committees and subcommittees:** Footway Lighting subcommittee: Mrs J Tea, Mr J Little, Mr N Jackson & Mrs S Quinn.

## ORDINARY MONTHLY MEETING

1. **To receive any declarations of interest:** None
2. **To receive apologies:** Mr A Jackson and Mr R Cranston
3. **Minutes:** It was resolved to authorise the Chair to sign the minutes of the ordinary meeting held on Tuesday 8<sup>th</sup> May, 2019 as a true record (proposed by Mrs J Tea, seconded by Mr J Little, unanimous vote).
4. **To discuss any matters arising from minutes of previous meetings:** None
5. **To receive updates on the Community Led Plan and councillor led areas:** Mrs S Quinn reported that she was still waiting for a response regarding the applications to various grant funds. County Cllr Driver promised to ask for an update.
6. **To discuss writing an Emergency Plan:** An article about coping with local emergencies has recently been in the Raven, along with a list of useful phone numbers. County Cllr Driver suggested that parish councillors review Langwathby's plan which has a contact tree (usually parish councillors), as it has proved to be very useful. It was agreed that the Clerk contact Mr John Fleming (Clerk to Langwathby Parish Council) and ask for a copy of the plan, so councillors can look at it at the next meeting.
7. **To receive a report from District Cllr Robinson:** Unavailable to attend
8. **To receive a report from County Cllr Driver**
  - Clerk to circulate County Cllr Driver's report by email.
  - County Cllr Driver said that she is now on the Adult Scrutiny Committee considering social care, looking at social care provision within Eden area.
  - The winter working group now has a new member of staff to ease workloads. It was noted that Mr J R Raine is to be the contact for the parish.
9. **To receive an update on the upkeep of Kirkoswald Church Institute:** It was reported that the hall is doing well, with new groups using the facilities (including a café and an exercise group for older residents). The new heating system is working well and the committee are looking at insulation ideas. It was noted that a fundraising quiz night, with pie and pea supper is being held on 24<sup>th</sup> May. Councillors thanked Mrs L Little for her update.
10. **To discuss footway lights:** It was agreed that the subcommittee investigate the options and then report back to the council. It was agreed to write to Mr Matthew Neil at Eden District Council for further information and ask District Cllr Robinson for definitive figures to allow the sub-committee to take it forward. County Cllr Driver agreed to ask Mr Ian Harker for advice regarding the maintenance contract.
11. **To discuss the proposed transfer of the playground:** It was agreed that the Clerk ask for an update from Mr Neil Buck.
12. **To receive any update on Cumbria In Bloom:** The Clerk reported that the application form and fee have been submitted.
13. **To discuss the renewal of the parish council insurance policy:** It was agreed to accept the Came & Company quotation (proposed by Mr J Little, seconded by Mrs S Quinn, unanimous vote). Mrs J Tea

agreed to check the proposals prior to sending in the cheque for the premium, particular with regards to the inclusion of the War Memorial.

14. **To consider any Police issues arising-** None

15. **To receive the Highwayman's Report and discuss matters related to Highway**

- Mr J R Raine was unable to attend.
- Mr N Jackson and Mr J Haugh reported that the sandstone slabs along the pavement edge in Kirkoswald have been very, very badly repaired and a number of complaints have been made by parishioners. Mr J Haugh agreed to email photos of the problem areas to County Cllr Driver so that she can take the matter forward.

16. **To receive the Financial Report**

- To make payments of bills  
It was resolved to make the following payments:  
Clerk's Salary & Expenses £398.31 (Chq No: 101131)  
Spoilt (Chq No: 101132)
- To discuss the HSBC mandate and resolve to make changes as necessary: Mrs Jane Tea reported that a new form needs to be completed, following the mistake by HSBC. It was agreed to allow Mrs J Tea to make bill payments, should they be needed, and the Clerk (Mrs R E Lytollis) still be able to transfer funds between accounts.

17. **To consider any planning applications made and related matters-** None

18. **To receive decisions on planning applications made-** None

19. **To consider correspondence:**

- Wayleave cheque received.
- Penrith Building Society Tree Account- Annual statement received. It was resolved to close the account and transfer the balance to the HSBC account.

20. **To receive Councillors' reports and items for future agendas**

- Trees on parish land

21. **To decide the date and venue of the next meeting-** 7.30pm on Tuesday 11<sup>th</sup> June, 2019 in Kirkoswald Church Institute.

Signed: *R. E. Lytollis*

Clerk to Kirkoswald Parish Council

Date: 14/05/2018