

BRAMPTON PARISH COUNCIL

MINUTES of the **Annual Meeting** of **BRAMPTON PARISH COUNCIL** held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **THURSDAY, 25th MAY, 2023** at **7.30 p.m.**

PRESENT

Councillor J. J. Harding (Vice-Chairman, in the chair)	Councillor D. Charlton
Councillor F. Lambert	Councillor R. Peart
Councillor I. Rodley	Councillor J. Spears
Councillor M. Spears	Councillor J. Thompson

IN ATTENDANCE – Clerk

ALSO ATTENDING – Cumberland Councillor Mitchelson

001/23 ELECTION OF CHAIR

Councillor J. J. Harding, seconded by Councillor J. Spears, moved that Councillor J. Errington be elected to the office of Chairman of the Council.

There were no other nominations.

RESOLVED, unanimously, that Councillor J. Errington be elected as Chairman of the Council for the ensuing year.

002/23 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

RESOLVED that as the Chairman was not in attendance, that the declaration of Acceptance of Office could be signed within 7 days.

003/23 ELECTION OF VICE CHAIR

Councillor J. Thompson, seconded by Councillor M. Spears, moved that Councillor J. J. Harding be elected to the office of Vice Chairman of the Council

There were no other nominations.

RESOLVED, unanimously, that Councillor J. J. Harding be elected, as Vice-Chairman of the Council for the ensuing year.

004/23 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received and agreed from Councillors Errington, Blake and Logie.

005/23 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

006/23 DECLARATIONS OF INTEREST

RESOLVED to note the following declarations of interest were made:-

- Councillors J. Spears and M. Spears declared a pecuniary interest in any item relating to the flowerbed contract
- Councillor Thompson declared a non-pecuniary interest in item 020/23.2 and 020/23.2

(Signed) Chair.....
Date

007/23 MINUTES

Minutes of the meeting held on 27th April 2023 were submitted.

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 27th April 2023, confirmed as a true and accurate record.

ACTION: JJH

008/23 COMMITTEE REPORTS

There were submitted Minutes of Meetings of:-

008/23.1 Finance and General Purposes Committee held on 11th May 2023

RESOLVED to receive the minutes of the committee and to endorse and accept all recommendations contained therein.

008/23.2 Property and Environment Committee held on 11th May 2023

RESOLVED to receive the minutes of the committee and to endorse and accept all recommendations contained therein.

009/23 PUBLIC PARTICIPATION SESSION

RESOLVED to note there were no members of the public in attendance.

RESOLVED to note that Cumberland Councillor Mitchelson reported on the following items:-

- Community panels – each would have £47k in funding, a meeting of the local panel would take place on 29th June 2023 which would include identifying priorities. The panel would meet up to 4 times per annum
- Civic Centre and Cumbria House were administration centres for the new unitary authority

010/23 COUNCIL ADMINISTRATION – COMMITTEE REMITS, STRUCTURE AND MEMBERSHIP**010/23.1 COMMITTEE REMITS**

A report by the Clerk was received detailing the current remits for Standing Committees and working groups of the parish council.

RESOLVED to note the remits and that no amendments were required.

010/23.2 COMMITTEE STRUCTURE AND MEMBERSHIP

A report by the Clerk was received advising the council's administrative structure and inviting members to approve the current structure and to agree which councillors were to serve on each Committee.

010/23.2.1 RESOLVED to approve the current Standing Committee structure

010/23.2.2 RESOLVED to approve the membership of the Standing Committees as follows:-

Property and Environment Committee – 9 members

Councillor J. Errington (*ex officio*)
Councillor D. Charlton
Councillor I. Rodley
Councillor J. Thompson
Vacant

Councillor J. J. Harding (*ex officio*)
Councillor F. Lambert
Councillor M. Spears
Vacant

(Signed) Chair.....
Date

Finance and General Purposes Committee – 8 members

Councillor J. Errington (<i>ex officio</i>)	Councillor J. J. Harding (<i>ex officio</i>)
Councillor M. Blake	Councillor F. Lambert
Councillor R. Logie	Councillor R. Peart
Councillor J. Spears	Vacant

010/23.2.3 RESOLVED to appoint the following substitutes:-

Property and Environment Committee	Cllrs Peart and J. Spears
Finance and General Purposes Committee	Cllrs Charlton and Thompson

011/23 OUTSIDE BODIES - REPRESENTATION

There was submitted a report by the Clerk detailing the outside bodies to which the Council had been invited to appoint representatives.

RESOLVED that the following appointments be made:-

BRAMPTON FAIR TRADE GROUP	Councillor J. J. Harding
BRAMPTON HOSPITAL LEAGUE OF FRIENDS	Vacant
BRAMPTON TOWN TWINNING ASSOCIATION	Councillor Lambert
BRAMPTON YOUTH FORUM	Vacant
CARLISLE PARISH COUNCILS ASSOCIATION	Councillor J. Errington Councillor J.J. Harding
BRAMPTON & BEYOND COMMUNITY TRUST	Not permitted
NB: The Chairman of Brampton & Beyond had stated that the Trust's Memorandum and Articles of Association excluded any group, body, or organisation from having nominated representation, automatic or otherwise.	
WALKERS ARE WELCOME	Vacant
BRAMPTON2ZERO	Councillor Rodley
BRAMPTON BUSINESS ASSOCIATION	Councillor J. Errington Councillor M. Blake
INCREDIBLE EDIBLE	Vacant

012/23 INSPECTION OF DEEDS AND TRUST INSTRUMENTS

A written report was submitted by the Clerk on the deeds and trust instruments held by the Parish Council and available for inspection.

RESOLVED to approve the current arrangements for custody of the Council's deeds and records.

013/23 COUNCIL MEETING DATES FOR 2023/24

The Clerk submitted a report detailing proposed meeting dates for Committee and Council meetings for the forthcoming year.

RESOLVED to agree the proposed dates, with meetings continuing on a Thursday evening.

(Signed) Chair.....
Date

014/23 POLICY REVIEW

The Council's core policies were reviewed.

RESOLVED to re-adopt the Council's core policies with no amendments other than any references to Carlisle City Council amended to Cumberland Council.

015/23 STANDING ORDERS AND FINANCIAL REGULATIONS

The Council's Standing Orders and Financial Regulations were reviewed.

RESOLVED to re-adopt standing orders and financial regulations with no amendments.

016/23 GENERAL DATA PROTECTION REGULATIONS (GDPR) – POLICY REVIEW

RESOLVED to note that members reviewed and agreed the policies relating to GDPR with no amendments.

017/23 INSURANCE

A review of the Council's insurance policy was undertaken.

RESOLVED to note that the Council had insurance cover in respect of all risks with BHiB.

018/23 ASSETS

Members reviewed the assets held by the council.

RESOLVED that all assets were included in the asset register after adding the play area fencing at Murray Park for continuity with other play area fencing.

019/23 SUBSCRIPTIONS

Members reviewed the parish council's current subscriptions.

RESOLVED to:-

019/23.1 Renew the CALC subscription for 2023/24 in the sum of £614.28, which was submitted to the meeting.

019/23.2 Renew the SLCC subscription, which is due later in the financial year, cost to be confirmed but approximately £295.00 after contributions.

019/23.3 Renew the LCR annual subscription for 2023/24 in the sum of £17.00.

ACTION: Clerk

020/23 TOWN AND COUNTRY PLANNING – APPLICATIONS -

Applications for planning consent were considered.

RESOLVED to advise Cumberland Council of the Council's comments as follows:-

020/23.1 EDGEWOOD, STATION ROAD, BRAMPTON (23/0020/S211) – Remove group of ash, sycamore and elm saplings in Brampton Conservation Area.

No observations

020/23.2 CAPON TREE LODGE, CAPON TREE ROAD, BRAMPTON (23/0005/TPO) – Removal of 2 limbs on beech tree subject to TPO153.

No observations.

(Signed) Chair.....
Date

020/23.3 LAND AT CAPON TREE LODGE, CAPON TREE ROAD, BRAMPTON (23/0235) – Erection of 1 dwelling.

No observations.

020/23.4 ST. MARTINS DRIVE AND WELL LONNING CLOSE, BRAMPTON (23/0004/TPO) – Work to trees subject to TPO 225.

No observations.

ACTION: Clerk

021/23 FINANCIAL MATTERS –

021/23.1 S137 SPENDING

Consideration was given to s137 spending for the current and previous financial year.

RESOLVED to note that spending under s137 for the year ending 31st March 2023 totalled £46.00 and a similar amount was projected as spending under s137 for the current financial year. Current s137 spending had been set by the government at £9.93 per elector.

021/23.2 INTERNAL AUDITOR

RESOLVED to appoint Mrs J. Batey MAAT as internal auditor for the current financial year.

021/23.3 EXPENDITURE TO APPROVE

There was submitted a report by the Clerk detailing expenditure to approve.

RESOLVED to authorise payment of the accounts listed in the Appendix hereto amounting to £3,006.20.

021/23.4 YEAR END BALANCES

There was submitted a report by the Clerk detailing the year end balances for 31st March 2023.

RESOLVED to approve the recommended ear-marked and general reserves.

021/23.5 PARISH COUNCIL WEBSITE

Consideration was given to a request from Sensible IT Solutions to upgrade the Council's website at a cost of £400.00.

RESOLVED not to upgrade the website as the Council would soon move to another more parish council friendly website.

021/23.6 ST. MARTIN'S CLOSED CHURCHYARD

RESOLVED to agree to one additional strim per annum (from 3 to 4) at a cost of approximately £65.00. The work would be carried out as part of the grass cutting contract by Cut n Edge.

021/23.7 GRANT APPLICATIONS

Consideration was given to the following applications:-

021/23.7.1 ST. MARTIN'S PAROCHIAL CHURCH COUNCIL

RESOLVED to give a grant in the sum of £500.00 towards automation of the church clock.

(Signed) Chair.....
Date

021/23.7.2 SPADEADAM MOTOR CLUB

RESOLVED to give a grant in the sum of £175.00 towards a charity fun day incorporating a classic car show.

022/23 REPRESENTATIVES' REPORTS

None.

Councillor Thompson informed members that there would be a full report on the use of the Moot Hall at the next meeting.

023/23 WORKING GROUP REPORTS

None.

024/23 HIGHWAYS AND ROAD SAFETY ISSUES

Councillor Rodley reported on the lack of support from Highways on road safety issues that had been raised initially in August 2021, concerning speeding in various areas of the town, problem parking, poor visibility at several junctions in and around the town, consideration of a one-way system and improvements to the junctions at High Cross Street/Main Street and Front Street/Main Street. Some of these issues had been raised again by members of the public at the April meeting of the Property and Environment Committee. That said, it had been noted that the CRASH team has listed Front Street as an accident hot spot and that average speed cameras were to be introduced along the A689 from the Brampton roundabout to the Linstock roundabout.

Councillor Mitchelson noted the concerns and reported ongoing work on the following:-

- Recent police survey of the junction at Front Street/Main Street which had found that 50% of drivers do not manoeuvre the junction correctly. The use of bollards was being investigated
- Increase of the mobile speed camera visiting the area
- Highways looking into funding for gateway entrances to the town to lower speed at Greenhill, Carlisle Road and the Newcastle Road
- Highways investigating a one-way system with a temporary 18 month trial being preferred
- Parking on double yellow lines at the Primary School had been passed to the enforcement team

Other concerns raised by members were:-

- Buses negotiating the junction at Longtown Road/Carlisle Road were mounting the kerb
- The 40mph speed limit at Capon Tree Road should be lowered to 30mph
- Lack of pedestrian access at Capon Tree Road, Paving Brow and the middle of Gelt Road

RESOLVED that Councillor Rodley would liaise with Councillor Mitchelson to draw up a letter outlining the road safety priorities for the Parish Council (focusing on the main areas of concern listed below) and that Councillor Mitchelson would arrange for a Highways representative to attend a future meeting.

- Implementation of a one-way system
- Reduction in speed through the town to 20mph with a possible extension to residential areas
- Improvement of the maintenance programme on the A6071
- Extension to pedestrian footpaths in and around the town to give improved access to the wider footpath network
- Support of zero carbon transport initiatives

(Signed) Chair.....
Date

025/23 THE WILDLIFE TRUST

Councillor Lambert reported that she had signed up to the Wildlife Trust's '30 days wild' project commencing on 1st June. Councillor Lambert spoke further about what was involved and hoped that a few schemes from the project could be initiated with other groups in the town, such as care homes, with more involvement next year.

After further discussion, the Clerk reported that Sustainable Brampton had started work on a project for a water fountain for the town and that a review of grassed areas/verges would be on a future agenda to consider improving their biodiversity value by planting wildflowers.

RESOLVED to note the report.

026/23 CLERK'S REPORT

RESOLVED to note the Clerk's report was received and noted. (Appendix 2)

027/23 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note the following correspondence requiring a decision had been received: -

027/23.1 COMMUNITY OWNERSHIP FUND – Email from Dr. Neil Hudson MP

RESOLVED to defer to a future meeting of the Property and Environment Committee.

027/23.2 BENCH AT ST. MARTINS ESTATE – Request from a resident for the parish council to contact Riverside and request the relocation of a bench (behind the wall adjacent to the entry gate from Carlisle Road) due to anti-social behaviour.

RESOLVED that the Clerk would send a letter in support of the bench relocation to Riverside.

027/23.3 GAS WORKS ON FRONT STREET – A request from Northern Gas Networks (NGN) for preferred dates for work to be carried out on Front Street.

RESOLVED that the Clerk would inform NGN that preferred dates were October 2023 or January/February 2024. If the work was to be carried out in October, it should be completed by the first week in November in order for the Remembrance Parade to take place without interruption.

027/23.4 CALC TRAINING

RESOLVED that the Clerk would request group training for members.

ACTION: Clerk

028/23 AGENDA ITEMS FOR NEXT MEETING

RESOLVED to note that any items for the next agenda should be submitted to the Clerk on or before 15th June 2023.

029/23 DATE OF NEXT MEETING

Thursday 22nd June 2023, Moot Hall, 7.30pm – full council

Thursday 15th June 2023, Moot Hall, 7.30pm – committee meetings

030/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, (contract terms) it was advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

(Signed) Chair.....
Date

031/23 GROUNDS MAINTENANCE CONTRACT

RESOLVED to increase the hourly rate to £13.50 with effect from 1st May 2023.

Meeting closed 9.15pm.

DRAFT

(Signed) Chair.....
Date

Expenditure To Approve

<u>Supplier</u>	<u>Detail</u>	<u>£ Total</u>
G A Estates	Garage	50.00
M Slater	Garage	50.00
B Brown	Coronation event – face painter	270.00
J Errington	Coronation event – crisps/juice	115.23
Juggling Jester	Coronation event – entertainer	250.00
Sandwich Bar	Coronation event – food	1620.00
Berry's Tearoom	Coronation event – food	270.00
Mr Brown's	Coronation event – food	265.00
Ukes Akimbo	Coronation event – entertainment	100.00
Laversdale Timber	Post for Moat drying green	15.97
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(Signed) Chair.....
Date

CLERK'S REPORT

ONGOING – CCTV – Parish Council solicitors are still waiting for information from Cumberland Council (previously Cumbria County Council)

ONGOING - COMMUNITY LED PLAN – ACTion with communities in Cumbria has been contacted to meet with the working group. Initial date of 8th June unsuitable due to members and Clerk being unavailable. Request for rescheduling submitted; awaiting a response and initial information from ACT via email.

BASQUE PLAQUE UNVEILING – Event booked on 17th June 2023 at 10.30am, Howard Arms. Councillors Blake, Lambert and the Clerk to attend.

NB: Following the meeting Councillor Thompson requested to attend. As there were only 3 places, the Clerk dropped out.

NALC CASE STUDY – Request for information on s106 spending completed and submitted.

COMMUNITY EMERGENCY PLANNING - Questionnaire from CALC completed and submitted.

SHOULDER OF MUTTON – Complaint received from resident re buckets at front of the pub left full of water and cigarette ends. As the pub is closed, the brewery has been contacted, still awaiting response.

CIRCUS MONTINI – Dates confirmed 14-16th August 2023.

SHOWFIELD CAR PARK – Abandoned vehicle reported to Cumberland Council.

HIGHWAYS ISSUES – Broken kissing gate and damaged fencing on Rights of Way; faded disabled signage at Moot Hall; overgrown vegetation have all been reported to Cumberland Council.

Received a response on 19.5.23 to a complaint submitted on 13.8.22 re overgrown vegetation on the Tarn Road that was making it difficult for wheelchair users and those with prams/pushchairs. Cumberland Council has apologised for the delay in responding and confirmed that the Tarn Road will be covered by Cumberland Council's annual weed spraying programme which takes place 3 times per year.

FACEBOOK – The Parish Council's Facebook page is being updated as often as possible. If any councillor has information they wish to have uploaded to the page, please contact the Clerk. In the last 28 days, post engagements were 2,744 and people reached 4,848. There are currently 531 people that have 'liked' the page, 655 are 'following' the page.

LIST OF CORRESPONDENCE RECEIVED TO BE NOTED (Circulated to members by email)**CALC** –

- CALC News – March/April 2023
- Presentations from Spring and Summer Hazards Event
- Training
- Cumbria Local Authority Climate Update April 2023

OTHER CORRESPONDENCE

- Weekly Market Insight – Emails from Inspired Energy
- Rural Services Bulletin
- Cumberland Council e-newsletters
- ACT news updates
- Cumbria's Police, fire and Crime Commissioner Survey
- Cumbria Community Foundation – May newsletter
- LGA first magazine
- NALC newsletter
- Cumbria Police – Carlisle & Rural newsletter April 2023
- Various thank you emails from Brampton Primary School and various residents for the medals and Coronation Event

(Signed) Chair.....
Date