

HOLME LOW PARISH COUNCIL


Parish Clerk: Wendy Jameson FMAAT,
5 Burnswark Terrace, Solway Street, Silloth, Cumbria, CA7 4EF
Tel: 016973 31128 Mob: 0777 5686857 Email: parishclerk@holmelow-pc.org.uk
Web: www.holmelow-pc.org.uk

2 May 2018

Dear Councillor

You are summoned to attend the Annual meeting of Holme Low Parish Council which is to be held on Tuesday 8 May 2018 in the Community Hall, Petteril Street, Silloth commencing at 7.30pm. Please let me know if you are unable to attend.

Yours faithfully


W.E. Jameson
Clerk to the Council

Agenda

1. **To elect a Chairman of the Council.**
2. To receive the Chairman's Declaration of Acceptance of Office or if not then received, to decide when it shall be received.
3. **To elect a Deputy Chairman of the Council.**
4. **Apologies**
NB Cllrs. must provide a reason for not being able to attend a meeting which is recorded in the minutes.
5. **Declaration of Interest**
Members are invited at this stage to declare any personal interests they have relating to any item on the Agenda and having done so, to consider whether they also have a prejudicial interest in that item. NB Advice on this can be sought from the Parish Clerk. Members are requested to seek advice, wherever possible, before the meeting starts.
6. **Minutes**
To approve the minutes of the meeting held on 13 February 2018 as a true record. .
7. **Matters Arising**
To consider any matters arising from the minutes of the last meeting.
8. **To appoint representatives to outside bodies.**
9. **Standing Orders & Financial regulations**
Review and adoption of standing orders and financial regulations.
10. **General Data Protection Regulation**

- a) To consider a report and the recommendations contained within, regarding the new General Data Protection Regulations which come into force on 25 May 2018 and replaces the Data Protection Act 1998. Further details on GDPR can be found via the ICO website (at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>)
- b) To agree the General Privacy Notice and Privacy Notice wording to comply with GDPR
- c) Data Protection Policy
- d) To approve the Consent form
- e) To approve the Subject Access Request form

11. Banking arrangements

To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.

12. Asset Register

To note the Asset Register dated 31 March 2018.

13. Annual review of risk assessments

14. Insurance

Confirmation of arrangements for insurance cover in respect of all insured risks.

15. Accounts for the year ended 31 March 2018

To approve the Accounts for the Year Ended 31 March 2018 and authorize the Chairman to sign the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2018.

16. Appointment of Internal Auditor

- a) To appoint an Internal Auditor for the year and agree the level of remuneration.
- b) To consider the effectiveness of the Internal Audit.

17. Budget - Details for Financial Year 2018/2019

To note the agreed Budget for the year.

18. Annual Subscriptions

- To consider the payment of annual subscriptions
- a) CALC Annual Subscription 2018/19 - £137.00.

19. Calendar of Meetings

To agree the dates of the Full Council meetings for the next 12 months.

20. Exclusion of Press and Public

To consider whether the press and public should be excluded from the Meeting during consideration of any item of business on the Agenda.

21. Police Report

To receive a report on incidents of crime since the last meeting.

22. Public Participation

Members of the public are invited to speak for a maximum of 3 minutes each. The maximum total time for public participation will be 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

23. Requests for financial assistance

To consider any requests for financial assistance.

24. Payment of Accounts

To authorize the payment of Accounts

25. Correspondence

To note items of correspondence received since the last meeting and determine any action needed in response to items marked "Action".

Publications & Magazines etc

- a) Radioactive Waste Management – News Bulletin – Issue 1 – February 2018.
- b) Clerks & Councils Direct – March 2018
- c) ACT Gazette – Issue 29 Spring 2018.
- d) CALC Circular – March 2018.
- e) Radioactive Waste Management – News Bulletin – Issue 2.
- f) Tidelines – Newsletter of the Solway Firth Partnership – Issue 48 - Spring 2018.

For Information

- g) Allerdale Borough Council – re: Light at Barracks Bridge. Allerdale are in the hands of ENW as to when the lights will be connected and will chase them up again next week.
- h) Cumbria Highways – HIMS Ref: W1880917525 – re: Surface or road breaking up and in particular at corners. This will be investigated as soon as possible.
- i) Allerdale Borough Council – re: Whinclose, Seaville. No reply received from land owner and the matter is now with the legal section pending prosecution action.
- j) Cumbria Highways – HIMS Ref: W1880917667 – re: footpath in need of being cleaned. This will be investigated as soon as possible.
- k) Cumbria County Council – Wolsty Road, nr Seaville. Road is not currently identified for any upcoming works but now that they are aware of the concerns/issues an Officer will have a look at it and determine what can be done.
- l) Allerdale three tier meeting will be held on 22 March 2018 at Allerdale House, Workington at 7.00pm. Agenda to be sent out a week before the meeting.
- m) NHS England consultation in relation to over-the-counter medicines. Ends on 14 March 2018.
- n) Cumbria Highways - re: Emergency road closure at Abbeytown which will take 2 weeks to complete.
- o) Cumbria Constabulary – re: speed of wagons along Causewayhead. Peter Nichol has forwarded concerns to traffic sergeant so that traffic officers covering Silloth are aware.
- p) ACTion with Communities – As part of the Rebuilding Together programme ACT is supporting communities across the county with Community Resilience & Emergency Planning activities.
- q) Cumbria Constabulary – re: speed of wagons along Causewayhead. Hannah has spoken to Armstrongs. Memo to be displayed in office windows and sent out in payslips advising drivers to watch their speed and drive with care. Vehicles are fitted with tracking and cameras and any drivers caught speeding or on mobile phones will face the consequences. Harrisons have stated the same. Both companies were warned that without notice a marked or unmarked patrol could be in the area and anyone driving other than in accordance with the law risks prosecution.
- r) NALC – Copy of new General Data Protection Toolkit.
- s) Cumbria County Council – re: West Causewayhead. Traffic team will look into the request for a weight restriction on West Causewayhead lane and respond back.
- t) Cumbria County Council – re: Smoke Free Allerdale 2018. Information about the aim to make Allerdale and Cumbria smoke free by 2022.
- u) Allerdale Borough Council - Land West of Longwood, Harrison's & Whinclose. Kerry McCartney is to investigate queries regarding Longwood this week. Meeting to be arranged with

Harrison's this week. Legal are preparing cases for court in relation to Whinclose and will receive an update with regard a court date in the near future.

- v) Cumbria County Council – re: West Causewayhead Lane. Email from Philip Groom to say the matter is being looked at and he is in dialogue with Cllr. Markley. Will update in due course.
- w) CALC – General Data Protection Training Information. Copy of training information provided at recent training session.
- x) Allerdale Borough Council – re: Harrison's. Works carried out on site are within permitted development limits therefore no planning application is required. The plant does not materially affect the external appearance of the premises having viewed them within their wider context of the existing units and airfield. Measures were agreed to alleviate concerns about dust and noise. This is something Environmental Health will be following up.
- y) Allerdale Borough Council – re: Harrison's. Changes have been made to their operation to alleviate the problems of noise. DA Harrison's have been issued by Allerdale with an Environmental Permit for cement batching activities. The Permit conditions specific operational practices of Best Available Technique to mitigate dust produced.
- z) CALC – Notice of joint meeting with ABC and CCC on 22 March 2018 and minutes of the meeting held on 19 September 2017.
- aa) Allerdale Borough Council – re: Land West of Longwood. Land is within separate ownership to that of the chicken shed. Condition 6 requires that the dwelling to be occupied by somebody solely or mainly employed in agriculture or forestry or last employed in agriculture or forestry and is not tied to the chicken shed. The person living in the caravan is the owner of the land and who is constructing the dwelling. She is associated to the chicken shed and has CCTV within the caravan which covers the shed. The dwelling is not in the same position as that approved and has been advised to submit a revised planning application. Allerdale are expecting this within 28 days and the Parish Council will be consulted.
- bb) Guide to how to share Public Health Promotion Campaigns.
- cc) CALC – Revised version of Practitioners' Guide for 2018/19 and Schedule of Amendments.
- dd) Public Health Promotion Campaigns – Information about the 'One you couch to 5K' campaign.
- ee) PKF Littlejohn – 2017/18 AGAR and external auditor instructions.
- ff) NALC – Consultation: Review of Local Government Ethical Standards.
- gg) CALC – Draft notes from the 3 tier meeting held on 22 March 2018.
- hh) News from Cumbria Community Foundation.
- ii) Cumbria Constabulary – Email from Peter Nichol about a ten weekly meeting for Parish Councillors on Tues 17 April at 7.00pm at Cockermouth Police Station. Any concerns can be forwarded to Peter.
- jj) CALC – Email from ACTION for Communities regarding a Cumbria snow survey.
- kk) CALC – NALC consultation: unauthorised developments and encampments.
- ll) NALC – Chief Executive's Bulletin 15 – 13 April 2018.
- mm) Tour of Britain 2018 Projects & Activities – Tour of Britain will be visiting Cumbria during the tour. Cumbria County Council is encouraging communities and organizations to develop projects and activities around the Tour of Britain and there is grant funding available to help facilitate these ideas.
- nn) Allerdale – Confirmation in relation to report of dog fouling along the lane near Colt Park Field and entrance to Tanglewood.
- oo) CALC – Slimmed down version of the GDPR toolkit that NALC produced.
- pp) Cumbria Highways – HIMS Ref: W1880928679 re: surface of road and corner erosion at Blackdyke. This will be investigated as soon as possible.
- qq) Cumbria County Council – re: number of vehicles coming and going from Unit 25, Causewayhead, Silloth. The matter will be investigated.
- rr) Allerdale Borough Council – re: the current position in relation to footway lighting across the borough. There has been a reduction in the budget by £12,500 for the 2018/19 financial year.
- ss) NALC – Copy of 2018 Model Standing Orders and briefing note.
- tt) CALC – Update on GDPR and Data Protection Bill. There is to be an amendment to the Data Protection Bill to exempt all parish and town councils and parish meetings from the

requirement to appoint a Data Protection Officer under the General Data Protection Regulation.

- uu) CALC - The new legal briefing L05-18 on Data Protection Fees, which explains the new fee structure.

For Action

- vv) CALC – Planning Training events. CALC are looking to deliver some generic training sessions on planning aimed at local councils and are trying to identify councils who would be interested.
- ww) Allerdale Borough Council – re: Harrison’s. In their opinion the silos do not materially affect the appearance of the premises and the works were within the premises permitted development limits. The site will be re-visited with regards to the fence panels. There is no restrictions regarding hours of operation but should there be any noise disturbance due to operating hours, this is something that could be pursued by Environmental Health Section. Environment Agency would be able to advise of any licence requirements for the bore hole.

26. Planning Applications

The **Parish Council** approved the following:-

Ref No: 2/18/9002 **Proposal:** Electrical control kiosk for improvements to wastewater treatment works **Location:** Silloth WwTW off B5302 Silloth CA7 4PA

Ref No: 2/2018/0088 **Applicant:** Mr Robert Schooler **Proposal:** Extension/replacement of general agricultural building **Location:** Park Head, Silloth

Allerdale Borough Council approved the following:-

Ref No: 2/2018/0088 **Applicant:** Mr Robert Schooler **Proposal:** Extension/replacement of general agricultural building **Location:** Park Head, Silloth, Wigton

Cumbria County Council approved the following:-

Applicant: United Utilities Water Ltd **Proposal:** Siting of an electrical kiosk on Silloth Wastewater Treatment Works **Location:** Silloth Wastewater Treatment Works (WwTW) off B5302, Silloth, CA7 4PA

27. Reports from Representatives on Outside Bodies

28. Allerdale & County Council Reports

29. Parish Plan

30. To receive and consider reports from Councillors

31. Chairman’s Announcements

32. Date of next meeting Parish Council meeting

Tuesday 14 August 2018 at 7.30pm in Silloth Community Hall

33. Review of Clerk’s salary

To review staff salaries for 2018-2019, following the agreement reached by the National Joint Council for Local Government Services (NJC).