

HOLME LOW PARISH COUNCIL

Parish Clerk: Wendy Jameson FMAAT,
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8 May 2019

Dear Councillor

You are summoned to attend the Annual meeting of Holme Low Parish Council which is to be held on Tuesday 14 May 2019 in the Community Hall, Petteiril 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 meetings held on 15 January & 12 March 2019 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 (*copies are available on the website*).
- 10. Banking arrangements**

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

11. Asset Register

To note the Asset Register dated 31 March 2019.

12. Annual review of risk assessments

13. Insurance

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

14. Accounts for the year ended 31 March 2019

a) To approve the Accounts for the Year Ended 31 March 2019

b) Annual Governance & Accountability Return 2018/19 Part 2

To authorize the Chairman to sign the Certificate of Exemption, Annual Governance Statement 2018/19 & Accounting Statements 2018/19.

15. 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.

16. Budget - Details for Financial Year 2019/2020

To note the agreed Budget for the year.

17. Annual Subscriptions

To consider the payment of annual subscriptions

a) CALC Annual Subscription 2019/20.

18. Calendar of Meetings

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

19. 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.

20. Police Report

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

21. 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.

22. Requests for financial assistance

To consider any requests for financial assistance.

23. Payment of Accounts

To authorize the payment of Accounts

24. 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) Wigton Baths Trust – News 2019.
- b) North West Coastal Access Monthly Update – March 2019.
- a) CALC Newsletter – February 2019.
- b) Clerks & Councils Direct – March 2019 Issue 122.
- c) CALC Newsletter – March 2019.
- d) North West Coastal Access Monthly Update – April 2019.
- e) CALC Newsletter – April 2019.
- f) Tidelines – Newsletter of the Solway Firth Partnership – Issue 50 Spring/Summer 2019.
- g) Clerks & Councils Direct – May 2019.
- h) Cumbria Action for Health Network Bulletin.

For information

- i) Cumbria County Council – re: Restoration of Traditional Highway Directional signs & milestones. Site visits have been carried out and an inventory made of all the signs/milestones. Contractor has been appointed to carry out some restoration works during this financial year. Work will be carried out over a number of years due to budgets.
- j) Allerdale Borough Council – re: Causewayhead Cemetery. Email from Michael Heaslip apologising for the delay in relation to the cemetery building. A number of matters in relation to the condition of the building needed to be resolved. Proposed Heads of Terms will be sent very soon.
- k) Allerdale Borough Council – re: Land West of Causewayhead. Revised location was approved under planning ref AM/2008/0072.
- l) Allerdale Borough Council – re: Election Briefings for Parishes. Details of various election briefings to be held in February for Parishes.
- m) Allerdale Local Plan (Part 2) Site Allocations – Submitted to the Secretary of State for Housing, Communities and Local Government on 18 January for independent examination. The documents can be viewed at Silloth Library.
- n) Allerdale Borough Council – re: Whinclose. Email from Kerry McCartney to say the matter has been discussed and she is awaiting advice from her manager on how to proceed.
- o) CALC – Guidance from Parkinson Partnership LLP on ‘Making Tax Digital 2019’.
- p) Cumbria LEP – Information about consultation events for the Cumbria Local Industrial Strategy.
- q) NALC – Election information to promote the elections in May.
- r) Coastal Community input into the North West Marine Plan. Information about the consultation which runs until 29 March. Also workshop on 27 February at Carlisle.
- s) Allerdale Three tier meeting will be held on March 26th at Allerdale House, Workington at 7.00pm
- t) Information on the Working Together Service.
- u) CALC – re: Three tier meeting March 26 at Allerdale House at 7.00pm. Agenda and note from Winter meeting held at Allhallows in September.
- v) CALC – Copy of up to date Practitioners guide. Summary of changes from NALC and the MHCLG advice re joint committees.
- w) CALC – Volunteers required to sit on LCAS accreditation panels in Cumbria.

For action

- x) Allerdale Borough Council – re: Former Waiting Room at Causewayhead Cemetery. Email responding to the points raised by the Parish Council.
- y) CALC Summer Conference on Sat 22 June at Stoneybeck Inn, Penrith – to welcome new councillors to a day of talks and development sessions.
- z) Copy of letter sent to Allerdale Borough Council regarding the poor visibility coming out of Causewayhead cemetery.

25. Planning Applications

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

Ref No: FUL/2019/0037 **Applicant:** Mr Richard Storr **Proposal:** Installation of ground source heat pump **Location:** Land near to Fir Tree Farm, Seaville, Silloth

Ref No: OUT/2019/0011 **Applicant:** Messrs Holliday **Proposal:** Outline application for the erection of an agricultural workers dwelling **Location:** Blackdyke Farm, Blackdyke, Silloth
Ref No: FUL/2019/0113 **Applicant:** Mr George Whitfield **Proposal:** Broiler unit and associated infrastructure **Location:** Balladoyle Farm, Silloth
Ref No: FUL/2019/0077 **Applicant:** Mr Martin Sharp **Proposal:** Proposed livestock building **Location:** Wolsty Hall, Wolsty, Silloth

Allerdale Borough Council approved the following:-

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26. **Vacancy on the Parish Council**
The Parish Council need to fill the vacancy by co-option as soon as practicable.
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 9 July 2019 at 7.30pm in Silloth Community Hall