

**DRAFT MINUTES**  
**Parton Parish Council**

**Minutes of The Council Meeting**  
**Held on 6<sup>th</sup> January 2021 at 7.30pm by Zoom Video Conferencing**

Video Link Meeting Opened: 7.31pm

Present: Cllr S Tumelty (Chair), Cllr A Barton, Cllr K Barton, Cllr J Huck, Cllr R Huck, Cllr J Miller, Cllr M Rogan, Cllr J Williamson. Ward Cllr D Banks (from 7.48pm)

Clerk: Mrs J Coltman

Members of the public: 1 via video link.

The Chair declared the meeting open at 7.32pm.

**087/2020/21 Election of Vice Chair.** There were no proposals or volunteers. Passed over until the next meeting.

**088/2020/21 Approval of Minutes from 11<sup>th</sup> November 2020.** The clerk said that councillor Morton had replied to something from the previous minutes, but as it was not a dispute of the accuracy of the minutes, it was not relevant to this agenda item. **Resolved:** Minutes were approved. Proposed AB seconded JH. Carried.

**089/2020/21 Apologies.** Received and approved from Cllr D Garrett Cllr W Morton and ward Cllr J Bowman.

**090/2020/21 The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).** There were no items considered confidential for this meeting.

**091/2020/21 Declarations of Interest.** None

**092/2020/21 Public Participation.** There were no questions from the public.

**093/2020/21 Reports from Ward or County Councillors.** There were no ward or county councillors present at this time. See minute 098/2020/21.

**094/2020/21 Police Matters.** The clerk reported that she had emailed the local PCSO asking for updates on the garages being broken into and she also mentioned to them the reports of the scrambling bikes coming down from Lowca onto the beach, but she was awaiting a response.

**095/2020/21 Proposed New Bus Shelter.** ST said that as the bus was no longer going along Criffel Road, a number of people were catching it on Ramsey Drive, but the location is very exposed and he thought that it would be good to provide a shelter if the bus route did not revert back to the original one. JW suggested that the one on Criffel Road could be relocated but ST confirmed that shelter had been built with funds raised by the children from the NCYP, to shelter them as they waited for the school bus. The total cost anticipated would be around £2700 for the model of shelter that ST had proposed and if the council wanted to proceed, the clerk would look for any cheaper or subsidised alternatives and any possible grant funding. JW was concerned that it might spoil the views in the area. JH suggested that the council wait to see what happens with the bus route by the next meeting. **Resolved:** To postpone until the next meeting any decision. Proposed JH, seconded RH.

**096/2020/21 To Consider any Planning Applications.** No planning applications had been received.

**097/2020/21 Clerks Updates.**

1. **The Interim Audit Report.** The clerk said that the auditor had raised one item in her report that needed addressing. There needed to be an updated risk assessment carried out. The clerk would complete this to present at the March meeting. The auditor had also pointed out that although the Council's decision to appoint the clerk had been minuted, her subsequent acceptance, signing of the employment contract and the fact that the role also encompassed the position of Responsible Financial Officer had not been minuted. The clerk would make this an agenda item for the next meeting.

2. **Garage Plots.** The draft terms and conditions were distributed. The clerk asked for any proposed amendments, representations etc. to be sent to her in writing by the end of February, so that they could be included within the March meeting's report. The clerk had sent out letters requesting payments be brought up to date, to the original list of tenants that she had been given. Only one had responded to confirm that they had sold the garage and they provided the details of the new tenant. The January bank statement had not yet been received and it may be that some people had made direct payments that she had not seen yet. She would give a list of those that had not responded to the councillors and asked that if they knew any of the tenants personally, they ask them to let her know if they have handed over their garage, when and to whom, so that she can then seek settlement from the new tenant.
3. **Bus Route.** CCC Traffic management team are liaising with Home Group to install dropped kerbs along Criffel Road (19:48 – Cllr David Banks entered the meeting). Home Group are also writing to residents along Criffel Road regarding the parking issues. Temporary bus stops are in hand for Brewery Brow/Criffel Road junction and Criffel road between Ramsey Drive and the A595.
4. **Correspondence.** A resident had raised an issue with litter. They regularly pick litter as they go for walks, however there is a shortage of bins. The clerk has made enquiries with CBC to get them to provide extra bins and will keep the Council updated.
5. **Light – Screel View.** The clerk had reported the faulty light via HIMS, but had been advised that the light was the property of CBC, so has now reported to CBC.
6. **FOI Request.** The clerk had received a FOI request which she had acknowledged and would be replying to in full in due course.
7. **Parker's Steps.** The issue has been reported but a reply from CCC has not been received yet.
8. **Play Area.** The swing seat was due to be replaced this week and the slide would be sanded and painted as soon as weather permits.

JM asked how far back we were going for the outstanding garage rents. The clerk advised that she had been given a list of garage tenants in the handover from the former clerk, so she had looked back through the accounts for the last payment received from that individual, as all receipts were recorded against a name. Some people had not paid for several years. JM asked who was responsible for collecting the rent and the clerk advised that it is the clerk's responsibility. JM asked what proof there was of the payment and the clerk advised that the accounts ledger showed every payment received and each was attributed to a name, so all could be traced back. JH said that some tenants were anxious to pay but had not received details of how to pay yet. The clerk said that she had so far only written to those people that she had been given names for as tenants on 31/03/2020 as she needed to establish if and when garages had changed hands. **Resolved:** To accept the clerk's updates. Proposed JH, seconded RH.

**098/2020/21 Reports from Ward or County Councillors.** Councillor Banks had received a complaint from a resident about rubbish from recycling bins. He had made enquiries and said there are soft covers available for the recycling boxes which PPC could request and give out to residents, although this may not be possible until the current lockdown has ended.

Any changes on streetlight ownership were not likely to happen until after the current changes in local government when the area comes under a single tier authority.

The clerk asked DB if he knew if CBC were responsible for the cliffs above the wagon road since the net to hold the rock falls was splitting. She had reported it but not yet heard anything. DB said that she had reported it to the correct department and to keep him updated. **Resolved:** To accept Cllr Banks' report. Proposed JH, seconded RH

**099/2020/21 Payments for Approval. Resolved:** To approve the payments listed. Proposed RH seconded JH. Carried.

| Cheque | Payee     | Details                 | Amount  |
|--------|-----------|-------------------------|---------|
| 101318 | Calc      | Training Courses        | £100.00 |
| 101319 | J Coltman | Expenses (website/zoom) | £143.28 |
| 101320 | J Coltman | Salary                  | £253.92 |
| 101321 | G Airey   | Internal Audit          | £50.00  |

**100/2020/21 Finance. Resolved:** To agree the finance report. Proposed JM, seconded JW. Carried.

|                                           |             |          |
|-------------------------------------------|-------------|----------|
| <b>Bank Statement 12/12/20</b>            |             | 11173.95 |
| <b>Cheques Outstanding for Clearance</b>  |             |          |
| 101314 CALC                               | 082/2020/21 | -40.00   |
|                                           |             | <hr/>    |
|                                           |             | -40.00   |
| <b>Receipts Outstanding for Clearance</b> |             |          |
|                                           |             | <hr/>    |
|                                           |             | 0.00     |
|                                           |             | <hr/>    |
| Balance after all cleared                 |             | 11133.95 |
| Ledger Balance                            |             | 11133.95 |
| Variance                                  |             | 0        |

**101/2020/21 Budget and Precept.** The clerk went through the notes to the budget and the anticipated costs for the coming year. Decisions were made to make provisions as detailed and the budget for 2021/2022 was agreed. **Resolved:** Clerk's hours to be increased to 4 per week, with a provision for an extra 4 per month as required. Proposed ST, seconded JH, carried. **Resolved:** To subscribe to Calc/Nalc and CRUG for the coming year. Proposed RH, seconded JM, carried. **Resolved:** To provision £300 for any unforeseen legal expenses that may be required. Proposed AB, seconded RH. Carried. **Resolved:** To provision for a full year's Zoom subscription. Proposed JH, seconded RH, carried. **Resolved:** To provision for 3 meetings at the village hall. Proposed JH, seconded AB, carried. **Resolved:** To budget £135 for the website hosting and domain name so that any offers available for extended domain name purchase can be taken advantage of. Proposed JH, seconded AB, carried. **Resolved:** To budget for staff training, including the ILCA course and Calc courses up to a total cost of £304. Proposed JH, seconded AB, carried. **Resolved:** To budget £100 for a repair to the noticeboard by the village hall. Proposed AB, seconded ST, carried. **Resolved:** To budget £500 for any grass cutting required beyond that carried out by CBC or Home Group. Proposed RH seconded AB, carried. **Resolved:** To provision £2700 for the possible new bus shelter. Proposed JW, seconded JH, carried. **Resolved:** To budget for a new laptop up to £529 to comply with GDPR advice. Proposed JW, seconded JH, carried. **Resolved:** To set the garage ground rent at £25 pa. Proposed RH, seconded JM, carried. JH asked who owned the boatyard and if there was rental income from that. The clerk said that PPC own the boatyard, but the village hall collect the rent to pay for the rates, which are billed through them to take advantage of a reduction allowed because of the village hall's charitable status. AB said that was taking money away from the village. RH said that there were about 20 boats in the yard. JH asked the clerk to look into the matter and the clerk said that she had previously written to the village hall to ask about the arrangement and had circulated the response to councillors. JH asked if the clerk could check with CBC to find out what the rates are. The clerk wasn't certain that information would be made available to her by CBC. ST said that if they wanted to take control of the land back they should do so. JH said that the facts were needed to be able to make that decision and ST replied that she had been given the facts. JH said that she had only received the response from the village hall management committee which may or may not be the accurate. AB said that it was strange that the village hall had responsibility over parish land. KB said that the money was irrelevant to her, but it was the blurred lines if there was either a complaint or an accident, who would be responsible. JH said that we needed to know who held insurance for the area. RH said that we should look to take back control of the area and charge accordingly to cover the rates and the area could then be tidied and properly maintained. The clerk said that she would look into and confirm the ownership of the land and try to find the cost of the rates for the area, then produce a report to go as an item on the next agenda. **Resolved:** To set the one-off admin fee at £25. Proposed RH, seconded JM, carried (JW left the meeting 9.17pm). **Resolved:** Although this budget requires slightly more income than would be raised by the current precept, as there are some exceptional items in the budget, such as the bus shelter and there are adequate reserves, the shortfall should be taken from reserves for this year and the precept left at the current level. Proposed RH, seconded JM, carried.

|                           |                                        |                         |                           |
|---------------------------|----------------------------------------|-------------------------|---------------------------|
| PARTON PARISH COUNCIL     |                                        |                         |                           |
| APPROVED BUDGET 2021-2022 |                                        |                         |                           |
|                           |                                        |                         |                           |
| <b>BUDGET HEADER</b>      | <b>SUB_SECTION</b>                     | <b>2021-2022 BUDGET</b> | <b>HEADER GROUP TOTAL</b> |
| STAFF COSTS               | SALARY (GROSS)                         | 3164.16                 |                           |
|                           | EXPENSES                               | 220.00                  |                           |
|                           |                                        |                         | 3384.16                   |
| LEGAL/PROFESSIONAL        | INTERNAL AUDITOR                       | 125.00                  |                           |
|                           | SUBSCRIPTIONS                          | 255.00                  |                           |
|                           | LEGAL COSTS                            | 300.00                  |                           |
|                           |                                        |                         | 680.00                    |
| OFFICE OVERHEADS          | POSTAGE                                | 50.00                   |                           |
|                           | STATIONERY                             | 60.00                   |                           |
|                           | ZOOM                                   | 172.68                  |                           |
|                           | VILLAGE HALL                           | 60.00                   |                           |
|                           | SOFTWARE                               | 100.00                  |                           |
|                           | WEBSITE COSTS                          | 135.00                  |                           |
|                           |                                        |                         | 577.68                    |
| TRAINING & DEVELOPMENT    | STAFF TRAINING                         | 304.00                  |                           |
|                           | MEMBER TRAINING                        | 240.00                  |                           |
|                           |                                        |                         | 544.00                    |
| REPAIRS & RENEWALS        | NOTICE BOARD                           | 100.00                  |                           |
|                           | PLAY AREA                              | 1950.00                 |                           |
|                           | WASTE REMOVAL                          | 936.00                  |                           |
|                           | BUS SHELTER                            | 140.00                  |                           |
|                           | OTHER ASSETS                           | 500.00                  |                           |
|                           |                                        |                         | 3626.00                   |
| LANDSCAPING               | GRASS CUTTING                          | 500.00                  |                           |
|                           | PLANTS/GENERAL                         | 500.00                  |                           |
|                           |                                        |                         | 1000.00                   |
| INSURANCES                | COUNCIL INSURANCE                      | 317.00                  |                           |
|                           | LOWCA FOOTBRIDGE                       | 106.00                  |                           |
|                           |                                        |                         | 423.00                    |
| ELECTIONS                 | ELECTIONS                              | 500.00                  |                           |
|                           |                                        |                         | 500.00                    |
| EVENTS                    | REMEMBRANCE                            | 250.00                  |                           |
|                           |                                        |                         | 250.00                    |
| GRANTS                    | GRANTS                                 | 1000.00                 |                           |
|                           |                                        |                         | 1000.00                   |
| PROPOSED ADDITIONS        | BUS SHELTER                            | 2700.00                 |                           |
|                           | LAPTOP COMPUTER                        | 529.00                  |                           |
|                           |                                        |                         | 3229.00                   |
|                           |                                        |                         |                           |
|                           |                                        | 15213.84                | 15213.84                  |
|                           |                                        |                         |                           |
| RECEIPTS                  | WAYLEAVES                              | 33.00                   |                           |
|                           | GARAGE GROUND RENT                     | 300.00                  |                           |
|                           | ADMINISTRATION                         | 50.00                   |                           |
|                           | VAT RECLAIM                            | 900.00                  | 1283.00                   |
|                           |                                        |                         |                           |
|                           | PRECEPT AMOUNT REQUIRED TO MEET BUDGET |                         | 13930.84                  |

**102/2020/21 Meeting Schedule. Resolved:** The following dates were agreed:

Parish meeting - 12<sup>th</sup> May 2021.

Annual council meeting – 19<sup>th</sup> May 2021.

Full council meetings: 14<sup>th</sup> July 2021, 8<sup>th</sup> September 2021, 10<sup>th</sup> November 2021, 12<sup>th</sup> January 2022, 9<sup>th</sup> March 2022.

**103/2020/21 Parish Councillor Matters.**  
JH said that some people were wanting to pay the rents on the garages.  
AB said that somebody had enquired about getting electricity to the garages

**104/2020/21 Date of next meeting:** Confirmed as 10<sup>th</sup> March 2021.

The chair thanked everyone for their attendance and closed the meeting at 21.37

Minutes approved as a true and accurate record.

Chair Presiding..... Date.....

**DRAFT MINUTES**