

**MINUTES OF OUGHTERSIDE AND ALLERBY PARISH COUNCIL MEETING  
HELD ON TUESDAY 10<sup>TH</sup> MAY 2016 AT 7PM IN PROSPECT VILLAGE HALL**

**Present**

**O&A Parish Councillors**

Mr P Milton (Chairman)  
Mrs L Preston-Miller (Vice Chairman)  
Mr J Cowan  
Mr M Gannon  
Mrs L Milton  
Mrs E Berkeley  
Mrs P Lukeman

**Parish Clerk**

Mr M Milner

**Allerdale Borough Councillor**

None present

**Cumbria County Councillor**

None present

**Apologies**

Mr J Lister ABC

**Members of the Public**

1 member of the public present

**Meeting Opened:**

The chairman declared the meeting open at 7pm.

**012.00 Apologies**

Duly noted as above

**013.00 To approve and accept the minutes of the last meeting held on  
Tuesday 12<sup>th</sup> April, as a true record.**

013.01. The minutes were proposed for acceptance by Cllr L.M and seconded by Cllr J.C and unanimously accepted by the council. Chairman signed as a true record.

**014.00 Distribution and approval of new Parish Council Standing Orders.**

014.01 The clerk had distributed via post the new Standing Orders which he wanted the council to consider and approve.

014.02 The chairman invited the clerk to explain the new standing orders. The councillors had received an addendum to the Standing Orders which covered the parts of the document that required Oughterside and Allerby Parish Council to insert their chosen time limits or numbers. Clerk explained he had chosen suggested insert material which were standard council use.

014.03 Cllr L.M expressed reservations on a couple of the options suggested and sought extra time to consider them. The clerk advised that within the new standing orders there was a provision to amend them in the future, but requested that the council did approve or change figures and approve them as it would provide a solid foundation from which to move O&A PC forward.

014.04 Cllr P.M proposed the Standing orders be accepted, which was seconded by Cllr J.C and all councillors unanimously approved the introduction of the new Standing Orders.

### **015.00 Public Participation Session. 15 minutes allowed.**

015.01 There was one member of the public present and that was Gladys Hunter who asked if the parish council would be interested in reinstating a tradition of having a parish councillor attend the Prospect village hall committee meetings. They meet once a month. Cllr E.B volunteered herself for the task, which the PC accepted.

015.02 G.H handed over to the clerk an invoice to cover the PC's use of the hall for their parish council meetings.

015.03 G.H advised the meeting that as in past years the village hall committee would submit the bill for the insurance to the PC for payment.

That concluded the public session and G.H advised she would remain for a while longer as an observer.

### **016.00 Police Matters.**

016.01 The clerk confirmed that he had been in contact with Cumbria Police concerning regular police reports of the parish and the occasional attendance of an officer at PC meetings. A PCSO had been in contact prior to the meeting and advised that from the June meeting there would be a regular monthly report and if shift patterns allowed the PCSO would attend in person.

016.02 Cllr P.L raised the subject of a public footpath which goes through Allerby Farm and that the local children who use the pathway are concerned about a dog in the area. The clerk was requested to contact the police about the matter.

### **017.00 Applications for Development**

017.01 Clerk reported None. Matters from last meeting would be raised at Councillors reports if any.

### **018.00 Matters concerning District and County Councillors**

018.01 As neither present no reports and councillors had nothing for the clerk to enquire about.

## **019.00 Budget Outline for 2016/17**

019.01 Chairman invited the clerk to explain his budget proposals and his financial plans for the coming year.

019.02 Clerk had already circulated a copy of a budget he had put together from financial documents hand into his possession, expenditure in respect of office items, ink, stationary and post, travel and the such that accrue over a 12month period were based on experience. In addition, he had also budgeted for a lengthsman and his costs, but they were of an unknown quantity as he prepared the budget.

7.46pm Cllr L.P-M leaves the room.

019.03 Cllr L.M having listened to the clerk's explanation of the budget, queried what a Section 137 Grant was. The clerk stated it was an instrument by which the PC could allocate small grants, providing legal, without elaborate documentation. As he pointed out there was no figure against the description, just its inclusion to cover all eventualities. Cllr L.M asked what government act it came from, and the clerk apologised for not knowing that specific detail, but would provide it for the next meeting.

7.48pm Cllr L.P-M returns

019.04 Cllrs discussed the distribution of the agenda's and minute's. A mixed view of requirements, so eventually decided that for the time being a distribution by electronic means, but clerk would also then distribute a hard copy to all.

019.05 G.H who had been listening to the discussions and the long list of budget provisos asked the chairman if she could raise one point. He agreed although strictly no longer the public session. Her concern was that the clerk had no allowance in for the pensioner Christmas lunch, which she and Cllr L.M organised with others. The clerk responded that as he had no previous budget lists to work from he was unaware of the annual donation. The chairman confirmed that its omission was not an indication that it would not be made.

019.06 The chairman asked G.H if she would mind leaving the meeting because the clerk wanted to discuss various financial matters, her voluntary departure would save a motion enforcing the public to leave. She departed with grace.

019.07 Clerk explained that from the financial documents received he was having problems in completing a satisfactory financial statement for the parish council. Amongst items missing were cheque books, which he needed to allocate to whom and for what the cheques drawn during the last financial year, had been made. The Cumberland Building Society had been approached about releasing the details of the cheques written, but they wanted a sum of £5 per cheque and 25 were involved. The Cumberland would provide the details provided the parish council agreed the funds authorised at a council meeting and the clerk write to confirm the decision had been approved and duly minuted.

019.08 Cllr M.G proposed and Cllr L. P-M seconded that the PC should authorise the payment to the Cumberland to allow the clerk to present a complete financial package. It was approved unanimously.

019.09 Cllr M.G asked for a realistic time for the clerk to complete the accounts task and was advised that hopefully it would be done ready for the next PC meeting.

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**020.00 Website and Parish Mapping display.**

020.01 Cllr J.C distributed a very thorough paper on his researches into providing a mapping strategy to show problem flood areas in the parish, public footpaths etc. His efforts were highly commended by all his fellow councillors. He did point out that his plans revolved around the parish having a successful website and ventured some options on that, involving development using local schools or colleges. Cllr M.G volunteered to help him explore those options.

020.02 Cllr J.C reported that one of the websites he had been viewing for the mapping service was Parishes Online and he discovered that on 6<sup>th</sup> September 2011 Paul Young had also used the free trial the site offered. Cllr J.C had contacted the website, explained he was a new councillor and could he please have the free month facility reactivated to assess its suitability and they had agreed.

020.03. The clerk advised that he had already explored the website development options with Cllr P.M and Cllr L.P-M because the PC must comply with current Transparency Code legislation.

020.04 Clerk already applied for government funding on behalf of O&A PC to pay for the new laptop and printer/scanner plus software that he had bought and also monies to cover the initial development of a website, its hosting and 15 hours of the clerk's time to put the meat on to the website skeleton. A total grant claim of £810.

020.05 Clerk had consulted with Cllrs previously mentioned (020.03) and reserved the domain for the parish of oughtersideallerbypc.org.uk

**021.00 Progress Report, Clerk.**

021.01 As this was the clerk's first formal meeting as such he had nothing to report other than those items he had already presented or discussed.

021.02 Due to the lateness of the hour and length of the meeting already, he would leave a discussion on a Parish Magazine for another meeting.

**022.00 Councillors Reports.**

022.01 Cllr E.B had nothing to report on the village asset register as that had not been located.

022.02 Cllr J.C advised most of his comments covered by his mapping and website presentation. He did say he was looking at River Ellen bank erosion and had been in contact with Cumbria CC and Cumbria Highways department, plus Environment Agency.

022.03 Cllr P.M, chairman, reported that a clerk had been employed, Mike Milner's presence confirmed that. A lengthsman (odd job man) had also been employed. His contract etc was still been confirmed by the clerk. He is a retired individual so there was no liability for National Insurance contributions by O&A PC.

022.04, Cllr P.L accepted the responsibility of dealing with the Community Plan.

022.05 Cllr M.G had discussed with his neighbour the flooding plan being considered by the PC and how it would affect local residents. Within a few days the neighbour had ensured all the water course through his property had been cleaned out.

022.06 Concern was expressed about a new fence that has been built across Salterwath Beck, during heavy rain would debris build up and create a flooding problem? Question was raised about concrete that had been laid in the same area on a public footpath. Clerk requested to establish if fence and concrete were permissible? The area involved a triangle of land by New Houses Fauld which has had a gypsy style caravan put on the plot.

### **023.00 Correspondence**

023.01 Renewal letter received from Calc requesting subscription for the 2016/17 year of £177.00. Clerk requested that it be renewed and all councillors agreed unanimously.

023.02 Clerk advised he also had got a package covering the parish insurance renewal. The renewal figure was £1129.68p and covered items which after a lengthy discussion were considered perhaps superfluous or excessive. The PC approved the clerk obtain alternative quotes and provided they were no more than the current renewal cost, after discussing the placement of the policy with Cllrs P.M and L.P.M he could put appropriate insurance in place, as renewal date is 1<sup>st</sup> June, which is prior to the next PC meeting.

### **024.00 Cheque Payments for approval.**

024.01 Clerk advised that he had not been provided with a cheque book when he took over so he was asking that the following items be approved, but signed at a later date when a cheque book was available.

024.02 Pay M. Milner clerk for his purchase of parish council laptop, printer/scanner, Microsoft Office Home software package, Internet security package using McAfee, invoice from PC World Business provided. £499.95

024.03 Calc subscription £177.00p

024.03 Confirmation authorisation for Cumberland Building Society to deduct charges for supplying cheque details directly from PC bank account.

All above proposed by Cllr L.P-M and seconded by Cllr P.L and approved unanimously.

### **025.00 Date and time of next meeting, Tuesday 14<sup>th</sup> June 2016 at 7pm in Prospect Village Hall**

Meeting closed 9.17pm