

## Preston Patrick Parish Council

**Minutes of the Annual Meeting of Preston Patrick Parish Council held on Monday 23<sup>rd</sup> May 2016  
following the Annual Parish assembly in Preston Patrick Memorial Hall**

**Present** **Cllr Tony Mason (TM) - Chairman**  
**Cllrs Peter Winter (PW) – Vice -Chair**  
**Olive Clarke (OC), John Foster (JF), Zoe Mack (ZM), Keith Richardson (KR)**

**Also present: The Clerk, Anne-Marie Cade (AMC), and County and District Members Cllrs R. Bingham and B. Cooper, one member of the public**

**Start:8:10 pm**

<b>16/001</b>	<b>Election of the Chair:- RESOLVED</b> that Cllr Tony Mason be elected as Chairman of Preston Patrick Parish Council for the year to May 2017 and that the declaration of acceptance of office be received.													
<b>16/002</b>	<b>Apologies for Absence:- RESOLVED</b> that the following absences and reasons be noted: <ul style="list-style-type: none"> <li>• Peter Gott -away</li> </ul>													
<b>16/003</b>	<b>Minutes of previous meeting:- RESOLVED</b> that the minutes of the ordinary meetings held on the 21 <sup>st</sup> March 2016 pages 109-111 be confirmed as a true record and signed by the Chairman.													
<b>16/004</b>	<b>Declaration of interests:- RESOLVED</b> that it be noted that no declarations of interest were made at this point. The Clerk to check with Calc about B4SW. I	<b>AMC</b>												
<b>16/005</b>	<b>Election of the Vice - Chair:- RESOLVED</b> that Cllr Peter Winter be elected as Vice-Chairman of Preston Patrick Parish Council for the year to May 2017													
<b>16/006</b>	<b>Public Participation - Police Report from Kendal Rural Policing Team:- RESOLVED</b> that it be noted a written report was received and read out and that no PCO was able to attend													
<b>16/007</b>	<b>Public Participation – County and District Council Members -</b> No additional matters were reported to those in the Parish assembly													
<b>16/008</b>	<b>Public Participation – Matters raised by residents:-</b> No matters were raised by the public													
<b>16/009</b>	<b>Planning - Applications for Development :- RESOLVED</b> that these responses be made by the Council to the planning authority consultation on the following planning applications.	<b>AMC</b>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">App. No.</th> <th style="width: 20%;">Location</th> <th style="width: 30%;">Proposal</th> <th style="width: 35%;">Council Response</th> </tr> </thead> <tbody> <tr> <td>SL/2016/0368</td> <td>Millness Abbey, Crooklands,</td> <td>Single storey extension</td> <td>Support subject to their being no objections from neighbours</td> </tr> <tr> <td>SL/2016/0261</td> <td>Waters Edge Caravan Park</td> <td>Formation of 3 touring pitches to an area allocated for tents</td> <td>No objections (submitted by the Clerk following member consultation)</td> </tr> </tbody> </table>	App. No.	Location	Proposal	Council Response	SL/2016/0368	Millness Abbey, Crooklands,	Single storey extension	Support subject to their being no objections from neighbours	SL/2016/0261	Waters Edge Caravan Park	Formation of 3 touring pitches to an area allocated for tents	No objections (submitted by the Clerk following member consultation)	
App. No.	Location	Proposal	Council Response											
SL/2016/0368	Millness Abbey, Crooklands,	Single storey extension	Support subject to their being no objections from neighbours											
SL/2016/0261	Waters Edge Caravan Park	Formation of 3 touring pitches to an area allocated for tents	No objections (submitted by the Clerk following member consultation)											
<b>16/010</b>	<b>Planning – Statue at J36 development :- RESOLVED</b> that having been notified by the Highways Department that the Auction Mart is seeking to commission a local													

	artist to create a bull statue to be placed on the new roundabout at the Auctionmart entrance, the Council makes clear that it will have no responsibility for maintenance or any other aspect of the statue and will seek assurances that it meets safety and planning regulations and that the Council will respond to any planning application when it is submitted. The Clerk to contact the Auctionmart	<b>AMC</b>																								
<b>16/011</b>	<p><b>Member Appointments and Lead Responsibilities: – RESOLVED</b> that the following appointments are made for the year 2016-17</p> <table border="1"> <thead> <tr> <th colspan="2"><b>Outside Bodies</b></th> </tr> </thead> <tbody> <tr> <td>Armistead Wind Farm Funding Committee</td> <td><i>Cllr Richardson</i></td> </tr> <tr> <td>Burton Educational Trust</td> <td><i>Cllr Mrs Clarke</i></td> </tr> <tr> <td>CALC District Association</td> <td><i>Cllr Winter</i></td> </tr> <tr> <td>Holmescales Quarry Liaison Committee</td> <td><i>Cllr Mrs Clarke, Cllr Mason</i></td> </tr> <tr> <td>South Westmorland Local Area Partnership (LAP)</td> <td><i>Cllr Winter</i></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2"><b>Lead Responsibilities</b></th> </tr> </thead> <tbody> <tr> <td>Highways liaison representative</td> <td><i>Cllr Foster</i></td> </tr> <tr> <td>Parish Rights of Way representative</td> <td><i>Cllr Foster</i></td> </tr> <tr> <td>Parish Tree Warden</td> <td><i>Cllr Mason</i></td> </tr> <tr> <td>Web site</td> <td><i>Cllr Mack</i></td> </tr> <tr> <td>Broadband (including B4SW project)</td> <td><i>Cllr Winter</i></td> </tr> </tbody> </table>	<b>Outside Bodies</b>		Armistead Wind Farm Funding Committee	<i>Cllr Richardson</i>	Burton Educational Trust	<i>Cllr Mrs Clarke</i>	CALC District Association	<i>Cllr Winter</i>	Holmescales Quarry Liaison Committee	<i>Cllr Mrs Clarke, Cllr Mason</i>	South Westmorland Local Area Partnership (LAP)	<i>Cllr Winter</i>	<b>Lead Responsibilities</b>		Highways liaison representative	<i>Cllr Foster</i>	Parish Rights of Way representative	<i>Cllr Foster</i>	Parish Tree Warden	<i>Cllr Mason</i>	Web site	<i>Cllr Mack</i>	Broadband (including B4SW project)	<i>Cllr Winter</i>	
<b>Outside Bodies</b>																										
Armistead Wind Farm Funding Committee	<i>Cllr Richardson</i>																									
Burton Educational Trust	<i>Cllr Mrs Clarke</i>																									
CALC District Association	<i>Cllr Winter</i>																									
Holmescales Quarry Liaison Committee	<i>Cllr Mrs Clarke, Cllr Mason</i>																									
South Westmorland Local Area Partnership (LAP)	<i>Cllr Winter</i>																									
<b>Lead Responsibilities</b>																										
Highways liaison representative	<i>Cllr Foster</i>																									
Parish Rights of Way representative	<i>Cllr Foster</i>																									
Parish Tree Warden	<i>Cllr Mason</i>																									
Web site	<i>Cllr Mack</i>																									
Broadband (including B4SW project)	<i>Cllr Winter</i>																									
<b>16/012</b>	<b>Policy and Governance Review – Standing Orders, Financial Regulations : – RESOLVED</b> that the changes recommended in a report from the Clerk/RFO be made and the new versions adopted by the Council.																									
<b>16/013</b>	<b>Policy and Governance Review – Risk Assessment, Asset Register: – RESOLVED</b> that the Council having reviewed the risk assessment and asset register approve the draft documents as accurate.																									
<b>16/014</b>	<b>Policy and Governance Review Complaints Procedure, FOI Request Procedure, DPA Request Procedure, Policy for dealing with Press and Media: – RESOLVED</b> that the existing policies remain unchanged and that the new procedures for dealing with Freedom of Information (FOI) requests be adopted.																									
<b>16/015</b>	<p><b>Dates of Meetings 2016-2017: – RESOLVED</b> that the following meeting dates are set for the year 2016- 2017</p> <table border="1"> <tbody> <tr> <td>Mon 18 July</td> </tr> <tr> <td>Mon 26 Sep</td> </tr> <tr> <td>Mon 28 Nov</td> </tr> <tr> <td>Mon 30 Jan</td> </tr> <tr> <td>Mon 27 Mar</td> </tr> <tr> <td>Mon 22 May*</td> </tr> </tbody> </table> <p>Meetings to take place at Preston Patrick Memorial Hall, starting at 7.30pm. *The Annual Parish Assembly to precede the Annual Council Meeting on 22 May 7pm</p>	Mon 18 July	Mon 26 Sep	Mon 28 Nov	Mon 30 Jan	Mon 27 Mar	Mon 22 May*																			
Mon 18 July																										
Mon 26 Sep																										
Mon 28 Nov																										
Mon 30 Jan																										
Mon 27 Mar																										
Mon 22 May*																										
<b>16/016</b>	<b>Finance -Year-end accounts: – RESOLVED</b> that the year-end accounts, bank reconciliation and Q4 budget report be received and approved and the bank reconciliation be signed as accurate and the end of year cash book balance be noted as £5,785																									
<b>16/017</b>	<b>Finance -2016 – 17 Payments - RESOLVED</b> that the list of regular payments, and																									

	subscriptions for 2016-17 be approved and used for internal control of payments																																																													
<b>16/018</b>	<p><b>Finance -Schedule of payments:- RESOLVED</b> that it be noted that</p> <ul style="list-style-type: none"> <li>• Cllrs Richardson and Clarke declared a non –pecuniary interest in this item as committee members of the Memorial Hall Trust,</li> <li>• the cash book balance as at 30-04-2016 is £9424.18 following receipt of the precept and council tax reduction grant from SLDC totalling £3,638.82.</li> </ul> <p><b>Also</b> that the bank reconciliation be received and the following schedule of payments be approved.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Chq No</th> <th>Amount £</th> <th>Budget Head and detail</th> </tr> </thead> <tbody> <tr> <td colspan="4"><i>To be paid:</i></td> </tr> <tr> <td>A Cade</td> <td>100530</td> <td>67.45</td> <td>Expenses –Feb – May- home use, mileage £60.95 (and office goods - £6.50)</td> </tr> <tr> <td>PP Memorial Hall</td> <td>100531</td> <td>190.00</td> <td>Room hire (£120 Council meetings, £70 B4SW)</td> </tr> <tr> <td>Calc</td> <td>100532</td> <td>181.00</td> <td>Subscription £157 Publication of documents £24</td> </tr> <tr> <td>D. Malley</td> <td>100533</td> <td>58.00</td> <td>Payroll services 16-17</td> </tr> <tr> <td>J. Airey</td> <td>100534</td> <td>72.50</td> <td>Internal Audit 15-16</td> </tr> <tr> <td>Zurich</td> <td>100535</td> <td>251.85</td> <td>Insurance Cover 16-17</td> </tr> <tr> <td>A2A</td> <td>100536</td> <td>584.00</td> <td>Website and Domain</td> </tr> <tr> <td>Envirocare</td> <td>100537</td> <td>36.00</td> <td>Grass cut May</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total</b></td> <td>1440.80</td> <td></td> </tr> <tr> <td colspan="4"><b>Receipts May</b></td> </tr> <tr> <td colspan="4"><b>None</b></td> </tr> <tr> <td colspan="2"><i>Balance b/f</i></td> <td>4360.92</td> <td></td> </tr> <tr> <td colspan="2"><i>Estimated Balance end May</i></td> <td>2920.12</td> <td></td> </tr> </tbody> </table>	Payee	Chq No	Amount £	Budget Head and detail	<i>To be paid:</i>				A Cade	100530	67.45	Expenses –Feb – May- home use, mileage £60.95 (and office goods - £6.50)	PP Memorial Hall	100531	190.00	Room hire (£120 Council meetings, £70 B4SW)	Calc	100532	181.00	Subscription £157 Publication of documents £24	D. Malley	100533	58.00	Payroll services 16-17	J. Airey	100534	72.50	Internal Audit 15-16	Zurich	100535	251.85	Insurance Cover 16-17	A2A	100536	584.00	Website and Domain	Envirocare	100537	36.00	Grass cut May	<b>Total</b>		1440.80		<b>Receipts May</b>				<b>None</b>				<i>Balance b/f</i>		4360.92		<i>Estimated Balance end May</i>		2920.12		
Payee	Chq No	Amount £	Budget Head and detail																																																											
<i>To be paid:</i>																																																														
A Cade	100530	67.45	Expenses –Feb – May- home use, mileage £60.95 (and office goods - £6.50)																																																											
PP Memorial Hall	100531	190.00	Room hire (£120 Council meetings, £70 B4SW)																																																											
Calc	100532	181.00	Subscription £157 Publication of documents £24																																																											
D. Malley	100533	58.00	Payroll services 16-17																																																											
J. Airey	100534	72.50	Internal Audit 15-16																																																											
Zurich	100535	251.85	Insurance Cover 16-17																																																											
A2A	100536	584.00	Website and Domain																																																											
Envirocare	100537	36.00	Grass cut May																																																											
<b>Total</b>		1440.80																																																												
<b>Receipts May</b>																																																														
<b>None</b>																																																														
<i>Balance b/f</i>		4360.92																																																												
<i>Estimated Balance end May</i>		2920.12																																																												
<b>16/019</b>	<p><b>Finance - Insurance Arrangement for June 16 – 17:-RESOLVED</b> that the insurance be renewed with Zurich at a premium of £251.85 with insurance limits and arrangements unchanged. The Clerk to check for multi year arrangements with providers next year</p>	<b>AMC</b>																																																												
<b>16/020</b>	<p><b>B4SW Superfast Broadband project:-RESOLVED</b> that a verbal report be received from Cllr Winter and that it be noted that good progress is being made by the project and that a progress report has been published in the Parish Magazine. Thanks were given to those who handed out leaflets for the project in the parish.</p>																																																													
<b>16/021</b>	<p><b>Audit 2015 – 2016- Internal Audit:-RESOLVED</b> that the internal audit report for 2015- 16 be received having been carried out on the 10<sup>th</sup> May by J. Airey and that no further actions are recommended</p>																																																													
<b>16/022</b>	<p><b>Audit 2015 – 2016—External Audit arrangements:- RESOLVED</b> that it be noted that the accounts will be available for public viewing by arrangement with the Clerk between the 3<sup>rd</sup> June and the 14<sup>th</sup> July. Posters will be posted on the noticeboards to this effect. The Annual return will be submitted by the 6<sup>th</sup> June and the External Audit report will be reported to the First Council meeting</p>																																																													

	following it's receipt and no later than the 30 <sup>th</sup> September.	
16/023	<b>Audit 2015 – 2016-Annual Return Governance Statement:- RESOLVED</b> that taking into consideration the comments in the Internal Audit Report and recommendations by the Clerk / RFO the Council considers that it has met all the requirements on the Governance section (section1) of the annual return and authorises the Chair and Clerk to sign the statement to this effect.	
16/024	<b>Audit 2015 – 2016-Annual Return Finance Statement:- RESOLVED</b> that having received the financial statement from the RFO the Council approve the statement as accurate and authorise the Chair to sign the statement accordingly.	
16/025	<b>Pensions regulations:- RESOLVED</b> that it be noted that a verbal report was given by the Clerk and that the Council is on target to meet pension regulations	
16/026	<b>B4SW Superfast Broadband project update :- RESOLVED</b> that it be noted that Cllr Winter gave a verbal update and that the project is progressing with routes being established, update reports are published in the Parish Magazine	
16/027	<b>Community Led Plan:- RESOLVED</b> that a verbal report be received from Cllr Winter and that the finalisation of the plan has been delayed but is ongoing.	
16/028	<b>Parish Litter Pick:- RESOLVED</b> that it be noted that the Chairman gave a verbal report and thanked all those that took part in the Preston Patrick Community Litter Pick on Saturday 16 <sup>th</sup> April. It went well with over 30 bags of litter picked. It is suggested that the next litter pick take place at this time of year	
16/029	<b>Highways Matters :- RESOLVED</b> that it be noted that the speed detector (SID) may be coming to the area again. The Clerk to confirm and liaise with Cllr Foster and the Chair to put up if so	AMC/ TM/ JF
16/030	<b>Preston Patrick Parish Council Community Website:- RESOLVED</b> that it be noted that the web site is now live and available to view at <a href="http://www.prestonpatrick-pc.gov.uk">http://www.prestonpatrick-pc.gov.uk</a> Also that the Clerk upload documents and liaise with Cllr Mack to arrange the final layout, Members agree to have contact details published and that the Clerk arranges for members to have email addresses set up with the web site name.	AMC/ ZM
16/031	<b>Meetings: - RESOLVED</b> that it be noted that <ul style="list-style-type: none"> <li>• Cllr Winter to attend the Calc District Association meeting 9 June</li> <li>• Clerk to attended Clerks Network 28 June</li> <li>• Cllr Winter to attend the LAP on the 15<sup>th</sup> June</li> </ul>	
16/032	<b>Councillor matters :- RESOLVED</b> that the following matters raised by Cllrs be noted <ul style="list-style-type: none"> <li>• Cllr Foster is arranging Himalayan Balsam picking with the Rivers Trust</li> <li>• The Electoral Boundary Review draft has been released for consultation.</li> </ul> The Clerk to send out links and coordinate responses from Members	JF  AMC
16/033	<b>Date of Next Meeting - RESOLVED</b> that the date of the next Ordinary Parish Council Meeting be Monday 18 July 7.30pm at Preston Patrick Memorial Hall. Any items for inclusion on the agenda should be sent to the Clerk by the 6 <sup>th</sup> July.	
	<b>The public meeting closed at 9.50pm</b>	

Chair:

Date: