

# SEDGWICK Parish Council

Minutes of the Meeting held on Wednesday 18<sup>th</sup> April 2018 at 7:30pm  
Venue: Sedgwick Village Hall

**Present:** Cllr B Holmes (Chairperson), Cllr R Gill, Cllr D Willacy, Cllr G Stoker, Cllr J Oscroft, Cllr R Smith, Mrs S Roberts (Parish Clerk) and no residents

**147/17 Apologies:**

It was resolved for apologies, with reasons given, to be noted from District Cllr Eccles.

**148/17 Declaration of Interest/ Dispensation Requests:** None given

**149/17 Minutes:** It was resolved for the Chairperson to sign the minutes of the meeting held on 14 March 2018 as a true record.

**150/17 Public Participation:**

- Notification has been received from a resident, who has had a garden ornament stolen around March 2018 and wished the Council to be aware of this incident.
- A resident has complained about the BT Exchange needing external maintenance, Council will contact BT and request this work to be carried out.

**151/17 Reports:**

**Police Report:** - none received

**District Cllr S Eccles** –was not available to give a report

**County Cllr B Gray** – was not available to give a report

**Village Hall Report-** Defibrillator Training 17<sup>th</sup> July @ 7pm Village Hall

**152/17 Website:** See attached Website Report by Cllr Holmes

Additional information: Measures are being taken in obtaining the correct information to implement (privacy policy/cookie policy/T&C). Confirmation was given that the new website had built in a cookie consent for users of the site. Also we have advised parties who used our old address of the new website. It was agreed that new requests from village groups to have their information included on the website to be approved at council meeting. It was noted that the old website included Parish Council information which did not comply with either Data Protection Law or Transparency Compliancy. It was agreed to review this next month

**153/17 Parish Council Training:**

Effective Councillor sessions 1 & 2 on 16<sup>th</sup> & 30<sup>th</sup> April. Cllr Smith attended 16<sup>th</sup> and reported the training was interesting and useful but 2 ½ hours was too long of a session to absorb the information received. A thank you was minuted, for his commitment and time attending the training session. CALC planning Training sessions information was received and noted.

**154/17 Planning:** No new applications received

**155/17 Highways/Footpaths:** see attached Highways Report by Cllr Stoker & Cllr Holmes

- a) Monthly verbal report: Cllr Stoker noted how many of the repairs had recently been completed, although there are still some on the list awaiting repair. He had contacted V Upton and thanked her for her input and asked for the bridge sign which was hanging dangerously to be repaired as urgent. She was unaware of this issue but organised the repair the same day. New repairs needed were noted on Wellheads Lane (2 potholes), Castle View Road (1 large pothole) and Cooper Hill (1 pothole)
- b) The long awaited pedestrian safety improvements have been carried out at the Aqueduct and all height restriction signage has been renewed with metric signage; new signage at aqueduct and Cooper Hill has been installed. Cllr Willacy has taken several photos of this event, which will be available on the Website shortly.
- c) Cllr Little has replied to the 3<sup>rd</sup> letter sent by Council, who acknowledge the letter which he has forwarded to a department, who have forward it to another department and at present have not replied.
- d) Council note the Public Statement to be sent on Potholes in Cumbria. This statement is available on the Website and Cabinet
- e) GPS/SatNav Mapping Giltch at the Aqueduct causing HGVs etc to have to reverse/turn: Council has sent correspondence highlighting this issue and have contacted ios maps and google highlighting the issue

- f) A request for signage to assist parcel deliveries to Wellheads Cottages has been received via Cllr Eccles: This matter was discussed and it was noted that the Wellheads Lane signage is clear and that unfortunately it is not our responsibility to provide signs for individual properties.

#### **155/17 Playground /Millennium Field**

Cllr Stoker has carried out the monthly safety check on the Millennium Field and no faults were found other than repairs to the tree slide planned for the drier weather. It was agreed for Cllr Stoker and Willacy to rectify these repairs as soon as possible.

A base had been installed to the basketball stand, Council discussed the installation and all members went to view it. It was agreed to add a further two flags, Cllr Stoker agreed provide measurements so that the installation could be costed and arranged by Cllr Willacy. Cllrs to be asked to approve by email so work could proceed before the summer. It was noted that the picnic furniture was in need of re varnishing.

#### **156/17 Canal**

- a) Canal footpaths monthly inspection: see attached report by Cllr Smith. An inspection walk was planned for 6.30pm June 13<sup>th</sup> and the repairs needed to the footpath edging opposite Amelia would be inspected then. Cllr Stoker agreed to complete repairs to milage post.
- b) The collapsed retaining wall had not been completed, but was scheduled for next Wednesday
- c) The CMP Safety inspection by Alistair Hearne has been requested, Cllr Holmes to contact AH.
- d) Correspondence has been received from the land registry, stating the Council is now the registered owners. The documents inspected at the meeting and approved by Council.

#### **156/17 Data Protection Training for Councillors:** see attached report by Cllr Holmes

- Councillors were reminded that it was best practise to use a separate email account for Parish Business. If there are multiple recipients, the BCC not CC field should be used, and a disclaimer footer should be inserted in all Parish Council emails.
- Council is now Registered with the ICO, DD payment set up and we have received the certificate.
- Council is seeking advice for website cookie and privacy policy on website /permission for website links
- CALC Data Protection Policy received and approved
- CALC Freedom of Information Policy received and approved
- Information has been received from the Commissioner's Office and all Councillors are advised to read it and visit the website to further their understanding of GDPR.

#### **157/17 Standing Orders: Review and Update of the Orders**

Information has been received from CALC to enable Council to update the Standing Orders, Council have viewed the new version, and all agreed to accepting it.

#### **158/17 Risk Management Assessment, storage of documents and Asset Register Review and update**

Assessment reviewed, and all approved the updated version. The computer information back-up regime and storage of archived electronic documents, passwords and deeds were discussed; the Chairperson will set up a "Chairman's Box" to contain all of the relevant.

Asset Register received and approved.

**159/17 Approval of Annual Accounts returns 2017/18:** Council approved the new format Annual return and Accounts, which were signed by Chairperson and Finance Officer. It was resolved to certify the council as exempt from a limited assurance review by the external auditor and that the qualifying criteria have been met. The Accounts are ready to be inspected by the Internal Auditor and arrangements would be made for this inspection. CALC have forwarded a new and enhanced Internal Auditor Checklist that now included a check on all legal policies (DP, Information, Standing Orders and Financial Regs. The existing Financial Policy (2014) was re-approved as sufficient for the current audit but the newly received NALC template would be used to update Financial Regulations at next month's meeting. Clerk agreed to circulate the draft she had prepared.

In light of the new financial requirements it was agreed Cllr Oscroft as Financial Verifier and in his absence Cllr Smith, so that bank reconciliations and monthly accounts can be independently verified at each meeting by a councillor who is not a cheque signatory. This enhances security and will make us fully compliant with the new expectations. Correspondence has been received from AGAR and Governance and Accountability for smaller authorities and they have been circulated to Councillors.

#### **160/17 Finance**

- a) The Bank Balance as of 31 March 2018 - Current a/c £2,707.32
- b) Payments: DD First Utilities April £18.99, Treble3 New Website & additional work £918.00, APM Expenses £36.90, CALC Training £70.00, Zurich Annual Insurance £438.23, CALC Subscription £165.00 and DH Willacy concrete base erected for netball stand £71.76
- c) The Accounts Report for 14<sup>th</sup> March 2018 was verified by Cllr Oscroft and accepted.

- d) Notification was received by HM Revenue & Customs with the new measures required when reclaiming VAT.
- e) Notification has been received about the National Joint Council for Local Government Services acceptance of a revised pay scale which will award a pay increase to the clerk. Information will follow. It was agreed to vire the required funding from the parish projects to staff salary.

**161/17 Funding Available:**

The Clerk reported that there are various sources of grant funding available. It was agreed after the Canal report was received, if work is required quotes would be obtained so that funding could be applied for.

**162/17 Review of the APM 21<sup>st</sup> March 2018:**

The meeting was fairly poorly attended, possibly reflecting the absence of contentious issues at present. Council business filled the evening well.

- The launch of the New Website has been successful, since then the uses of the site has increased and the WI have since requested to be included
- The installation of the new street light was extremely well received
- 4 members of the public expressed interested in the Litter pick day,
- Dog fouling was raised as an issue along the canal. It was also noted that the dog-friendly atmosphere of the village was appreciated. It was noted that the amount of fouling had decreased since then but that council would continue to monitor the situation. It was felt that the lengthy legal process of acquiring a PSPO (Public Spaces Protection Order) was not currently necessary but that this would be kept under review.
- B4RN high speed internet access was discussed but residents expressed no interest in pursuing the matter as internet speeds in the village are acceptable.
- 1 member of the public complained that the Council was not doing enough to rectify the potholes in the village and requested Cllrs to demand a budget from CCC and carry out their own independent repairs. Cllr Eccles reaffirmed that this is not possible.

**163/17 Correspondence:**

1. Request from CALC for a member of the Council to be nominated in attending the District Association – no action to be taken
2. Crosscrake Church has sent a brochure outlining its intentions and are organising a fundraising cream tea garden party Sunday 15<sup>th</sup> July 3-5 pm at Helm Croft.
3. Information received from NALC and distributed to all Councillors
4. Consultation of unauthorised development and encampments received also distributed to all Councillors – we have no useful contribution to make.
5. The Great Cumbria Litter Pick, information received and discussed. Date suggested was not suitable and it was agreed to monitor the levels of litter and rearrange in Summer if necessary.
6. Field in Trust World War 1 funding received and discussed – we have no relevant projects.

**164/17 Items for consideration for a future agenda Annual General Meeting to include**

- Next Council Meeting **9<sup>th</sup> May**
- Election of Chair and Vice Chairperson
- Appointment of Representatives
- Code of Conduct Annual Review
- Data Protection Update and Training
- Approval of revised Financial Regulations
- Update on the Annual Accounts
- Annual Review of the Emergency Plan

**165/17 Date of next meeting**

It was confirmed that the Annual General Meeting will be on Wednesday 9<sup>th</sup> May 2018 at 7.30pm and will be held in the Sedgwick Village Hall.

*The meeting closed at 9 45 pm*

Signed: ..... (Chairperson)

Date: 9<sup>th</sup> May 2018

**Attached ; Highways Report /Website Report/Data Protection Report/Canal Footpath Report  
Also see: Standing Orders/Data Protection Policy/Freedom of Information Policy with publication scheme**