

**MINUTES OF A MEETING OF ARTHURET PARISH COUNCIL HELD ON TUESDAY
13th MAY 2024 AT 6.30 p.m. AT LONGTOWN MEMORIAL HALL COMMUNITY CENTRE**

<u>Present</u>	Cllrs. Sir JFS Graham (Chair) G Routledge (Vice Chair) M Gunson, C Adams M Irving, C Johanssen, and L Mason.
	Annual Parish Meeting
<u>Chairmans report Minute No 439</u>	See attached.
<u>Members of the public Minute No 440</u>	There was 1 member of the public present, a second joined the meeting during the Annual Meeting, both to observe the meeting. Through councillors, the following were raised from members of the public. <ul style="list-style-type: none"> • It was confirmed by the clerk no decision had been taken, to date, by the planning authority, on Planning Application Ref 23/0297, Esso Bridge Street garage. •
	Annual Meeting
<u>Election of Chairman Minute No. 441</u>	Nominations for Chairman were invited. It was proposed by Cllr Routledge and seconded by Cllr M Gunson that Cllr Sir JFS Graham is re-elected as Chairman, there were no further nominations, Cllr Sir JFS Graham stated he was prepared to continue for the following year due to continuity with the clerk leaving post.
<u>Election of Vice Chairman Minute No 442</u>	Nominations for Vice Chairman were invited. It was proposed by Cllr C Johanssen and seconded by Cllr Sir JFS Graham, that Cllr G Routledge be elected vice chairman, there were no further nominations and Cllr Routledge accepted the position.
<u>To receive apologies es and reason for absence Mnute No 443</u>	Apologies and reason for absence were received from Cllr R Graham and Cumberland Cllr. T Pickstone.
<u>Minutes of the Annual Meeting 2023 Minute No 444</u>	The minutes of the Annual meeting of the 9 th May 2023 were recorded as a true record and signed by the chairman.
<u>Review of Insurance arrangements Minute No 445</u>	The clerk reported the current provider was Zurich Municipal, a claim for works to the Council was still to be completed so recommended the council remain with this provider for the following year. Councillors were reminded that a previous claim was rejected and the ongoing claim would

		result in a payment less than the cost of the works, as reported at a previous meeting. The Insurance policy and documentation would be available to all at the Finance meeting at the end of May.
<u>Representation on outside bodies</u> <u>Minute No 446</u>		The following Councillors were confirmed as representatives on outside bodies for the following year. Beckburn wind farm - Cllr G Routledge Hallburn wind farm - Cllr Sir JFS Graham CAP Initiative - Cllrs C Johannsen and G Routledge Memorial Hall Community Centre Board of Trustees - Cllr Sir JFS Graham Incredible Edible - Cllrs C Johannsen and M Gunson Allotment Committee - Cllrs M Gunson and C Adams Longtown Development Team - Cllr M Gunson, Cllr C Johannsen informed the council that she attended as a community representative.
<u>To agree sub committees and Working Group</u> <u>Minute No 447</u>		The following councillors to sit was agreed. Finance - quarterly Full council Festive celebrations Cllrs G Routledge, M Gunson, C Adams and C Johannsen General Purposes Cllrs. G Routledge, C Adams, M Gunson, C Johannsen and M Irving Playing fields Cllrs G Routledge, L Mason, C Johannsen and M Irving Council Rooms/Moot Hall Cllrs G Routledge, M Gunson, C Adams, C Johannsen and M Irving
<u>To review Council Policies and Procedures</u> <u>Minute No 448</u>		The following policies were reviewed and adopted. 1. Complaints Policy 2. Social Media Policy 3. Retention of Documents Policy 4. Access Request Policy 5. Health and Safety Policy 6. Equality and Diversity Policy 7. Fraud/ Corruption detection and prevention Policy 8. Dignity at Work Policy
<u>To consider adoption of Dealing with habitual or vexatious complaints policy</u> <u>Minute No 449</u>		Consideration was given to adopt the Habitual or Vexatious Complaints Policy (copies presented to all councillors) Following discussion, it was agreed this would be considered further as an agenda item at the June meeting once councillors had the opportunity to read the document to take an informed decision..
<u>Standing Orders and Financial</u>		Standing Orders were readopted, it was agreed the updated Financial Regulations would be considered further at the Finance meeting on the

<u>Regulations Minute No 450</u>	28 th May.
<u>Meeting dates for 2024 Minute No 451</u>	<p>Meeting dates for 2024 were confirmed</p> <p>Full Council June 3rd July 1st September 2nd October 7th November 4th December 2nd</p> <p>Finance May 28th, 9th September, 9th December and 10th March 2025.</p> <p>General Purposes 22nd July then as necessary.</p> <p>Festive celebrations A meeting id held on June 10th, further dates to be agreed.</p> <p>Playing fields To agree dates as required.</p> <p>Council Rooms/Moot Hall Date deferred until contact has been made with Arthuret Parochial Church Council, (APCC) mindful that the lease with the Parish Council has expired and APCC are owners of the Moot Hall. It was minuted that currently, although out of the lease agreement, Arthuret Parish Council have continued to pay the amenities bill for the premises. Agreed that a joint meeting is needed to agree the way forward. Clerk to contact the secretary of APCC to ask for meeting date availability.'</p>
	<u>Council Meeting</u>
<u>To receive Apologies Minute No 452</u>	Apologies and reason for absence were received from Cllr R Graham and Cumberland Cllr. T Pickstone.
<u>Declaration of Interest Minute No 453</u>	Cllr M Gunson, as a tenant, declared an interest in the allotments.
<u>Police matters. Minute No 454</u>	No update was received, noted that Cumbria Constabulary had reported on social media that an electric bike had been sized in Longtown. There had also been reports of a stolen vehicle.
<u>Report from representatives on outside bodies Minute No 455</u>	<p>Longtown Community Centre Board of Trustees Allotment Committee Cllr Sir JFS Graham reported</p> <ul style="list-style-type: none"> Increased usage of the facilities and the manager was promoting the Centre. Plans to commemorate the 100th Anniversary of the Memorial Hall were underway with community events planned.

	<ul style="list-style-type: none"> • Building work, following grants confirmed, to commence soon. • In response to Cllr C Johannsen asking whether the Parish Council would be involved in the anniversary celebrations, Cllr Sir JFS Graham would take this up at next Board of Trustees meeting. <p>Allotment Committee Cllrs M Gunson reported it was going well allocating vacant plots, there was no longer a long waiting list. It was requested that the Parish Council consider the future role of the Allotment Committee. In response to Cllr C Johannsen Cllr C Adams confirmed that progress on installation of the CCTV cameras was moving slowly.</p> <p>CAP Initiative Cllr C Johannsen reported that there continued to be no response to numerous e-mails and correspondence sent for an update on this initiative, complaints from residents had been received.</p> <p>Incredible Edible Cllrs C Johannsen and M Gunson were committed to continuing with the initiative, it was however, hard work.</p> <p>Borderlands Initiative Cllr M Gunson confirmed, progress was being made, a meeting was scheduled for the 15th May. Out of the 6 proposals assessed these would be narrowed down to 2 to 3 to go forward.</p>
<u>Minutes of 8th April Minute No 456</u>	<p>The council received a request from Cumberland Cllr. T Pickstone to amend Minute No 424 regarding the report on the closure of Moot Hall Residential Home Brampton. The proposed amendment was read out and it was agreed unanimously the minute reflected a true record and no amendments were made to the minutes.</p> <p>Reference Minute No 428, Cllr M Irving stated it was factually incorrect, as minutes by the clerk, that "the tarmac was porous" This information had been given to the clerk by a contractor and the clerk believed this correct when reporting to the council.</p>
<u>Minutes of 29th April Minute No 457</u>	<p>The minutes of an extraordinary meeting held on 29th April were agreed as a true record and signed by the chairman.</p>
<u>Appointment of parish clerk Minute No 458</u>	<p>Following interviews, it was confirmed the post of Parish Council clerk had been filled, accepted, and the successful applicant would commence work on the 3rd June.</p>
<u>Appointment of Responsible Financial Officer Minute No 459</u>	<p>Following interviews, it was confirmed that the post of Responsible Financial Officer had been filled, accepted, and the successful applicant would commence work on the 4th June.</p>
<u>Installation of Multi Use Games Area Minute No 460</u>	<p>Cllr M Irving expressed reservations, that, following receipt of the quotes received for the works to install a Multi-Use Games Area at the site between Old Road and Lochinvar Close, and subsequent meeting with</p>

	<p>one of the potential contractors, that the surface would not be replaced and remain tarmac. Noted that this had never been raised at any point and was apparent from the quotes received. Following discussion, it was decided not to progress with this project at this time, funded by the Section 106 agreement with Gleeson Homes. Councillors then considered alternative youth provision. It was agreed to progress, in discussion with the manager of the Longtown Football Club, to agree an area at the Lochinvar School site to mark out and provide 5 a side goalpost for a junior team, the same amenity to be provided at the field between Old Road and Lochinvar Close. As the Old Road site is waterlogged consideration to be given to agree the best place to provide this facility.</p>
<p><u>Lighting column Esk Bridge Minute No 461</u></p>	<p>The clerk read a response from Cumberland Council relating to a request to refurbish the lighting column on the Bridge, A7. Longtown. The estimated cost, confirmed, was £1,120 excluding VAT. Plus traffic management . Acknowledging that no funding had been put aside for this by the parish council, traffic management costs of £1,000 could be waived.</p> <p>Following discussion, bearing in mind that this lighting column was damaged when repair works to the bridge were carried out by the contactors, it was agreed that Cumberland Council Highways are contacted to consider that the contractor reinstate this Grade 2 listed column to its original state prior to the repair works, and they having decommissioned the lighting column over that period.</p>
<p><u>Speed Indication devices Minute No 462</u></p>	<p>A progress report was given by the clerk to install speed indication devices in 4 locations of the parish. To progress, Cumberland Council requested the following.</p> <ul style="list-style-type: none"> • To set up a memorandum of agreement ,the names of 2 parish council members and the date they were duly authorised by the Parish Council. It was agreed that, on the 13th May 2024, Cllr Sir JFS Graham and G Routledge, were duly authorised by the Parish Council. • A location of the proposed asset (for the schedule) and a drawing showing the location. Cllr M Irving offered to provide this information in conjunction with Cllr. G Routledge who had met, with the clerk , at a site meeting with Cumbria County Council Highways Officers. (pre-Unitary Authority) who had agreed location of the speed devices.
<p><u>Beckburn Community Pot Minute No 463</u></p>	<p>Cllr G Routledge gave a brief update of proposed changes of future grant applications to the Beckburn Community Pot.</p> <ul style="list-style-type: none"> • That the Memorandum of Understanding now stated that the Beckburn Community Panel no longer had to go back to Cumbria Community Foundation to make decisions on grant applications. • Changes on Capital projects, increased from £1,000 to £2,000. Noted that this applied more to the smaller councils who had

		<p>difficulty spending the annual allocation, this doesn't apply to Arthuret.</p> <ul style="list-style-type: none"> • Smaller Parish Councils can now help neighbouring parishes if it is seen that this would benefit their parish. • Due diligence needs to be applied.
<p><u>Clerks report on issues relating to the parish Minute No 464</u></p>		<p>The following update was given by the clerk.</p> <ul style="list-style-type: none"> • Requested the Council consider utilising some of the Section 106 funding to upgrade both the play areas at the riverside and Old Road /Lochinvar Close. The clerk raised concerns that the riverside play area required a lot of work, despite continued vandalism this area needed to be upgraded. It was agreed, to Cllr M Irving suggestion, that erecting a steel fence, replacing the existing wooden one , could be a positive move forward in addressing this issue. • The clerk asked that the wooden stepping stones at Dollies Brae are removed as they are a safety issue, this was agreed. • It was also agreed to replace wooden with steel products in play areas could help address vandalism to these areas. • Confirmed that the lifesaving equipment, and litter bins, would be replaced at the riverside. Councillors agreed to the suggestion from Cllr M Irving that in the future a metal casing for lifebelts could reduce vandalism, this was seen as a positive move forward.
<p><u>Application for a street traders license Minute No 465</u></p>		<p>The clerk reported that this agenda item had been raised by Cumberland Cllr T Pickstone asking for the Councils thoughts of an application for a Street Trading Licence for a hot and cold takeaway facility at A7 layby Sandysike Longtown. It was agreed, that subject, to Highways Agency having no concerns, this would be supported.</p>
		<p><u>PLANNING</u> Erection of 10no. dwellings (reserved matters) applicant pursuant to 19 Bellsfield Longtown. Supported.</p>
<p><u>Correspondence Minute No 466</u></p>		<p>All circulated prior to the meeting.</p> <ol style="list-style-type: none"> 1. Chief Executives NALC newsletter 2. National Association of Local Councils (NALC) newsletter and events 3. Cumbria Association of Local Councils (CALC) update, 4. NALC newsletter 5. CALC weekly update 6. Cumbria Police Carlisle and Rural update. 7. CALC AGM 8. CALC Tackling digital poverty 9. NALC Legal bulletin April

ACCOUNTS MAY 2024

The following accounts were approved and authorised for payment.

705572	Clerk backdated salary increase as per NALC/SLCC pay agreement	1,925.00
705573	P Kirkup - changing rooms cleaner	41.68
705574	D Beattie - cleaner at riverside and check parks	414.00
705575	HMRC - Income tax, N.I. and pension contribution	817.62
705576	Clerk salary	2,013.33
705577	Clerk working from home (5 weeks)	30.00
705578	JG Brough - hedge cutting allotments	60.00
705579	B Kirkup - balance for grass cutting playing field/ hire charges	300.00
705580	Water plus - water charges changing rooms	328.44
705581	M Gunson - from allotment account to make 4 trips to Rome Street to dispose of asbestos	35.20
705582	E Mylnek - tree and shrubbery work at the riverside	530.00

PART B CONFIDENTIAL

1. To address correspondence re complaints against the clerk and council, from a resident of the parish.

Following consideration, the following response to the resident was agreed.

" Parish councillors were made aware that three further letters had been received from a member of the community, one of which has been replied to. The Chairman has also written to the resident advising that the matter would be discussed by Council. This ongoing complaint has been based upon openness and transparency issues relating to the Arthuret Parish website. Action was taken to alleviate the problems and although some further work is required the site has been operating again for some time. The member of the public was advised of this and will be notified of further improvements and developments once they are carried out. A request was made to remove certain data from the website and after checking with the Information Commissioners Office it was confirmed that as no names were included, no breach of confidentiality had taken place. For this reason, the Parish Council doesn't intend remove the data; Regarding the point raised that there was no record of investigation of complaint on receipt of letter, contained within the minutes. It was considered that it had been , previously, unanimously, agreed and minuted, that the letter was sent on a personal basis as the Parish Clerk or through the Parish Council and therefore no investigation or subsequent discussion had or would take place regarding the position or actions of the Parish Clerk. As from the onset the main concern appeared to be centred on the subject of transparency and data issues. It was considered that the Parish Council have taken reasonable steps to investigate that the data is accurate as per the requirements of the Information Commissioners Office policies and procedures. The Chairman would write to the resident explain the Parish Councils position and reasons for the decision.