

KIRKBY THORE PARISH COUNCIL

The minutes of the proceedings of the **ANNUAL GENERAL MEETING** of Kirkby Thore Parish Council (KTPC) held on **Monday 9th of May 2022** at 19:30hrs in Kirkby Thore Memorial Hall.

Present

Chairman: Lorna Baker (LB)
Councillors: Dan Pattimore (DP), Jacky York (JY) and Ian Thompson (IT)

Clerk/RFO: Lindsay Nicholson (LN)

Also in attendance: None

Members of the Public: None

2022/038	Election of Chair LB was proposed as Chairman by IT and this was seconded by JY. All councillors were in favour. LB then signed the Acceptance of Office declaration. Resolved: LB to act as Chairman
2022/039	Election of Vice Chair IT was proposed as Vice Chairman by JY and this was seconded by DP. All councillors were in favour. Resolved: IT to act as Vice Chairman
2022/040	Apologies for Absence None
2022/041	Declarations of Interest and Requests for Dispensation LB declared an interest in item 2022/052.2 Planning Decisions. Resolved: to receive the above declaration of interest
2022/042	Minutes of the Last Meeting of Kirkby Thore Parish Council The Chairman was authorised to sign, as a correct record, the minutes of the previous AGM held on Monday 3 rd of May 2021. The Chairman was authorised to sign, as a correct record, the minutes of the previous meeting held on Monday the 7 th of March 2022. Resolved: to accept the above minutes and recommendations contained therein.
2022/043	Actions Arising from Previous Minutes 2022/043.1 Defibrillator IT indicated that he had not received the necessary information to change over the defibrillator. The clerk to chase the ambulance service contact copying in IT. Resolved: to receive the update Action: LN 2022/043.2 Trees for the Rec The clerk reported that she was unable to secure the foraging trees from Weasdale nurseries as the saplings were now in leaf and therefore not suitable for transplanting. Councillors wished to reserve £500 for the autumn to undertake the project. Clerk to contact Weasdale to see if the trees could be reserved for pick up in the autumn. Item to be formally put on the agenda at the next meeting for the reserve to be formally approved. Resolved: to receive the information Action: LN

2022/044	<p>Public Participation (Timed item 15 minutes) None</p>
2022/045	<p>Co-option of Councillor(s) The parish council had received interest from a resident of the parish to join the parish council. The clerk advised the council that there were currently 3 vacant seats.</p> <p>Susannah England was proposed by DP to be co-opted to the parish council and this was seconded by IT. All councillors voted in favour. The clerk was asked to arrange for SE to sign the Acceptance of Office declaration. Resolved: SE to be co-opted to the Parish Council</p> <p>The clerk was asked to make the necessary arrangements with Eden District Council to formalise the decision Resolved: clerk to contact EDC Action: LN</p>
2022/046	<p>Councillor's Areas of Special Interest The following areas of special interest / representatives to outside bodies was agreed,</p> <ul style="list-style-type: none"> • Memorial Hall – Lorna Baker • Appleby Transport Group – Lorna Baker • British Gypsum – Susannah England and Jacky York • Footpaths – Dan Pattimore and Susannah England • Kirkby Thore Primary School – Ian Thompson • Village Amenities – Jacky York <p>The Council agreed to appoint any further areas as needed in the year. Resolved: to accept the above areas of interest / representatives of outside bodies.</p>
2022/047	<p>Approval of Banker 2022/047.1 Approval of Bank It was felt that the changes brought in by HSBC including the introduction of banking charges over the last financial year had resulted in the bank no longer providing an appropriate service for the Parish Council.</p> <p>It was agreed to move the banking to Unity Trust. The clerk was asked to arrange the necessary paperwork. Resolved: to transfer the bank account to Unity Trust. Action: LN</p> <p>2022/047.2 Bank Mandate The clerk was asked to ensure that all Councillors were listed on the bank account mandate for HSBC and Unity Trust with any 2 signatories for authorisation. The clerk was asked to add the following to the mandate - Lorna Baker - Ian Thompson - Dan Pattimore - Jacky York - Susannah England Resolved: to update the bank mandate Action: LN</p>
2022/048	<p>Internal Auditor</p>

	<p>The clerk has been unable to contact Alan McViety through Dodds Accounting but was aware that he had retired from the organisation. No personal contact details were held.</p> <p>As the deadline for audit returns was approaching it was agreed that the clerk should contact Rachael Kelly to complete the audit for this financial year.</p> <p>Resolved: clerk to arrange the internal audit. Action: LN</p>																					
2022/049	<p>Year End Accounts Item deferred to June meeting</p>																					
2022/050	<p>Finance 2022/050.1 Accounts for Payment The accounts for payment listed below were presented for payment.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>L Nicholson</td> <td>Clerk Salary – April</td> <td>£325.20</td> </tr> <tr> <td>L Nicholson</td> <td>Clerk Salary Adjustment (Paid in March to Ratify)</td> <td>£68.40</td> </tr> <tr> <td>L Nicholson</td> <td>Clerk Salary – May</td> <td>£324.20</td> </tr> <tr> <td>CALC</td> <td>Annual Subscription</td> <td>£201.31</td> </tr> <tr> <td>Zurich</td> <td>Insurance</td> <td>£454.05</td> </tr> <tr> <td>PWLB</td> <td>Loan Repayment</td> <td>£334.27</td> </tr> </tbody> </table> <p>The clerk was asked to contact the PWLB to see if it is possible to repay a loan agreement early and if so if there are penalties involved with doing so.</p> <p>Resolved: clerk to arrange to make the above payments Action: LN</p> <p>2022/050.2 Balances at Bank The balances at bank were reported. The bank reconciliation was presented and compared to the bank statement. The chair duly signed the reconciliation. Resolved: to receive the information</p> <p>2022/050.3 Presentation of Cash Book and Forecast The cashbook and forecast were presented to the meeting Resolved: to receive the information</p>	Payee	Description	Amount	L Nicholson	Clerk Salary – April	£325.20	L Nicholson	Clerk Salary Adjustment (Paid in March to Ratify)	£68.40	L Nicholson	Clerk Salary – May	£324.20	CALC	Annual Subscription	£201.31	Zurich	Insurance	£454.05	PWLB	Loan Repayment	£334.27
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2022/051	<p>Correspondence 2022/051.1 CALC: LGR Update The correspondence was outlined and the update noted. Resolved: to receive the information</p> <p>2022/051.2 PKF LittleJohn: Annual Audit The correspondence was outlined and the update noted. Resolved: to receive the information</p> <p>2022/051.3 Highways: A66 Appleby Junction Event The correspondence was noted. The event was briefly discussed. Resolved: to receive the information</p> <p>2022/051.4 CALC: Parliamentary Constituencies Secondary Consultation The correspondence was outlined.</p>																					

	<p>Resolved: to receive the information</p> <p>2022/051.5 British Gypsum: Parish Council Liaison Meeting The correspondence was outlined. The clerk was asked to circulate the joining instructions</p> <p>Resolved: to receive the information Action: LN</p>								
2022/052	<p>Planning Applications & Decisions</p> <p>2022/052.1 Applications</p> <p>22/0158 METHODIST CHURCH CHAPEL LANE KIRKBY THORE CUMBRIA CA10 1UH: Change of use of a former Methodist chapel to dwelling-house. Councillors discussed the application. Concern was raised about the visibility splays particularly as this is a route for young children walking home from school. Councillors felt that the parking should remain on the opposite site as previous plans for the site. The clerk was asked to respond to the application making the above comments.</p> <p>Resolved: to make observation as above Action: LN</p> <p>2022/052.2 Decisions LB left the meeting, IT assumed the position of chair for the item. The following planning decisions were noted:</p> <table border="1"> <thead> <tr> <th>Application No.</th> <th>Location</th> <th>Brief Description</th> <th>District Council Decision</th> </tr> </thead> <tbody> <tr> <td>22/0133</td> <td>HALE HOUSE KIRKBY THORE PENRITH CA10 1XS</td> <td>Proposed oak frame garage with slated roof - Horizontal cladding exterior finish.</td> <td>Grant</td> </tr> </tbody> </table> <p>Resolved: to receive the information LB joined the meeting</p>	Application No.	Location	Brief Description	District Council Decision	22/0133	HALE HOUSE KIRKBY THORE PENRITH CA10 1XS	Proposed oak frame garage with slated roof - Horizontal cladding exterior finish.	Grant
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2022/053	<p>Outside Body Reports LB had attended the Memorial Hall Committee meeting. The works to the roof are now completed. The committee is now focused on getting quotations for the kitchen and toilets.</p> <p>Resolved: to receive the information</p>								
2022/054	<p>Highways Matters Councillors were concerned that dialogue with the Highways Agency regarding the A66 project had stopped and no feedback from the previous consultation had been gained. The clerk was asked to contact the team for an update.</p> <p>Resolved: Clerk to contact the Highways Team Action: LN</p>								
2022/055	<p>Footpath Matters It was noted that there had been a sign put up next to the school about the re-routing of the footpath opposite.</p> <p>Resolved: to receive the information</p>								
2022/056	<p>Queens Jubilee The Memorial Hall Committee plus additional volunteers were working on a range of events for the jubilee. Parish Councillors agreed to donate £500 towards the</p>								

	community activities. The clerk was asked to arrange payment to the Memorial Hall Committee. Resolved: to make a donation of £500 to the Memorial Hall to assist with the costs of the event Action: LN
2022/057	Meeting of the Parish Electors Councillors agreed that the Annual Meeting of Parish Electors would be held on Monday the 30 th of May 2022 at 7.30pm in Kirkby Thore Memorial Hall. All residents of the Parish are welcome to attend to raise questions. Resolved: to hold the Meeting of Parish Electors Action: LN
2022/058	Items for the Next Meeting of the Parish Council None
2022/059	Date and Time of Next Meeting The next meeting is scheduled to be held on Monday 6 th of June 2022 at 7.30pm. Meeting to be held in Kirkby Thore Memorial Hall.

LB closed the meeting at 21:15hrs

Please note: all Parish Council meetings are open to members of the Public.

Chair Signature: _____

Date: _____

Clerk Signature: _____

Date: _____