

# KIRKANDREWS ON ESK PARISH COUNCIL

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2nd January 2024

Dear Councillor,

You are summoned to a Meeting of **KIRKANDREWS ON ESK PARISH COUNCIL** that will be held in **MOAT VILLAGE HALL** on **MONDAY 8th JANUARY 2024** at 7.30pm.

The meeting is open to members of the public and the press.  
Please do not attend the meeting if you have Covid-19 symptoms.



## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence and approve reasons for absence.

### 2. REQUESTS FOR DISPENSATIONS

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

### 3. DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

### 4. MINUTES

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 13th November 2023. (copy herewith)

### 5. PUBLIC PARTICIPATION SESSION

**5.1 PUBLIC PARTICIPATION** - To receive comments and representations from members of the public in relation to any item on the Agenda. *(Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*

**5.2 CUMBERLAND COUNCIL REPORT** – To receive a report from Councillor Pickstone, to include the following item:-

- Review of the installation of a SID on the A7 (west of the Esk bridge) as no response to an email sent to highways/police had been received.

**6. REPRESENTATIVES' REPORTS**

To receive reports by representatives on Outside Bodies.

**7. TOWN AND COUNTRY PLANNING APPLICATIONS**

None at time of agenda publication

**8. FINANCIAL MATTERS -**

**8.1 BANK RECONCILIATION TO 31.12.23**

To note a Report by the Clerk. (copy herewith)

**8.2 EXPENDITURE TO APPROVE**

To approve the expenditure detailed below and any other payments that are received between the time of agenda publication and the meeting:-

- £689.68 A. Riddell – net wage to 31.01.24 - cheque number 101094
- £294.80 HMRC – PAYE - cheque number 101095
- £871.20 Cumberland Council– grit bins - cheque number 101096

**8.3 PRECEPT 2024/25**

To consider the precept for the financial year 2024/25. (copy herewith)

**8.4 BECK BURN WIND FARM COMMUNITY POT -**

**8.4.1** To consider any current grant applications.  
(None received at time of agenda publication).

**8.4.2** To consider the costs for the replacement of Jubilee trees from the Community Pot.

**9. SPEED INDICATION DEVICE (SID) AT MOAT**

To receive an update on re-installation, if applicable.

**10. CALC**

To note that all CALC emails have been circulated to members and the following require a formal decision :-

**10.1 BUDGET CONSULTATION**

To consider commenting on Cumberland Council's budget proposals for 2024/25

**10.2 POLICING BUDGET PROPOSALS**

To consider commenting on the proposed 2024/25 budget for Cumbria Constabulary.

**10.3 ELECTRIC VEHICLE POINTS**

To consider the information from Charge My Street.

**10.4 FRAUD PREVENTION**

To consider a talk from Cumbria Police.

**11. CORRESPONDENCE RECEIVED BY THE CLERK**

To note items that all items of correspondence received since the last meeting had been circulated to members and there were none requiring a decision.

**12. AGENDA ITEMS FOR NEXT MEETING**

To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 4th March 2024.

**13. DATE OF NEXT MEETING**

Monday 11th March 2024 – Moat Village Hall, 7.30pm.

## KIRKANDREWS ON ESK PARISH COUNCIL

**MINUTES of the MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 13th NOVEMBER 2023 at 7.30pm.**

**PRESENT:** Cllrs W. Bundred (Chairman), P. Armstrong, Z. Armstrong, L. Cragg, S. Richardson, A. Wallis and D. Wilson.

**IN ATTENDANCE:** Clerk

### 064/23 APOLOGIES FOR ABSENCE

Cumberland Councillor Pickstone had given his apologies to the Clerk.

### 065/23 REQUESTS FOR DISPENSATION

**RESOLVED** to note that no requests for dispensation were received.

### 066/23 DECLARATIONS OF INTEREST

**RESOLVED** to note the following declarations of interest:-

Councillor Richardson declared a non-pecuniary interest in any item relating to Moat village hall.

Councillor Bundred declared a non-pecuniary interest in any item relating to the Parochial Church Council

### 067/23 MINUTES

**RESOLVED** to authorise the Chairman to sign the minutes of the meeting held on 11th September 2023, confirmed as a true and accurate record.

**ACTION:** WB

### 068/23 PUBLIC PARTICIPATION SESSION –

#### 068/23.1 PUBLIC PARTICIPATION

**RESOLVED** to note there were no members of the public present.

#### 068/23.2 CUMBERLAND COUNCILLOR REPORT

**RESOLVED** to note that Cumberland Councillor Pickstone updated members on the following:-

- **Request for double white lines on A7 near Glinger junction** – Added to investigation list for 2024/25.

### 069/23 REPRESENTATIVES' REPORTS

**RESOLVED** to note that Councillor Bundred reported on the following:-

- **LONGTOWN DEVELOPMENT GROUP** – Information had been circulated to members by email prior to the meeting. Councillor Bundred reported that the group was moving forward and that he had volunteered to help with community buildings.
- **BECK BURN WIND PANEL FARM** – Issues with safeguarding policies and grant requests forms were ongoing. Another meeting to consider the memorandum would take place in due course.

Signed (Chairman).....

Date.....

**070/23 TOWN AND COUNTRY PLANNING**

There were no applications for planning consent to be considered.

**071/23 NOTIFICATION OF DECISIONS**

**RESOLVED** to note the following decision by Cumberland Council:-

- **23/0127 – Frankstown Farm, Longtown** – Construction of a new slurry lagoon, protective fence and access track.  
**GRANTED**

**072/23 FINANCIAL MATTERS -****072/23.1 BANK RECONCILIATION to 30.10.23**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.

**RESOLVED** to receive and note the bank reconciliation and balances to 30<sup>th</sup> October 2023 of £24,022.65.

**072/23.2 CLERKS SALARY AWARD 2023-24**

**RESOLVED** to note the report and the recent pay award which had been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 in the amount of £1 per hour.

**072/23.3 EXPENDITURE TO APPROVE**

**RESOLVED** to authorise/ratify the following expenditure for payment:-

- |            |                                   |                        |
|------------|-----------------------------------|------------------------|
| • £35.00   | ICO – Data Protection             | - Direct debit*        |
| • £835.52  | A. Riddell – net wage to 30.11.23 | - cheque number 101090 |
| • £5.00    | CALC – Chairs Forum Course        | - cheque number 101091 |
| • £1110.00 | W&E Carruthers– grass contract    | - cheque number 101092 |
| • £23.00   | Royal British Legion              | - cheque number 101093 |

**072/23.4 BUDGET 2024/25**

**RESOLVED** to note that members gave consideration to the 2024/25 draft budget report submitted by the Clerk and agreed to the following amendment:-

- £1 per hour increase to room hire costs

The precept would not be agreed until further information from Cumberland Council was received detailing the council tax base for the parish.

Signed (Chairman).....

Date.....

**072/23.5 BECK BURN WIND FARM COMMUNITY POT -****072/23.5.1 GRANT APPLICATIONS****072/23.5.1.1 LONGTOWN YOUNG FARMERS CLUB**

**RESOLVED** to award £2,000.00 to help towards the club levy for Longtown for the 2024/25 YFC year.

**072/23.5.1.2 INDOOR BOWLING CLUB**

**RESOLVED** to award £200.00 if confirmation was given that residents of the parish attended. Councillor Richardson would confirm this in due course.

**ACTION:** SR/Clerk

**072/23.5.2 COSTS FOR COASTAL PATH SIGNAGE UPDATE**

**RESOLVED** to note there was no current information available on plans for the end of the path therefore signage costs could not be investigated at the current time.

**072/23.5.3 UPDATE ON COSTS FOR REPLACEMENT OF CLIMBING EQUIPMENT AT MOAT PLAY AREA.**

**RESOLVED**, after a lengthy discussion on the number of children using/benefitting from play equipment, that:-

**072/23.5.3.1** Clerk to arrange removal of climbing frame at Moat play area.

**072/23.5.3.2** Clerk to investigate whether a play area could be installed at Greenmill.

**ACTION:** Clerk

**072/23.5.4 COSTS FOR INFORMATION PANELS**

Members considered design and location of information panels.

**RESOLVED** that Councillor Bundred would consider information for up to 3 panels and that Councillor Wilson would confirm the location for a panel at Plumpe/Gretna Chase area. Consideration of designs would be agreed at a future meeting.

**ACTION:** WB/DW

**072/23.5.5 REPLACEMENT OF JUBILEE TREES**

Councillor Bundred reported on the failure of 3 of the cherry trees which had been planted to commemorate the Platinum Jubilee and that some of the beech hedging was damaged.

**RESOLVED** that Councillor Bundred would investigate costs and the matter would be on the next agenda.

**ACTION:** Clerk

Signed (Chairman).....

Date.....

**073/23 GREENMILL****073/23.1 DITCH MAINTENANCE**

Councillor Bundred reported that once again there was a lot of standing water in the area and the ditch appeared to be blocked with vegetation.

**RESOLVED** that Councillor Wilson would contact the MOD contractor to report the problem.

**ACTION:** DW

**073/23.2 WOOD DITCH POLLUTION**

**RESOLVED** to note that the water seeping from the old tip had been reported to the Environment Agency but no response had been received.

**074/23 COMMEMORATIVE SEATING AND PLAQUES**

**RESOLVED**, after discussion, that Councillor Bundred would choose a plaque design, circulate for agreement and pass to the Clerk for purchase. The seat at Moat play area would be located along the boundary behind the climbing frame and the location for the seat at the church would be agreed with an on site meeting with Councillor Bundred.

**ACTION:** WB/ Clerk

**075/23 BUS SHELTERS**

Councillor Z. Armstrong updated members on the installation of perspex at the bus shelters.

**075/23.1 RESOLVED** that the bus shelters at Blackbank would be left with no Perspex installed.

**075/23.2 RESOLVED** that Councillor Wilson would remove the glass in the bus shelter at Greenmill and measure for perspex.

**ACTION:** DW

**076/23 HIGHWAYS ISSUES -****076/23.1 MOAT SPEED INDICATION DEVICE (SID)**

**RESOLVED** to note the matter of re-installation had been passed to Abigail Dodds by David Turner (both Cumberland Highways officers) but no response had been received.

**076/23.2 GRIT BINS**

**RESOLVED** to note that David Turner from Highways contacted the Clerk and 5 grit bins have been ordered for the previously agreed locations as follows:-

U1001-101 – Entrance to Batenbush and further along the road on the hill

U1263-101 – Between Blackbank and A6071 junction

C1010 – Sark Hall to Scottish border

2 grit bins for the top of the hill leading down to The Inch

The grit bins would be paid for by the Parish Council (£132 excl. VAT per grit bin) as previously agreed and filled by Cumberland Council.

Signed (Chairman).....

Date.....

**076/23.3 A6071 JUNCTION 45 OF THE M6**

Councillor Bundred reported on a meeting with a representative of Cumberland Highways to discuss improvements to the junction. Councillor Bundred had pointed out that the no entry signs were too high, and that additional signage was required.

**RESOLVED** that the Clerk would contact Councillor Pickstone to request more action.

**077/23 MASS TRESPASS**

**RESOLVED** to note that Councillor Bundred reported to members that near to Glinger Burn, people had arrived by bus with placards and the press, to march across the border to highlight a 'right to roam'.

**078/23 GREтна GREEN BATTERY ENERGY STORAGE SYSTEM**

**RESOLVED** to note that Gresham House Devco Pipeline Ltd was preparing proposals for a Battery Energy Storage System (BESS) site on land south of Gretna 400KV substation, Gretna Green, DG16 5HR. The BESS would have a storage capacity of up to 456MW.

A public consultation event would take place at the Solway Lodge Hotel, Gretna on December 5<sup>th</sup> from 2-7pm for local residents to learn more about the project, view plans and speak to team members.

**079/23 USE OF PERSONAL EMAILS**

**RESOLVED** to defer the item as there were issues with the website.

**080/23 BIODIVERSITY POLICY**

**RESOLVED** to agree the draft policy submitted by the Clerk.

**081/23 CALC**

**RESOLVED** to note that all CALC emails had been circulated to members and that the following required a formal decision:-

**081/23.1 GOVT. CONSULTATION ON VERY HARD TO REACH BROADBAND AREAS –**

**RESOLVED** that Councillor Bundred would draft a response.

**ACTION:** WB

**082/23 CORRESPONDENCE RECEIVED BY THE CLERK –**

**RESOLVED** to note that all correspondence had been circulated to members and that none required a formal decision.

**RESOLVED** to note that the Clerk would attend the Community Panel network event on 23<sup>rd</sup> November.

**083/23 AGENDA ITEMS FOR NEXT MEETING**

- Precept 2024/25

**RESOLVED** to note that any further items for consideration should be submitted to the Clerk on or before 1st January 2024.

**084/23 DATE OF NEXT MEETING**

Monday 8th November 2024, Moat Village Hall, 7.30pm.

Signed (Chairman).....

Date.....

**085/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To consider resolving, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, (contract terms) it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

**086/23 GRASS CUTTING 2024**

Members gave consideration to the quotes received for the 2024 grass cutting contract.

**RESOLVED** to accept the quote from W & E Carruthers in the sum of 1,800.00.

**ACTION:** Clerk

Meeting closed 9.15pm

DRAFT

Signed (Chairman).....

Date.....



# KIRKANDREWS ON ESK PARISH COUNCIL

## BANK RECONCILIATION AT 31st DECEMBER 2023

### Barclays Community Account - 40548464

Balance b/f at 30/10/23	23,226.78		
Income	0.00	Expenditure	1,973.52
		Balance c/f	21,253.26
	<u>23,226.78</u>		<u>23,226.78</u>

### Bank Reconciliation

Balance per statement @31.12.23 21,253.26

### Less o/s cheques

	0.00
	<u>21,253.26</u>

### Income

Date

£

### Expenditure

Date

Detail

£

	13.11.23	A Riddell	835.52
	13.11.23	CALC	5.00
	13.11.23	W&E Carruthers	1110.00
	13.11.23	Royal British Legion	23.00
	<u>0.00</u>		<u>1,973.52</u>

### Barclays Business Saver Account - 40548472 -

Balance b/f at 30/10/23	795.87		
		Expenditure	0.00
Interest rec'd 4.12.23	2.77	Balance c/f	798.64
	<u>798.64</u>		<u>798.64</u>

### BANK BALANCES

B/F

C/F

Community Account - 40548464	23,226.78	21,253.26
Business Saver Account - 40548472	795.87	798.64
<u>£ 24,022.65</u>	<u>£ 22,051.90</u>	

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.

## **BUDGET/PRECEPT REPORT 2024-25**

The purpose of agenda item 8.3 is to seek approval to set the 2024/2025 Precept, in accordance with the information set out by the Responsible Financial Officer (Clerk).

Background Information - Kirkandrews on Esk Parish Council agrees a budget annually for the next financial year and submits a precept request to Cumberland Council. In accordance with section 25 of the Local Government Act 2003, the budget provides members with information concerning the budget and adequacy of balances and reserves, to meet the financial requirements of the next financial year. The 2024/25 budget was agreed at the meeting held on 13<sup>th</sup> November 2023. Kirkandrews on Esk Parish Council is required to set its Precept in accordance with statutory requirements.

The precept is the total amount that is to be raised via a householder's council tax bill. For those living in Kirkandrews on Esk parish, a council tax bill comprises of funding for the police, Cumberland Council and the Parish Council. The implications of setting the Councils' Precept for 2024/25 and the impact it will have on the Council's proportion of the Council Tax Bill are given later in the report.

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves should be agreed with the Annual Budget. JPAG (March 2023 edition) advises:-

The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept/Levy less any loan repayment and/or amounts included in Precept/Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority, the nearer to 3 months.

The reserve balance needs to be taken into consideration when setting the precept.

Projected allocated reserves at 31.3.2024 total £12,280.01, excluding any Beckburn Community Pot balance. Earmarked reserves of £6k to include £4k for play area improvements and £2k for election costs have been agreed. General reserves total £6,280.01 which is approximately 7 months of NRE per the 2024-25 proposed budget, within the JPAG guidelines mentioned above.

2024-25 – A Draft Budget Report was prepared in order to justify and support the proposed budget for the year. The budget process incorporated a budget review by the Responsible Financial Officer (Clerk), with all budgets having been prudently set to take into consideration spending pressures, such as officer pay awards, election costs, inflation and unavoidable growth. Balancing the budget required looking for savings where possible and ensuring the services provided by the Council were as cost effective as possible to meet the requirements of the next financial year. This Report was then reviewed by members, minor amendments made, and the budget formally agreed at the previous meeting in November. The budget was set in accordance with statutory requirements as set out in sections 39 to 51 of the Local Government Finance Act 1992 and the Accounting and Audit Regulations.

As well as being developed on the principle of maintaining existing service levels whilst keeping the required increase in Council Tax to a minimum. The setting of the budget also took into account any likely changes in costs and income associated with the running of Kirkandrews on Esk Parish Council.

Reserves. The current level of general reserves is sufficient at 7 months of annual net expenditure which will provide adequate resources to protect against any unforeseen spending pressures, possible future funding cuts and to support the future year's spending and any capital investment requirements.

The budget estimates the resources required to fund the services Kirkandrews on Esk Parish Council provides and to also meet community and local taxpayer needs and priorities. The agreed budget proposals will be published on the Parish Councils' website once the precept has been agreed.

Budget Calculation – Projected income and expenditure for this financial year (2023/24) was calculated to determine the level of reserves. As the reserves level is sufficient there is no adjustment required when calculating the precept. Projected expenditure for the year 2024/25 was then calculated, this gives the level of precept required. Per the report this is £10,260.44.

Members need to be conscious of the effect that the precept has financially on residents in the parish. The current tax base for Band D equivalents is 157.49 for 2023/24. A more up to date schedule incorporating the latest directions from the Valuation Officer will likely be issued prior to the meeting by Cumberland Council. This means that unless there are changes to the standard discounts and disabled relief between now and the issuing of council tax bills for the year 2024/25, householders in Band D would see a 12.52% increase in their council tax bill if the precept is agreed as per the budget report at £10,260.00. This increase would equate to £7.25 (£0.14 per week) for a Band D property.

Members need to bear in mind that the tax base could alter slightly. This could mean that although the Parish Council may not increase its precept, an alteration in the tax base to a lower figure would see an increase in a householder's council tax bill.