

**DRAFT Minutes of Asby Parish Council Annual Meeting held on
Tuesday 17th May 2010 at 8.00pm**

Present:- Graham Parkin, Mark Brown, Mick Clayton, Emma Greenshaw (clerk), and 9 members of the public

Election of Chairman for Council Year 2011-12

01/11 The Clerk explained that following the elections on May 5th, three Parish Councillors had been elected. The outgoing Chair, Gayle Bell had been away, therefore the Clerk asked for nominations from the elected councillors for the role of Chair. Graham Parkin was elected as Chairman, prop. Mark Brown, sec. Mick Clayton. The Chairman's declaration of Acceptance of Office was signed accordingly.

Election of Vice-Chairman for Council Year 2011-12

02/11 Mick Clayton was elected as Vice-Chairman, prop. Graham Parkin, sec. Mark Brown.

Apologies for absence

03/11 Cllr Joan Raine

Minutes of Previous Meeting

04/11 Minutes of the Parish Council meeting held on 14th March 2011, circulated prior to the meeting, were approved and signed.

Appoint new Councillors

05/11 Two nominations had been received, from Philip Saul and Gayle Bell. Mark Brown proposed Philip Saul, sec. Mick Clayton, all **agreed** to co-opt Philip Saul.

06/11 Graham Parkin proposed Gayle Bell, sec. Mark Brown; all **agreed** to co-opt Gayle Bell.

Action: Clerk to arrange signing of Declarations of Acceptance of Office and Registers of Interests

Declarations of Interest

07/11 Item 13 (minute ref 21/11), Graham Parkin declared an interest in planning application 11/0220 as he owns the adjoining property.

08/11 Item 15 (minute ref 26/11), Gayle Bell and Graham Parkin declared an interest in this item as active coordinators of the Our Green Space project.

09/11 Item 13 (minute ref 21/11), Mick Clayton declared an interest in planning application 11/0267 as he is related to the applicant.

Public participation

10/11 The Parish Council was asked if there was any further information on the issues discussed at the Annual Meeting regarding the proposed housing sites. Graham Parkin explained that the sites had simply been put forward (Church View by PFK on behalf of a private owner, and behind Croft House by a member of Eden District Councils planning team) for housing and a decision whether or not to build on them had definitely not been made. The draft Housing Strategy would be published by Eden District Council in the summer and consulted upon, allowing the opportunity to support the sites, object or propose other sites.

Annual Subscriptions

11/11 It was **agreed** to continue subscription to CALC (£117) and to subscribe to one copy of the Local Council Review (£15.50). **Action: Clerk to renew subscription**

Finance

12/11 Annual accounts were **approved** as attached.

13/11 Month end accounts were **approved** as attached.

14/11 John Bevan advised that he had not yet completed the Internal Audit and that this had been arranged with the Clerk. The Annual Return accounting statements and annual governance statement were reviewed, completed and **approved** subject to any comments received following the internal audit. (*Post meeting note*: the Internal Auditor was satisfied with the procedures and controls and completed the Annual Return accordingly & signed by J Bevan 24th May 2011).

15/11 The following payments were **approved**:
AON Insurance £308.10

Clerk salary (to 5th April 2011) £115.36 (the Parish Council is registered with PAYE from 6th April)

16/11 Financial Regulations were **approved** without amendment.

Council Assets

17/11 The Asset Register was **approved** without amendment.

18/11 Graham Parkin advised that he had come across a historical document which implied the Village Hall was vested in the Parish Council when it was refurbished some 11 years ago.

Action: GP to check records and minutes to clarify this

Standing Orders

19/11 Standing Orders were **approved** without amendment.

Planning

20/11 Minutes of the Parish Council planning meeting held on 11th April 2011 were **approved** and signed.

21/11 The following planning applications were considered:

11/0267 Fell one ash and one sycamore tree to improve satellite signals in Conservation Area; field opposite Ghyll View; PDP Associates. The Council **agreed to object** - it was against felling trees in principle, however would be happy to agree to pruning or pollarding of the trees. If felling is unavoidable the Council wished to see replacement trees planted.

11/0220 Extension to rear of dwelling; 7 Riverside View, Great Asby; Mr & Mrs Denby. The Council **agreed** it had no comments on support of or objection to this application.

Action: Clerk to submit responses

22/11 The following Planning Decisions were noted:

GRANTED 11/0117 Proposed general purpose lean to, Barn Ends, Great Asby; Mr & Mrs Alderson
REFUSED 11/0007 Proposed dormer window to front; Wildthorp Cottage, Little Asby; Ms Foster

Heart of Eden Community Plan

23/11 Gayle Bell had advised at the Annual Parish meeting that she would be standing down as representative and Director of Heart of Eden Development Trust. Piers Palmer had kindly volunteered and was prop. Gayle Bell, sec. Graham Parkin and all **agreed** that he should do so.

24/11 It was **agreed** he should attend Parish Council meetings to give an update on the HoE activities and any decisions, or send a report to the Clerk in advance of the meetings. **Action: GB to advise Piers**

25/11 This year would be the final financial contribution to the HoE and the Council **agreed** to review Asby's further involvement and financial contribution when appropriate.

Our Green Space project

26/11 A proposal had been received requesting permission to put up two interpretation panels in the bus shelter. The panels would depict 100 years of Asby history developed through the Our Green Space project. The project would also undertake minor repairs to the bus shelter (slates, downpipe etc). The Council **agreed** to the proposals.

Highways & Flooding

27/11 Phil Saul and Graham Parkin reported the following:

- Drybeck Road – drain from the top end of the layby adjacent to the burial ground, across the road and into the existing drain hopefully to be completed this summer;
- Burial ground layby – broken manhole had been reported on numerous occasions, Phil to mention it to highway steward.
- Front of Almshouses – drain from highway across Well Green; informal enquiries have recently been made regarding green ownership, so it was hoped this work would be carried out soon.

Correspondence

28/11 Correspondence and consultations were circulated and actioned as follows:

Date	Sender	Nature of Correspondence	Notes/ Action required
16/3/11	CALC	Flyer on Cumbria Farm Renewables Feasibility studies	
16/3/11	NALC	Communities in Action conferences 2011	Circulated to PC

17/3/11	Planning Inspectorate	Land adjacent to Chapel Farm, Little Asby, planning appeal decision - dismissed	Circulated to PC
17/3/11	Home Group via CALC	Invite to workshop on Choice based Lettings for social housing	
21/3/11	CALC	Notification of Cumbria in Bloom 2011	
22/3/11	NW Ambulance Service (via CALC)	Invitation to become member of NW Ambulance Service Trust (free of charge)	Agreed no action
29/3/11	Local Govnt Boundary Commission	Consultation inviting parish councils to submit proposals on a new pattern of divisions based on a Council size of 84 members	Agreed no action at this time & comment on second consultation
1/4/11	CALC	Government Code for Publicity for Local Councils 2011	Details on file
14/4/11	EDC	Enquiry regarding planning application Wildthorpe Cottage	Responded
15/4/11	Cumbria NHS Trust	Info on being a member of the Trust, for community circulation	Forwarded to Asby Matters
15/4/11	Lakes to Dales Landscape project	Consultation on amendments to National Parks boundaries; full details at www.lakestodaleslandscapes.org.uk .	Agreed to try and arrange drop in at Asby and a public meeting. Clerk to contact.
19/4/11	Roger Hopcraft, EDC	Follow up from Parish Meeting with info on housing allocation sites	Noted
19/4/11	Jayne Potts, Cumbria Rural Housing Trust	Follow up from Parish Meeting, copies of Housing Needs Survey & offering info on Community land Trusts	Noted
20/4/11	CCC	Consultation on county's library service	Agreed Gayle Bell to coordinate a response including comments from the book club; response by 30th June
21/4/11	Cumbria Playing Fields Assoc	2011-12 Affiliation fees & benefits	
21/4/11	EDC Democratic Services	Copies of new declaration of Acceptance of Office & Register of Interest & guidance on completion	Completed
28/4/11	CALC	Bulletin on 'Accessible Cumbria' broadband project	
29/4/11	Penrith & District Red Squirrel Appeal	Request for donation, article in newsletter and putting up grey sighting notices	Agreed no donations & forward to Asby Matters
3 and 5/5/11	Steve Newton, EDC	Follow up meeting with recommendations for dealing with derelict property	Agreed to contact Land Registry (cost around £3 approved) to obtain ownership and send letter to owners by Recorded Delivery.

Date of next meetings

29/11 The next meeting was agreed for Tuesday 5th July. Subsequent meetings for the year will be 6th September, 1st November, 17th January 2011, 6th March. Dates for the Parish Meeting in April 2011 and Annual Parish Council Meeting in May 2012 to be agreed.

There being no further business the meeting closed at 21.35pm

Emma Greenshaw

Clerk

Signed Mr G Parkin _____ Date _____

Annual Accounts Year ending 31st March 2011

Date	Details	Receipt	Payment
	balance brought forward	1,327.19	
16-Apr-10	County Council Grant	1,000.00	
21-Apr-10	Parish Precept 2010-11	6,000.00	
08-May-10	AON Insurance		285.19
08-May-10	Heart of Eden Community Plan		308.00
08-May-10	CALC subscription		115.00
08-May-10	CALC -LCR subscription		13.50
08-May-10	Village Hall hire		91.00
08-May-10	Clerk Salary & expenses		430.98
15-May-10	Asby PCC notice in newsletter		6.00
04-Jun-10	PWLB loan payment		136.07
04-Jun-10	BMM Account interest	0.16	
07-Jul-10	Village Hall Hire		28.00
07-Jul-10	Clerk Salary & expenses		340.82
23-Aug-10	BDO Annual audit fee		88.13
03-Sep-10	BMM Account interest	0.25	
31-Oct-10	Internal auditor fee		50.00
31-Oct-10	Village Hall hire		28.00
31-Oct-10	Clerk Salary & expenses		366.35
03-Nov-10	VAT claim	143.24	
03-Dec-10	BMM Account interest	0.25	
06-Dec-10	PWLB loan payment		136.07
15-Dec-10	Electricity Northwest wayleave	25.41	
02-Feb-11	Burial fee x2 (res. Smithson)	120.00	
04-Mar-11	BMM Account interest	0.25	
07-Mar-11	Village Hall hire		20.00
07-Mar-11	Clerks salary		277.71
	totals	8,616.75	2,720.82
	balance carried forward		5,895.93
	Allocated to burial ground budget		4,000.00
	Available balance		1,895.93

Accounts to 1st May 2011

Date	Details	Receipt	Payment
	balance brought forward	5,895.93	
06-Apr-11	Clerk's salary (invoice 10)		115.36
06-Apr-11	Aon Insurance		308.10
06-Apr-11	CALC subscription		117.00
06-Apr-11	Local Council Review		15.50
19-Apr-11	Precept	7,000.00	
	totals	12,895.93	555.96
	balance carried forward		12,339.97

	Allocated to burial ground budget		7,000.00
	Available balance		5,339.97