**Minutes of the Parish Council Meeting held in Blennerhasset and Baggrow Social Centre on Wednesday 14 September 2016 at 7.30pm**

**1817. Present**

Cllrs. Richardson, Raine, Powley, Mrs. J. Bowe, Ms. Little (Chair)

Also present Cllrs. Mrs. Mounsey (A.B.C.) and A. Bowness (C.C.C.), J. Rae

**1818. Apologies**

None.

**1819. Minutes**

The minutes of the meetings held on 13th July and 17th August, 2016 were accepted as a true record and the Chairman was authorised to sign them.

**1820. Declarations of Interest**

Cllr. Richardson declared an interest in matters relating to Torpenhow Village Hall.

**1821. Dispensation Requests**

The Clerk had not received any requests for dispensation to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

The next item was moved up the agenda.

**1822. Appointment of new Clerk/RFO**

The Chairman reported that interviews had been held on 7th September and Janice Rae had been appointed Clerk/RFO. Mr. Armer was thanked for his 38 years of service.

**1823. Public Voice Slot**

A request had been received from a parishioner in Torpenhow whether the parish council would consider allocating monies towards a Christmas tree in Torpenhow. Members noted that £300 had been allocated in the past to Blennerhasset towards lights for the tree. It was agreed that a similar amount should be granted to Torpenhow. Cllr. Powley agreed to oversee the installation of the tree.

A report had been received from a parishioner in Torpenhow that the surface of the drive way leading to the church is breaking up. It was agreed that Members would inspect the layby and include this item on the agenda for further consideration at the next meeting.

**1824. Items in Action**

i) Leaking Map Boards – The replacement of the maps is ongoing. The boards at Kirkland and Whitrigg are being repaired. The Clerk was requested to check on progress with the contractor. Cllr Richardson agreed to pass the invoice for the repairs to the Clerk once the work had been completed.

ii) Blennerhasset War Memorial Cllr. Mrs. Bowe reported that the work to the War Memorial and the Village Seats had been completed. An invoice from Mark Pearson in the sum of £80.00 will be submitted for payment.

iii) Flood Damage Grant The Clerk was asked to request an up-date from Peter Turner on the progress of the application for a Flood Damage Grant.

iv) Playing Field, Registered Ownership. The title documents for the playing field had been requested from the Land Registry. The title confirmed that the land was held in trust by Peter Holden Turner and John Bowe on behalf of the parish council. The Chairman proposed that the title should be in the name of the parish council and agreed to make enquiries from a solicitor as to the costs involved in transferring the title.

v) Defibrillators Torpenhow Village Hall are in agreement in principle to the installation of a defibrillator at the hall subject to the arrangements regarding electricity supply and costs being clarified. The Clerk was requested to contact Bothel First Responders to enquire as to the costs of purchasing and installing a defibrillator.

vi) Co-option The Clerk reported that no applications had been received.

vii) Cornerways, Torpenhow – The Clerk reported that a letter had been sent to Miss Deasy and to the occupier of Corner House. No replies had been received to-date.

viii) Branches Overhanging Footways – The Clerk reported that this matter had been reported to the Highways Hotline. No action had been taken to-date.

ix) Seat at West End, Torpenhow – This item as included as an agenda item.

x) Bus Shelters This item was included as an agenda item.

xi) Clerk’s resignation – This item was included as an agenda item.

xii) Tree Trimming – This item is ongoing. No action had been taken to-date.

xiii) Broadband – A response had been received to the parish council’s letter to Sue Hayman MP regarding broadband in the parish. The response included an invitation to attend a meeting on 5th October to discuss the issues. The Chairman and Cllr Raine advised they may be able to attend.

xiv) Blennerhasset Village Hall – This matter is ongoing

xv) Village Signs Post Replacement- Paul Mitchell had been contacted regarding the installation of the posts - Min ref 1751 (ii)

**1825. Annual Return of Audit**

The Clerk reported that the annual return had been returned by the external auditors BDO. There was one issue arising from the external audit that required a separate issues report. This related to a rounding error of £1. This was noted by members. The annual return was approved and the external auditor’s comments accepted. The notice of conclusion of audit together with the external auditor’s report will be published on the parish notice boards and on the website.

**1826. Project Groups**

Aspatria Rural Partnership

Cllr. Ms. Little reported that she had not attended the last meeting of ARP but it was her intention to attend the AGM on 22nd September.

**1827. Painting of Bus Shelters**

Three quotations had been received and were considered at the meeting held on 17th August. It had been agreed to accept the tender submitted by Brian Armstrong in the sum of £600 and to subsequently instruct the contractor to carry out the work.

**1828. Review of Insurance**

Renewal documentation had been received from the parish council’s insurers A-on in the sum of £164.25. A review of the policy was undertaken with regard to the risks and adequacy of the policy. Members considered whether all the council’s assets should be covered on the policy and whether the cover should include property damage. It was agreed that the policy be renewed on the current terms and a quotation requested to include the additional cover. It was also agreed that alternative quotations be obtained next year prior to renewal date to be considered at the meeting in July.

**1829. Damaged Seat at West End, Torpenhow**

Enquiries of the parish council’s insurers had confirmed that the seat was not covered by the current policy. Cllr Richardson reported that the approximate cost to replace the damaged seat was in the region of £300. It was agreed that the seat at West End, Torpenhow be replaced and arrangements made for the disposal of the damaged seat.

**1830. Blennerhasset Riverside**

A site visit had been held at the riverside prior to the meeting. The following actions were agreed:

(a) The Clerk to check the current arrangements with the grass cutter for grass cutting/strimming of this area;

(b) Cllr Powley to arrange for a tree surgeon to inspect the trees and advise on any necessary works required;

(c) The Clerk to check on progress of the flood grant application.

**1831. Highways Maintenance**

Cllr Raine reported that defects had been marked up for patching repairs to be carried out prior to surface dressing. Although this was welcome news it was agreed that a site visit with County Highways would be beneficial to discuss additional repairs that are required on the Torpenhow to Bothel road. It was also reported that repairs to the Whitrigg road had still not been carried out. The Clerk was requested to write to County Highways to request a site meeting.

Other matters reported included flooding at Low Wood Nook.

**1832. Finances**

The Parish Council’s account stands at £16,780.48.

The following payments were approved:

BDO – External Audit £ 120.00

Cumbrian Newspapers - Vacancy Advertisement £ 191.96

Torpenhow Village Hall – Room Hire 13.7.16,17.8.16 and 7.9.16 £ 33.00

Baggrow & Blennerhasset Cricket Club – Grass Cutting 2016 £1250.00

A-on Insurance – Annual Insurance Premium £ 164.25

Clerk’s half yearly salary (net) £ 646.65

HMRC – PAYE £ 161.66

CALC – Good Employer Guide £ 2.50

Milestone Society – Donation £ 60.00

**1833. Donation to Milestones Restoration Company**

Correspondence had been received from Milestones Restoration Company requesting that the parish council consider making a financial donation towards the restoration of the milestone at Overgates. RESOLVED that the suggested donation of £60.00 be granted.

**1834. Planning**

i) Applications received: None

ii) Decisions:

2/2016/0936 – 2 High Mains, Torpenhow

Upper floor rear extension to create additional bedroom and front porch

FULL PLANS APPROVED

**1835. Training Requirements**

The training requirements for the Chair and Councillors were considered. A New Chairman’s course will be held on 14th November and a Good Councillor course on 7th November both courses will be held at Cockermouth Town Hall at a cost of £35.00 per person. The Chairman expressed an interest in attending the New Chairman’s course. This was supported.

**1836. Correspondence**

A file of correspondence had been circulated to members. Additional correspondence received included a letter regarding Neighbourhood Planning Bills.

**1837. Next Meeting**

The next meeting of the Parish Council will be held on Wednesday 9th November 2016 at 7.30 p.m. in Torpenhow Village Hall.

The meeting closed at 9.05 pm

Signed……………………………….

Chairman

Date………………………………….