

HOLME LOW PARISH COUNCIL

Parish Clerk: Wendy Jameson FMAAT,

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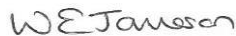
Web: www.holmelow-pc.org.uk

2 April 2024

Councillors: You are summoned to attend the annual meeting of Holme Low Parish Council which is to be held on Tuesday 9th April 2024 in Silloth Community Hall, Petteril Street, Silloth at approx. 7.30pm, straight after the Annual Parish Meeting. Please let me know if you are unable to attend.

Members of the Public: Members of the public are welcome to attend the meeting from 7.30pm. Informal public participation will be held at approx. 7:45 pm. Members of the public wishing to address the Council during the public participation section must send their request to the Parish Clerk prior to the meeting.

Yours sincerely



Town Clerk

Agenda

- 1. To elect a Chairman of the Council.**
- 2.** To receive the Chairman's Declaration of Acceptance of Office or if not then received, to decide when it shall be received.
- 3. To elect a Deputy Chairman of the Council.**
- 4. Apologies**
NB Cllrs. must provide a reason for not being able to attend a meeting which is recorded in the minutes.
- 5. Co-option**
To consider applications received for the vacancy on the Parish Council.
- 6. Declaration of Interest**
Members are invited at this stage to declare any personal interests they have relating to any item on the Agenda and having done so, to consider whether they also have a prejudicial interest in that item. NB Advice on this can be sought from the Parish Clerk. Members are requested to seek advice, wherever possible, before the meeting starts.
- 7. Minutes**
To approve the minutes of the meeting held on 9 January 2024 as a true record.
- 8. Matters Arising**
To consider any matters arising from the minutes of the last meeting.
- 9. To appoint representatives to outside bodies.**

10. Banking arrangements

To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.

11. Asset Register

To note the Asset Register dated 31 March 2024.

12. Annual review of risk assessments

13. Insurance

Confirmation of arrangements for insurance cover in respect of all insured risks.

14. Accounts for the year ended 31 March 2024

To approve the Accounts for the Year Ended 31 March 2024

15. Annual Governance and Accountability Return 2023/24

- a) To receive and note the Annual Internal Audit Report
- b) To approve the Annual Governance Statement (Section 1)
- c) To approve the Accounting Statements (Section 2)
- d) Chairman and Clerk to sign the Annual Governance Statement and Accounting Statements

16. Appointment of Internal Auditor

- a) To appoint an Internal Auditor for the year.
- b) To consider the effectiveness of the Internal Audit.

17. Budget - Details for Financial Year 2023/2024

To note the agreed Budget for the year.

18. Annual Subscriptions

To consider the payment of annual subscriptions

- a) CALC Annual Subscription 2024.

19. Calendar of Meetings

To agree the dates of the Full Council meetings for the next 12 months.

- Tues 9 July 2024 at 7.30pm
- Tues 8 October 2024 at 7.30pm
- Tues 14 January 2025 at 7.30pm
- Tues 8 April 2025 at 7.30pm

20. Exclusion of Press and Public

To consider whether the press and public should be excluded from the Meeting during consideration of any item of business on the Agenda.

21. Public Participation

Members of the public are invited to speak for a maximum of 3 minutes each. The maximum total time for public participation will be 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

22. Requests for financial assistance

To consider any requests for financial assistance.

23. Payment of Accounts

To authorize the payment of Accounts

24. Correspondence

To note items of correspondence received since the last meeting and determine any action needed in response to items marked “Action”.

Publications & magazines etc

- a) CALC - January 2024 - July 2024 Training Programme.
- b) Connecting Cumbria Newsletter – January 2024.
- c) Clerks & Councils Direct – January 2024.
- d) Police, Fire & Crime Commissioner Cumbria – Winter Newsletter 2024.
- e) Cumberland Council - 19.02.24 Partnership Information, LGR and Coronavirus.
- f) Connecting Cumbria Newsletter – February 2024.
- g) Cumbria Local Nature Recovery Strategy Newsletter – Spring 2024.
- h) Cumberland Council – Spring Environment & Climate Newsletter.
- i) CALC News – January & February 2024.

Information

- j) CALC – re: Appointment of a Treasurer / Director for the CALC Board.
- k) Cumberland Council – Enq Ref: EI/182821 – Deep pothole at the edge of Wigton Road leading out of Silloth. Highways Team have attended the location and repaired the pothole.
- l) Cumberland Council – Enq Ref: EI/182822 - Two potholes and a crack in the concrete at the entrance to the Lido Village. Land in question is not maintained by Cumberland Council and is the responsibility of a private owner and we would need to contact them directly.
- m) Cumberland Council – Enq Ref: EI/182823 - Sharp bend sign at Barracks Bridge has been damaged and needs to be replaced – Assigned to Highways Team.
- n) Cumberland Council – Re: Longwood - COM/2023/0081. Owner has been advised on the requirements of the approved planning permission and advised upon any future change of use, which would be the subject to the usual consultation process and decided upon its individual planning merits.
- o) Cumberland Council - Draft 2024/25 Council Tax Base for Silloth is 137.20.
- p) CALC - Procurement Threshold Changes from 1 January 2024.
- q) CALC - 2024/2025 S137 limits.
- r) Cumberland Council – Poster regarding the Family Wellbeing Consultation on the future of family services in Cumberland.
- s) Cumberland Council – The Council is looking for non-elected members (‘co-optees’) to join their local Community Panels. Panels liaise with the community to set local priorities and direct funding and investment to where it is needed.
- t) Cumberland Council – Enq Ref: EI/189610 – Re: Damage to sides of the road at the bottom of Kingside Hill caused by wagons. Assigned to Highways Team.
- u) 2024 BBC Radio Cumbria Make a Difference Awards - Nominations will close at 11pm on Sun 10 March 2024.
- v) Cumbria Fire and Rescue Service (CFRS) is currently consulting on its Community Risk Management Plan (CRMP). Closing date for consultation responses is the 23rd March.
- w) NALC Legal Update – February 2024.
- x) Cumbria Local Nature Partnership update.
- y) Cumberland Council - Information regarding Cumberland’s Holiday Activity and Food Programme.
- z) Cumberland Council – Enq Refs: EI/169542, EI/127472, EI/162101, EI/151090 - Re: Damage to sides of road at the bottom of Kingside Hill caused by wagons. Issue has been added to a large-scale patching works programme scheduled to be carried out within the 2024/25 financial year. It will continue to be routinely inspected and if it meets the investigatory level in the future it will be reassessed and action taken if necessary.
- aa) Cumberland Council – Enq Ref: EI/196941 – Re; Gully alongside the road at bottom of Kingside Hill getting filled up with soil and narrow width of the side of the road, with wagons being dragged in – Assigned to a Highways Team.
- bb) Moore UK – Official notifications to submit the AGAR return for 2023/24.

Action

None

25. Planning Applications

Planning permission has been granted for the following:

Ref No: HOU/2023/0059 **Applicant:** W. Collins **Proposal:** Demolition of existing garage and erection of new garage **Location:** Sunnyhurst, Barracks Bridge Area Of Silloth, Barracks Bridge, Silloth, CA7 4NR

26. Reports from Representatives on Outside Bodies

27. Cumberland Council Report

28. Using .gov.uk domains for websites and emails

The Joint Panel on Accountability and Governance Practitioners' Guide March 2024 has recently been updated. It now strongly encourages local (parish and town) councils to use gov.uk domains for websites and emails. Recommendation: That each councillor has their own .gov.uk email address rather than using personal email addresses which will be both more professional and help with compliance with the General Data Protection Regulations.

29. To receive and consider reports from Councillors

30. Chairman's Announcements

31. Date of next Parish Council meeting

Tues 9th July 2024 at 7.30pm in Silloth Community Hall.