

ROCKCLIFFE PARISH COUNCIL

Chairman: Cllr. J Harper

Clerk: Andrea McCallum, 34 Aglionby Street, Durdar, Carlisle, CA1 1JP

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8th May 2017

The **Annual General Meeting** will take place on Monday 15th May 2017, following the **Annual Parish Meeting** at 7:00 p.m. This is a public meeting and all are welcome to attend.

Yours sincerely,

Andrea McCallum

Clerk to the Parish Council

A G E N D A

1. Election of Chairman for year 2017/18

The successful nominee will sign the Declaration of Acceptance of Office form.

2. Election of Vice-chairman for year 2017/18

3. Apologies for absence

4. Declarations of Interest & Requests for Dispensations

Members to be invited to declare any interest in any item on this Agenda.

5. Minutes of Meetings

To receive and agree the minutes of the meetings held on the 20th March 2017.

6. Public Participation

Members of the public are invited to address the meeting in relation to matters on the agenda.

7. Administration & Governance

7.1 Consultations Received

None received.

7.2 Meetings Attended

- *Northern Resource Park Liaison Meeting 19th April 2017* – no-one available to attend;
- *Local Government Boundary Commission Review Meeting held 10th April 2017* – Clerk attended and to report.

7.3 Appointment of Representatives 2017/18

To agree the appointment of Parish Council representatives to the following bodies:-

- *Beckburn Wind Farm Advisory Panel* – Cllr J Twentyman, Cllr R Park (reserve)
- *Northern Resource Park Liaison Group* – Cllr J Harper, Cllr J Twentyman (reserve)
- *Rockcliffe Community Liaison Committee* – J Harper, Cllr J Twentyman (reserve)
- *Cumbria Waste Management Grants Committee* – Cllr J Harper

8. Clerks Report - [attached](#)

9. Correspondence

- *Connecting Cumbria Digital Inclusion Programme Event* – request for help to organise an event in Rockcliffe.

10. Financial Matters

10.1 Approve Payments

A McCallum - Salary for April/May £306.50 (D/D)
A McCallum - re-imburements for March/April of £59.27
A McCallum – additional hours worked payment - £286.28
CALC - Annual Subscription 2017/18 - £218.28
Zurich Municipal - Insurance 2017/18 - £251.85
J Airey – Internal audit fee 2016/17 - £35.80
Envirocare Maintenance Solutions Ltd – grass cutting April 2017 - £78.00
D Malley – payroll administration 2017/18 - £63.50

10.2 Financial Statement

Opening balance 1st April 2017	4,310.72
Income to 30th April 2017	4,850.00
Expenditure to 30th April 2017	<u>153.25</u>
Bank reconciliation at 30th April 2017	<u>9,007.47</u>

10.3 Income Received

Precept payment of £4,800, Carlisle City Council grant for finger post repair of £50 and VAT repayment of £78.59 has been received.

10.4 Accounts to the year ended 31st March 2017

To approve:-

- Accounts 2016/17;
- Budget Summary 2016/17;
- Report of the Internal Auditor 2016/17.

10.5 Audit Commission Annual Return 2017 - to approve the statement of assurance and authorise the Chairman to sign the annual return for y/e 31st March 2017.

10.6 Pension Scheme for Clerk

To advise on the legal duty for the council to provide a pensions scheme on behalf of the Clerk and to decide if it wishes to make an employer contribution. See Cumbria Association of Local Councils guidance sheets.

10.7 Clerk's Working Hours

To conduct a review of the Clerk's working hours, due to additional duties undertaken.

11. Village Matters

11.1 Beck Burn Wind Farm Community Fund

To consider the formation of a working group to decide how funds are to be distributed, e.g. advertising, procedures, timescale, etc.

11.2 Riverside Housing Pensioners Bungalows, Blencarn Park

To consider approaching Riverside Housing to express concerns on its apparent policy to disperse of pensioners bungalows on Blencarn Park.

11.3 Dog Fouling – Crindledyke Estate/Harker Road Ends area

To report on a letter of complaint from a resident on the level of dog fouling in the area.

12. Councillor Matters

Opportunity for Cllrs to raise issues of concern or matters raised by residents in the ward.

13. Planning Matters

11.1 To Consider New Applications:-

1/17/9008 North West Recycling – Section 71 variation of conditions 17, 18 & 20 of planning permission reference 1/09/9002 Unit A Rockcliffe Estate, Kingmoor Park, Carlisle;

17/0297 Station House, Low Harker – erection of single storey extension to west elevation to provide sun lounge and study;

17/0290 Land adjacent to Waverley, Station Road, Harker – variation of Conditions 2 (approved documents) of previously approved permission 16/0315 (vehicular access relocated to facilitate revised drainage details).

The following applications have been agreed or commented on by the Clerk under Delegated Powers and after consultation with members by e-mail, in view of the time constraints for submission of observations:-

1/17/9006 Hespian Wood Resource Park & Landfill site – extension to existing materials recovery facility. 'Objection' submitted 14th April 2017, due to the increase in HGV movements and effect on highway infrastructure; detrimental to residential amenity and increase in litter levels.

1/17/9001 Hespian Wood Resource Park & Landfill site – amendment of Condition No. 1 to extend the life of the permission from 31st October 2020 to 31st October 2039; Condition No. 41 amend the plans to undertake the deposit of waste in different phases and to different pre-settlement contours from 44m AOD to 45m AOD. 'No comments' submitted.

11.2 Permission Notices Received:-

17/0109 Oak View, Todhills – demolition of existing cottage and erection of replacement bungalow with detached garage;

17/0120 Beckfoot, School Lane, Rockcliffe – variation of Condition 2 (approved documents) of previously approved planning permission 12/0207 to change the fenestration to the west elevation and modifications to the plans;

17/0200 Ghyllwood, Low Harker, Harker – single storey extension to provide 2 No. bedrooms and shower room.

14. Date of Next Meeting

Scheduled to be held on Monday 17th July 2017.