

# SEBERGHAM PARISH COUNCIL

Clerk: Veronica Stockdale, Holly House, Sebergham, Carlisle, CA5 7HS. Tel: 016974 76035. Email:clerk@seberghamwelton.org.uk

**Council Members:** Alan Rule (Chair), Peter Pearson (Vice Chair), Andrew Bell, Ken Graham, Maria Chesters-Bouma, Michael Stockdale, Christine Tinnion.

You are summoned to attend the **Annual Meeting** of Sebergham Parish Council on  
**Wednesday 25 May 2016**

7.30pm in Welton Village Hall. Councillors who are unable to attend must inform the clerk prior to the meeting giving their reason for non attendance.

Signed

V. Stockdale,

Clerk to Sebergham Parish Council

Members of the public are welcome to attend

## Agenda

### Procedural Items

**2016/5/1 Apologies** Clerk to report on any apologies for absence

#### **2016/5/2 Appointment of Chairman**

The current Chairman will invite nominations for Chairman. Following election, the Chairman will sign the Declaration of Office

#### **2016/5/3 Appointment of Vice Chairman**

The Chairman will invite nominations for Vice Chairman. Following election, the Vice Chairman will sign the Declaration of Office

#### **2016/5/4 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.

#### **2016/5/5 Declarations of Interest**

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

#### **2016/5/6 Minutes 23 March 2016**

Councillors are requested to authorise the Chairman to sign these minutes as a true record.

#### **2016/5/7 Public Participation**

The chairman will adjourn the meeting to allow members of the public an opportunity to ask questions or raise matters of interest.

Councillor Fairbairn will be invited to give an update on issues affecting the parish

The Chairman will then reconvene the meeting.

#### **2016/5/8 Broadband**

Chairman will report on recent developments regarding Broadband provision in the parish, and invite councillors to consider any further action that may be necessary.

#### **2016/5/9 Update on Highways issues**

### **2016/5/10 Planning Applications**

- **2/2016/0247** David Kerry. Proposed extension to dwelling. Kilngate Cottage, Warnell, Welton.
- **2/2016/0266** Mr Peter Turnbull. Change of use of land to allow up to five timber camping pods. Fell Hill, Welton.
- **2/2016/0087** Mark Todhunter. Conversion of stone barn to form dwelling. Barn to west of Denton Side. Responded 1/4/16 **No objections.**

### **2016/5/11 Planning Decisions**

- **2/2016/0139** Mr and Mrs Petty. Demolition of existing conservatory and erection of new single storey sun room. The Old Barn, Welton. **Approved 1/4/2016.**

### **2016/5/12 Consultation from H&H Land and Property on Woodland Creation, Parkhead, Welton.**

Councillors to give this consideration and resolve on a response.

### **Governance**

#### **2016/5/13 Policy documents**

A resolution of the council is requested to adopt the following governance documents. Councillors have copies of these documents and there will be the opportunity to view the documents prior to meeting.

- Standing Orders
- Financial Regulations
- Internal Audit Procedure
- Code of Conduct
- Assets Register
- Complaints procedure
- Grievance Procedure
- Equal Opportunities Policy
- Grants/Donations Policy
- Training Policy
- Publication Scheme
- Recruitment Policy
- Safety Policy
- Risk Assessment
- Procedure for Cooption
- Planning Group Terms of Reference
- Parish Council Representatives

#### **2016/5/14 Annual Subscriptions**

Councillors are asked to consider renewal of the following annual subscriptions

- a.Cumbria Association of Local Councils £130
- b.Information Commissioners Office £35

#### **2016/5/15 Annual Payments**

Councillors are asked to consider the use of the following organisations requiring annual payments

- a. BDO, External Auditors (no set costs)
- b.Internal Auditor. John Christopher Leece £35
- c.Insurance. Quote with AON £225.08 including Insurance premium tax.
- d.Payment of Clerks wages by monthly standing Order
- e.Payment to Dodd & Co for PAYE and Payroll management.

**2016/5/16 Meeting dates**

Councillors are asked to resolve on the proposed meeting dates.

It is proposed to have meetings on the fourth Wednesday in alternate months from July.

**2016**

27 July

28 September

23 November

**2017**

25 January

22 March (also Parish Meeting)

24 May Annual Meeting

26 July

27 September

22 November

**Business****2016/5/17 Donations**

Councillors to give consideration for donations. The budgeted amount is £500.

**Accounts****2016/5/18 End Year Accounts and Budget**

Councillors are asked to resolve that the circulated accounts and budget are signed as an accurate record

**2016/5/19 Annual Return**

Councillors are asked to authorise the Chairman to sign the Annual Return of accounts.

**2016/5/20 Authorisation is required for the following payments**

a.CALC Annual Subscription £130

b.Insurance AON, £225.08

c.Clerks annual use of office and equipment, £80

**Proposed Date of next Meeting: 26 July 2016 7.30pm Welton Village Hall**