

HOLME ABBEY PARISH COUNCIL

To Members of the Council: you are summoned to attend a meeting of Holme Abbey Parish Council (HAPC) on Monday 18 March 2024 in the Community Sports Pavilion at 7.00pm

Members of the Public: you are invited to attend.

AGENDA

Prior to the meeting commencing Councillor F McIntyre to sign the Declaration of Acceptance as Holme Abbey Parish Councillor

- 1. Apologies** - to receive apologies and approve reasons for absence
- 2. Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council’s Code of Conduct, and to note any gifts and hospitality
- 3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)** - to decide whether there are any items of business which require the exclusion of the press and public
- 4. Public participation** – to receive questions from members of the public relating to items on the agenda, in accordance with the Council’s code of conduct and standing orders
- 5. Policies and Procedures** – to consider adopting the following (circulated by email in advance):
Freedom of Information Policy
Complaints Procedure
Data Protection Policy
- 6. External Representation**- to receive reports from Parish Council representatives on outside bodies. (if possible Cllr to provide a written report prior to the meeting to allow distribution).
 - To receive reports from the Cumberland Councillor on any items not on the agenda
- 7. Minutes** – to confirm the Minutes of the meeting held on Tuesday 20 February 2024 (circulated with agenda)
- 8. Finance**
 - a) Bank Reconciliation
 - (i) To receive and note the bank balance to 12 March 2024 (attached)

HSBC Current Account £ 29,445.06 CR* *Forecast balance as bank statement pending at time of published agenda but will be available to view at the meeting*
 - (ii) To acknowledge scrutiny and acceptance of the bank statements and authorise the Chairwoman to sign the Council’s bank statements

- b) Invoices for Payment - to consider invoices totalling £1,133.03 for payment itemised on the payment schedule dated 11.03.24 (attached)
- c) Monthly Reconciliation (March 2024) – to receive and note the reconciliation and balances (available at the meeting)

9. Planning

Details can be viewed on the Planning Authority website (Cumberland.gov.uk) and members of the community can submit their own observations directly

- a. **Planning Applications**- to consider all recent Applications received from Cumberland Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting
- b. **Notices of Decision** - to note any notices of decision received

10. Schedule of Correspondence, Notices and Publications - to receive and note the schedule of correspondence, notices and publications received since the last meeting and not on the agenda (circulated with agenda)

11. Replacement bench and planters/Memorial Garden: Funding application - to consider approaching local Builders Merchants and Suppliers regarding assistance with raw materials

12. Friars Garth & Procast Group – Cllr Horsley to present community complaints regarding the unsatisfactory condition of the green following work carried out by Procast for consideration

13. Speed sign/speeding – to note that the installation is dependent upon Cumberland Highways and further updates will be provided by HAPC as and when they are available

14. RAISE, Cumbria Community Forest – to note that HAPC submitted a scheme of initial ideas for Abbeytown and a representative from RAISE will visit Abbeytown and begin the design process late March/early April 2024.

15. D Day 6 June 2024 – to consider ideas for the community to mark the 80th anniversary & authorise the purchase of two 5' x 3' flags of peace @ £28.80 each for Holm Cultram School and St Mary's Church. St Mary's Church to reimburse HAPC on receipt.

16. Defibrillator – Cllr McIntyre to update on progress with the Football Club to resister the defibrillator located at the Community Sports Pavilion on The Circuit

17. Talk and Tidy – Cllr Horsley to outline plans for an event to involve the community

18. Easter Event Saturday 30 March 2024 – to consider any further requirements for the combined event with St Mary's Church

19. Former Abbeytown Village Hall – to consider submitting an expression of interest to the Government fund which helps community groups buy or renovate assets that would otherwise be lost to the community

<https://www.gov.uk/guidance/community-ownership-fund-round-4-how-to-express-your-interest-in-applying>

20. Play Park – to note the cost of repairs for the existing equipment, by Kompan, as per attached quotation £1019.71 and consider an appropriate reserve to meet future expenditure

21. Councillor Matters – an opportunity for Councillors to raise issues, not on this agenda, on behalf of the residents in their wards. *(NB. No decisions can be taken on these matters but the Clerk may make investigations and/or they may be placed on the agenda of a future Council or Committee meeting.)*

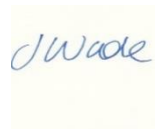
22. Dates of next meetings

The next meetings of the Parish Council will take place on:

Tuesday 16 April (7.00pm)

Tuesday 14 May Annual Meeting & AGM (time tbc)

Agenda items to be submitted to the Clerk by Friday 5 April 2024



12 March 2024

Joanne Cornah Wade, Clerk to the Council

jowade@btinternet.com

Address available upon request

holmeabbey-pc.gov.uk

Holme Abbey Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

11 March 2024 (2023 - 2024)

HAPC 18.03.24

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
138	Audit & Professional Fees	05/02/2024	Clerk to reclaim	Current	DD	Payroll	Dodd & Co	X	16.50		16.50
140	Admin (Stationery, Printer,	20/02/2024		Current		Office supplies	Viking Raja	S	88.77	17.75	106.52
140	Admin (Stationery, Printer,	20/02/2024		Current		Office supplies	Viking Raja	X	37.50		37.50
142	Other/Miscellaneous	23/02/2024	Movie Night licenses	Current		Community events	C Ellery	X	171.00		171.00
143	Communications (Phone,	01/03/2024	18.03.24	Current		Website	Geosphere Ltd (Parish	S	280.00	56.00	336.00
144	Audit & Professional Fees	01/03/2024	18.03.24	Current	DD	Accounting Software	Scribe	S	12.00	2.40	14.40
146	Utilities	03/03/2024	18.03.24	Current	DD	Water	Waterplus	Z	273.13		273.13
139	Other/Miscellaneous	04/03/2024		Current	DD	HSBC Bank Charges	HSBC	X	17.00		17.00
148	Admin (Stationery, Printer,	09/03/2024	Reimbursement	Current		Office supplies	Cummersdale Parish	X	-44.39		-44.39
147	S.137	09/03/2024	18.03.24	Current		Community events	Newton Flags	S	48.00	9.60	57.60
145	Utilities	19/03/2024	18.03.24	Current	DD	Electricity	EON Next	L	140.73	7.04	147.77
Total									1,040.24	92.79	1,133.03

Prepared by: _____
J Cornah Wade, Clerk & RFO

Date: 11.03.24

Approved by: _____
Name and Role

Date: _____

Approved by: _____
Name and Role

Date: _____

Agenda Item 10: Schedule of Correspondence, Notices and Publications

Cumbria Police: January & February 2024 newsletter	12.02.24
Cumbria Association of Local Councils (CALC): Official portraits of HM The King	15.02.24
CALC: D-Day 80 Flag of Peace	22.02.24
Cumbria Fire and Rescue: Community Risk Management Plan consultation	23.02.24
CALC Final Call: Cumberland Council: Community Panel - Want to be involved?	26.02.24
SCRIBE: Councillors' Exclusive: Year-End Financial Mastery Webinar invitation	29.02.24
Cumberland Council, Highways: Confirmation re Welcome to Abbeytown signage order	29.02.24
Cumbria in Bloom Spring Newsletter 2024	05.03.24
CALC: Cumberland's Holiday Activity and Food Programme	06.03.24
CALC: Cumbria Local Nature Recovery Strategy Newsletter	06.03.24

Sales - Quote

Jo Wade
 Holme Abbey Parish Council

Quote No. SQ217624-2
 Contact No. C0002268
 Document Date 11-03-2024
 Expiration Date 10-04-2024
 Sales Support Gail Liddle
 Email gailid@kompan.com
 Office Phone No. 01506 442266

Project Name Abbeytown Play Park

Item No.	Description	Quantity	Unit of Measure	Unit Price	Amount
SC-MISCELLANEOUS	Fence Post Cap	1	Pieces	20.00	20.00
SUR14801-150	KOMPAN Grass Mat 1.5m x 1.0m x 22mm, black c/w 6 pegs & ties	2	Pieces	32.00	64.00
SC-MISCELLANEOUS	Replacement Bolts	6	Pieces	1.56	9.36
SC-MISCELLANEOUS	Cap Base	6	Pieces	2.34	14.04
SC-MISCELLANEOUS	Cap Top	6	Pieces	1.56	9.36
SC-INSTALL	Install Replacement Parts/Grass Mats. Tighten required bolts. Dismantle & Tighten Cableway.	1	Pieces	685.00	685.00
FREIGHT	Equipment Delivery Charge	1	Pieces	48.00	48.00
				Total Excl. VAT	849.76
				20% VAT	169.95
				Total Incl. VAT	1,019.71

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.