

HOLME ABBEY PARISH COUNCIL

To Members of the Council: you are summoned to attend the Annual Meeting of Holme Abbey Parish Council (HAPC) which follows the Annual Parish Meeting with Electors of Holme Abbey Parish Council on Tuesday 14 May 2024 in the Community Sports Pavilion at 6.30pm

Members of the Public: you are invited to attend.

ANNUAL MEETING OF HOLME ABBEY PARISH COUNCIL**AGENDA**

- 1. Election of Chair**
 - a. To elect a Chair of the Council for 2024/25
 - b. To receive the Chair's Declaration of Acceptance of Office
- 2. Appointment of Vice Chair** – to appoint a Vice Chair of the Council for 2024/25
- 3. Apologies** - to receive apologies and approve reasons for absence
- 4. Minutes of the last Holme Abbey Parish Council Meeting** – to authorise the Chair to sign, as a correct record, the minutes of the meeting held on 16 April 2024 (circulated with agenda)
- 5. Declarations of interest/Requests for Dispensations**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests
 - b. To declare any personal interests in items on the agenda and their nature
 - c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - d. To make any requests for dispensation
- 6. 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
- 7. 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
- 8. External Representation** – to receive reports from Parish Council representatives on outside bodies. (if possible representatives 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
- 9. Appointment of Representatives on External Bodies** (circulated separately) – to review representation on or work with external bodies and arrangements for reporting back
- 10. Review of and Adoption of Council Procedures 2024** (circulated separately) – to review and consider the adoption* /re-adoption of the following policies and procedures:
 1. Standing Orders
 2. Financial Regulations (fully revised by the National Association of Local Councils May 2024)
 3. Press and media protocol*
 4. Financial Risk Management & Insurance (including review of asset register)*
 5. Councillor Code of Conduct
 6. Document Retention & Disposal policy/schedule*

- 11. Council Meetings Dates for the Year 2024/25** – to receive and consider the proposed remaining dates for full council meetings for the forthcoming year:
2025 15 April & 13 May (Annual Parish Meeting with Electors & Annual Meeting of the Parish Council)
- 12. Finance**
- a. **Bank Reconciliation**
- (i) To receive and note the monthly (March) reconciliation and bank balance to 12 April 2024 (attached)
HSBC Current Account £ 35,234.10 CR
- (ii) To acknowledge scrutiny and acceptance of the bank statements and authorise the Chair to sign the Council's bank statements
- b. **Invoices for Payment** - to consider invoices totalling £1,679.14 for payment itemised on the payment schedules dated 07.05.24 (attached)
- c. **Receipts** – to acknowledge and receive the following receipts totalling £1,535.52:
- | | | |
|---|--------------------------|-------------|
| 7 | HMRC VAT reclaim | £1,505.52 |
| 8 | Room hire (Bingo) | £20.00 cash |
| 9 | Room hire (Craft & Chat) | £10.00 cash |
- 13. 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 from Cumberland Council
- Reference:** HOU/2024/0040 NOTIFICATION OF GRANTED DECISION **Proposal:** Demolition of existing storage. Single storey side extension to farmhouse to provide family room and rebuild of porch and sheltered area to the rear **Location:** Round Hill, Aldoth, Silloth CA7 4NB
- 14. Replacement bench and planters/Memorial Garden** – requests to local builders merchants and suppliers for assistance with raw materials
Cllrs H Newhouse & Horsley
- 15. Friars Garth**
- a. **Home Group/Procast** – progress of request to Home Group that Procast repair the green to a satisfactory condition
Cllr A McIntyre
- b. **Tree Preservation Order** – report from Cumberland Council's Arboriculturalist
Cllr Horsley
- 16. Former Abbeytown Village Hall** – to consider options that may meet the need for a venue with a larger capacity
- 17. Abbeytown Fun Day, Saturday 13 July 2024** – to continue considering plans and expenditure
Local Government Act 1972 s145 Power to provide entertainment
- a. To consider booking Pet Encounter Cumbria (£120.00) and any further attractions

- b. To note that St John Ambulance are unable to attend and consider alternative options for first aid provision
- c. Clerk to confirm application for a Temporary Event Notice (license) from Cumberland Council

18. The Barracks

- a. Additional waste bin(s): update on request to Cumberland Council to assess further provision
(enforcement.team@cumberland.gov.uk) *Cllr A McIntyre*
- b. Footpath: progress exploring the possibility of creating a new footpath through the corner of a field with permission of the land owner *Cllr A McIntyre*

19. **Donations** (circulated with agenda) – to consider any requests received for financial assistance received since the last meeting

20. **Memorial bench refurbishment (adjacent to the Wheatsheaf)** – progress report *Cllr H Newhouse*

21. **Duck Race** – to consider an example risk assessment (circulated with agenda) before discussing further plans

22. **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.)*

23. **Date of next meeting** – Tuesday 11 June 2024 at 7.00pm in the Community Sports Pavilion

Agenda items to be submitted to the Clerk by Friday 31 May 2024

24. **Wellers Hedleys Correspondence** (confidential item circulated separately) – to consider correspondence received 8 May 2024

JWade

8 May 2024

Joanne Cornah Wade, Clerk to the Council

jowade@btinternet.com

Address available upon request

holmeabbey-pc.gov.uk

PAYMENTS AWAITING AUTHORISATION LIST

| Voucher | Code | Date | Minute | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|---------------------------------|------------|----------|-----------|----------------------|----------------|----------|-----------------|---------------|------------------------|
| 7 | Admin (Stationery, Printer, Pos | 15/04/2024 | 14.05.24 | 101314 | Wayleave bus shelter | Home Group | E | .70 | | 0..70 |
| 10 | Admin (Stationery, Printer, Pos | 14/05/2024 | 14.05.24 | 101315 | Rent | Sea Dyke | X | 4.90 | | 4.90 |
| 11 | Staff Costs | 04/05/2024 | 14.05.24 | 101317 | Clerk May Salary | Holme Abbey PC | X | 237.99 | | 237.99 |
| 12 | Staff Costs | 04/05/2024 | 16.04.24 | 101318 | Clerk overtime | Holme Abbey PC | X | 219.68 | | 219.68 |
| 13 | Reserve 1 Playpark | 04/05/2024 | 14.05.24 | 101316 | Playpark repairs | Kompan | S | 849.76 | 169.95 | 1019.71. |
| 14 | Reserves 2 Community events | 04/05/2024 | 14.05.24 | 101319 | Community events | Pet Encounter | X | 120.00 | | 120.00 |
| 15 | Miscellaneous | 04/05/2024 | 14.05.24 | 101313 | Maintenance | L Hoskin | X | 39.90 | | 39.90 |
| 16 | Staff Expenses | 04/05/24 | 15.05.24 | 101319 | Clerk expenses May | Holme Abbey PC | X | 36.26 | | |
| Total | | | | | | | | 1,509.19 | 169.95 | <u>1,679.14</u> |

JWade

Prepared by: _____
J Cornah Wade/Clerk & RFO

Date: 14.05.24

Approved by: _____
 Name and Role

Date: 14.05.24

Approved by: _____
 Name and Role

Date: 14.05.24

Prepared by: _____
 Name J Cornah Wade (Clerk & RFO)

Date: 14.05.24

Approved by: _____
 Name and Role (Chair)

Date: 14.05.4

| | | | |
|------------------------------|---|------------------|------------------|
| A | Bank Reconciliation at 31/03/2024 | | |
| | Cash in Hand 01/04/2023 | | 46,871.46 |
| | ADD Receipts 01/04/2023 - 31/03/2024 | | 18,241.72 |
| | SUBTRACT Payments 01/04/2023 - 31/03/2024 | | 65,113.18 |
| | Cash in Hand 31/03/2024 (per Cash Book) | | 26,133.99 |
| B | Cash in hand per Bank Statements | | |
| | Petty Cash | 31/03/2024 | 121.00 |
| | Current | 31/03/2024 | 27,715.87 |
| | Savings | 31/12/2023 | 0.00 |
| | Other | 31/12/2023 | 0.00 |
| | | | 27,836.87 |
| | Less unrepresented payments | | 1,702.88 |
| | | | 26,133.99 |
| Plus unrepresented receipts | | | |
| Adjusted Bank Balance | | 26,133.99 | |
| A = B Checks out OK | | | |