

HOLME ABBEY PARISH COUNCIL (HAPC)**Minutes of the Holme Abbey Parish Council meeting
held on Tuesday 11 June 2024 at 7.00pm**

Present: Parish Councillors A McIntyre (Chairwoman), Z Horsley (Vice Chairwoman), M Hocking & H Newhouse

Also present: J Cornah Wade (Clerk)

25/24 Apologies

Received apologies and approved reasons for absence from Parish Councillors A Beverley, F McIntyre & L Hoskin

26/24 Requests for Dispensations, Declarations of interest, gifts and hospitality

No requests for dispensation, no other declarations of interest and no gifts or hospitality received
Cllr A McIntyre declared an interest and did not participate in the vote: 40/24

27/24 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

None

28/24 Public Participation

No members of the public were present

29/24 External Representation

No report received from the Cumberland Councillor

30/24 Minutes of the last Holme Abbey Parish Council Meeting

Resolved to authorise the Chairwoman to sign, as a correct record, the minutes of the Annual Meeting of Holme Abbey Parish Council held on 14 May 2024

31/24 Internal Auditors Report & Limited Assurance

- I. Resolved to receive the Internal Auditors report and acknowledge the recommendations within including invoicing and play park inspections.
Resolved to ensure that future invoices are submitted to Holme Abbey Parish Council and adopt the suggested pro forma to formally record play park inspections to assist with timely repairs and compliance with insurance requirements.
- II. Resolved to submit the Parish Council's AGAR for Limited Assurance review by the external auditor Moore

32/24 Annual Governance and Accountability Return (AGAR) Year Ending 31 March 2024

- i. Resolved that the below responses to the Annual Governance Statements be made for the year ending 31 March 2024

Statement	Response
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Yes
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Yes
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to	Yes

conduct its business or manage its finances	
4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audits Regulations	Yes
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	Yes
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	Yes
7. We took appropriate action on all matters raised in reports from internal and external audit	Yes
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and where appropriate, have included them in the accounting statements	Yes

Resolved that the Chairwoman be authorised to sign Section 1 of the Annual Return for year ending 31 March 2024 on behalf of Holme Abbey Parish Council

- ii. Resolved to approve the Statement of Accounts for year ending 31 March 2024 and the Chairwoman signed Section 2 of the Annual Return for year ending 31 March 2024 on behalf of Holme Abbey Parish Council
- iii. The statement of variances was noted
- iv. The updated Asset Register 2024/25 was noted
- v. Resolved to receive notification of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for accounts year ending 31 March 2024 as being Thursday 13 June to Wednesday 24 July 2024

33/24 Finance

a. Bank Reconciliation

- (i) Resolved to receive and note the monthly reconciliation (May) and bank balance to 12 May 2024

HSBC Current Account £ 32,749.84 CR

- (ii) Resolved to authorise the Chairwoman to sign the Council's bank statements

b. Invoices for Payment

Resolved to authorise the payment of accounts totalling £1280.35 listed on the payment schedule dated 5 June 2024 (NB not £1268.35 as per the agenda to allow inclusion of HMRC refund £12.00 to the clerk's June salary)

Voucher	Date	Description	Supplier / customer	£ Net	£ VAT	£ Total
		Administration:				
17	08.05.24	Accounting software	Scribe	12.00	2.40	14.40
18	14.05.24	Utilities: electricity	EON Next	155.49	7.77	163.26
18	14.05.24	Utilities: electricity	EON Next	29.48	1.47	30.95
20	18.05.24	Utilities: water	Waterplus	16.32	0.00	16.32
		Staff expenses: travel, postage, APM catering & wfh May				
21	18.05.24	Other/miscellaneous: TEN	Clerk	73.99	0.00	73.99
21	18.05.24	license	Clerk	21.00	0.00	21.00
22	18.05.24	Staff expenses: wfh June	Clerk	26.00	0.00	26.00

23	30.06.24	Staff costs: Salary June	Clerk	249.99	0.00	249.99
24	30.06.24	Void				
		Audit & Professional Fees:				
25	20.05.24	Internal Audit	D Johnson	135.00	0.00	135.00
26	14.05.24	Reserves 2: Summer Fete	M Turnbull	100.00	0.00	100.00
27	27.05.24	Reserves 2: Summer Fete	1 st Aid Associates	250.00	0.00	250.00
		Audit & Professional Fees:	Information			
28	28.05.24	ICO License (GDPR)	Commissioner	40.00	0.00	40.00
		Administration:				
29	15.06.24	Accounting software	Scribe	12.00	2.40	14.40
30	03.06.24	Utilities: electricity	EON Next	149.56	7.48	157.04

c. **Receipts**

Resolved to acknowledge and receive the following receipts totalling £65.00:

10	Room hire (Bingo)	£20.00
11	Room hire (Craft & Chat)	£25.00
12	Allotment Rent 2024/25	£15.00
13	Allotment Rent 2024/25	£5.00

d. **Unity Trust Bank**

Resolved to authorise Cllrs Horsley and A McIntyre and the clerk to sign section 4 of the account application form as signatories on behalf of Holme Abbey Parish Council.

34/24 Planning

a. **Planning Applications**

None

b. **Notices of Decision**

None

35/24 Memorial Garden

Cllr H Newhouse reported that MKM Building Supplies agreed to provide the paving slabs at reduced cost of £450.00 and may be able to assist with further materials when the project begins.

Resolved that Cllr H Newhouse request a revised quotation from the contractor, M Sharpe Landscaping Ltd, to account for the above.

36/24 Friars Garth

a. **Home Group/Procast**

Cllr Hocking reported that the green was reseeded and holes filled on 11 June 2024.

b. **Tree Preservation Order**

Cllr Horsley advised that the report from Cumberland Council's Arboriculturalist was still pending and will update when it is available

37/24 Former Abbeytown Village Hall

Resolved to acknowledge that considering expansion of the Community Sports Pavilion would require long term planning and community consultation. Cllr H Newhouse to draft an article for the Solway Buzz to obtain feedback from the community. It was agreed in the interim to focus on meeting ongoing maintenance requirements and creating a reserve to meet any future need to expand.

38/24 Abbeytown Summer Fete, Saturday 13 July 2024

- a. Resolved that Cllr Horsley request Matthew Kerr (the Juggling Gent) to provide a circus workshop and magic display (£300.00).
- b. It was noted that First Aid Associates (Cockermouth) will be in attendance
- c. It was noted that a Temporary Event Notice (license) from Cumberland Council has been applied for

39/24 The Barracks

- a. **Additional waste bin(s)**: Cllr A McIntyre reported that Cumberland Council had assessed the request and determined that there was no need for further bins. Resolved that Cllr A McIntyre continue to pursue the matter.
- b. **Footpath** (possibility of creating a new footpath through the corner of a privately owned field): Resolved that Cllr A McIntyre discuss with the landowner noting that the proposed footpath would become part of the RAISE (Cumbria Community Forest) project for Abbeytown.

40/24 Donations

Resolved to donate £250.00 to Abbeytown Playgroup to assist with summer planting on receipt of a completed grant application form.

41/24 Community Sports Pavilion

- a. Resolved to trial a period of 'leave as you find' to ensure that the facility is ready to use by all visitors. Cllr A McIntyre to liaise with the football club to ensure this takes place moving forwards.
- b. Resolved to authorise the clerk to arrange for DM Hall to proceed with a reinstatement/rebuild cost valuation for insurance purposes at a cost of £495.00 + VAT

42/24 Holme Abbey Parish Council Grass Contract 2024/25

The notification from the current contractor that the service has been suspended mid-season (28 May 2024) was received. Resolved that Cllr A McIntyre contact the contractor before deciding next steps.

43/24 Councillor Matters

Cllr Hocking raised concerns regarding overgrown shrubbery impeding access on the alleyways

44.24 Allotment

Full occupancy of the allotment was noted however concerns were raised regarding the condition of some of the held plots. Resolved that the clerk write to the plot holders concerned requesting that the plots be

45/24 Date of next meeting Tuesday 9 July 2024 at 7.00pm in the Community Sports Pavilion

Items for the next agenda to be submitted to the Clerk by Friday 28 June 2024

Meeting closed 8.34pm

Signed:

Date: 09.07.24

Chairwoman Cllr A McIntyre