

HOLME ABBEY PARISH COUNCIL (HAPC)**DRAFT Minutes of the Holme Abbey Parish Council Annual Meeting with Electors
held on Tuesday 14 May 2024 at 6.30pm**

Present: Chairwoman Cllr A McIntyre, Councillors A Beverley, M Hocking, Z Horsley (Vice Chairwoman), L Hoskin, F McIntyre & H Newhouse
Clerk J Cornah Wade

Also present four residents of the parish

All were welcomed to the Parish meeting by the Chairwoman of the Council

APM/24/01 Apologies for absence

Apologies were received from W Newhouse

APM/24/02 Minutes of the last Holme Abbey Parish Council Annual Meeting with Electors

The minutes of the Holme Abbey Parish Council Annual Meeting with Electors held on 15 May 2023 were approved as a true and accurate record

APM/24/03 Annual Report (attached)

The Annual Report presented by the Chairwoman of the Parish Council was noted

APM/24/04 Open Session

The following concerns were raised by residents of the parish:

1. Abbots Close

- I. Overgrown trees
- II. Lack of signage to identify the close

Cllr A McIntyre to add these issues to ongoing correspondence with Home Group and request that they attend to these matters

2. Wheatsheaf Inn (overgrown trees and hedges)

Cllr A McIntyre to request the owner of the Wheatsheaf to attend to the trees and hedges

3. Loose grate creating disruptive noise

It is expected that this will be rectified during the forthcoming road repair project but if not Cllr A McIntyre will place a request with the highways department to attend to it

4. Knotweed (old railway embankment)

Cllr Horsley to report it to the highways department

5. An update regarding the village information board with map and historical photographs was requested and it was confirmed that HAPC still intended to progress with the project

6. The location of the new speed indicator device was queried and Cllr A McIntyre reported that Cumberland Council decided that it wasn't required on the approach to Abbeystown. However, Cumberland Council are monitoring traffic near the Sports Pavilion and playing field and HAPC will continue to request that they provide traffic calming measures

Meeting closed 7.05pm

Signed:

Date:

Chair

Chairwoman's Annual Report 2023/24

I would like to thank the Parish Councillors, volunteers and local residents of Abbeytown for their continued support over the past twelve months. We have had such a busy year. So much hard work has been put in and we are starting to reap the rewards.

Over the second half of last year the community events the Parish Council put in place were very well received, we still have a lot to learn and be more mindful of but overall, a tremendous success.

Working with Abbeytown Eco Church over the last year has been a great pairing and together we have collaborated on nearly every community event so I would like to thank the Eco Church as well.

We have finally got the village speeding sign up and it is working well to reduce traffic speed, the second defibrillator installed at the Abbey and the new village notice boards are nearing completion.

Any feedback, suggestions or requests for information please get in touch with us on Facebook. Just search for Abbeytown Parish Council or contact a councillor.

Many thanks

Ashleigh McIntyre

Chairwoman

Holme Abbey Parish Council

<https://holmeabbey-pc.gov.uk>

**Minutes of the Annual Meeting of Holme Abbey Parish Council
held on Tuesday 14 May 2024 at 7.05pm**

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

Also present: Four members of the community, J Cornah Wade (Clerk) & Cumberland Councillor A Markley (7.13pm – 7.25pm)

1/24 Election of Chair 2024/25

- a. **Resolved** to elect Cllr Ashleigh McIntyre as Chairwoman for the ensuing year
- b. **Resolved** to receive the Chairwoman's Declaration of Acceptance of Office

2/24 Appointment of Vice Chair 2024/25

Resolved to appoint Cllr Zoe Horsley as Vice Chairwoman for the ensuing year

3/24 Apologies

Received apologies and approved reasons for absence from Parish Councillor W Newhouse

4/24 Minutes of the last Holme Abbey Parish Council Meeting

Resolved to authorise the Chairwoman to sign, as a correct record, the minutes of the meeting held on 16 April 2024

5/24 Declarations of interest/Requests for Dispensations

- a. Register of Interests
All Councillors have completed their Declaration of Pecuniary Interests forms
- b. To declare any personal interests in items on the agenda and their nature
None
- c. To declare any prejudicial interests in items on the agenda and their nature
None
- d. To make any requests for dispensation
None

6/24 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Resolved members of the public were requested to leave prior to item 24/24 as per the Public Bodies Admission to Meetings Act 1960

7/24 Public Participation

None

8/24 External Representation

Cumberland Councillor Markley provided the following update on items not on the agenda:

- Cumberland Council has published the Cumberland Public Health Annual Report 2023/4
<https://cumbria.gov.uk/elibrary/Content/Internet/535/17941/38356/4541394120.pdf>
- The Silloth to Wigton road has been highlighted as requiring attention and the proposed date for repairs is May/June 2024

9/24 Appointment of Representatives on External Bodies

Representation on or work with external bodies was reviewed with no amendments

10/24 Review of and Adoption of Council Procedures 2024

Resolved to re-adopt the following policies with no changes

1. Standing Orders and 5. Councillor Code of Conduct

Resolved to adopt the following policies

2. Financial Regulations (fully revised by the National Association of Local Councils May 2024), 3 Press and media protocol and 6 Document Retention & Disposal policy/schedule

Resolved to adopt the following policy with the proviso that the clerk request a current valuation for the Community Sports Ports Pavilion to ensure adequate insurance provision

4. Financial Risk Management & Insurance (including review of asset register)

11/24 Council Meetings Dates for the Year 2024/25

Resolved to approve the following 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)

12/24 Finance**a. Bank Reconciliation**

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

HSBC Current Account £ 35,234.10 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 £1679.14 listed on the payment schedule dated 7 May 2024:

7	Wayleave: bus shelter (cheque 101314)	0.70
10	Annual allotment & playing field rent (cheque 101315)	4.90
11	Clerk May Salary (cheque 101317)	237.99
12	Clerk overtime (cheque 101318)	219.68
13	Playpark repairs (cheque 101316)	1019.71 (inc VAT)
14	Summer Fete supplier – unavailable	(120.00) VOID
15	ClIr Hoskin expenses (Land registry search)	39.90
16	Clerk May expenses (travel & office) - (cheque 101319)	36.26

Revised total £1,559.14

c. Receipts

Resolved 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

13/24 Planning**a. Planning Applications**

None

b. **Notices of Decision**

The following notice of decision from Cumberland Council was noted:

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

14/24 Replacement bench and planters/Memorial Garden

It was noted that Councillors Horsley and H Newhouse continue to request local builders merchants and suppliers for assistance with raw materials and will update at the next meeting

15/24 Friars Garth

a. **Home Group/Procast**

It was noted that Cllr A McIntyre had requested Home Group to instruct Procast to repair the green to a satisfactory condition and will continue to pursue the matter.

b. **Tree Preservation Order**

Cllr Horsley advised that the report from Cumberland Council's Arboriculturalist was still pending and will update at the next meeting

16/24 Former Abbeytown Village Hall

Resolved to discuss the potential of expanding the Community Sports Pavilion and explore possible funding options at the next meeting.

17/24 Abbeytown Fun Day, Saturday 13 July 2024

- a. It was noted that Pet Encounter Cumbria is not available. However it was agreed to book music (£200.00) and face painting (cost of materials only) and further attractions to be considered at the next meeting.
- b. **Resolved** that Cllr Horsley find an alternative provider for first aid
- c. Due to end of year finance commitments the clerk had not yet applied for a Temporary Event Notice (license) from Cumberland Council and it was agreed to confirm at the next meeting

18/24 The Barracks

- a. **Additional waste bin(s)**
- b. **Footpath** (possibility of creating a new footpath through the corner of a privately owned field)
Resolved that Cllr A McIntyre update on additional bins and the footpath at the next meeting

19/24 Donations

Resolved to consider any requests received for financial assistance at the next meeting

20/24 Memorial bench refurbishment (adjacent to the Wheatsheaf)

Resolved that Cllr H Newhouse progress with the refurbishment and HAPC reimburse the cost of materials

21/24 Duck Race

- **Resolved** that a risk assessment must be completed prior to the event.
- **Resolved** that Cllr McIntyre ascertain whether a gaming license is required and, if so, HAPC to meet the expenditure

22/24 Councillor Matters

To discuss and consider hiring a Cleaner for the Community Sports Pavilion, costs to be shared between HAPC and the Football Club, at the next meeting

23/24 Date of next meeting Tuesday 11 June 2024 at 7.00pm in the Community Sports Pavilion

24/24 Wellers Hedleys Correspondence (confidential)

Resolved to instruct the clerk act on the advice provided by Wellers Hedley

Items for the next agenda to be submitted to the Clerk by Friday 31 May 2024

Meeting closed 8.34pm

Signed:

Date: 11.06.24

Chairwoman Cllr A McIntyre