

HOLME ABBEY PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 12 November 2024 at 7.00pm in Abbeytown Community Sports Pavilion

Councillors present: Mrs A Beverley, Mr R Bowness, Mrs M Hocking, Mrs Z Horsley (Vice Chairwoman), Mrs F McIntyre, Mr H Newhouse & Mrs W Newhouse

In attendance: Cumberland Councillor Mr A Markley (7.07 to 7.25pm) & Ms J Cornah Wade (Clerk)

Apologies: Mrs A McIntyre (Chairwoman)

112/24 To receive apologies for absence

The Council received Councillor A McIntyre's apologies

113/24 Requests for Dispensations, Declarations of interest, gifts and hospitality

Nothing was declared

114/24 Public participation with regard to items on the agenda

No members of the public were present.

115/24 Report from the Cumberland Councillor

Cllr Markley reported that there were no matters of interest for Abbeytown following the Full Cumberland Council meeting which took place on 5 November. Once published the minutes will be available to view here:

[Agenda for Council on Tuesday 5 November 2024, 1.00 pm | Cumberland Council](#)

- a. Cllr Markley accepted Cllr Horsley's invitation to switch on Abbeytown's Christmas lights on Sunday 7 December at 5.00pm.
- b. Cllr Markley requested that the Clerk copy him into an email to the Highways Network Manager for Cumberland Council requesting that the signage and barriers which have been left next to the bus shelter (Wigton to Abbeytown) be removed

116/24 Minutes – to confirm the Minutes of the Council meeting held on 15 October previously circulated. The Council **RESOLVED** that the Minutes from the meeting on 15 October be accepted as a true record and were signed by the Vice Chairwoman

117/24 Finance

a. Bank Reconciliation

- I. The Council **RESOLVED** to receive and note the monthly reconciliations and balances to 31 October 2024 previously circulated:

Unity Current Account	£1,061.80
Unity Deposit Account	£24,653.48
Total	<u>£25,715.28</u>

- II. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements

The bank statements for October 2024 were reviewed and accepted

- b. **Invoices for Payment** – to consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to agree the following payments totalling £2,350.26:

Voucher	Code	Description	Supplier	Net payment	Total inc VAT
73 SO	Staff Costs	Salary - November	Clerk	237.99 (249.65)*	237.99 (249.65)*
74 SO	Staff Costs	Salary - December	Clerk	237.99 (249.65)*	237.99 (249.65)*
78 SO	Staff expenses	Work from home (wfh) – November	Clerk	26.00	26.00
79 SO	Staff expenses	wfh – December	Clerk	26.00	26.00
88	S137 Donation	Poppy Wreaths x 2	Royal British Legion	50.00	50.00
89 DD	Administration	Accounting software	Scribe	12.00	14.40
90 DD	Administration	Monthly bank fee	Unity Trust	6.00	6.00
91	Audit & Professional Fees	Payroll Provider: April - September	D M Payroll Ltd	60.00	60.00
92	Staff expenses	Postage	Clerk	5.20	5.20
93	Staff Costs	Salary: Local Government pay award backdated	Clerk	70.56 (81.62)*	70.56 (81.62)*
94 DD	Utilities	Electricity	EON Next	187.04	196.39
95	Open Spaces	Playpark cleaning	Abbey Cleaning	60.00	60.00
96	Open Spaces	Memorial garden spring bulbs	A Beverley	61.20	61.20
97	Insurance	-	Clear Councils	1298.53	1298.53

*Adjusted figures reflect the National Association of Local Councils (NALC) cost of living increase Minute reference 117/24 f

- c. **Receipts** – to acknowledge and receive the following receipts totalling £391.69
The Council received the following receipts totalling £391.69:

Voucher	Date	Description	Supplier	Total £
27	15.10.24	Room hire	Craft & Chat	20.00
28	01.10.24	VAT reclaim Q1	HMRC	338.45
29	08.10.24	Stationery (reimbursement)	Cummersdale Parish Council	33.24

- d. **Draft Budget** – to consider the draft budget for 2025/26

The Clerk presented the draft budget which the Council considered.

Following discussion, the Council **RESOLVED** to agree to a budget of £13,194.00 a 66% decrease from the previous year. The decrease was primarily due to ensuring that future expenditure does not exceed income and to replenish reserves for future projects. The Council also **RESOLVED** to accept the Clerk’s request not to progress one salary scale point during 2024/2025 to limit staff costs.

- e. **Precept** – to consider and agree the setting of the Precept level for 2025/26

Having agreed the budget, the Council **RESOLVED** to maintain the Precept at the current level of £13,412.19. The zero % change was achieved by the reduction in budget and anticipated s106 income of £6271.20 for the enhancement and/or improvement of existing play facilities or public open space due from the Deed regarding the land adjacent to the Wheatsheaf (DPS ND

576/029). Based on the Tax Base figure for 2024/25 the annual cost to a Band D household would be approximately £60.36.

*Cumberland Council have yet to release the Tax Base figure for 2025/26.

The Clerk will inform Cumberland Council of the decision

- f. **Staff salary** – to note the NALC revised cost of living salary scale for the Clerk for 2024/25 together with the amount backdated to April 2024
The Council noted the NALC revised salary scales and the “cost of living” increase of £0.63 per hour to £14.36 on Scale Point 12 for 2024/25.

The standing order would be updated ready for the November payment scheduled for 2 December. The Council also noted the total backdated pay calculated for the year from April to November was £81.62 which would be paid separately.

- g. **Unity Trust Bank Mandate**– to approve two signatories to sign section 2 of the application authorising the addition of Cllr W Newhouse
The Council **RESOLVED** that Cllr Horsley and the Clerk sign the mandate authorising the addition of Cllr W Newhouse.

118/24 Planning

- a. **Planning Applications** - to consider all recent applications received from Cumberland Council detailed below and any other planning applications submitted and published on the CC planning portal between the circulation of the agenda and the meeting

No applications had been received

b. **To note notices of decision**

- I. **Application Number:** **LBC/2024/0035**
Proposal: Listed Building Consent for the removal of modern single glazed windows and the installation of double-glazed windows set in existing timber frames
Location: Holme Cultram House, Abbeytown, CA7 4SP
Permission Granted by Cumberland Council 26.10.24

- II. **Application Number:** **VAR/2022/0027**
Proposal: Variation to conditions 2, 10 and 12 to amend plots 1-3 (change render and alter landscaping) on approved application FUL/2020/0024
Location: Land adjacent to The Wheatsheaf, Abbey Road, Abbeytown
Permission Granted by Cumberland Council subject to the deed of variation 31.10.24

119/24 Playpark – to reconsider the Ancillary items highlighted in the previously circulated annual inspection report by the Royal Society for the Prevention of Accidents dated 6 September 2024.

The Council considered the remaining items requiring attention. The Council noted that Cllr A McIntyre was attending to the entrance gate which requires adjusting and **RESOLVED** that Cllr H Newhouse attend to the following:

Seating: repair and relocate away from the play equipment

Fence: fill a hole which has appeared beneath one of the sections of fencing

120/24 RAISE (Cumbria Community Forest) – to receive a progress update

The Clerk reported that a request had been submitted to RAISE for an update and that a response was pending. The Council **RESOLVED** to agree to defer consideration until the next meeting.

121/24 Allotment

- a. Cllr H Newhouse reported that asbestos was not present in the vandalised brick structure and the Council **RESOLVED** that due to Health and Safety concerns the structure should be dismantled
- b. Cllr Horsley reported that new allotment holders had yet to decide which plots they wished to hold. The Clerk requested that once agreed they sign and return the tenancy agreements.
- c. The Council considered options to improve the allotment and remaining vacant plots and **RESOLVED** to authorise the hire of trailer at a cost of £40.00 to clear the debris from the former Orchard plot. Further options to improve the allotment would be dependent upon receipt of the S106 funding referenced above (117/24 e).

122/24 Barley Meadows – to note the response from Gleeson Homes regarding the condition of the new trees planted by Gleeson Homes

The Council noted that Gleeson Homes intended to replace the diseased tree inline with their approved landscape plan

123/24 Policy Review

The Council considered the revised Terms of Reference and **RESOLVED** to agree to adopt it following the amendment of Cllr Bowness replacing Cllr Horsley as representative to the Sea Dyke Charity.

124/24 Christmas Event 7 December

The Council received a report from the Events & Communications Working Group and **RESOLVED** to authorise expenditure of £550.00.

125/24 Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

The Council **RESOLVED** to note the correspondence.

126/24 Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Friday 3 January.

- a. **Memorial Bench:** Cllr H Newhouse to temporarily remove the new bench for varnishing

127/24 Public and Press – to consider passing a resolution, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 that the public and Press be excluded from the meeting for the following item by reason of the confidential nature of the business to be transacted.

No members of the public were present

128/24 Staffing

- a. **Appraisal / Personal Development Plan** – to discuss the Clerk's Personal Development Plan
The Council considered the Clerk's Appraisal and Personal Development Plan.
- b. **Salary Review** – to consider the salary review for 2024/25
The Council considered the Clerk's salary review and agreed to maintain the current pay scale as requested by the Clerk.

129/24 Date of next meeting – Tuesday 14 January 2025 at 7.00pm in the Community Sports Pavilion.

*The Council **RESOLVED** to return to a schedule of bimonthly meetings

Meeting closed 8.30pm

X

Cllr A McIntyre
Chairwoman