

ARTHURET PARISH COUNCIL

You are summoned to a meeting of Arthuret Parish Council on the **5th August 2024 at 7pm at the Parish Council Offices**

Nicola Rushworth – Parish Clerk
Council Rooms
9 Esk Street
Longtown
CA6 5PU
apc791739@gmail.com

31st July 2024

Nicola Rushworth

AGENDA

1	Apologies for Absence To receive apologies and approve reasons for absence
2	Declaration of Interest To receive declarations by elected and co-opted members of interests in respect of items on this agenda
3	Public Participation To receive representation from members of the public on issues relating to items on this agenda. <i>Members of the public are permitted to speak for up to 15 minutes and are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman</i>
4	Cumberland Councillor Report To receive a report from Cumberland Councillor T Pickstone and to give an update on issues regarding Riverside Housing
5	To receive a report from representatives on other bodies 5.1 Longtown Community Centre Board of Trustees – Cllr Sir JFS Graham 5.2 Allotment Committee – Cllrs M Gunson and C Adams 5.3 Village Veg – Cllrs M Gunson and C Johansen 5.4 CAP Initiative – Cllrs G Routledge and C Johanssen 5.5 Borderlands Project – Cllr M Gunson 5.6 Borderlands Project – Community Representative Cllr C Johanssen
6	Minutes To authorise the Chairman to sign, as a correct record, the minutes of the meetings held on 24 th June and the 1 st July 2024
7	Speed Indication Devices To receive a report from Cllrs G Routledge and M Irving on the installation of the devices <ul style="list-style-type: none">• Clerk has sent emails to A Dodds regarding installation on Moor Road and Netherby Road – no response yet
8	Dollys Brae Works To receive a report from Cllr G Routledge of works required following damage to a resident's property at Bank Street
9	Riverside Lifesaving Equipment To receive an update on the lifesaving equipment
10	Play Area Inspection Reports To review the play area inspection reports and agree on works to be carried out (<i>works list attached</i>) To review the S106 play area monies for updating play areas
11	Policies To review and adopt the co-option policy and co-option application form (<i>copy herewith</i>)

12	<p>Committees and Working Groups</p> <p>12.1 To ascertain which of the following, agreed under minute 447 (May 2024), are committees and which are working groups</p> <ul style="list-style-type: none"> • Finance • Festive celebrations • General purposes • Playing Fields • Council rooms/Moot Hall <p>12.2 To agree the terms of reference and any delegation of authority for each committee and working group</p>
13	<p>Festivities</p> <p>To consider the Festivities Working Group report</p>
14	<p>Financial Matters</p> <p>14.1 Bank Reconciliation to 24th July 2024 – to receive a report from the RFO <i>(TBC)</i></p> <p>14.2 Financial Transactions to 24th July 2024 – to receive a report from the RFO <i>(to follow)</i></p> <p>14.3 Expenditure to Approve to 24th July 2024 – to receive a report from the RFO <i>(to follow)</i></p> <p>14.4 Monitoring Report – to receive a report detailing income and expenditure to 31st July 2024 against the budget</p>
15	<p>Website</p> <p>To consider changing website providers <i>(to follow)</i></p>
16	<p>Reports</p> <p>To receive a report from the Clerk detailing what has been worked on in July <i>(copy herewith)</i></p> <p>To receive a report from the RFO detailing what has been worked on in July <i>(to follow)</i></p>
17	<p>Planning (circulated prior to meeting)</p> <p>To consider the following planning applications</p> <p>Application Ref: 24/0354 Proposal: Erection Of Detached Outbuilding To Form A Residential Annexe To Provide Ancillary Accommodation Location: Tall Trees, Sandysike, Longtown, Carlisle, CA6 5SR <i>(Further information circulated and attached for consideration)</i></p> <p>Application Ref: 24/0391 Proposal: Erection Of Storage Shed For Timber Storage & Grading Location: T G Norman (Timber) Ltd, Site 25, Longtown, Carlisle, CA6 5TR</p> <p>Application Ref: 24/0372 Proposal: Erection Of Detached Annexe Location: Woodhead, Longtown, Carlisle, CA6 5TS <i>(further information circulated and attached for consideration)</i></p> <p>Application Ref: 24/0486 Proposal: Re-Concreting Of Farmyard Location: Fauld Farm, Arthuret Road, Longtown, Carlisle, CA6 5SN</p>

Play Area Works To Be Carried Out

Moor Crescent	
Low Risk	Signage to be provided incorporating site address, contact information for maintenance issues and emergency contact information
Moderate Risk	Replace worn chain links on the 2 flat swings
Low Risk	Screw caps missing from under swing seats
Moderate Risk	Cradle seat to be replaced
Moderate Risk	Swing seat frame severely corroded and needs replacing
Low Risk	Replace damaged areas of surfacing beneath the supernova
Old Road	
Low Risk	Signage to be provided incorporating site address, contact information for maintenance issues and emergency contact information
Low Risk	Loose fill safety surfacing to be raked and forked over to aerate the surface Weed and vegetation growth to be removed
Low Risk	Gate is missing and to be replaced
Low Risk	Remove graffiti
Low Risk	Replace missing steel piles
Low Risk	Loose fill safety surfacing is displaced from under and around equipment – regulate surfacing
Moderate Risk	A number of fixings have worked loose on the see saw – replace
Moderate Risk	Basketball back boards to be cleaned
Moderate Risk	Basketball area – the bitmac surface is breaking away – repair
Low Risk	Cable ties need removing from fencing
Low Risk	Loose fixings on the bridge
Moderate Risk	Barrier poles missing from platforms and fixings are projecting
Riverside	
High Risk	Chained stepping logs – remove ASAP
Low Risk	Post caps need replacing on benches and picnic seating
Low Risk	Fencing needs replacing and gate not operating properly
Low Risk	Wet pour surface needs repairing and cleaning
Low Risk	Wooden play area – wood needs cleaning to remove algae
Low Risk	Stepping stones need replacing as have rotted
Moderate Risk	Swings – replace all missing fixings
Low Risk	Barrier slats on slide are missing
Raefield	
Low Risk	Gate snagging on surrounding surface
Low Risk	Gate closing too quickly (less than 4 seconds) should be 4-8
Low Risk	Shear nuts not fully tightened – need tightening
Low Risk	Fencing – secure all loose fixings
Low risk	Fencing – remove cable ties
Low Risk	Spring elephant – spring paintwork deteriorating – treat any rust
Low Risk	Spring elephant – protruding bolt heads – shear off or cap
Moderate Risk	Spring see saw – severely damaged with sharp edges – repair or replace item
The Square	
Low risk	Surfacing – gaps opening up between tiles – monitor and repair as required
Low Risk	Remove graffiti
Low Risk	Dent in slide surface – monitor and repair as necessary
Low Risk	Algae growth on equipment – clean and treat
Low Risk	Replace missing bolt covers

Arthuret Parish Council

Co-option Procedure

1 INTRODUCTION

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by- election) has been called.

2 PROCEDURE

To ensure that a fair and transparent process is undertaken, the following procedure will be followed by Arthuret Parish Council.

1. On receipt of written confirmation from Cumberland Council that the casual vacancy can be filled by means of co-option, the Parish Clerk will:
 - a. advertise the vacancy for 4 weeks on the Council notice boards and website;
 - b. advertise the vacancy in a local newspaper;
 - c. advise the Council that the co-option procedure has been instigated by sending a memorandum to all Councillors.
2. Applicants for co-option will be asked to:
 - a. submit a written statement about themselves and complete a short application form (obtainable from the Clerk)
 - b. complete the eligibility form (obtainable from the Clerk).
3. Copies of the applicant's written statement and application form will be circulated to all Councillors by the Clerk at least seven days prior to the meeting of the Council at which the co-option will be considered. All such documents will be treated by the Clerk and all Councillors as strictly private and confidential.
4. The written statement and application documents from successful candidates will be retained until they cease to be a Co- opted Member of the Council. The written statement and application documents from unsuccessful candidates will be destroyed when all successful candidates have signed their Declaration of Acceptance of Office.
5. The application(s) will be considered at the next available Parish Council meeting. The press and public will be asked to leave the Council meeting whilst the application(s) is(are) considered. The Council may choose whom they like but the person must satisfy the eligibility requirements to be a candidate. After due consideration the chairman of the meeting will reconvene the meeting. It will be reopened to the public and press and voting will then take place.
6. If the number of candidates is less than or equal to the number of vacancies to be filled, a single composite motion can be used to fill more than one vacancy. If the number of candidates exceeds the number of vacancies, then a vote (or series of votes) must be conducted in accordance with paragraph 7.
7. Voting will be in accordance with the statutory requirements in that a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, the candidate with the least number of votes is eliminated from the process. The remainder must be put to the vote again and this process must, if

necessary, be repeated until an absolute majority is obtained. If two candidates poll the same number of votes, a separate vote to eliminate one of them will be held. Voting will continue with the lowest polling candidate being excluded until the number of candidates matches the number of vacancies. Councillors shall vote by a signed ballot. If any member so requires, the Clerk shall record the names of members who voted so as to show whether they voted for, against, or abstained. In the case of an equality of votes, the chairman of the meeting has a second or casting vote.

8. For each vacancy, each Councillor has one vote i.e. two vacancies will enable two votes.
9. After the vote has been conducted, this business is concluded when the chairman of the meeting declares that the successful candidate(s) is (are) duly elected. The successful candidate(s) is (are) then declared co-opted to the Council and summoned to attend the next Council meeting.
10. The Clerk will advise the Monitoring Officer of Cumberland Council of the names of anyone co-opted to the Council.
11. The Parish Clerk is responsible for providing each new Councillor with a new Councillor's pack
12. It is the responsibility of any new member to read and to have understood the Council's Code of Conduct, Standing Orders and Financial Regulations prior to attendance at their first meeting.
13. Before the successful candidate can participate in Council business they must sign the Declaration of Acceptance of Office and deliver it to the Clerk.
14. It is recommended that all councillors undertake training. Suggested training is (but not limited to): effective councillor & code of conduct. This enables the new councillor to represent the parish effectively.

Approved:

Review:

Eligibility Form

Personal Details		
Name		
Address		
Telephone Number		
Email Address		
Are you 18 or over?	Yes	No
Please detail any experience you have that may be relevant to Arthuret Parish Council (If necessary, please continue on a separate sheet of paper).		
Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet of paper).		

Declaration
Signed
Name
Date
Please return this completed form, together with your written statement and the completed Co- option Eligibility Form to: Arthuret Parish Council 9 Esk Street Longtown, CARLISLE CA6 5PU
<u>Data Protection 1998</u> The information provided on this application form will remain private and confidential

Eligibility Form

In order to be eligible for co-option as a Arthuret Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co- option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish;
- d) I have during the whole of twelve months resided in the parish or within 3 miles of it. Please circle which of the above applies to you.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In III., it ceases on the expiry of five years from the date of discharge

Declaration

I (insert name)

hereby confirm that I am eligible to apply for the vacancy of Arthuret Parish Councillor, and the information given on this form is a true and accurate record.

Signed

Name

Date

Clerks Report – July 2024

The following are items that have been worked on in July 2024

Risk Assessment Policy

This is nearly complete, just have a couple of items to double check

Asset List

This has taken some time to put together. I have been around the play areas taking photos of play equipment so that this list is correct. Had a meeting with CA, MG and CJ to run through the last list and update it.

I think that this list is now complete, and I will double check it with Gordon

Financial Regulations

These have been updated, as agreed at the PC meeting on the 24th June 2024 and uploaded to the website

SID's

I am still waiting for A Dodds to reply to my numerous emails regarding setting up a meeting for the SIDs on Moor Road and Netherby Road. I have also asked Gary Wardle to chase her

Play Area's

Weekly Inspection sheets have been drawn up and photos of the play areas have been attached to each play area inspection sheet

CJ has been put forward for an inspection training course

No Bathing sign at the riverside

Cumberland Council were contacted regarding moving this sign. They directed me to Highways and the request has been sent to the relevant department. Awaiting a response.

Allotment Letters

Letters were drafted and sent to allotment holders that there were concerns about

Timesheet

A timesheet has been drawn up and in use for the cleaner

Longtown Bridge Lighting

I have just started to look at this. Gary Wardle has sent an email chasing this issue

Broadband and Phone

This has taken the most amount of time. Continuously chasing Onecom and getting nowhere. Previous Clerk had tied us in to a 5 year phone deal but no broadband.

We have, as of 31st July 2024, now got a go live date for broadband of the 8th August 2024

Council Rooms

These have been a complete mess since taking over as Clerk in June 2024. Food bank items were left in the rooms and had perished, other items have been taken to the community centre for distribution. We are slowly getting somewhere with tidying, cleaning and sorting through mounds of paperwork, but this will still take some time to finish

Website

The current website is not fit for purpose, so I have been gathering information and costs from various website providers that cater for Parish Councils and putting together a report for consideration (agenda for 5th August item 15)

The following documents have also been circulated: -

NALC – Chiefs Executive Bulletin, Newsletter, Events Schedule, Legal Bulletin,

CALC – Summer Workshops

Planning Applications – 24/0354, 24/0391, 24/0372, 24/0486