

# ARTHURET PARISH COUNCIL

**MINUTES** of the **Meeting of ARTHURET PARISH COUNCIL**, held in the **PARISH COUNCIL OFFICES, LONGTOWN** on **MONDAY 16<sup>th</sup> SEPTEMBER 2024**

## PRESENT

Councillor Sir JFS Graham (Chair), Councillor G Routledge (Vice Chair), Councillor M Gunson, Councillor C Adams, Councillor M Irving, Councillor C Johanssen

Parish Clerk and RFO and 4 members of the public

## APOLOGIES

Councillor R Graham and Cumberland Councillor T Pickstone

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Minute Number	
531	<b>Declaration Of Interest</b> <b>RESOLVED</b> that Cllrs M Gunson and C Johanssen have an interest in the allotments
532	<b>Public Participation</b> To note that 3 members of the public were in attendance to speak and member of the public number 4 to observe  Member of the public number 1 was upset that they had been sent, what they considered, nasty letters threatening legal action regarding their allotment. They just want a tidy allotment and feel they are being victimised. They were reminded that they have had opportunity to contact the council regarding this issue, but no contact has been made. They also agreed that they have breached the T&C's of the allotment <ul style="list-style-type: none"><li>The Clerk advised that the council did not threaten legal action in the letters sent and that the letters stated that the council would seek legal advice</li></ul> Member of the public number 2 raised concerns regarding the general state of Dolly's Brae. It is generally not tidy, lots of litter and the general area is not as nice as The Scour <ul style="list-style-type: none"><li>They were advised that the PC is looking into funding for the play area and fencing and a tidy up</li></ul> Member of the public number 3 wanted to advise the council that the issues they have been having on the allotments were now in the hands of the police. They then left the meeting.
533	<b>Minutes</b> The minutes of the meeting held on the 5 <sup>th</sup> August 2024 were submitted  <b>RESOLVED</b> to authorise the Chairman to sign the minutes of the meeting held on the 5 <sup>th</sup> August 2024, confirmed as a true record

<p><b>534</b></p>	<p><b>Cumberland Councillor Report</b> To receive a report from Cumberland Councillor T Pickstone</p> <p><b>NOTED</b> that the following was received</p> <p><i>"I am hoping that Cumberland have done what they need to do around your SIDs? Will you let me know if there is anything outstanding.</i></p> <p><i>You may have noticed the revised application for the SPAR/Petrol Station. (Essentially with the cottage / barn in the conservation area now retained. Please can you let me know the Parish Council's view on this and I will amend my current comment accordingly"</i></p>
<p><b>535</b></p>	<p><b>To receive a report from representatives on other bodies</b></p> <p><b>535.1 Longtown Community Centre Board of Trustees – Cllr Sir JFS Graham</b> <b>RESOLVED</b> that the refurbishment of the gym is complete and usage is up <b>RESOLVED</b> that at October’s meeting the PC to look at a £500 grant for the lunch club</p> <p><b>535.2 Allotment Committee – Cllr M Gunson and C Adams</b> <b>RESOLVED</b> that there is a new allotment committee however, the secretary has left and now looking for a new one <b>RESOLVED</b> that the committee have written and delivered letters to tenants that have not been working their plots and the responses have been varied <b>RESOLVED</b> that the flower show took place and prizes for the best allotment were announced <b>RESOLVED</b> that the ‘roles of the allotment committee’ be agreed at the next council meeting on the 7<sup>th</sup> October 2024</p> <p><b>535.3 Village Veg – Cllr M Gunson and Cllr C Johanssen</b> <b>RESOLVED</b> that there had not been any progress. Suggested that the planters are overgrown and of no use <b>RESOLVED</b> that the PC could perhaps plant out as flower beds using the £300 from incredible edible money <b>RESOLVED</b> that Cllr M Gunson would like to give the veg another chance and look at this again next year</p> <p><b>535.4 CAP Initiative – Cllrs G Routledge and C Johanssen</b> <b>RESOLVED</b> that there has been little activity <b>RESOLVED</b> that Cllr Johanssen is looking online for information <b>RESOLVED</b> that there seems to be initiatives going on in the county however, there is not much in Longtown <b>RESOLVED</b> that a progress report needs to be received and to find out if the Community Centre are still involved <b>RESOLVED</b> that there is still no information from CAP <b>RESOLVED</b> that Cllr Johanssen has asked APC to contact the CAP Team to see why no information is being circulated</p> <p><b>535.5 Borderlands Project – Cllr M Gunson</b> <b>RESOLVED</b> that nothing to report <b>RESOLVED</b> that the next meeting is 5<sup>th</sup> December 2024</p>

	<p><b>535.6 Borderlands Project – Community Representative Cllr C Johanssen</b></p> <p><b>RESOLVED</b> that Cllr Johanssen reported that she feels strongly that the project is dragging on, communication is sporadic. There is a panel meeting 5<sup>th</sup> December at the Longtown Community Centre</p> <p><b>RESOLVED</b> that Border, Fellside and North Carlisle have a harvest event at Brampton Methodist Church on 27<sup>th</sup> September – why is this not Longtown.</p> <p>It was explained that Cumbria Council have not arranged this event, they have been invited by Brampton to have a stall</p> <p><b>RESOLVED</b> that there is also a meet and greet which is not in Longtown and Cllr Johanssen is disappointed</p>
<b>536</b>	<p><b>Speed Indication Devices</b></p> <p>To receive a report on the installation of the devices</p> <p><b>RESOLVED</b> that Cllr M Irving and the clerk had a meeting with highways regarding SIDs for the A7 and A6071 and that a new siting plan was sent to highways for them to issue a memorandum of agreement</p> <p><b>RESOLVED</b> that Cllr M Irving and the RFO met with highways regarding the SIDs for Moor Road and Netherby Road and that the location for siting was agreed</p> <p><b>RESOLVED</b> that highways are to collect 2 SIDs for them to be programmed before erection</p> <p><b>RESOLVED</b> that Keiron from highways is looking into possibly erecting the A road SIDs as well</p>
<b>537</b>	<p><b>Riverside Lifesaving Equipment and Litter Bins</b></p> <p>To receive an update on the lifesaving equipment</p> <p><b>RESOLVED</b> to note that the metal bins have been delivered</p> <p><b>RESOLVED</b> to note that a local contractor to be contacted regarding siting the bins and lifesaving equipment</p>
<b>538</b>	<p><b>Bridge Lighting Column</b></p> <p>To receive an update on the lighting column on Longtown bridge</p> <p><b>RESOLVED</b> that highways are to refurbish the column and install a LED lamp</p>
<b>539</b>	<p><b>Financial Matters</b></p> <p><b>539.1</b> Bank Reconciliation to 24<sup>th</sup> August 2024 <b>RESOLVED</b> that the report was received (<i>copy herewith</i>)</p> <p><b>539.2</b> Financial Transactions to 24<sup>th</sup> August 2024 <b>RESOLVED</b> that the report was received (<i>copy herewith</i>)</p> <p><b>539.3</b> Expenditure to Approve to 24<sup>th</sup> August 2024 <b>RESOLVED</b> that the report was received (<i>copy herewith</i>)</p> <p><b>539.4</b> Monitoring Report – to receive a report detailing income and expenditure to 31<sup>st</sup> August 2024 against the budget <b>RESOLVED</b> that the report was received (<i>copy herewith</i>)</p>

	<p><b>Grant Application Form</b>  To consider the grant application form and confirm funding for APC  <b>RESOLVED</b> that this form to be used for grants that APC give from the precept monies and not from the community pot  <b>RESOLVED</b> that the RFO advised that this be carried out  <b>RESOLVED</b> to note that awaiting councils' decision</p> <p><b>External Audit Report</b>  <b>RESOLVED</b> to note that this had not been received by the time of this meeting</p>
<p><b>540</b></p>	<p><b>Reports</b>  To receive a report from the Clerk detailing what has been worked on in August (<i>copy herewith</i>)</p> <p>To receive a report from the RFO detailing what has been worked on in August (<i>copy herewith</i>)</p>
<p><b>541</b></p>	<p><b>Planning Applications (circulated prior to meeting)</b></p> <p><b>RESOLVED</b> that the following applications are received, and the Planning Authority be advised of the Council's observations as follows:</p> <p><b>Application Ref: 24/0392</b>  <b>Proposal:</b> Erection Of Single Storey Extension To Existing Warehouse To Provide Offices And Welfare Facilities; Works Include Recladding Of Existing Warehouse  <b>Location:</b> Unit 10, Sandysike, Longtown, Carlisle, CA6 5SR  <b>NOTIFICATION OF DECISION – GRANTED PERMISSION</b></p> <p><b>Application Ref: 24/0502</b>  <b>Proposal:</b> Erection Of Single Storey Rear Extension To Provide Sunroom (Part Retrospective)  <b>Location:</b> The Chapel, Longtown, Carlisle, CA6 5NX  <b>ALTHOUGH NOT IN FAVOUR OF RETROSPECTIVE OR PART RETROSPECTIVE APPLICATIONS WE MAKE NO OBSERVATIONS IN THIS CASE AND SUPPORT THIS APPLICATION</b></p> <p><b>Application Ref: 24/0391 NOTIFICATION OF AMENDED DETAILS/FURTHER INFORMATION</b>  <b>Proposal:</b> Erection Of Storage Shed For Timber Storage &amp; Grading  <b>Location:</b> T G Norman (Timber) Ltd, Site 25, Longtown, Carlisle, CA6 5TR  <b>NO OBSERVATIONS</b></p> <p><b>Application Ref: 24/0563</b>  <b>Proposal:</b> Erection Of Single Storey Rear Extension To Provide Larger Sunroom &amp; Utility Together With Erection Of Detached Garage  <b>Location:</b> 2 The Dell, Longtown, Carlisle, CA6 5BF  <b>NO OBSERVATIONS – AS LONG AS NEIGHBOURING PROPERTIES CONSULTED</b></p>

**Application Ref: 24/0297 - NOTIFICATION OF AMENDED DETAILS/FURTHER INFORMATION**

**Proposal:** Erection Of Replacement Petrol Filling Station And Convenience Store, Fuel Canopy And Fuel Pumps, Associated Car Park, Infrastructure And Under Ground Fuel Tanks Following Demolition Of Existing Petrol Filling Station, Warehouse Building, Residential Dwellings Comprising 6a And 6b Bank Street; And Refurbishment And Partial Demolition Of 12 & 14 Bridge Street

**Location:** Esso Bridge Street Garage, 12 & 14 Bridge Street, 6a & 6b Bank Street, Longtown, Carlisle

**FURTHER INVESTIGATION NEEDED AS SENT JUST BEFORE COUNCIL MEETING  
PC WELCOMES THE NEWS THAT PROPERTIES IN CONSERVATION AREA ARE TO REMAIN, BUT  
DUE TO STRENGTH OF THE PUBLIC FEELING AND REPRESENTATIONS MADE TO PARISH  
COUNCIL BY RESIDENTS, ALL POINTS PREVIOUSLY RAISED BY THE PARISH COUNCIL  
SHOULD REMAIN AND BE CONSIDERED**

**CONFIDENTIAL**

<b>542</b>	<b>Staffing Contracts</b> <b>RESOLVED</b> that work is still ongoing to ensure that the clerk and RFO contracts and holiday arrangements are finalised
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## AGENDA ITEM 10.1

## ARTHURET PARISH COUNCIL

## BANK RECONCILIATIONS AT 23rd AUGUST 2024

## BARCLAYS CURRENT ACCOUNT - 70122297

Balance b/f at 25/7/24	-6,585.69		
Transfers from 40479306	6,937.38	Transfers to 40479306	0.00
Income	0.00	Expenditure	2,609.62
Written off		Balance c/f	-323.30
N Moscrop 705547	150.00		
A Warwick 705559	150.00	Diff. On CHQ 705612	0.61
HMRC 705566	817.62		
HMRC 705589	817.62		
	<u>2,286.93</u>		<u>2,286.93</u>

## Bank Reconciliation

Balance per statement @ 23.8.24 1,500.00

## Less o/s cheques

P Kirkup b/f & c/f	705608	41.68
Murray Printers	705622	38.82
P Clulow	705623	160.00
Glasdon	705624	1030.21
Carlisle Business Supplies	705625	138.59
D Beattie	705626	414.00

1823.30

(323.30)

## BARCLAYS PREMIUM ACCOUNT – 40479306

Balance b/f at 25/7/24	47,930.42		
Transfers from 70122297	0.00	Transfers to 70122297	6,937.38
Income			
Interest Received			
		Balance c/f	40993.04
	<u>47,930.42</u>		<u>47,930.42</u>

## BARCLAYS GRATUITY ACCOUNT - 90167215

Balance b/f at 25/7/24	896.99		
Interest Received			
		Balance c/f	896.99
	<u>896.99</u>		<u>896.99</u>

Balance B/FBalance C/F

Account - 70	(6,585.69)	(323.30)
Account - 40	47,930.42	40,993.04
Account - 90	896.99	896.99
	<u>£42,241.72</u>	<u>£41,566.73</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they

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## FINANCIAL TRANSACTIONS

### 1. SUMMARY OF REPORT

This report details the expenditure incurred and that no income was received from 26<sup>th</sup> July 2024 to 25<sup>th</sup> August 2024.

### 2. RECOMMENDATIONS

2.1 that the undernoted expenditure of £2,609.62 is **NOTED**.

### 3. REPORT

3.1 The following expenditure transactions require to be noted:-

<b>Supplier</b>	<b>Description</b>	<b>net</b>	<b>vat</b>	<b>gross</b>
Mr Seker	Tree damage	600.00	150.00	750.00
Murrays printers	re issue of previous chq 705330	32.35	6.47	38.82
Paul Clulow	Grass cutting	160.00		160.00
Glasdon	life saving equipment	858.51	171.70	1030.21
Carlisle Business supplies	Chair & first aid kit	115.49	23.10	138.59
D Beattie	Riverside cleaner	414.00		414.00
Sensible IT	Website	65.00	13.00	78.00
		<b>£2,245.35</b>	<b>£364.27</b>	<b>£2,609.62</b>



## EXPENDITURE TO APPROVE/RATIFY

### 1. SUMMARY OF REPORT

This report details the expenditure to approve since the last meeting of the Council.

### 2. RECOMMENDATIONS

2.1 That the undernoted expenditure of £8,095.65 is **APPROVED**

### 3. REPORT

3.1 The following expenditure transactions require to be approved/ratified\*:-

<b>Detail</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Clerk Wages August	N Rushworth August	1041.04		1041.04
RFO Wages August	T Robinson August	1042.44		1042.44
Grass Cutting	E Mylnek	300.00		300.00
Room Hire	Community Centre	26.00		26.00
Grants work	K Murchinson	1200.00	240.00	1440.00
Water	Waterplus	5.67		5.67
Reimburse re Bungalow rates & Water	K Johnson	1359.02		1359.02
New website	LA Technology	320.00	64.00	384.00
Clerk wages Sept	N Rushworth Sept	1041.04		1041.04
RFO Wages Sept	T Robinson Sept	1042.44		1042.44
Riverside cleaner	D Beattie	414.00		414.00
		<b>£7,791.65</b>	<b>£304.00</b>	<b>£8,095.65</b>

Councillor signature.....

Councillor signature.....

# ARTHURET PARISH COUNCIL

## APPLICATION FOR FINANCIAL ASSISTANCE

### ORGANISATION

Name of Organisation			
Details of Contact Person	Name		
	Address		
	Email:		
	Tel No Day	Tel No Evening	
Purpose of organisation			
Current Membership	Adults	Juniors	% of membership resident in Kirkandrews on Esk parish

### PROJECT

Details of the project in respect of which this application is made			
Total cost or estimated total cost	£	Amount of grant requested	£

### FINANCIAL INFORMATION

Organisation's Current Balance	£	Surplus or deficit for previous financial year	£
Funding available from own resources	£		
Details of funding available from other sources or already obtained			
Details of applications for funding made but not included in above			

Please include the following information and include any additional details which may support your application	<ul style="list-style-type: none"> <li>The constitution or rules of your organisation/group (not required for registered charities)</li> <li>The most recent annual accounts of your organisation/group</li> <li>Bank statement from the last month from all accounts of the organisation/group</li> <li>Quotes (if purchasing items you must provide quotes from at least two different sources)</li> </ul>
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Signature of Authorised Member			
Date of application		Position in Organisation	

## **Clerks Report – August 2024**

Items that have been worked on in August 2024

### **New Website**

This is now live with a lot of information on it. However, it is being developed further

### **Asset List**

This is now complete and, on the website

### **Risk Assessment**

This is on the website

### **SIDs**

After Tim Pickstone chased Abigail, I have had an email from Kieron Wilkinson and meeting took place with Mark, Tina and Kieron

### **Allotment Letters**

28 days' notice to vacate letters have been sent – 28 days is up on the 30<sup>th</sup> September

### **Broadband and Phone**

Now up and running

### **Bridge Lighting**

Mark and I had a quick meeting with Gary Wardle (report attached to agenda)

### **Bridge**

Contacted the Environment Agency about removing the debris and trees that have washed down river and are now wrapped around the bridge footings

### **Large Metal Gates by The Bungalow**

Have contacted [propertyservices@cumberland.gov.uk](mailto:propertyservices@cumberland.gov.uk) regarding damage to the gates. Still waiting to hear back

### **Documents Circulated**

3 x planning applications

3 x CALC training bulletins

CALC partnership information

Cumbria local nature recovery strategy newsletter

CALC AGM invitation

CALC - guestlist nomination 50th Anniversary Celebration at Carlisle Cathedral

Wyseby Hill Energy Farm newsletter

NALC Events

NALC newsletter

NALC Legal bulletin

CALC news July and August

## RFO'S REPORT

Members are **TO NOTE** the following matters

**COUNCIL FINANCE** – All reports up to date. Will commence moving to Unity Bank this week which will make monitoring the bank and making payments much easier and compliance with internal controls will be improved.

**GRANTS** – Have liaised with Grantscape and CCF, only one completion project for each to be returned, still waiting for paperwork for one. £2,200 received from Grantscape re 2022 grant for the riverside.

**WORKS TO THE RIVERSIDE** – Concerned at work continuing this financial year with no grant in place or budget for the work. Ongoing, work in this area will need to continue and therefore there will need to be a budget or grant provision for this.

**BUDGET** – Work on the budget for 2025/26 will commence shortly. Members to raise any ideas for projects asap.

**RIVERSIDE EQUIPMENT** – ROF to confirm arrangements with the contractor to install the new lifesaving equipment and litter bins.

**ONECOM** – Concern at statement received stating over £400 owing. The Clerk is the only authority able to deal with the issue and has been made aware.

**OFFICE INSURANCE CLAIM** – All paperwork and written statement from contractor has been sent to Zurich's underwriters. Still awaiting confirmation of the actual amount to be received from the claim.

**INTRODUCTORY MEETING** – Had a meeting on 10<sup>th</sup> September 2024 with Lorraine Davies from Cumberland Council who wanted to introduce herself, explain the Borderland's scheme and additional funding available to the parish council.

**SID's** – Had a site meeting with Cumberland Highway's representative and Councillor Irving on 6<sup>th</sup> September to mark out the site locations for Moor Road and Netherby Street. Tickets have been produced for installation and the SID's should be fitted w/c 16<sup>th</sup> September 2024. Highway's representative is also investigating the installation of the SID's on the A7 and A6071.

**PLAY AREAS** – Had a meeting on 28<sup>th</sup> August 2024 with a representative from Streetscape to discuss the play areas and MUGA. Will submit costings for replacement equipment/fencing for the play area at Dolly's Brae and the proposed MUGA at Moor Road; will also send information on grant funding. Waiting for confirmation from other providers for site visits and costings.

**OFFICE VISITS** – Issues raised by residents visiting the office passed to Clerk and Allotment Association.

