



ARTHURET PARISH COUNCIL

You are summoned to attend the **ANNUAL MEETING** of **ARTHURET PARISH COUNCIL** that will be held in **LONGTOWN MEMORIAL HALL COMMUNITY CENTRE** on **THURSDAY, 29th MAY, 2025** at **7:00pm**

Nicola Rushworth – Parish Clerk
Council Rooms
9 Esk Street
Longtown
CA6 5PU
clerk@arthuretparishcouncil.gov.uk

22nd May 2025

Nicola Rushworth

AGENDA

1	Election of Chair To receive and consider nominations for the office of Chair
2	Declaration of Acceptance of Chair To receive the Chairs Declaration of Acceptance of Office
3	Election of Vice Chair To receive and consider nominations for the office of Vice Chair
4	Apologies for Absence To receive apologies for absence and approve reasons for absence
5	Requests for Dispensations and Declarations of Interest The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to receive declarations by elected co-opted members of interests in respect of items on this agenda
6	Minutes To authorise the Chair to sign, as a correct record, the minutes of the meeting held on the 13 th May 2024
7	To appoint Committees and Sub Committees <ul style="list-style-type: none">• Finance, Staffing & General Purposes Committee• Property & Playing Fields Committee
8	Standing Orders and Financial Regulations To re-adopt standing orders and financial regulations (<i>emailed to Councillors before the meeting</i>)

9	<p>Assets To review and update, if required, the assets register (<i>copy herewith & emailed before meeting</i>)</p>
10	<p>Insurance To confirm the Parish Council has insurance cover in respect of all risks (<i>invitation to renew from Zurich Insurance circulated by email</i>)</p>
11	<p>Subscriptions To review the Parish Council's subscriptions</p>
12	<p>Meeting Calendar for the Year 2025/2026 To consider a report from the Clerk (<i>copy herewith</i>)</p>

The Full Council Meeting of Arthuret Parish Council will now be held

13	<p>Public Participation</p> <p>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 Chair</i></p>
14	<p>Minutes</p> <p>To authorise the Chair to sign, as a correct record, the minutes of the meeting held on the 7th April 2025</p> <p>To authorise the Chair to sign, as a correct record, the minutes of the Finance, Staffing & General Purposes Committee meeting held on the 30th April 2025</p>
15	<p>Cumberland Councillor Report</p> <p>To receive a report from Cumberland Councillor T Pickstone</p>
16	<p>SIDs – Cllr M Irving</p> <p>To receive a report from the RFO regarding installation</p>
17	<p>Litter Bins on the old School Field – Cllr M Irving</p> <p>To receive a report regarding the bins on the old school field</p>
18	<p>Grants</p> <p>To receive an update regarding funding for benches</p> <p>To consider the amount of funding for the Longtown Flower Show</p>
19	<p>Festive Lunch – Clerk</p> <p>To consider dates for the Senior Citizens Festive Lunch at the Community Centre</p> <ul style="list-style-type: none"> • Currently Saturday, 6th December and Saturday, 13th December are available to book, and we can set up on the Friday before from 6pm onwards
20	<p>Quote – Clerk</p> <p>To receive and agree to a quote regarding electrical work and installation of electric heating at the Council Offices</p>
21	<p>Roles and Responsibilities – Cllr C Johanssen</p> <p>To receive a report from Cllr C Johanssen</p>
22	<p>Play Areas – Cllr C Johanssen</p> <p>To receive an update on the play areas</p>
23	<p>Reports</p> <p>To receive a report from the Clerk detailing what has been worked on in April & May 2025 (<i>copy herewith</i>)</p>
24	<p>Planning (<i>circulated prior to meeting</i>)</p> <p>To consider the following planning applications</p> <p>App Ref: 25/0033/S211</p> <p>Proposal: Crown Lift To 1no. Beech Tree In Longtown Conservation Area</p> <p>Location: Land at Malls Knowe, English Street, Longtown, Carlisle CA6 5SB</p>

	<p>App Ref: 25/0227 Proposal: Demolition Of Single Storey Rear Extension; Erection Of Two Storey Rear Extension To Provide Kitchen & Utility On Ground Floor With Bedroom & Bathroom Above Location: Hoggsknowe, Longtown, Carlisle, CA6 5PX</p> <p>App Ref: 25/0234 Proposal: Erection Of Two Storey Side Extension & Single Storey Rear Extension To Provide Store, Shower Room & Dining Area To Ground Floor With 1no. Bedroom & Dressing Room Above Location: 9 Liddel Road, Longtown, Carlisle, CA6 5UP</p> <p>App Ref: 25/0240 Proposal: Demolition Of Milking Parlour Shed; Replacement With New Parlour/Cattle Handling Portal Framed Shed Location: Bleaberry Rigg, Longtown, Carlisle, CA6 5TT</p> <p>App Ref: 25/0273 Proposal: Variation Of Condition 4 (Agricultural Occupancy) Of Previously Approved Application 12/0285 (Erection Of 1no. Agricultural Worker's Dwelling) To Allow The Dwelling To Be Occupied By Persons Employed Or Last Employed In The Management Of The Private Hire Swimming Pool Location: Croftlands View, Longtown, Carlisle, CA6 5RQ</p> <p>APPLICATION TO BE DETERMINED BY PLANNING COMMITTEE - RIGHT TO SPEAK PROCESS App Ref: 25/0124 Proposal: Siting Of Wheeled Single Box Trailer To Form Hot & Cold Food Takeaway Location: Land south of Purdoms Crook, Sandysike, Carlisle, CA6 5ST</p>
25	<p>Planning – Notification of Decisions</p> <p>App Ref: 25/0093 Proposal: Erection Of Proposed Calf Shed Location: Randalinton Farm, Longtown, Carlisle, CA6 5SX</p> <p style="text-align: center;">DECISION: GRANT PERMSSION</p>
26	<p>Financial Matters</p> <p>26.1 Bank Reconciliation to 24th May 2025 – to receive a report from the RFO <i>(to follow)</i> 26.2 Financial Transactions to 24th May 2025 – to receive a report from the RFO <i>(to follow)</i> 26.3 Expenditure to Approve to 24th May 2025 – to receive a report from the RFO <i>(to follow)</i> 26.4 Precept 2025/2026 To note that notification of the 2025/2026 precept of £99016.68 payable to the bank was received from Cumberland Council on the 16th April 2025 26.5 S137 Spending</p> <p>26.6 Internal Auditor To consider the appointment of the internal auditor</p> <p>26.7 Internal Auditors Report Although the Internal Auditor is in place, this has been put back until June</p>

	<p>26.8 External Auditor Annual Governance and Accountability Return (AGAR 2025 and Exemption Certificate)</p> <ul style="list-style-type: none"> a. To consider the approval of the Annual Governance Statement for year ending 31st March 2025 b. To consider the approval of the Statement of Accounts for year ending 31st March 2025 c. To authorise the Chair to sign Sections 1 and 2 of the Annual Return for year ending 31st March 2025 d. To agree that Arthuret Parish Council can certify itself as exempt from a limited assurance review and authorise the Chair to sign the Certificate of Exemption to be submitted to the external auditor e. To receive notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2025 (copy of AGAR, Exemption Certificate and Accounts herewith)
<p>27</p>	<p>Public Bodies (Admission to Meetings) Act 1960 To consider resolving in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw</p>
<p>28</p>	<p>Draft Minutes To receive opinions from Councillors on the issuing of draft minutes (<i>this item was deferred to this meeting from the last APC meeting on the 7th April 2025</i>)</p>
<p>29</p>	<p>Staff Holidays To review the staff holidays that have not been taken due to workload</p>
<p>30</p>	<p>Application for Councillor To receive an application and consider acceptance</p>

ARTHURET PARISH COUNCIL - ASSET REGISTER

Today is
21/05/2025

Total Asset Values as of (date)
25/07/2024

Total acquisition Value **£132,357.13**

ID No.	Description	Asset Type	Location	Acquisition Date	Acquisition Value (£)	Disposal / Salvage Cost	Notes / Comments
00001	Council Rooms and Offices	Property	Parish Council Office	01/09/1997	£5,500.00		
00002	Playing Field - 6 Acres	Land	Lochinvar Public Area	01/09/1977	£0.00		Exchange of Land with Carlisle City Council
00003	Playing Field - 1 Acres	Land	Dollys Brae Public Area	01/12/2001	£2,650.00		
00004	The Scaur	Land	The Scaur Public Area		£1.00		
00005	Bobbin Mill Gardens	Land	Mill Street	01/01/1950	£1.00		Gifted to the parish by Netherby Estates
00006	Allotments	Land	Carlisle Road	01/01/1950	£1.00		
00007	Dollys Brae Play Area	Land	Dollys Brae Play Area - Riverside	01/09/2004	£1.00		Exchange of land with Carlisle City Council
00008	Raefield Play Area	Land	Raefield Play Area	01/01/2017	£1.00		Transferred from Riverside Housing to PC
00009	The Square Play Area	Land	The Square- Play Area	01/01/2017	£1.00		Transferred from Riverside Housing to PC
00010	Moor Crescent Play Area	Land	Moor Crescent- Play Area	01/01/2017	£1.00		Transferred from Riverside Housing to PC
00011	Lochinvar Close Play Area	Land	Lochivar Close- Play Area	01/01/2017	£1.00		
00012	Ball Maze	Play Equipment	Dollys Brae Play Area - Riverside	01/01/2014	£500.00	£0.00	Disposed of at somepoint before 3.6.24
00013	Bandrake Seat	Play Equipment	Dollys Brae Play Area - Riverside	01/01/2014	£500.00	£0.00	Disposed of at somepoint before 3.6.24
00014	Activity Trail Play Equipment	Play Equipment	Dollys Brae Play Area - Riverside	01/01/2014	£5,000.00		
00015	Spinner	Play Equipment	Dollys Brae Play Area - Riverside	01/01/2014	£927.00		
00016	Spring Horse	Play Equipment	Dollys Brae Play Area - Riverside	01/01/2014	£477.00		
00017	2 Bay Swing	Play Equipment	Dollys Brae Play Area - Riverside	01/01/2014	£2,275.00		
00018	Sea Horse See saw	Play Equipment	Dollys Brae Play Area - Riverside	01/01/2014	£1,174.00		
00019	Multi Play Slide	Play Equipment	The Square- Play Area	01/01/2014	£900.00		
00020	4 Bay Swing & Supernova	Play Equipment	Moor Crescent- Play Area		£1.00		
00021	Gate & Fencing	Furniture (External)	Raefield Play Area				
00022	Spring elephant & spring seesaw	Play Equipment	Raefield Play Area				
00023	Gate & Fencing	Furniture (External)	Lochivar Close- Play Area				
00024	Multi Play Slide	Play Equipment	Lochivar Close- Play Area				
00025	Spinning Pole	Play Equipment	Lochivar Close- Play Area				
00026	1 Bay (2 swings)	Play Equipment	Lochivar Close- Play Area				
00027	See Saw	Play Equipment	Lochivar Close- Play Area				
00028	Basketball Posts x2	Play Equipment	Lochivar Close- Play Area				
00029	Handrails to steps	Property	Dollys Brae Play Area - Riverside		£1.00		
00030	Picnic Tables and benches - 3 off	Furniture (External)	Dollys Brae Play Area - Riverside	01/09/2014	£9,000.00		
00031	Curved Seats - 2 off	Furniture (External)	Dollys Brae Play Area - Riverside	01/09/2014	£2,905.00		
00032	Seats - 3 off	Furniture (External)	Dollys Brae Play Area - Riverside	01/09/2014	£562.00		
00033	Litter Bins - 3 off	Furniture (External)	Dollys Brae Play Area - Riverside	01/09/2014	£1,625.00		1 bin remaining as of 3/6/24
00034	Fencing	Furniture (External)	Dollys Brae Play Area - Riverside		£1.00		
00035	Seat- 1 Off	Furniture (External)	English Street	01/01/2001	£600.00		
00036	Seat - 4 Off	Furniture (External)	Arthuret Road	01/01/2001	£300.00		
00037	Seat - 1 off	Furniture (External)	Arthuret Crossroads				missing
00038	Seat - 1 off	Furniture (External)	Peth - Netherby Road				
00039	Seats - 2 off	Furniture (External)	Bobbin Mill Gardens	01/01/2011	£800.00		
00040	Seats - 3 off	Furniture (External)	The Scaur Public Area	01/01/2019	£4,000.00		
00041	Information Panels	Furniture (External)	The Scaur Public Area	01/09/2004	£6,666.00		

00042	War Memorial	Property	Carlisle Road	01/01/1996	£20,000.00		
00043	Planters Concrete - 8 off	Property	Carlise Road and English Street	01/01/1996	£2,400.00		
00044	Hanging Baskets	Property			£1.00		
00045	Notice Board	Furniture (External)	Cliff Road, Sandysike	01/10/2019	£580.00		
00046	Notice Board	Furniture (External)	Easton Village Hall	01/01/2005	£500.00		
00047	Double Sided Clock	Furniture (External)	English Street	01/01/2000	£8,200.00		
00048	"Tommy Figure"	Furniture (External)	The Island, English Street	01/01/2018	£600.00		
00049	Bus Shelter - 2 off	Property	Sandysike - A7	01/01/2015	£2,000.00		
00050	Bus Shelter - 2 off	Property	English Street	01/01/2009	£20,000.00		
00051	Bus Shelter - 1 off	Property	Moor Road	01/01/1996	£5,000.00		
00052	Bus Shelter - 1 off	Property	Lovers Lane	01/01/1994	£2,000.00		
00053	Longtown Bridge Light	Property	A7				Grade II listed
00054	Lighting Columns - 4 off	Property	Carlisle Road		£1.00		
00055	Lighting Columns - 1 off	Property	Old Road		£1.00		
00056	Public Address System	Electrical Equipment	Parish Council Office	01/01/2012	£600.00		Missing
00057	Lenovo Desktop Computer	IT	Parish Council Office	01/04/2018	£500.00		
00058	Apple Macintosh Desktop Computer	IT	Parish Council Office	01/04/2018	£400.00		
00059	Laptop - DELL	IT	Parish Council Office	01/04/2020			
00060	Laptop HP 850 G 15-inch - i5, 16GB RAM, 512GB SSD	IT	Parish Council Office	26/06/2024	£449.00		
00061	Brother Printer & Copier	IT	Parish Council Office		£1.00		
00062	HP Printer - colour	IT	Parish Council Office		£1.00		
00063	Printer and copier	IT	Parish Council Office	01/01/2012	£400.00	£0.00	Not economical to repair 22/7/2024
00064	Post Mounted Planters - Set off	Furniture (External)	Parish Council Office	01/10/2014	£2,268.00		
00065	Speed Indication Devices - 4 off	Notices - Information	Carlisle Road	01/10/2023	£10,800.00		
00066	Illuminated Christmas Decorations - Range off	Seasonal	Moot Hall	02/10/2023	£4,000.00		
00067	Riverside Safety Equipment - 1 ring, 1 housing	Notices - Information	Riverside Public Area	07/06/2024	£455.34		
00068	Gates and Fencing - allotments	Furniture (External)	Allotments		£1.00		
00069	Railings - War Memorial & The Island	Furniture (External)	Carlisle Road		£1.00		
00070	Tables and Chairs - office	Furniture (Office)	Parish Council Office		£2,000.00		
00071	Filing Cabinets - 5 off	Furniture (Office)	Parish Council Office		£180.00		
00072	Desk	Furniture (Office)	Parish Council Office		£1.00		
00073	Display filing cabinet	Furniture (Office)	Parish Council Office		£1.00		
00074	Fridge	Furniture (Office)	Parish Council Office		£1.00		
00075	Microwave	Furniture (Office)	Parish Council Office		£80.00		
00076	Office Chair	Furniture (Office)	Parish Council Office		£119.34	£0.00	disposed of 19/08/2024
00077	Office Chair	Furniture (Office)	Parish Council Office	20/08/2024	£99.45		
00078	Display cabinets - 2 off	Furniture (Office)	Parish Council Office		£1.00		
00079	Display cabinets - 5 off	Furniture (Office)	Parish Council Office		£550.00		
00080	Display cabinets - 3 off	Furniture (Office)	Moot Hall		£1.00		
00081	Projector Screen	Furniture (Office)	Parish Council Office		£15.00		
00082	3M Overhead Projector	IT	Parish Council Office		£469.00		
00083	LCD Projector	IT	Parish Council Office		£1.00		
00084	Henry Hoover	Furniture (Office)	Parish Council Office		£1.00		
00085	Water boiler	Furniture (Office)	Parish Council Office		£1.00		missing as of 3/6/24
00086	Bins (metal) - 3 off	Furniture (External)		22/07/2024	£1,305.00		
00087	Riverside Safety Equipment - Lifebuoys, Housings and Posts 2 off	Notices - Information	Dollys Brae Public Area	19/08/2024	£860.00		
00088	Life ring and housing	Notices - Information	Esk Bridge		£1.00		
00089	Flag Pole	Furniture (External)	Community Center		£1.00		

00090	Metal Poppies - 25 off (assorted)	Seasonal	Parish Council Office		£192.50		purchased in 2017
00091	Information Panels - 2 off	Notices - Information	Parish Council Office		£1.00		

Arthuret Parish Council

To consider the below proposed dates for 2025/2026

Full Council Meeting Dates

- 2nd June 2025
- 7th July 2025
- 1st September 2025
- 6th October 2025
- 3rd November 2025
- 8th December 2025
- 5th January 2026
- 2nd February 2026
- 2nd March 2026
- 6th April 2026
- 11th May 2026

Clerks Report – April & May 2025

Correspondence from Parishioners

A gentleman on Esk Bank has kindly offered to clear some rubbish from the patch of land adjacent to the play area – Chair, Vice Chair and Clerk to have a meeting with him

Numerous emails have been dealt with

Parish Issues Reported to:-

Cumberland Highways

Dangerous double yellow parking and abuse when challenged	Bridge Street	18-Mar-25		Enquiry reference: EI/239872
Pot Holes	Esk Street	29-Apr-25	02-May-25	Enquiry reference: EI/243950
Pot Holes (multiple)	Swan Street	29-Apr-25		Enquiry Reference: EI/243969
Pot hole	Netherby Street	30-Apr-25	02-May-25	Enquiry reference: EI/244034
Road Surface	A7, by the Pedestrian Crossing	30-Apr-25		

Cumberland Council

Car bumper	Memorial island	19-Mar-25	26-Mar-25	Unique Reference Number: 00326029
Fly tipping of mattress	Lochinvar play area	30-Apr-25		Unique Reference Number: 00330304

- Repainting of double yellow lines, white lines and disabled bays reported to Councillor T Pickstone – he has reported all of these for us and a response from Cumberland Highways is *“All road marking works are undertaken by a specialist contractor and are therefore issued periodically and packaged together according to location”*
- A disabled parking bay has been requested for outside of Boots Chemist – consultation is about to start for this
- The road surface on the A7 by the Community Centre – *“The reported location on the A7 in Longtown is currently under review and will form part of a future priority surfacing scheme In the meantime we will continue to monitor and inspect the road and undertake any repair as and when required”*
- Netherby Road to The Peth – *“We are pleased to inform you that your request has been added to our list of minor works. Rest assured, it will be addressed appropriately All proposed schemes are now being reviewed by the Cumberland Council Highway Board for funding approval”*

The Changing Rooms

Electrician booked for the 22nd April 2025 to fault find and fix to make the electrics safe. Was at the building for 2.5 hours and cannot find fault even though there is one. Re-arranging visit

Have instructed Rentokil Hygiene Specialists for removal of mould – attending on 1 May 2025 - DONE

In the process of acquiring quotes to replace the carpet in the main room & also redecoration of the 3 rooms

Need to hire a de-humidifier – looking at costs - DONE

Bin for Old Road

Still awaiting a response from CC to see if they will provide – have chased

Posters informing allotment holders and any other bird keepers of the mandatory housing of birds have been issued

Clerk Training

I have signed up for Clerk training on the 6th and 13th May 2025 (the last sessions I could not attend due to re-issuing the tenders)

Letters to allotment plot holders have been sent

The following documents have also been circulated: -

CALC - Building Safe and Strong Communities, Principles of collaboration between Town and Parish Councils, Cumbria Association of Local Councils and Cumberland Council

Cumberland Council - Cumberland Council Housing Strategy - Formal Stakeholder Consultation

CALC - Simpler Recycling waste duties

CALC – CALC news

CALC - Town and Parish Council Devolution Briefing April 2nd

CALC – Planning Policy Event

CALC – Cumbria in bloom

NALC – events newsletter

Borders, Fellside and North Carlisle Community Panel – projects that have received investment

CALC – Practitioners guide

CALC – Link to litter champion’s event

CALC – Dog fouling event mtg 1 May 2025

CALC – Training Bulletin 23.4.25

CALC – Martyn’s Law

NALC – Chief Executive Bulletin 24 April 2025

CALC – Larger Councils Development

CALC – CALC AGM

CALC - Litter Champions Event Wednesday 02 April 2025 slides

Cumbria Police - April 2025 - Carlisle & Rural

CALC - Dementia Action Week 19-23 May 2025

NALC – Chief Executive Bulletin 8 May 2025

CALC News – March and April 2025

Planning Notices – x 5

Planning Decisions – x 1

Right to Speak Planning App – x1