

Holme East Waver Parish Council

DRAFT Minutes of the Meeting of the Parish Council held in the Parish Hall, Newton Arlosh on Thursday 15th May 2025 Following the Annual Parish Meeting.

Present: Chairman V Hodgson

Councillors: Graham, Hopkinson and Stockdale.

Public attendance: None.

Clerk: M Abbs

1.1 To elect chairman, who will then sign the form of acceptance of office.

Cllr Hodgson was proposed then unanimously **elected** as Chairman and signed the required acceptance of office.

1.2 Apologies for absence and declarations of interest.

Cumberland Cllr A Markley had sent his apologies ahead of the meeting.

No additional declarations of interest were made. Cllr Hodgson had declared an interest in items 8.2.2, 8.3.1 prior to the meeting when this application was considered.

REQUESTS FOR DISPENSATIONS

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.

No dispensations were requested.

DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

1.3 To elect vice chairman

1.4 To consider re-adoption or amendment of standing orders.

The standing orders were considered fit for purpose and **adopted** unchanged.

1.5 To appoint one member as Highways contact.

No member was appointed - each member would report items when necessary.

2 Minutes

2.1 To approve the draft minutes of the meeting of the Parish Council held on Thursday 25th March 2025 - **approved and signed.**

3 Report on action taken...

3.1 ...by members of the Council

No matters were reported at that point. – **noted.**

3.2 ...by the clerk

The clerk advised some action would be reported later in the meeting at the appropriate point. – **noted.**

3.3 **Public participation.** (At the chairman's discretion)

4 Correspondence

To review correspondence received and take any appropriate action.

Some items of correspondence were handled under the New Business section.

5 New business

5.1 Playground – report on developments since last meeting.

Cllrs commented that the Grasscutting, under the new contractor this season, had started well,

The playground was being regularly inspected and no urgent items required attention.

A new inspection rota was drawn up.

5.2 To consider the re-appointment of Arewel to handle PAYE for the Council.

The clerk advised that he had received no end of year paperwork or invoice. No further reminders from HMRC for late submission fines had been received. In the light of this uncertainty a decision on re-appointment was postponed.

Holme East Waver Parish Council

5.3 To consider the re-appointment of PL Gauntlett to handle the Internal Audit for the Council.

The Cllrs appreciated the work of the auditor and the re-appointment was **approved**.

5.4 Parish Plan – Update on current items and any required discussion of matters raised at the Annual Parish Meeting.

Update on the Information Panel and Speed Indicator Device (SID) and consideration of any other matters raised.

The clerk had had two meetings with the designer of the information Panel and now had sufficient information to proceed to the planning stage. Cllrs **approved** this action and any necessary expenditure required. The designer had submitted an invoice to cover some of his work up to this point for £240 which Cllrs **approved** for payment.

The clerk had been in contact with Cumberland Council and the supplier of the chosen SID. It would be necessary for the Parish Council to order and store the device upon delivery. Following which the Authority would be able to schedule installation, hopefully, with hopefully about a two-week timescale. The anticipated expenditure of around £3120 ex VAT was **approved** and the clerk authorised to proceed.

5.5 Vacancy on the Council.

Cllrs **agreed** that an advert should be placed on the noticeboard again.

5.6 Website - report and update.

The clerk explained that he had encountered some difficulties uploading material but the developer had been very helpful and he hoped that the process would be easier in future. – **noted**.

5.7 Defibrillator – current position.

Cllrs confirmed that the machine had now been installed on the wall of the Parish Hall but that the damaged phone box had yet to be removed by the Community Heartbeat Trust which owned it.

5.8 Village planters.

The planters located on the road entrances to the village had no known owners and were not in good repair. The clerk advised that the Council could buy replacements and put them on the Council's Asset register. Cllr Graham offered to make some wooden replacements which Cllrs **approved with thanks**. In the meantime spending of £400 ex vat was **approved** for materials and plants for the existing planters. Cllr Stockdale would arrange for the purchase and planting of the new display.

5.9 Wigton Baths Trust – request for financial assistance.

This was **noted** without action.

5.10 Saltcotes dogs.

There had been no development which required discussion. – **noted**.

6 Finance

6.1 Information

6.1.1 **To note** report of internal auditor – **the report was noted and approved**.

6.1.2 **To consider approve and sign** annual return: governance statement. - **examined approved and signed**.

6.1.3 **To approve accounts** 31st March 2025.

print-out of Receipts & payments book; 3-year comparative summary;

bank reconciliation & explanation of variance;

bank statements to 31st March 2025

These were **examined and approved**.

6.1.4 **To consider approve and sign** annual return: accounting statements. - **examined approved and signed**.

6.1.5 **To consider approve and sign** the Certificate of Exemption from the Limited Assurance Review. - **examined approved and signed**.

6.1.6 **To approve** accounts to 30th April 2025 (available at meeting). – **approved**.

6.1.7 **To note** Information Commissioner: confirmation of registration renewal to 6/4/26. – **noted**.

6.1.8 **To note** VAT return situation - amount to reclaim **£159.75** - **noted**.

6.1.9 **To note** Cumberland Council: precept payment **£8500**. – **the clerk confirmed that the whole payment had been received in the first payment. -noted**.

6.2 **To approve** the following payments.

6.2.1 Clerk: salary **£428.61** -**approved**.

6.2.2 Clerk: expenses: phone and broadband £55.02, postage etc. 0.00, mileage 58 miles at 45p /mile £26.10 Total **£81.12** – **approved**.

6.2.3 CALC: subscription renewal 2025/26 – **£185.92** – **approved**.

6.2.4 Clear Insurance Management Ltd insurance renewal – **£586.11** – **approved**.

6.2.5 Arwel: for PAYE services **£50.00**

Anticipated amount shown. See item 5.2

Holme East Waver Parish Council

6.2.6 P L Gauntlett: internal audit fee **£60.00 – approved.**

6.2.7 Information Commissioner: by direct debit and confirmation of renewal of registration **£35.00**

The clerk advised that the revised amount taken by direct debit was £47.00 – noted and approved.

6.2.8 Green Team Garden Services grass cutting **£218.40 – approved.**

The clerk advised that the contractor intended to invoice monthly and Cllrs approved payment by the clerk if the invoices were for the anticipated amount.

7 Highways

7.1 Highways steward

Cllrs had received a request from a parishioner for new signage through the village of Saltcotes. Following discussion Cllrs **approved** this request and instructed the clerk to ask the Authority for the new signage.

8 Planning.

8.1 Applications on which Cumberland Council decision is awaited.

None - **noted**

8.2 Applications decided by Cumberland Council.

8.2.1 HOU/2025/0040 Installation of external wall insulation and associated energy efficiency works as part of a wider retrofit project, 5 The Acre, Newton Arlosh (Gemma Jackson Home group) – **permission granted.**

8.2.2 FUL/2025/0050 Erection of replacement spray store, Shawhill, Kirkbride (Mr Vaughan Hodgson) -**permission granted.**

The above were **noted.**

8.3 Applications dealt with under standing order.

8.3.1 FUL/2025/0050 Erection of replacement spray store, Shawhill, Kirkbride (Mr Vaughan Hodgson)

There had been **no objections** and the authority had been informed.

8.4 Applications to be considered at this meeting.

None – **noted.**

9.1 Documents received for comment.

None. – **noted.**

9.2 Documents received for information (available on request to clerk)

9.2.1 CALC Circulars. – **noted.**

10.1 Any information brought by members of the Council.

No matters were raised.

10.2 Any information brought by the Cumberland Councillor.

Absent.

10.3 Any information from the clerk.

No matters were raised.

10.4 Police report

There had been no contact with the Police.

11 Meeting dates. (Provisional on item 1.4)

11.1 Date of next meeting Parish Council Meeting is **Thursday July 10th, 2025, at 7.30p.m in Newton Arlosh Village Hall**

11.2 Future date: Thursday 11th September 2025 at 7.30p.m. in Newton Arlosh Village Hall

Following discussion, an amended date of 4th September was **agreed.**

The dates were noted and the Chair closed the meeting at 8-45 p.m.