

# STANTON PARISH COUNCIL

Councillors are hereby summoned and members of the public are invited to attend the Annual Meeting of the Parish Council to be held on **Monday 20<sup>th</sup> May 2024** in Stainton Institute at 7.00pm for the purposes detailed in the following agenda

## AGENDA

### 1. APOLOGIES

To receive apologies for absence and approve the reasons

### 2. ELECTION OF CHAIR 2024/25

Vice-Chair to chair the meeting until a new chair is appointed

Chair to sign Declaration of Acceptance of Office

### 3. ELECTION OF VICE-CHAIR 2024/25

Vice-Chair to sign Declaration of Acceptance of Office

### 4. ELECTED (NOMINATED) COUNCILLORS

Councillors to sign Declarations of Acceptance of Office

### 5. MINUTES

To authorise the Chair to sign the minutes of the meeting held on 25<sup>th</sup> March 2024 as a true record

### 6. APPOINTMENT OF COUNCILLOR TO FILL CASUAL VACANCY

To discuss

### 7. REQUESTS FOR DISPENSATION

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

### 8. DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda  
(Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)

### 9. PUBLIC PARTICIPATION

Members of the public have an opportunity to make statements, ask questions or raise any matters relating to the parish

### 10. REPORTS

a) To receive any relevant matters from Cumbria Police - see item 20. Correspondence

b) To receive any relevant matters from the Westmorland and Furness Councillors

### 11. HIGHWAYS & FOOTPATHS

a) To receive an update re faults and problems reported

b) To receive an update re the request for a 30mph zone

c) To discuss the installation of the replacement gate at Stainton Cross Cottages

### 12. TREES & WOODS

To receive any update

### 13. LITTER PICK

To discuss the litter pick on Saturday 6<sup>th</sup> April 2024

### 14. PLANNING

a) To note that the following planning application has been **submitted** to W&FC and circulated to the members of the Council since the last meeting:

#### **2024/0729/FPA Wayside Cottage, Stainton**

Two storey side extension to form entrance porch, sun room and en-suite bathroom

b) To note any planning applications received and circulated to members of the Council since publishing the agenda

c) To note that the following planning application has been notified as **approved** by W&FC since the last meeting:

#### **2024/0455/FPA 1, Shyreakes Lane, Crosscrake**

Demolition of existing rear conservatory/concrete outhouse, erection of a single storey rear kitchen extension & a timber open post frame storm porch

### 15. FINANCE

a) To note the following receipts between meetings:

|  |           |
|--|-----------|
| HMRC - VAT refund to 31 <sup>st</sup> March 2024       | £65.61    |
| Westmorland & Furness Council – CIL                    | £1,153.37 |
| Westmorland & Furness Council – Parish precept 2024-25 | £5,945.19 |

- |  |        |
|--|--------|
| Westmorland & Furness Council – Parish grant 2024-25 | £64.81 |
|--|--------|
- b) To approve the schedule of payments for May 2024:**
- |   |         |
|---|---------|
| M R Richardson – Clerk’s April & May Salary £733.50 less PAYE £146.60<br>plus expenses £108.20 (broadband/telephone/use of home as office/photocopies/<br>postage/ computer service contract) and motor expenses £37.80 (84 miles @45p) | £732.90 |
| HMRC – PAYE re M R Richardson   | £148.60 |
| CALC – annual subscription  | £174.37 |
| Jean Airey – internal audit   | £93.00  |
| Zurich Insurance – annual insurance to 31 <sup>st</sup> May 2025  | £372.53 |
| Stainton Institute – hire of hall   | £20.00  |
- c) To approve any payments due since publishing the agenda
- d) To review the sums insured under the insurance policy
- e) To discuss replacement of the damaged noticeboard at St Thomas’ Church
- f) To approve the Receipts and Payments Account for the year ended 31<sup>st</sup> March 2024
- g) To receive the Internal Audit Report for the year ended 31<sup>st</sup> March 2024
- h) To complete the Certificate of Exemption from a limited assurance review
- i) To approve and sign the Annual Governance Statement 2023/24 (Section 1 of the Annual Return)
- j) To approve and sign the Accounting Statements 2023/24 (Section 2 of the Annual Return)
- k) To confirm the dates of the period for the exercise of public rights
- l) To review, approve and sign the Risk Management schedule
- m) To note the reconciled bank balance at 30<sup>th</sup> April 2024 and counter-sign the bank statement
- 16. POLICIES AND PROCEDURES**  
To note and confirm the existing Standing Orders, Financial Regulations, Complaints Procedure, Press / Media Policy, Code of Conduct and the procedure for handling requests under the Freedom of Information Act 2000
- 17. APPOINTMENT OF REPRESENTATIVES**  
District Association
- 18. CONSULTATION & FUNDING REQUESTS**  
None
- 19. MATTERS ARISING FROM PREVIOUS MEETING**  
a. Towpath / Canal update
- 20. CORRESPONDENCE**  
To note any other correspondence received and not included as an item on this agenda and decide upon any necessary action:
- i. W&FC – Temporary road closure – U5661 Halfpenny from 22/4/24 (emailed to Cllrs.8/4/24)
  - ii. CALC News January & February 2024 (emailed to Cllrs.23/4/24)
  - iii. Cumbria Police – Rural Crime newsletter March 2024 (emailed to Cllrs.23/4/24)
  - iv. CALC - Have your say on nature in Cumbria (emailed to Cllrs.23/4/24)
  - v. Cumbria Police – Neighbourhood Policing Team update March 2024 (emailed to Cllrs.23/4/24)
  - vi. Cumbria Police – Neighbourhood Policing Team update April 2024 (emailed to Cllrs.15/5/24)
  - vii. CALC – Help shape W&FC’s new Customer Charter / Promise (emailed to Cllrs.15/5/24)
  - viii. CALC – Cumbria Local Nature Partnership update (emailed to Cllrs.15/5/24)
- 21. COUNCILLORS’ ISSUES TO BE RAISED - *No discussions must take place on these matters but will be placed on the next Agenda***
- 22. TO NOTE ANY ITEMS FOR INFORMATION – *no decisions or action permitted***
- 23. DATE OF NEXT MEETING**  
To confirm the next meeting of the Parish Council will be held on Monday 22<sup>nd</sup> July 2024 in Stainton Institute at 7.00pm

**Malcolm Richardson**

Clerk to the Council

Old Barn Cottage, Borwick, Carnforth LA6 1JS

staintonpc@outlook.com

15<sup>th</sup> May 2024

