

## Milburn Parish Council - 1<sup>st</sup> March 2016

### Present

Councillors D Richardson (Chair), S Linsley, & P Moran  
Clerk J Connelly  
Member of the Public Mr M Joyce

### Apologies

Councillors R Healey & M Armstrong

### 16.03.2 Register of Interests

No interests declared

### 16.03.3 Minutes

The minutes of the meeting held on the 12<sup>th</sup> January 2016 had been circulated prior to this meeting. Draft had been forwarded to CALC website.

All agreed this was a true record and were signed and approved, to be forwarded to CALC.

### 16.03.4 Matters Arising

E-mail received from A Wood regarding the suggestion of obtaining pads for the defibrillator for use for children. Pads can only be obtained for use with manual defibrillators where voltage can be controlled, also the First Responders are not qualified to deal with arrests in children.

### 16.03.05 Traffic Calming Update

To date no box for recording speed etc has not been put in place on the corner near the school, towards the re-cycling.

The School Governors have also requested the "Slow" signs on the road be re-painted as they are now considerably faded. Councillor Richardson has contacted the Highways Dept.

### 16.03.6 Website

The Transparency Code for Parish Councils state that all minutes, agendas and accounts etc are to be available for the public to see via the net. With this in mind, CALC offered Parish Councils the use of their website for this purpose, unfortunately they are no longer able to do this, Therefore Milburn Parish Council has to have its own website. Funding through NALC was applied for, a scanner for £100, a laptop computer for £ 300 and the set-up of a website £250.

Various quotes were obtained for the above.

Mr Joyce has kindly offered to set up a website and provide the clerk with training. It was resolved to use "123REG" as the host, it is a UK company at £35.86 per annum. Mr Joyce will set this up for Milburn Parish Council.

Councillor Richardson thanked Mr Joyce for his help etc in this matter.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

### **16.03.7 Tree Management - Fell Lane**

Mr Joyce has brought to the attention of Milburn Parish Council a problem with Copper Beech Trees up Fell Lane. Mr Tom Clark planted them and as they have grown the iron collars around them was growing in to them and these were removed so that damage did not occur. Unfortunately there are Sycamore Trees, which are overshadowing and appear to be stunting one of the Copper Beech Trees. Therefore the Sycamore Trees need to be cut back to allow the Copper Beech Tree to grow and flourish to its full potential.

It was also noted that an Ash Tree on the other side of the lane has been affected by disease and requires felling as soon as possible.

After discussion with an expert regarding the Ash Tree, as it is diseased, it definitely needs to be cut down sooner rather than later.

It was resolved that these trees be cut down, Councillor Richardson will ascertain the best way to achieve this.

Mr Joyce was thanked for bringing this to the attention of the Parish Council and gaining advice from an expert in this field.

Mr Joyce then left the meeting

### **16.03.08 External Audit for Smaller Authorities**

Details of two proposals of the external audit for smaller authorities had been e-mailed to Councillors prior to the meeting and after discussion it was resolved to opt for Group 3 - Opted-in authorities with neither income nor expenditure exceeding 25K

Clerk to write and confirm.

### **16.03.9 Friends of Lake District Survey re Village Greens**

An e-mail had been received from Friends of the Lake District regarding Village Greens, this had been e-mailed to all Councillors and after discussion it was resolved to decline participation, the Clerk to write and inform them of this decision.

### **16.3.10 Review of Asset Register**

Audit Purposes has been amended to record the new goal posts & nets £ 640.00 and the Apple Press of £700.00

Clerk to check with insurance and inform them of the Apple Press

### **16.3.11 Review of Financial Regulations**

The Financial Regulations Policy had been e-mailed to Councillors at an earlier date, no amendments made and it was resolved to adopt.

### **16.3.12 Review of Risk Assessment**

The Risk Assessment had been e-mailed to Councillors at an earlier date and it was noted the Apple Press should be listed as high risk, clearly stating that Sarah Cox or Sally Linsley is to give instruction to anyone using this machine. The Apple Press is not to be used by a lone worker.

The Football Posts and nets are visually inspected on a regular basis and is low risk.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**16.3.13 Review of Complaints Policy**

The Complaints Policy had been e-mailed to Councillors at an earlier date, no amendments made and it was resolved to adopt.

**6.3.14 Review of Standing Orders**

The Standing Orders had been e-mailed to Councillors at an earlier date, no amendments made and it was resolved to adopt.

**16.3.15 Review of Code of Conduct**

The Code of Conduct had been e-mailed to Councillors at an earlier date, no amendments made and it was resolved to adopt.

**16.03.16 Finance**

Draft 4 of the estimated accounts had been e-mailed earlier and a bank statement had also been received after the agenda was issued. The Balances on the bank statement show Business Current Account £1527.37 and the Business savings Account £1595.76, all cheques issued having been cleared.

It was resolved to pay :- The Village Hall £40 - Parish Council Meetings  
Churchyard Donation £ 250  
Clerks Fee £450  
Clerks Expenses £45.99 (paper, ink cartridges)

**16.03.17 Correspondence/E-mails**

Tower Mint Ltd - Coins for the Queens 90<sup>th</sup> Birthday  
Clerks & Councils Direct - April 2016  
List of e-mails printed

**16.03.18 Public Participation**

No members of the public in attendance at this time

**16.03.19 Any Other Business**

Pot holes are again developing up the left hand side cart road of the village green, Councillor Richardson will hopefully raise a team of volunteers and fill them in, as and when the weather gets better!

Councillor Linsley would like to thank Mr Rick Robbins of Newlands for rolling the side of the village green when large vans etc have dug it up and marked the grass

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Meeting Closed 8.40pm