



Allonby Parish Council

Minutes of the Annual Meeting held on Wednesday 15 May 2024

Attendance	Action/ Decision
<p>Councillors: N. Glencross (NG), K. Appleton-Derrick (KAD), A. Jones (AJ), P. Jones (PJ) J. Hanley (JH) and J. Potter (JP). K. Thurlow, Cumberland Councillor (KT) Members of the public: One J. Rae, Acting Clerk (JR)</p>	
<p>17/5/24 – Election of Chair for Council Year 2024-25 Nominations were invited for the election of Chair for Council year 2024/25. JH proposed that AJ be re-elected Chair. The nomination was seconded by NG. As no other nominations were received it was resolved that AJ be re-elected Chair for council year 2024-25.</p>	
<p>18/5/24 – Declaration of acceptance of Office AJ signed a declaration of acceptance of office</p>	
<p>19/5/24 – Appointment of Vice Chair On the proposal of AJ, seconded by JP it was RESOLVED that JH be re-appointed Vice Chair for Council year 2024-25.</p>	
<p>20/5/24 Apologies for absence An apology for absence was received from NW. The reason for absence was noted and accepted.</p>	
<p>21/5/24 Declarations of Interest No declarations of interest were received. No requests for dispensations were received.</p>	
<p>22/5/24 Minutes RESOLVED that the Chair be authorised to sign the minutes of the meeting held on 23 April 2024 as a true record.</p>	
<p>23/5/24 Public Question Time No matters were raised.</p>	
<p>24/5/24 Clerk’s Report JR reported that the Annual Audit for financial year 2022-23 had been completed. The External Auditors report had been circulated to Members. The Auditors report and the Notice of Conclusion of Audit will be published on the website. The Notice of Conclusion of Audit will also be displayed on the Parish noticeboards. A VAT refund request of £1510.56 had been submitted to HMRC. An email had been received from the Marine Conservation Manager, Marine Management Organisation advising they will be in the Allonby Bay area on 23rd May and would like to meet to provide an update to the Parish Council on the HPMA Fishing byelaw and set out the scope of their marine non-licensable activities assessment. The are also hoping to arrange a workshop in July in the Allonby Bay area to engage with stakeholders to understand what activities are taking place.</p>	AJ agreed to contact MMO
<p>25/5/24 Progress reports for information a Car Parks – There had been very little progress since the last meeting. A very positive meeting had been held with Marcus Campbell Savours and the Parish Council is hoping to have a meeting with Mark Fryer, Leader of Cumberland Council to discuss the issues of the car park and the toilet block.</p>	



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b Play Park – The designs for the play park phases 1 and 2 were discussed. The costs for phase 1 include £13,000 for the play equipment and £8000 for the path.

A letter dated January 2018 from the former Borough Council regarding the Allonby Green asset transfer opportunity had been circulated to Members. It was noted that the Play Area is currently on a 25-year lease from 2011. Cumberland Council are trying to retrieve a copy of the lease as the Parish Council do not hold a copy. Cumberland Council also confirmed that the possibility of an asset transfer of the play area may still stand.

This will be considered further once further information is received from Julian Smith at Cumberland Council.

JH advised that work will start on Friday to get the swings installed.

c Toilet Block – A positive meeting had been held with Marcus Campbell Savours. Members discussed the costs of running the toilet block and the impact this has on the parish precept.

26/5/24 Cumberland Councillor's Report

KT reported that he had spoken with Cumberland Council again regarding the funding that was to be allocated to the Highways budget that could potentially be used to carry out repairs to the car parks. KT will continue to pursue this with Cumberland Council.

KT also reported that the Parish Council should contact Helen Esslemont at Cumberland Council for advice on grant funding available.

27/5/24 Planning

(a) Applications Received: None

(b) Decisions: None

28/5/24 Annual Insurance

The updated renewal documentation to include the toilet block, picnic benches and the removal of some play equipment had been received from Zurich Insurance at an annual premium of £1123.06.

RESOLVED that the updated quotation be accepted.

29/5/24 Finance

(a) The up-to-date financial report had been circulated with the agenda.

(b) Income Received: None

(c) The following accounts were authorised for payment:

Clerk's account May	£ 200.55
HMRC PAYE May	£ 46.80
T. Gear, Internal Auditor	£ 80.00
Zurich Insurance	£1,123.06
K. Hetherington – Cleaner (April)	£ 486.00
E-On	£ 45.62
Moore – External Auditors	£ 252.00

(d) Asset Register – The updating of the Asset Register is still in progress.

30/5/24 Annual Audit 2024-24

(i) The internal audit had been carried out with no issues raised.

(ii) Members considered the Annual Governance Statement acknowledging the Parish Council's responsibility for ensuring a sound system of internal control is now in place and that arrangements are in place for effective financial management. RESOLVED that the Chair and Clerk be authorised to sign the Annual Governance Statement.

(iii) Members considered the Statement of Accounts and resolved that this is a true reflection of the Parish Council's accounts. The Chair was authorised to sign the Statement of Accounts.



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<p>(iv) The period for the exercise of electors' rights was set at 3 June until the 10 July. A notice advising electors of their rights to inspect the accounts will be displayed on the parish noticeboards and will be published on the parish council's website.</p> <p>(v) The Clerk reported that the Annual Return and other requisite documents will be published on the website.</p>	
<p>31/5/24 Correspondence for Information CVS Community Newsletter Cumberland Council - Draft Climate and Nature Strategy Allonby Chalet Owners – Change of date to 3 July 2024 CALC – Fibrus Community Fund CALC – Local Nature Partnership CALC – Save the date AGM will be held on 12 October Cumbria Police Newsletter</p>	Correspondence received was noted.
<p>32/5/24 Review and Adoption of Policies Members reviewed the Standing Orders, Code of Conduct and Risk Management Policy. It was noted there were no amendments. Members resolved to adopt the draft Safeguarding Policy and the new Financial Regulations.</p>	NG agreed to be the lead on Safeguarding
<p>33/5/24 Community Ownership Fund Members discussed progress regarding fundraising. The Chair thanked NW for her time and effort in completing the application form to the Community Ownership Fund. It was noted that several letters of support had been received.</p>	
<p>34/5/24 Noticeboard outside Village Hall It was noted that the Village Hall Committee are to obtain estimates for the replacement of the noticeboards outside the Village Hall.</p>	
<p>35/5/24 Flower Boxes – Allonby Members noted that the flower boxes had been planted and an invoice is expected for £140.00.</p>	
<p>36/5/24 Vacancy/Co-option of new councillor Following the resignation of S. Collier the vacancy had been advertised. One expression of interest had been received. JH proposed that M. Glencross be co-opted onto the Parish Council, this was seconded by PJ. RESOLVED that Mr. M. Glencross be co-opted onto the Council. M. Glencross signed a declaration of acceptance of office and was provided with a DPI form for completion.</p>	
<p>37/5/24 Councillors' reports and items for future agenda The sign coming into the village has still not been repaired by Highways.</p>	
<p>38/5/24 Date of next meeting: The next meeting will be held on Tuesday 25th June 2024 – 7.30pm.</p>	
<p>Meeting closed: The meeting closed at 9.00 pm.</p>	