

# MURTON PARISH COUNCIL

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## MINUTES OF ORDINARY MEETING OF MURTON PARISH COUNCIL

5 February 2018

**Present:** Barbara Govan (Chair), Tina Longstaff, Pat Laverty (Vice Chair) & Alan Taylor and four members of the public.

The Chair opened the meeting with a tribute to Harry Beadle who died in December at the age of 95. Harry had served as Parish Councillor for over thirty years and latterly as Chair. He was an invaluable source of local knowledge and a useful sounding board on many issues.

- 01/18 Apologies for Absence** – Apologies from Cllr King (holiday) and Cllr Hewitt (wedding and holiday) had been received and were accepted.
- 02/18 Resignation of Parish Councillor** – The Chair has received a letter of resignation from Cllr Steve Atkinson. The Chair thanked Cllr Atkinson, in his absence, for his contribution to the Council and for his hard work representing the people of Hilton in particular.
- 03/18 Declarations of Interest** – no declarations of pecuniary interest were made.
- 04/18 Minutes of Previous Meeting**  
**Resolved:** that the minutes of the meeting of 6 November 2017 be signed by the Chairman of the meeting as an accurate record.
- 05/18 Open Session** - A member of the public raised the following issues:
- The increase in the number of potholes, especially with the current closure of the road between Appleby and Hilton.
  - A request that PC meetings be broadcast more widely than the current noticeboards and website.
  - A proposal for a 'Tidy Village' project, similar to Cumbria in Bloom.
- The Chair proposed that these topics could be included in discussions later on the agenda.

## ITEMS FOR REPORT

**06/18 CUMBRIA COUNTY COUNCIL**

**06/18/1 Widening of Hilton Bridge** - Representatives from Highways were available at the Parish Meeting on 14 November and answered questions posed by residents.

Signature   
Chair, Murton Parish Council

14/5/18  
Date of meeting

John Banks reports that the CCC has sent out invitations for expressions of interest with a deadline of end of February. The deadlines for tenders is 16 April and the contract will be awarded mid-May with the aim to be on site on 23 July, to coincide with school holidays. The aim is to keep disruption to the minimum with partial and temporary closures of access over the bridge.

**06/08/2 Winter Weather Damage** – the Clerk was asked to inform Highways of the following repairs:

- Road between Hilton and Murton – 1 x large pothole outside Cemetery, 1 x pothole outside Brook House.
- Coupland Beck cattle grid - flooding and icing over.
- Langton Farm, foot of Kirkber Hill – blocked culvert, flooding.
- Brook House – blocked culvert.
- Quarry Garth, Murton – blocked culvert.

The Clerk was asked to write to John Banks informing him of these faults and also to express concern about the state of the roads between Murton and Dufton and between Hilton and Coupland Beck. These are the diversions currently being used whilst the road between Appleby and Hilton is closed.

**07/18 Cemetery Management** – The tap had been repaired but was currently turned off to avoid damage from freezing. The bin had been removed and a notice had been put up asking people to take their rubbish home as the Cemetery does not have a rubbish collection. This was ignored by some people who leave debris by the gate. This topic will be discussed at the next meeting.

**08/18 HEALTH & SAFETY**

**08/18/1 Cemetery** – The repairs to the wall will be tackled when the weather improves, as will the checking of adjacent walls, bases of trees and the painting of the two seats.

**08/18/2 Parish Owned Property** - Hilton noticeboard – this was no longer fit for use. The Clerk will contact Warcop Clerk regarding their new noticeboard with a possible proposal for funding to be submitted to the MOD. Brackenber gate – the seat needs painting. Cllr Govan said she would do this. Murton bus shelter – Cllr Laverty is planning to instigate repairs.

**09/18 Application made by the Secretary of State for Defence to amend the Registers of Common Land relating to Murton Fell, Hilton Fell, Burton Fell and Warcop Fell.**

The notices of the application had been re-issued because a covering letter, accompanying the original application had not been circulated, but had been referred to in the MOD's response to the submissions sent to CCC.



Having consulted our Cumbria County Councillor, it didn't appear to add anything that would change the submission sent by Murton Parish Council. The Chair would like to encourage people to make a submission using the template which can be found at: <http://www.cumbria.gov.uk/planning-environment/conservation/commons-registration-service/warcooptrainingarea.asp>

The deadline for submissions is now 5 pm 2 March 2018.

- 10/18 GENERAL DATA PROTECTION REGULATION (GDPR)** – This new legislation comes into effect on 25 May 2018. The Clerk will be attending a CALC seminar on the topic in March. Key issues for the PC are that the PC must:
- appoint a Data Protection Officer. This can be an employee or a contractor. NALC are looking into appointing consultants to perform this role.
  - put in place comprehensive and proportionate governance measures to prevent breaches of data.
  - undertake an information audit, to see what personal data the PC holds, where it came from and who it is shared with.
  - review Privacy Notices, Subject Access Requests, how consent is given, how breaches are dealt with.

**11/18 EDEN DISTRICT COUNCIL**

- 11/18/1 Planning Application 17/0919** – Land adjacent to Langton Field. Langton Farm, Appleby – Single detached local occupancy dwelling for Mr Jonathan Bell. To note that the PC wrote in support of this planning application which was approved by the Planning Committee on 02.02.18.
- 11/18/2 Footway Lighting** - it was noted that Murton Parish Council had written to accept the proposal to take ownership and responsibility for three footway lights from the beginning of the next financial year. EDC have issued a 'Deed of Chattels' regarding the lights but the NALC legal experts have advised not to sign it as yet. The Clerk will be attending a seminar on this topic and the implications for parish insurance.
- 11/18/3 EDC Community Governance Review** – it was noted that the PC completed the questionnaire which indicated that it was felt that no changes to Murton Parish Council were necessary.

## ITEMS FOR DISCUSSION AND/OR DECISION

**12/18 FINANCIAL REPORTS**

- 12/18/1 Budget 2016/18 and Current Financial Situation (Appendix 1)** – This report was reviewed.  
**Resolved:** that the current Financial Report and list of Clerk's Expenses be signed by the Chair.
- 12/18/2 Budget 2018/19 (Appendix 2)** – the budget and precept were discussed and agreed.  
**Resolved:** that the budget be signed by the Chair.

Signature *Barbara I. Govan*  
Chair, Murton Parish Council

*14/05/18*  
Date of meeting

- 12/18/3 Risk Assessment** – to note that the Clerk and Cllr Hewitt reviewed the Risk Assessment and do not propose any changes for this year (Appendix 3).  
**Resolved:** that the Risk Assessment be approved.
- 12/18/4 Appointment of External Auditor** – the clerk proposed the appointment of Mrs Susan Todd as auditor as in previous years.  
**Resolved:** to approve the appointment of Mrs Sue Todd as external auditor.
- 12/18/5 Changes to the Audit Process** – the Chair and the clerk had watched a webinar screened by PKF Littlejohn (auditors) which described the changes to the audit process. Key points are:
- PCs of less than £25k turnover can submit a Certificate of Exemption which means they will not be subject to this level of external audit (unless sampled).
  - The PC must complete the Annual Governance Annual Return (AGAR) as previously, have it approved by the PC and post it on the website only. It no longer needs to be submitted to auditors.
  - The public rights to view the accounts and have the AGAR on the website as part of the Transparency Code remain the same.
- 12/18/6 Insurance** – to note that the current insurers, AON, are withdrawing from working with local councils and their business has been transferred to BHIB. The PC had a 3 year contract with AON which expires in June. The Clerk will seek quotes and bring them to the next meeting.
- 13/18 CALC TRAINING FOR ALL COUNCILLORS** - this training has been scheduled for 7.00 pm on Monday 26 February. The Clerk will confirm the focus and content with CALC.
- 14/18 MAINTAINING THE PARISH ENVIRONMENT** – in Cllr King’s absence Cllr Govan reported that there were proposals in the villages about a litter pick up and clearing the lane at Hilton. The Chair would contact the people involved and also arrange a cemetery tidy up.  
There is still debris on the site of the bonfire on Murton Top Green. Cllr Laverty will consult those involved.
- 15/18 Correspondence for Information** (Appendix 4) - the list of correspondence was noted.
- 16/18 Clerk’s report on any actions taken under delegated powers not otherwise mentioned** – No actions had been taken.
- 17/18 Councillors’ reports and items for future agenda** – no items were proposed.
- 18/18 Date of next meeting: Monday 14 May at 7.30 pm. Annual Council Meeting & Ordinary Meeting**

The meeting closed at 9.15 pm

Signature  
Chair, Murton Parish Council

*Barbara I. Govan*

14/05/18  
Date of meeting