

## Borrowdale Parish Council

**MINUTES of the Annual Parish Meeting & Annual General Meeting of Borrowdale Parish Council** held at Borrowdale Institute, Rosthwaite on Wednesday 14<sup>th</sup> May at 19:30

**Present:** Andrew Webb, Becx Carter (Clerk), David Hindmarch, Trevor Dowson, Gary Metcalfe, Gill Brocklesby, Nigel Dixon, Joe Weir,

**Apologies for absence:** John Bennett, C/Cllr A Lysser, B/Cllr Hillary Hope, Pete Barron, Jeff Hall

### **1. Welcome, introductions and apologies for absence**

AW welcomed everyone to the AGM & Annual Meeting of Borrowdale Parish Council. Apologies were received from the above named people

### **2. Declarations of Interest**

There were no declarations of personal or prejudicial interests related to the business of the Annual General Meeting

### **3. Election of Chairman & Vice Chairman**

It was noted by the meeting that a formal resignation from the position of Vice- Chair had been received from Mr J Bennett

#### Chairman:

Andrew Webb was Proposed by Trevor Dowson, Seconded by Gary Metcalfe, Elected by 6 of 6 councillors

**Resolved:** That Mr Andrew Webb was elected as chairman of Borrowdale Parish Council for the forthcoming year. This resolution was supported by all councillors present.

Chairman Andrew Webb completed the Chairman's Declaration of Office from and this was witnessed by Becx Carter as the Borrowdale Parish Councils Proper Officer.

#### Vice Chairman:

Gary Metcalfe was Proposed by Andrew Webb, Seconded by Trevor Dowson, Elected by 6 of 6 councillors

**Resolved:** That Mr Gary Metcalfe was elected as chairman of Borrowdale Parish Council for the forthcoming year. This resolution was supported by all councillors present.

### **4. Declarations of Acceptance of Office for New Councillors**

No new councillors as the council currently has all of its 8 seats filled

### **5. Minutes.**

All members had received a copy of the Minutes from the Annual Meeting held on Wednesday 22<sup>nd</sup> May 2013

It was proposed by Andrew Webb that these minutes be accepted, this was seconded by Trevor Dowson

**Resolved :** that the minutes of the Annual Parish meeting held on 22<sup>nd</sup> May 2013 were confirmed as a true and accurate record and were signed as such by the Chairman.

### **6. Chairman's report for 2013/14**

Andrew Webb as chair delivered his annual chairman's report; a copy is attached as an appendix to these minutes.

It was also noted by the meeting that a letter of thanks had been received from Mrs Joubert for the councils email of support for her recent application for a house on Middle Howe.

## **7. Parish Council Accounts**

The presented accounts had been viewed by the internal auditor who had raised no issues, the accounts were accepted as true & correct by all parish councillors present (6) and were signed as such by the chairman.

This was proposed by Nigel Dixon & seconded by Trevor Dowson all councillors present were in favour.

**Resolved:** That the accounts for 13/14 be accepted

**Action: BC to produce a PDF set of the accounts to be sent to AW for inclusion on the Borrowdale Parish Council Website.**

## **8. BDO Annual Review**

### ***Audit 12/13***

The Audit Commission has approved the receipts and payments and the statutory notices had been displayed on the notice boards last year before and after the audit had been approved.

### ***Audit 2013/14***

Notices relating to this year's audit will be placed on the notices boards as per the timetable set out by BDO Ltd.

### ***Section 1-Accounting Statements***

**Resolved:** All statements made in Section 1 of the Annual return for year ending 31<sup>st</sup> March 2014 were accepted as correct by all councillors present at the meeting;

**Section 2- Annual Governance Statement-** It is necessary to minute the specific answers to all statements in section 2, unless otherwise specified all the below were approved by all Councillors in attendance (6):

1. We approve the accounting statements prepared in accordance with the requirements of the Accounts & Audit Regulations & proper practices- YES- **Resolved: Approved**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness- Yes- **Resolved: Approved**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances- Yes- **Resolved: Approved**
4. We provide proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts & Audit Regulations- **Resolved: Approved**
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required- **Resolved: Approved**
6. We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records & control systems- **Resolved: Approved**
7. We took appropriate action on all matters raised in reports from internal & external audit- **Resolved: Approved**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate included them in the accounting statements- **Resolved: Approved**
9. Trust funds (including charitable)- in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. **Resolved: Non Applicable.**

### ***Section 4- Internal Audit Report 12/13***

An internal audit for Borrowdale Parish Council had been undertaken by Ms J Knights, and no significant issues were identified.

The internal audit did identify one issue of concern- that the level of the council's reserves are low, which may cause difficulty in managing the financial element of the council projects in the future. The internal auditor recommended that Borrowdale Parish Council work towards achieving cash reserves of not less than £2000

**Resolved: That Borrowdale Parish Council work to achieve cash reserves of not less than £2000 during the next two precept financial years (15/16 & 16/17)**

Some further observations were also provided by the Internal Auditor in a document that was circulated to all parish councillors.

**Resolved: That the observations of the Internal Auditor be adopted and work to commence on actioning them over the next 6-9months.**

#### **9. Approval of Meeting Calendar for 14/15**

**Resolved: That the meeting calendar for 14/15 is as follows:**

Wednesday 30<sup>th</sup> July 2014- 7:30pm Borrowdale Institute  
Wednesday 24<sup>th</sup> September 2014- 7:30pm Borrowdale Institute  
Wednesday 26<sup>th</sup> November 2014- 7:30pm Borrowdale Institute  
Wednesday 28<sup>th</sup> January 2015- 7:30pm Borrowdale Institute  
Wednesday 25<sup>th</sup> March 2015 7:30pm Borrowdale Institute  
Wednesday 13<sup>th</sup> May 2015- 7:30pm Borrowdale Institute

#### **10. Questions and open discussion**

Mr J Weir attended the meeting to notify the council of a number of matters, firstly that he had recently had two incidents of unknown males wandering on to his property during the late evening, he wanted to raise it at a parish council meeting to encourage everyone to keep their eyes open.

The parish council recommended that if this occurred again Mr J Weir should report this matter to the police 101 number.

Mr J Weir also notified the council that he would be submitting two planning applications in the near future; Revised application for the Zip Wire, and also an application to change the use of Yew Tree into a holiday cottage & café, and also to convert the barn into staff accommodation.

Borrowdale Parish Council thanked Mr J Weir for the provision of the new sign at the entrance to Rosthwaite.

**Action: BC to write to Mr Weir and thank him for the signs.**

The clerk informed the meeting that for this sign to be in place a memorandum of understanding needs to be in place between BPC and CCC, and also that our insurance would have to include the sign.

**Action: BC to bring a memorandum of understanding for the maintenance etc and to ensure it is included on our insurance policy**

The Annual Parish Meeting & Annual General Meeting closed at 19:52

## 2014 Chairman's Report

We had a good start with two new councillors coming forward. Its the first time we've been at full strength for a few years. We now have a broader range of views, and never had to worry whether a meeting would be quorate. Thank you to Gill & Nigel, and also to the other councillors for continuing to serve.

It's been another year with very few thefts from vehicles, and hardly any other crime at all. A few years ago there used to be reports of vehicle crime nearly every week during the season. The fall in crime seems to be part of a national trend, but the police are to be thanked too.

Our clerk did a lot work including spending her own time trying to make a complicated broadband funding scheme work for us, but it needed more commitment than our small community could manage. We are still uncertain how much we will be left behind by broadband speeds.

All this has just been leading towards what, as usual, has been our main concern of the year – the main road.

The year started as usual with us recording the same lists of faults needing repair, and reporting them yet again, and as usual nothing much happened.

There was some patching up before the Tour of Britain came through, but nothing like what we had been led to expect. Fortunately the riders all somehow managed to survive our road surface even though it was a very wet day.

We then had a very mild wet winter with storms closely following each other, bringing high winds and rain for weeks at a time.

We had considerably more rain than the record breaking amounts the south and south west of England had, but because it fell steadily our fast flowing river was able to cope, and we didn't have any of the terrible flooding that the south is still recovering from.

However the weather did probably cause the biggest event of the year, the landslip undermining the road at Ashness Gate.

Highways had no choice but to make an emergency closure of the main road, which lasted for weeks. They then had to rearrange their work to plan and build a much stronger retaining wall before they could repair that section of road.

They and their contractors & worked long hours including some night working, and pulled out all the stops to reopen the road ahead of schedule and in time for Easter. We are most grateful to them.

Residents & business showed a lot patience having to make long detours to get into the valley, by our only other two roads.

Andrew Lysser our county councillor, and Becx Carter, our clerk, responded equally quickly. Andrew persuaded highways to bring forward some funding, and together they got them to take advantage of the road closure, to make thorough lasting repairs to all the other really bad sections of road surface. This is what we had been trying to get done for the last few years, without success.

I'm not going to put any more pressure on our hard pressed highways department, but many sections of the main road still need resurfacing if only to protect them from weather damage. Central government won't release the money for this, so they will be back to patching potholes with the next hard frosts, and eventually repairs that probably cost more than resurfacing now would. Its a sort of hidden infrastructure deficit that is being passed onto the next government.

We are left with uncertainty about the threat of a nuclear repository being built nearby.

We will continue to monitor National Trust housing policy to persuade them to house local people as we think many of their benefactors intended.

To end with some good news, helped by a quick response from several councillors a local family now have much more secure housing, in the valley where they belong.

Andrew Webb.