

## OUSBY PARISH COUNCIL

**Clerk: John Fleming**

Fell View  
Blencarn  
Penrith  
Cumbria  
CA10 1TX  
Tel: 07768 468 634  
E-mail: ousbyparish@hotmail.co.uk

**Chairman: Cllr C Jones**

The Tower House  
Melmerby  
Penrith  
Cumbria  
CA10 1HE  
Tel; 01768 881839

2<sup>nd</sup> January 2019

To the Members of Ousby Parish Council

You are summoned to attend a meeting of the Parish Council to be held at 7.30pm on **Wednesday 9<sup>th</sup> January 2019** Melmerby Village Hall



John Fleming  
Locum Parish Clerk

### AGENDA

- 1. Apologies for absence.**
- 2. Minutes**  
To authorize the Chairman to sign the minutes of the Council Meeting held 28<sup>th</sup> November 2018 as a true record.
- 3. Declaration of Interests**  
To receive declarations of interest by members in respect of items on this agenda.
- 4 Public Participation / Open session (15 minutes allowed)**  
The Chair to invite members of the public to make representations on any item on this agenda or to bring matters to the attention of the Council for consideration, for inclusion, in a future agenda.
- 5 County and District Councillors Reports**  
To receive reports from the County and District Councillors
- 6. Finance (Incl Vat where applicable)**

		£
<b>6.1</b>	<b>To Note the Following Balances as at 31/12/2018</b>	
	Barclays Community Account	665.33
	Barclays Business Premium ME Account	16429.52
	Vat Refund Due	135.00
<b>6.2</b>	<b>To Ratify the Following Payments</b>	
	John Fleming – Clerks Fee December 2018	218.40
	Memo (Cheque101133 presented)	50.00
	Bank Interest	10.36
<b>6.3</b>	<b>To Agree the Following Payments</b>	
	Clerks Expenses December	31.42
	Melmerby Village Hall Room Hire 9 <sup>th</sup> January 2019	22.50
<b>6.4</b>	<b>To Note Bank Transfer</b>	
	Business Premium to Community Account.	500.00

## 7 Community Governance Review

### 7.1 Community Governance Review - Arrangements for Recruitment of a Clerk for Ousby Parish Council

To approve advertising and recruitment arrangements for the appointment of a Clerk to undertake the combined role of Proper Officer and Responsible Financial Officer for Ousby Parish Council with effect from May 2019.

### 7.2 Community Governance Review – Confirmation of the Arrangements for the Appointment of a Clerk and Responsible Financial Officer for Melmerby Parish Council with effect from May 2019.

### 7.3 Community Governance Review - New Banking Arrangements for Ousby Parish Council

To approve new banking arrangements to be accessible for the use of Ousby Parish Council from April 2019.

### 7.4 Community Governance Review - New banking Arrangements for Melmerby Parish Council

To approve new banking arrangements to be accessible for the use of Melmerby Parish Council from April 2019.

### 7.5 Community Governance Review - Management and Retention of Ousby Parish Council Documents and Records

To note the correct procedures for management and retention of Ousby Parish Council documents and records in preparation for implementation of the community governance review in 2019.

### 7.6 Community Governance Review - Confirmation of the Parish Boundary between the New Ousby and New Melmerby Parish Councils.

### 7.7 Community Governance Review – Arrangements Regarding the Archiving of any paper documentation following the cessation of the old Ousby Parish Council.

### 7.8 Community Governance Review – To confirm Laptop Computer and projector arrangements in respect of the two new Councils, as from April 2019

### 7.9 Community Governance Review – To set up new E Mail addresses and Web sites for the New Ousby and Melmerby Parish Councils

## 8 Planning Matters

### 8.1 Planning Applications

#### 18/0849 – Nightingale Hall, Ravenstone Manor, Melmerby

Variation of condition 2 (plans compliance) to include style and appearance of design attached to approval 14/0910.

**Supported.**

#### 18/0949 – Alocin Cottage, Melmerby – Proposed extension

**To Discuss**

18/1004 - Field North of Helm Bar, Melmerby - Discharge of conditions 4 (surface water drainage) and 7 (materials) attached to reserved matters approval 18/0665.

**To Discuss**

18/1000 - Field North of Helm Bar, Melmerby - Discharge of conditions 5 (archaeology) and 6 (surface water drainage) attached to outline approval 17/0509

**To Discuss**

### 8.2 Other Planning Matters

## 9 Data Protection Issues

9.1 **Course Wednesday 12<sup>th</sup> December** – Attended by Cllrs C Jones and D Bardsley along with the Clerk.

9.2 **GDPR Procedures – To consider a reviewed of current procedures in due course.**

## 10 Highways and Land Matters

- 10.1 **Ousby Parish Blocked Drains** – In hand with Highways – An Update
- 10.2 **Road White Lining – Melmerby** – In hand with Highways - An Update
- 10.3 **Blocked Gullies – Melmerby** – In hand with Highways - An Update
- 10.4 **Survey of Trees on Parish Land** – To further discuss
- 10.5 **Spring Cottage – Pothole reported** on the north side of Melmerby Village  
In hand with Highways – An Update
- 10.6 **Bridge Terrace, Melmerby**, reported that the surface was breaking up to the Ousby/south side of the bridge over the beck. In hand with Highways – An Update
- 10.7 **Fox Inn Car Park** – Reported that a gully was overflowing, also reported that there were others at Shire that were very full and requiring attention.  
In hand with Highways – An Update

## 11 Correspondence

To consider correspondence received since the last meeting and take necessary action.

- 11.1 **Royal Garden Party** at Buckingham Palace on 21 May 2019 – **Make a Nomination.**
- 11.2 **Suicide is Everyone's Business** – Suicide Safer Eden –  
30<sup>th</sup> January 2019 7pm Bough Memorial Hall
- 11.3 **Suicide Alertness** – Living Matters training sessions at Cumbria Fire HQ, Penrith  
Monday 21 January 2019 9:30 to 12:30 or Thursday 24 January 2019 9:30 to 12:30
- 11.4 **VCSE Health and Wellbeing Fund 2019-20:**  
Children and Young People's Mental Health  
Information pack for voluntary, community and social enterprise (VCSE) sector organisations. (28 pages)
- 11.5 **Highways England** – A66 Eden Valley – How did we do survey
- 11.6 **CALC Developing Your Skills Programme.** January to July 2019
- 11.7 **Mental Health Awareness Training (Level 1)**  
Wednesday 16 January 2019 9.30am – 1pm Penrith Rugby Union Football Club
- 11.8 **Comex2000** - Fibre Optics Installation – Melmerby – letter to residents

- 12 **Councilor Matters** An opportunity for Councillors to raise minor issues on behalf of residents.  
*Note: No decisions can be made on these matters but they may be placed on a future agenda of the Council.*

## 13 Date and Venue of Next Meeting

Wednesday 6th March at 7.30pm 2019 in Ousby Community Centre.