

CROSTHWAITE AND LYTH PARISH COUNCIL

DRAFT Minutes of an Ordinary Meeting of the Parish Council

held on Monday 01 September 2025 at 7.30 p.m. in the Parish Room, Crosthwaite

Present: Cllrs A. Dobson, D. Atkinson, E. Cartmell, G. Harnby, J. Perry, E. Sharp

In Attendance: Cllr. S. Bavin (Westmorland & Furness Co.), Martin Curry (Clerk), Malcolm Richardson (Responsible Finance Officer [RFO]) and one member of the public.

Note: Reference to the Parish Council may be shortened to the 'PC' if appropriate in these Minutes.

63/25 Apologies: Cllr. Young.

64/25 Minutes of the meeting held on the 07 July 2025: It was **Resolved** that the Minutes of the meeting held on 07 July 2025 be signed by the Chair as a true record.

65/25 Declarations of Interest: Councillors noted the following Declarations of Interest:

- a) Cllr. A Dobson in respect of item 8(c)(iv): 7/2025/5331 – Land off Woodside Road.

66/25 Requests for Dispensation: No Requests for Dispensation had been submitted.

67/25 Chair's Announcements: The Chair mentioned several initiatives that had been announced during the summer including the circulation of training events, an online discussion about the Economic Strategy for Cumbria and an online presentation by the Lord Lieutenant of Cumbria to be held on 08 September.

68/25 Public Participation: Mr Dobson spoke in respect of Planning Application 7/2025/5331- Land off Woodside Road. He regretted being unable to attend the discussion at the previous meeting but had noted the concerns raised by the PC and its subsequent Objection to the application. His planning consultant had prepared a briefing note on the concerns raised which had been circulated to Councillors on 26 August and stressed the importance of the application to the sustainability of his farming livelihood. In the light of further information he asked Councillors to reconsider their objection. Some questions were raised for clarification. Councillors thanked Mr. Dobson and confirmed that the matter would be considered in more detail at Item 8(c)(iv).

69/25 Reports:

- a) **Reports from Councillors attending meetings:** No meetings had been attended.
- b) **Westmorland & Furness Council (W&FC):** Cllr. Bavin said that it had generally been quiet since the last meeting and reported as follows:
 - i) Road repairs had taken place at various locations during the summer as previously indicated and that drainage and patching works between the Punchbowl and the Mill Lane junction remained on the Schedule. The road from the Punchbowl towards the School is also to be resurfaced.
 - ii) Speed monitoring cameras have been operational on the A590 since May. He is trying to arrange a meeting with National Highways later in the year to review outcomes and next steps for safety initiatives.
 - iii) Responding to rumours that the Villa at Levens might be used to house asylum seekers, Cllr Bavin confirmed that the Council must be informed before any such use is proposed and no such notification has been received.
 - iv) He had reported the presence of Estate Agent signs on Highways verges but when inspected, they appeared already to have been moved.
 - v) The outcome of waste and recycling review is to be announced shortly including proposals to replace the blue bag and boxes with two 'half-sized' wheelie bins for glass, tin, plastic and paper/card. Proposals for green bin collections will be determined as part of the Council's annual budget setting process for 2026-27. Any proposed changes to fees and charges will be presented to Council for approval, as part of the budget process. Cllr. Bavin urged Councillors and residents to report any issues with waste collection and particularly with green bin services.
 - vi) He has asked about the possibility of any funding for the Neighbourhood Plan process but not yet had any positive indications.
- c) **Police:** CALC has asked for confirmation of representatives in advance of the next on-line meeting of the Cumbria Constabulary Neighbourhood Policing Pledge. Cllr Dobson was confirmed as the Crosthwaite and Lyth representative. The Clerk reported that there was nothing in recent Police Focus Newsletters of direct relevance to Crosthwaite and Lyth.

70/25 Planning

- a) **Planning Applications received:** Councillors noted that no new planning applications had been received from LDNPA since the last meeting.
- b) **Planning Applications received since publication of the Agenda:** Councillors noted no new planning applications had been received from LDNPA since publication of the Agenda.
- c) **Responses submitted to LDNPA following consideration by the Parish Council:** Councillors noted that the following responses had been submitted following consideration by the Parish Council:
- 7/2025/5264: **Plum Tree Cottage, Lyth, LA8 8DD** – Change of Use to a garden. **No Objection** submitted 10/07/2025. (See (d) below).
 - 7/2025/5307: **Mireside Farm, LA8 8BT:** Replacement agricultural access on to A5074. **Objection** submitted 10/07/2025 (See (d) below).
 - 7/2025/5322: **Valley View, Johnscapes, Lyth Valley LA8 8DG:** Change of use for siting of residential caravan for residential use. **No Objection** submitted 10/07/2025. (See (d) below).
 - 7/2025/5331: **Land off Woodside Road, Crosthwaite, Kendal** - For a Self-build agricultural workers dwelling. **Objection** submitted 10/07/2025. The Chair stood down as having declared an interest and Cllr. Sharp took the Chair. Councillors were reminded of the representation of the applicant at the outset of the meeting including a request to review the decision. The Clerk advised Members that as per Standing Order 7(a) 'A Resolution shall not be reversed within six months except by a special motion which requires written notice by at least 3 Councillors.' Standing Order 9(b) requires a motion to be on the Agenda and that the wording of it to have been presented to the Proper Officer (Clerk) at least six days before the meeting. He went on to clarify that in the light of these Standing Orders, a review of the decision reached in July cannot be held at this meeting and that the earliest would be in October subject to the submission of a motion supported in writing by at least three Councillors at least 6 days before the October meeting. Without pre-determining the views of Councillors, he undertook to circulate additional advice on how the above should be achieved.
- d) **Applications Determined:** Councillors noted the following decisions since the last meeting:
- 7/2025/5283: **Flodder Hall, Lyth LA8 8DG** – Erection of Slurry Tower. **ACON** 29/07/2025.
 - 7/2025/5307: **Mireside Farm, LA8 8BT:** Replacement agricultural access on to A5074. **Application withdrawn** 22/07/2025.
 - 7/2025/5264: **Plum Tree Cottage, Lyth, LA8 8DD** – Change of Use (CLEUD) to a garden. **CLEUD refused** 14/08/2025.
 - 7/2025/5322: **Valley View, Johnscapes, Lyth Valley LA8 8DG:** Change of use (CLUED) for siting of residential caravan for residential use. **CLUED granted** 11/08/2025.
- e) **Other planning matters** – the following matters were considered:
- Enforcement Case E/2024/0236 at Starnthwaite: The Clerk referred to an email from LDNPA on 06 August which outlined the Authority's position and concluded with their view that it is not in the public interest to take further action in this case.
 - 4, Oak Fold: The Clerk referred to an email from Castles and Coasts (circulated 22/07/2025) in which they confirmed that the previous tenant had left the property. They are currently considering the future ownership / occupation status of the property.
 - Fun Fair vehicles: These are not currently parked in the lay-by and there was nothing to report on this matter.
 - For sale notice boards road verges: As already reported (69/25(b)(iv) these have now been removed.
 - Schedule of Developments: The Clerk had circulated an updated Schedule on which he had requested updates on several Enforcement cases. Three issues are to be followed up at Grass Garth, sheds in a field opposite Gilpin Cottage and a development at Broad Rayne.

The Clerk stressed the importance of receiving precise details of the property in question and the alleged breaches. In particular, What3Words or a grid reference should be provided to pinpoint geographical location.

71/25 Highways and Footpaths

- a) **Highways matters:** (In addition to those raised by Cllr. Bavin in his report):
- In response to Cllr. Perry, Cllr. Bavin explained the process for securing a 30-m.p.h. speed zone in the village. Cllr. Perry offered to prepare a map of the roads where this should apply.
 - Cllr. Harnby expressed concern about the excessive speed of motorcycles on the A5074 in the Lyth Valley. It was agreed examples should be recorded as the issue appears to be increasing.

b) Footpaths / Tracks Matters: The Clerk confirmed that Chris Smith has been asked to attend to encroaching vegetation on the Parish Walkway and had acknowledged the request. There was a suggestion that the pathway might need re-gravelling in due course.

72/25 Trees, Woods, Hedges and Grass: The following matters were noted:

a) Trees and Woods:

- i) Ash dieback, Mearsons: The Clerk reported that Highways have acknowledged the report and added the issue to schedule of work.
- ii) Orchard, Jubilee Wood: The Clerk has kept the Community Tree Planting Scheme informed of proposals to revert to an Orchard at Jubilee Wood. The selection of tree species and the specification for tree guards were queried. The Clerk responded that tree species had been recommended by South Lakeland Orchard Group and the tree guards selected due to their robust nature. He explained that he had had only four days from the decision to apply for grant to the deadline and that the application had been extensive and very detailed with little time for researching alternative resources. The priority had been to secure the grant, but once awarded it was his view that specifications could be amended (so long as the minimum cost of £2,000 was met). It was **Agreed:**

- That the cactus guards were too aggressive and not appropriate for a public site;
- That it might be worth exploring whether contractors could be used to prepare the site.

It was **Agreed** to hold a site meeting on Monday 15 September at Jubilee Wood to discuss proposals, meeting at the Parish Room at 6.00 p.m.

In an item associated with orchard produce, Cllr. Harnby advised fellow Councillors of his plans for the development of a community cooperative to promote Lyth Valley damsons. He acknowledged the work of the Westmorland Damson Association but felt there was a need to create a viable outlet for the sale of the produce. He wished the Parish Council to be aware that he has registered the Lyth Valley Damson Company Ltd. It was made clear that the PC is not associated with this initiative but proposed that an Agenda item be included for the October meeting to discuss this in more detail.

b) Hedges and Grass: It was **Agreed** to ask Alan Fawcett to complete the usual programme of Autumn hedge-cutting.

73/25 Parish Land

a) Matters Relating to Property Management: The Clerk has now:

- i) Completed a review of all leases and prepared new and regularised drafts including a property profile and HMLR Plan to replace those that are either well out-of-date or non-existent. Next steps are to confirm the extent of Tenant responsibilities and insurance and to get land valuations and rental values on which to consider new rents from April 2026.
- ii) Prepared HMLR COG1 forms to amend the contact address for all Parish properties.

b) Maintenance of Parish Assets: The Clerk referred to the skeleton draft of Parish Assets previously circulated and asked for confirmation that it was complete. Once confirmed, a condition schedule and assessment can be prepared prioritising recurring maintenance requirements and priority works. Property Management Plans can also be prepared though this is likely to be a longer-term project.

c) The Parish Room: The Chair confirmed that the Parish Room is now registered with B4RN for high-speed broadband. Costs to repaint the windows are to be procured. It was **Agreed** to hold a Parish Room Cleaning Event on a date to be confirmed.

74/25 Neighbourhood Plan: The Clerk reported that he had spoken with Louise Kirkup who had assessed the costs of completing the final stages of the Plan at around £5,000 for which Government grant is no longer available. It was **Agreed** to explore every possible avenue of grant support and come to a decision on progressing the Plan in the light of available funding.

Given problems with the completion of the Neighbourhood Plan, it was **Agreed** to prepare a draft 5/10 year Strategic Plan for Parish priorities and the Clerk undertook to commence this.

75/25 Environmental Initiatives: CLEAN continues its work locally but there were no new initiatives to note. The curlew breeding season is over and the initial reports are that it has been a very successful year.

76/25 Finance: Councillors noted the following report submitted by the RFO:

- a) Receipts: There had been no receipts other than investment income since the last meeting.
- b) There had been no receipts since publishing the agenda.
- c) The Npower payments for June and July 2025 were £32.53 and £34.32 respectively
- d) Payments: Councillors noted the following payments made between meetings:
 - i) M R Curry - Salary and expenses July 2025: £ 356.12
 - ii) HMRC - PAYE and NIC on above salary: £ 222.45

- e) Councillors noted that the Local Government Services Pay Agreement 2025/26 has been finalised giving an increase of 56p per hour to the Clerk and the RFO from 1st April 2025
- f) The following payments were **Approved**:

i) M R Curry – Salary and expenses August 2025 (including arrears):	£ 383.57
ii) HMRC – PAYE and NIC on above salary:	£ 268.65
iii) Chis Smith - Lengthsman's insurance:	£ 219.60
iv) Heather Young - Parish Room window cleaning:	£ 12.00
- g) No payments had fallen due since publishing the agenda
- h) The bank balance at 31 August 2025 was noted as £27,436.77p and the Chair was authorised to countersign the bank statement.
- i) Councillors considered a request for grant from Crosthwaite C of E School (circulated 20/07/2025) as part of an overall programme for improvements as outlined by the Head Teacher. The RFO confirmed that the application complied with the requirements of the Parish Policy on the award of grants and there was a £1,000 budget available. Councillors were reminded that the PC may not award grants directly related to the delivery of education except in circumstances where wider benefit is demonstrated. It was considered that the proposal to resurface the front playground was in the latter category and **Agreed** to award a grant of £500 towards that refurbishment.
- j) Councillors considered a request for grant from Crosthwaite Playgroup (circulated 17/08/2025), noting the case submitted by the Chair of the Group. The RFO confirmed that the application complied with the requirements of the Parish Policy on the award of grants and in the light of the award to Crosthwaite C of E School there was a £500 budget available. It was **Agreed** to award a grant of £500 towards Playgroup equipment.
- k) The RFO confirmed that he had recently completed the Pension Regulation Form which covers the PC for the next three years.

77/25 Governance: The Clerk and RFO jointly reported on Assertion 10 – a new requirement introduced in the 2025 Practitioners’ Guide relating to digital and data protection responsibilities. There are 4 key areas requiring attention including provisions for email management and a requirement to create an IT Policy. It was **Agreed** that the Clerk and RFO will address the requirements and report back on progress.

78/25 Correspondence:

- a) Updates from CALC and other Agencies: These relatively routine updates had been circulated as appropriate.
- b) Specific items of correspondence: The Clerk had circulated a Schedule of Correspondence received which excluded items in (a) above and any matters dealt with on the Agenda. The following were of particular note:
 - i) D. Cowperthwaite promoting a possible meeting of local parish councils to consider matters of mutual interest and proposing 15 or 16 October in Newton in Lindale Village Hall. Cllr. Dobson volunteered to attend and expressed her preference for a meeting on 16th to be submitted.
 - ii) The PFCC Property Fund opens 08 September. Bids may be submitted up to £2,500 which must include measures to reduce anti-social behaviour.
 - iii) Environment Agency – an online facility for the reporting of incidents is now available.
- c) No further correspondence had been received since publishing the Agenda.

79/25 Items ‘for Information’: No items were raised.

80/25 Councillors’ Issues to be Raised: No additional issues were raised.

Date of the next meeting:

It was confirmed that the next meeting of the Parish Council will be held on 06 October 2025.

The meeting finished at 9.35 p.m.

Signed as a correct record:

(Chair)

Date: