

## CROSTHWAITE AND LYTH PARISH COUNCIL

### DRAFT Minutes of an Ordinary Meeting of the Parish Council

held on Monday 13 October 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, H. Young

**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.

**81/25 Apologies:** All Councillors present; no other apologies submitted.

**82/25 Minutes of the meeting held on the 01 September 2025:** It was **Resolved** that the Minutes of the meeting held on 01 September 2025 be signed by the Chair as a true record.

**83/25 Declarations of Interest:** Councillors noted the following Declarations of Interest:

- a) Cllr. A Dobson in respect of item 8(e)(i): 7/2025/5331 – Land off Woodside Road
- b) Cllr. H. Young in respect of item 8(e)(iii): Parking of Fairground vehicles.

**84/25 Requests for Dispensation:** No Requests for Dispensation had been submitted.

**85/25 Chair's Announcements:** The Chair confirmed that this meeting was being held in lieu of that cancelled on the 6<sup>th</sup> October. Items relating to the Neighbourhood Policing Pledge and an initial liaison meeting of local parish councils would be reported later in the meeting.

**86/25 Public Participation:** Mr Daniel Dobson spoke in respect of Planning Application 7/2025/5331- Land off Woodside Road. He referenced his presentation to the PC on 01 September when he asked Councillors to reconsider their decision to object to the application made at the July meeting. He noted that the application was on the Agenda for a review of the earlier decision and asked Councillors to support the application for the sake of his farming enterprise and family benefit. Considerable discussion followed including questions and answers with Mr Dobson about the history of the development on the site and the necessity for a new farmhouse to be built given the relative proximity of his existing property. The session concluded and the matter would be revisited at Agenda Item 8(e)(i)

#### **87/25 Reports:**

**a) Reports from Councillors attending meetings:** No meetings had been attended.

**b) Westmorland & Furness Council (W&FC):** Cllr. Bavin reported as follows:

- i) W&FC has resolved to vote in favour of the proposed new Mayor-led strategic authority. Cumberland Council has also voted in favour, and it is anticipated that a Cumbria Combined Authority (CCA) will be established in early 2026 with Mayoral elections to be held in 2027.
- ii) Road repairs are ongoing. Haycote Lane will be closed for 4-5 days from 20 October. Traffic lights will be in place at locations between the Church and Underbarrow from 28 October. Starnthwaite Road will be restricted for a period from 23 December.
- iii) Sections of the A591 continue to be closed overnight for improvements.
- iv) The Council has published a strong reminder to drivers about the weight restrictions on the Underbarrow and Brigsteer bridges.
- v) The first phase of the Local Government Boundary Commission for England (LGBCE) review of electoral arrangements for Westmorland & Furness Council has concluded with draft recommendations for how wards will be configured. Local ward boundaries appear to be unchanged.
- vi) Cllr. Bavin has awarded a Councillor grant of £500 towards the school's appeal for funding for improvements.
- vii) Following enquiries, there are no funds available via W&FC to support the Neighbourhood Plan process.
- viii) The possibility of speed limits through the village was discussed again. Maps should be prepared of the favoured local limits. Cllr. Bavin will check the existing limits and their status in the context of possible amendment.

**c) Police:** Local police newsletters have been circulated. The next on-line liaison meeting with local communities (The Neighbourhood Policing Pledge) will be held on 20 October and will be attended by Cllr. Dobson.

## 88/25 Planning

### a) **Planning Applications received:** The following applications were considered:

- i) T/2025/0162: **Hollow Clough, Ghyll Wood, Crosthwaite LA8 8HX** – Oak tree: remove hanging branch. Deadline for comment was 30 September; for response see (c) below.
- ii) 7/2025/5472: **Ghyll Head Farm, Crosthwaite, Kendal, LA8 8JB** - Convert barn to habitable accommodation, replace existing link extension with new. **Resolved** to submit **No Objection**.
- iii) 7/2025/5485: **High Birks Farm, Crosthwaite, Kendal, LA8 8BX** - Solar PV array and air-source heat pump; replace windows, doors; convert 3 existing windows into doors; remove internal ground floor wall and improve thermal performance and airtightness. **Resolved** to submit **No Objection**.
- iv) 7/2025/5106: **Orchard Barn, Crosthwaite, Kendal, LA8 8HS** - Alter south elevation to create new gable end. Extend roof line on west elevation, replace stone pillars with oak supports and lower existing patio. Remove internal wall to create open living area. **Resolved** to submit **No Objection**.
- v) 7/2025/5463: **Field near Broadoak, Crosthwaite, LA8 8JL** - Permission for a field shelter for 2 ponies (retrospective). It was noted that this development had previously been raised with Enforcement as a development on a green field site without planning consent. After discussion and with reference to a previous objection on a similar application in a field adjoining the A5074, it was **Agreed** (by vote - 4 against; 1 in favour; 2 abstentions) to **Object** on the basis that the cumulative impact of field structures on green field sites would negatively affect overall landscape appearance. It was **Agreed** to review and, if necessary, replace notices that had appeared in Two Valleys Parish News and on the website urging developers to secure planning consent before commencement.
- vi) 7/2025/5548: **Long Green Cottage, Crosthwaite LA8 8HX** – Non-material amendment to application 7/2025/5195. No provision for consultation - for information only.

### b) **Planning Applications received since publishing the Agenda:**

T/2025/0194: **Old School, The Howe, Lyth LA8 8DF** – Fell 30 ash trees: It was noted that the deadline for comment was after the next meeting of the PC and **Agreed** to defer consideration of the application until then, with the possibility of a site visit beforehand to clarify the extent of the work.

### c) **Responses submitted to LDNPA following consideration by the Parish Council:**

T/2025/0162: **Hollow Clough, Ghyll Wood, Crosthwaite LA8 8HX** – Oak tree: The email decision not to object (subject to observations) which had been submitted between meetings was **Ratified**.

### d) **Applications Determined:** No decisions had been notified since the last meeting.

### e) **Other planning matters** – the following matters were considered:

- i) 7/2025/5331: **Land off Woodside Road, Crosthwaite:** Self-build agricultural workers dwelling: The Clerk confirmed that he had received a Special Motion requesting a review of the previous decision (07 July 2025, Minute 52/25(b)). The Motion had been submitted in accordance with required procedure. Cllr. Dobson declared an interest and stood down. Cllr. Sharp took the Chair and referred Councillors to the earlier discussion (Item 6 on the Agenda (Minute 86/25 above) and asked for observations. Councillors revisited the basis of their previous objection and the objection submitted on 10 July which said, in summary, that the application represents an unnecessary new build on a green field site. There was further discussion between Councillors during which Mr Dobson was invited to make further clarifications. It was concluded that the issue remained whether the proposal was to build on a green field site. Mr Dobson's planning adviser has stated that this is not a green field site. Councillors felt that this assertion must be confirmed by the planning authority before it could be accepted at face value. It was **Proposed** that if this was not a green field site then the objection should be withdrawn; if however, it is a green field site, then the objection should stand. This proposal was put to a vote and **Agreed** (3 in favour, 3 abstentions). Efforts will now be made to establish the status of the site.
- ii) LDNPA - Notice under Article 38 of a proposal for a Local Development Order granting planning permission to:
  - a) replace a septic tank or sewage treatment plant, serving up to three dwellings, with a new sewage treatment plant, including the installation of associated (infrastructure) and engineering operations.
  - b) install additional equipment, designed to reduce phosphorus discharge, to an existing sewage treatment plant.The LDO would apply throughout the National Park. A copy of the draft order and a statement of the Authority's reasons for making the order are published on the Authority's website.
- iii) Fairground vehicles – lay-by parking: Cllr. Young declared an interest and stood down. It was noted that there were up to 10 stand-alone trailers (i.e. without tractor units) parked on the A5074 lay-by. Trailers without tractor units in lay-byes on the highway are deemed to be stored and therefore unlawful. It was also pointed out that this regular storage is unsightly and prevents others from using the facility. It was agreed that a commercial business should make proper provision for its business needs including storage. It was conceded that the owners are making efforts to secure long-term

- storage and that they had made significant contributions to the local community. It was **Agreed** that there was a legitimate concern which needs to be remedied, but that the owners should be given more time to resolve the issue – which will be kept under review.
- iv) Schedule of Developments: The Clerk had circulated an updated Schedule on which he had requested updates on several Enforcement cases.

#### 89/25 Highways and Footpaths

- a) **Highways matters:** (In addition to those raised by Cllr. Bavin in his report):
- i) 30-m.p.h. Cllr. Perry confirmed that he will prepare a map of the roads where this might apply. Big Lottery was suggested as a possible source of funding to meet the costs of a speed zone.
  - ii) A number of white painted wooden posts have appeared on the roadside verge at Mirk Howe which is currently on the market. These are likely to be on a highways verge and will potentially damage any vehicle that drives over them. Ownership of the verge should be confirmed and appropriate steps taken.
- b) **Footpaths / Tracks Matters:** The Clerk confirmed that Chris Smith has been requested to trim paths and verges as usual.

#### 90/25 Trees, Woods, Hedges and Grass: The following matters were noted:

- a) **Trees and Woods:**
- i) Orchard, Jubilee Wood: The Clerk reported on the site meeting held on 30 September and the report subsequently circulated. He is currently arranging a further site meeting with the scheme administrators to discuss variations to the original application and planting areas. It was **Agreed** to register the site with RPA in order to explore additional funding opportunities.
  - ii) Lyth Valley Damsons: To be discussed at the November meeting.
- b) **Hedges and Grass:** Alan Fawcett has been requested to complete the usual programme of Autumn hedge-cutting.

#### 91/25 Parish Land

- a) **Matters Relating to Property Management:**
- i) Leases: The review of leases continues. It was **Agreed** to contact local specialists to procure site valuations.
  - ii) HMLR: Completion of COG1 forms to amend the contact address for all Parish properties continues.
- b) **Hubbersty Head:** Following a recent enquiry, it was **Agreed** that the Clerk should proceed with the potential let of the property.
- c) **Maintenance of Parish Assets:** The Clerk had circulated the updated version of the asset schedule which is now believed to be complete. Condition review and maintenance schedule will now commence.
- d) **The Parish Room:**
- i) The Chair confirmed a B4RN representative is to visit prior to installation of high-speed broadband.
  - ii) Cllr. Sharp will try to get costs for repainting the windows.
  - iii) The Churchwarden(s) will be asked to arrange for the cut-back of vegetation on the access path to the Parish Room.

#### 92/25 Neighbourhood Plan:

- a) **Funding:** The Clerk is exploring possible sources of funding to complete the Plan. Louise Kirkup is not aware of any external funding and Cllr. Bavin has confirmed that there is none available from W&FC. The Clerk has written to LDNPA and is awaiting a reply. The Big Lottery was suggested as a possible source.
- b) **Strategic Plan:** The Clerk has started work on the production of a Plan and will circulate a draft when Version 1 is complete.
- c) **Joint Meeting of Parish Councils:** Cllr. Dobson and the Clerk will attend in High Newton on 16 October.

#### 93/25 Environmental Initiatives: CLEAN continues its work locally but there were no new initiatives to note. The PC supports the Cumbria Climate Assembly and has referred the local representatives to CLEAN.

#### 94/25 Finance: Councillors noted the following report presented by the RFO:

- a) **Receipts:** The following receipt (other than investment income) since the last meeting:
- i) Barclays Bank compensation: £ 200.00
- b) **Receipts since publishing the Agenda:**
- i) Snooker Club: Electricity refund up to April 2024: £ 333.98
- c) **Npower Payment:** The Npower payment for August 2025: £ 33.89
- d) **Payments made between meetings:** The following payments were **Approved:**
- i) M R Curry - Salary and expenses September 2025: £ 362.46
  - ii) M R Richardson – Salary & expenses July – September 2025: £ 544.77
- e) **Payments due:** The following were **Approved:**
- i) HMRC – PAYE & NIC on the above salaries: £ 342.37

**f) Payments since publishing the Agenda:**

i) Information Commissioner: Direct Debit - Annual Registration Fee: £ 47.00

**g) Pay Scales:** Councillors **Agreed** that the upper Spinal Column Point (SCP) in the Clerk's and the RFO's contracts be removed so that the applicable SCP will be one point higher on 01 April each year. For the current year, this amendment will take effect on 01 October 2025 and pay will then be based on SCP24 (50p per hour higher than SCP23) moving to SCP25 on 01 April 2026.

It was **Agreed** that the Chair and Vice-Chair would conduct annual appraisals immediately before the November meeting of the PC.

**h) Bank Balance:** Councillors noted the bank balance of £25,438.95 on 30 September 2025 and authorised the Chair to countersign the bank statement.

**i) Online Banking:** The RFO asked Councillors to let him know when any outstanding registrations with Barclays had been completed.

**95/25 Governance:** The Clerk and RFO jointly reported on progress with the implementation of Assertion 10 relating to digital and data protection responsibilities.

**a) Assertion 10**

i) Email: A2A has supplied the relevant information for the creation of new email addresses for the PC and individual Councillors. The Clerk will prepare a guidance note on this and circulate.

ii) Website: The RFO has been working with A2A to provide a new website address and implement other areas of compliance including an Accessibility Statement. He has negotiated a reduced cost of £225 (original quote £400) for this work and Councillors asked that a note of thanks be recorded in the Minutes.

iii) Personal Data and GDPR: Other than some update training, it is likely that the Council is compliant.

**b) IT Policy:** The Clerk has circulated a draft IT Policy which will be considered the next meeting.

**c) CALC AGM (04 October):** Councillors noted that this event had been cancelled due to Storm Amy.

**96/25 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) Notes of appreciation from the Playgroup and School for grants recently awarded.

ii) LDNPA Meet and Greet events in the Autumn including at the Marchesi Centre Windermere on 21 October at 6.00 p.m.

iii) A note from W&FC stressing the importance of abiding by the weight restrictions on the Underbarrow and Brigsteer bridges.

iv) A note from CALC encouraging Councillors to join their mailing list. Given the weight of (often non-relevant and duplicated) material, it was **Agreed** to retain the current position whereby the Clerk filters and circulates communications as appropriate to Crosthwaite and Lyth.

**c) No further correspondence** had been received since publishing the Agenda.

**97/25 Items 'for Information':** Cllr. Harnby indicated that he would like to include discussion about the possible resurrection of Plum Sunday (on the Sunday of the late August Bank Holiday) under the proposed item on Lyth Valley Damsons at the next meeting.

**98/25 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 03 November 2025.

The meeting finished at 10.15 p.m.

**Signed as a correct record:**

**(Chair)**

**Date:**