

CROSTHWAITE AND LYTH PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council

held on Monday 03 June 2024 at 7.30 p.m. in the Parish Room, Crosthwaite

Present: Cllrs Angela Dobson, D. Atkinson, 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 2 members of the public.

25/24 Apologies: No apologies had been tendered – all Councillors were present.

26/24 Minutes of the meeting held on the 13 May 2024: It was **Resolved** that the Minutes of the meeting held on 13 May 2024 be signed by the Chair as a true record.

27/24 Declarations of Interest:

Councillors noted the following Declarations of Interest:

- a) Cllr. J. Perry in respect of item 9(a)(ii) – Planning Application 7/2024/8185
- b) Cllr. G. Harnby in respect of item 9(e)(ii) – Matters relating to Tarnside Farmhouse.

28/24 Requests for Dispensation: No Requests for Dispensation had been submitted.

29/24 Chair's Announcements: The Chair referred to the Noticeboard at the Old Post Office which would receive consideration later in the Agenda.

30/24 Public Participation: The Chair welcomed the two members of the public to the meeting who confirmed that they were attending as interested observers.

31/24 Membership of the Parish Council: Councillors noted that following the outcome of the recent election and subsequent co-options, one vacancy remains on the Parish Council. The Clerk confirmed that this vacancy is currently advertised on the Parish Council website. Councillors **Agreed** that a note advertising the vacancy should be placed on the Parish Council Noticeboard and that an article to the same effect should be submitted for publication in the Two Valleys Newsletter.

32/24 Reports:

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

- i) Funding for the repair of Mill Lane Bridge has now been secured and work should commence during the Environment Agency 'in-river works' window between July and September.
- ii) Cllr. Bavin has raised the situation at Cock Moss Bridge with the National Park. The bridge remains officially closed but is clearly being used by pedestrians. Work is in hand for its repair.
- iii) Essential repairs to a section of the A592 near Broom Lane will result in its closure during the period 29 July to 16 August. A diversion route will be publicised. Cllr. Harnby asked if there was any sort of policy governing road closures to which Cllr. Bavin replied that roadworks were dealt with on a priority basis but that closures were avoided wherever possible.
- iv) National Highways were going to convene a meeting of the A590 Group on 03 July, but this has been postponed. They are currently proposing an on-line briefing to be held on 19 June. In addition to Cllr. Sharp, who is on the Group, Cllr Bavin noted Cllr. Young's confirmation of her interest in attending meetings.

b) Police: The Clerk reported that there was nothing in recent Police Focus Newsletters of direct relevance to Crosthwaite and Lyth.

33/24 Planning

a) Councillors noted the following planning applications that had been received from LDNPA and circulated since the last meeting:

- i) **7/2024/5259: High Foulshaw Farm, Levens LA8 8ET.** New building to house milking parlour and collecting yard. Forwarded 21/05/24. Comments to LDNPA by 11/06/2024. It was **Resolved** to submit No Objection to this application.
- ii) **7/2024/8185: 6, Oak Fold Crosthwaite, LA8 8EZ.** Erection of garden shed. Forwarded 21/05/24. Comments to LDNPA by 17/06/2024. It was **Resolved** to submit No Objection to this application.

b) Councillors noted that no planning applications had been received after publishing the Agenda.

c) Councillors noted the following responses that had been submitted to LDNPA following consideration by the Parish Council:

- i) **7/2024/5235: 1, Foulshaw Cottage, Levens LA8 8ET -** Variation of Condition 2 of planning approval 7/2016/5145 relating to various matters. **No Objection submitted 28/05/24.**

d) Councillors noted the following decisions that had been made since the last meeting:

- i) **7/2024/5168: Willow Beck, Crosthwaite, LA8 8HX.** Use of Annexe for self-catering holiday letting (retrospective). **Approved** with conditions 13/05/24
- e) Councillors noted other planning matters as follows:
 - i) There had been no new developments on existing alleged breaches of planning relating to various structures. New matters were raised for investigation:
 - The construction of wooden stables in a field off the A5074 west of Crosthwaite
 - A permanent-looking structure in a field behind ancillary accommodation at Espford Farm including seating and a firepit
 - A shed at No. 2 Starnthwaite (Ghyll Cottage) which appears to be in use as a holiday home.
 - ii) Tarnside Farmhouse: The Clerk reported that in response to Parish Council concerns, LDNPA Enforcement had opened case number E/2024/0106 and had confirmed that they would be making a site visit. The property remains on the market at the same price, though the particulars of sale have been significantly amended. The owner had contacted ex-Councillor Harkness about the Parish Council's concerns and had been provided with contact details for the Clerk, but the Clerk confirmed that he had not received any communication on the matter.
 - iii) No. 4 Oak Fold: The Clerk confirmed that he had written to both Castles and Coasts Housing Association and the Enforcement Team at LDNPA regarding alleged breaches of the terms and conditions of occupation and was awaiting responses.

On the general matter of planning procedures, concern was raised that there appears to be a lack of overall awareness about the planning process, leading to discussion about what the Parish Council might do to draw attention to requirements. There was an acknowledgement that some people are unaware of planning requirements or some who will simply proceed with developments and assume that they will get away with it or apply for retrospective consent. Recent engagement and action by the Enforcement Team is, however, delivering a clear and helpful message. It was noted that a Parish Council article on this is to appear in the Two Valleys Newsletter and **Agreed** that this should be a standing insertion per issue and that the same message should be placed on the Parish Council website.

34/24 Highways and Footpaths

- a) **Highways matters:** It was noted that there had been another minor accident on the narrow stretch of the A5074 on the previous Sunday and Cllr. Bavin urged that all incidents be fed-back to Highways to support traffic control measures.
- b) **Footpaths / Tracks Matters:** Cllr. Perry reported that a number of footpaths and bridleways were beginning to look overgrown including that from the Church to Mill Lane and at Totter Bank. It was **Agreed** to ask the National Park what plans it has for dealing with these and noted that the one by the Smithy has not been cleared for several years - though this might be a W&FC responsibility, as might be the path along Nurses Lane – Cllr. Bavin will investigate. It was also **Agreed** to ask Chris Smith what routes he attends to.
Cllr. Perry will also look at drainage and access issues at Jubilee Wood and the possible use of sleepers to improve this route.

35/24 Trees, Woods, Hedges and Grass: The following matters were noted:

- i. Oak tree and ivy: The Clerk reported that there was no further update on plans for the oak tree with ivy at Oak Fold.
- ii. Encroachment of a hedge onto the footpath in the vicinity of Oak Fold – Cllr. Perry will supply a photograph for submission to Castles and Coasts.
- iii. Chris Smith will be asked about grass cutting at the Green, along the Clapper Bridge route and at the end of Mill Lane.
- iv. Alan Fawcett will be asked to attend to hedge cutting in the Autumn.

36/24 Parish Land

- a) **Letting of Vacant Parish Land:** Tenants have now been confirmed for Hubbersty Head, Mearsons (Far Fell) and Cowmire Hall Quarry and the Clerk will supply details to the RFO for rent invoices.
- b) **Noticeboard at the Old Post Office:** Assessment of the work required to renovate or renew the Noticeboard is ongoing.

37/24 Neighbourhood Plan: The Clerk reported that the window for grant funding had re-opened and it was **Agreed** to use a fee proposal submitted by Louise Kirkup as the basis for a new Expression of Interest in advance of an application for further grant funding. The Clerk will prepare and circulate a briefing note for Councillors on the development of the Plan and the current position.

38/24 Environmental Initiatives: It was noted that an offer to permit the siting of a swift box on the Parish Room had been made to CLEAN, who had however indicated that they would look for alternative sites in order to accommodate a calling device.

39/24 Local Infrastructure Issues

a) **Water Supply:** The Clerk will send the outcome of communication with United Utilities to Cllr Bavin.

40/24 Policies and Procedures:

- a) **Standing Orders:** Following a review and recommendation by the Clerk the current version of the Standing Orders was **Approved** for 2024-25
- b) **Code of Conduct:** The Code of Conduct currently on the website is an old SLDC version. The Clerk's recommendation to adopt a NALC model template was **Approved**.
- c) **Financial Regulations:** NALC has recently issued an updated model template which the RFO is reviewing and will submit recommendations to the July meeting.

41/24 Finance: Councillors considered the following report submitted by the Responsible Finance Officer:

- a) It was noted that there had been no receipts other than investment income since the last meeting.
- b) No receipts had been received since publishing the agenda.
- c) The following payments were **Approved**:
 - i) Npower – Parish Room electricity May 2024: It was too early in the month for this figure to be confirmed but **Approval** was given for payment within the normal parameters of reasonable cost.
 - ii) M R Curry – salary and expenses May 2024: £ 432.57
 - iii) HMRC – PAYE/NIC May 2024: £ 133.42
 - iv) Jean Airey: Internal Audit Fee: £ 93.00
- d) There had been no notification of payments due since publishing the Agenda
- e) **Internal Audit Report** to 31/03/24: The RFO presented the Internal Auditor's Report which noted a high standard of record keeping and confirmed a true and accurate account of the Council's finance and governance records. The Internal Audit Report was **Approved**.
- f) **Certificate of Exemption 2023-24:** The RFO confirmed that the annual figures for both income and expenditure fell below the threshold for a Limited Assurance Review therefore enabling the Council to submit a Certificate of Exemption. Councillors **Approved** the submission of a Certificate of Exemption.
- g) **Annual Governance Statement 2023/24:** The RFO presented the Annual Governance Statement for 2023/24 which recorded the satisfactory discharge of governance requirements as confirmed by the Internal Audit Report. Councillors **Approved** the Statement which was signed by the Clerk and Chair.
- h) **The Accounting Statement 2023/24:** The RFO presented the Accounting Statement for 2023/24 which he had signed, and which was **Approved** by Councillors and signed by the Chair.
- i) **Notice of the period for the Exercise of Public Rights:** Councillors received and **Approved** the Notice of the period for the Exercise of Public Rights which will run from the 10 June to the 19 July 2024.
- j) **Risk Assessment 2024-25:** Councillors received and **Approved** the Risk Assessment for 2024-25.
- k) **Bank Balance:** Councillors noted the bank balance of ££28,337.12p at 31 May 2024 and the Chair was authorised to counter-sign the bank statement.

42/24 Correspondence:

- a) Updates from CALC and other Agencies: Councillors noted that these had been circulated as appropriate.
- b) Specific items of correspondence: The following items were considered:
 - i) Use of the Parish Room: A request from Geraldine Wilson for the use of the Parish Room during a concert to be held in the Church on 31 July was **Approved**
 - ii) A request for a grant from the Playgroup had been received and will be considered at the next meeting.
- c) No further correspondence had been received since publishing the Agenda.

43/24 Items 'for Information': No items were submitted.

44/24 Councillors' Issues to be Raised: No additional issues were raised

Next meeting dates: The next meeting of the Parish Council will be on 01 July 2024

The meeting finished at 8.52 p.m.

Signed as a correct record:

Date: