

CROSTHWAITE AND LYTH PARISH COUNCIL

Minutes of a Meeting of the Parish Council

held on Monday 05 December 2022 at 7.30 p.m. in the Parish Room

Present: Cllrs. Andrew Metcalfe (Chair), Matthew Dobson, Edward Sharp, Robert Sykes, H. Young.

In Attendance: County Councillor J. Bland, District Cllr. John Holmes, Cllr. Steve Bavin (Shadow Westmorland & Furness Co.), Martin Curry (Clerk), Malcolm Richardson (Responsible Finance Officer - RFO).

One member of the public was present.

173/22 Apologies: Cllrs. Angela Dobson, M. Harkness.

174/22 Minutes: It was **Resolved** that the Minutes of the meeting held on 07 November 2022 be confirmed as a true record and signed by the Chair.

175/22 Declarations of Interest: No declarations of interest had been submitted.

176/22 Requests for Dispensation: No requests for dispensation had been received.

177/22 Chair's Announcements: The Chairman reported that the new noticeboard for Bowland Bridge had arrived and would be put in place at the weekend.

178/22 Public Participation: Cllr. Holmes asked for an update on appointments to the Neighbourhood Plan Working Group and was referred to the upcoming report at Item 12 on the Agenda.

179/22 Reports

- a) **District Councillor:** Cllr. Holmes reported that there was little update of direct relevance to the Parish Council, though SLDC remains extremely busy with plans for the establishment of the new Westmorland & Furness Council (W&FC).
- b) **County Councillor:** Cllr. Bland said that the Highways Committee will meet later in the week, following which there should be more to report of local significance. Following unanimous agreement, it was **Resolved** that a formal note of thanks to Cllr. Bland for his involvement in the repair of the Moss Lane Bridge be recorded in the Minutes.
- c) **Shadow Councillor, Westmorland & Furness Council:** Cllr. Bavin reported as follows:
 - i. Budgeting for 2023/24 is ongoing; a gap of around £19 million has been identified (of which £17 million is due to external factors). Other Councils around the country are reporting similar issues and work is underway to close this gap and present a balanced budget for approval.
 - ii. Parliament has approved a shadow Cumbria Fire & Rescue Authority to be established on 01 January. Stakeholders are working closely to ensure this tight timescale can be met.
 - iii. A new W&FC website is being designed to bring together existing council sites and provide a clear guide to services for residents.
 - iv. Recruitment to senior posts in the Council continues.
- d) **Cumbria Police:** No report had been received.

180/22 Planning

- a) **To note that the following planning applications have been submitted to LDNPA and circulated to Members of the Council since the last meeting:**
 - i) **7/2022/5740: Hollybank, Crosthwaite LA8 8BU:** Amendment to design on planning approval 7/2022/5364 for dormer windows and other works. **No Objection**
 - ii) **7/2021/5693: Barkbooth, Winster:** Councillors noted that a **Notice of Appeal** against refusal has been lodged and **Resolved** to maintain their previously submitted stance of **No Objection**, subject to a local occupancy clause.
- b) **To note any planning applications received and circulated to Members of the Council after publishing the Agenda:**

7/2022/5731: The High – change of use of land to garden and parking. Councillors noted this application and agreed **No Objection**. It noted a representation of concern, however, that work appears to have already been completed and **Agreed** that LDNPA Planning should be advised of this development.
- c) **To note responses submitted to LDNPA following consideration by the Parish Council**

7/2022/BP009: Mireside Farm, Crosthwaite: Building Preservation Notice (to consider Listed Building status). Councillors noted that **No Objection** to this proposal had been submitted.

- d) **To note decisions on the following planning applications** as notified by LDNPA since the last meeting:
7/2022/5480 High Cartmell Fold was notified as approved with conditions on 31/10/2022.
Cllrs noted that its representations restricting occupation to agricultural or forestry workers had been reflected.

181/22 Highways and Footpaths

- a) Highways matters: No highways matters of significance were raised.
b) Footpaths / tracks matters: In response to correspondence received from Mr. R Smith concerning earlier discussions about the walkway at Nurse's Lane, Councillors confirmed that they are aware that part of the approved planning application 7/2021/5565 includes the construction of a footpath at the developer's expense. Otherwise, no issues were discussed as outstanding.

182/22 Trees, Woods, Hedges and Grass

- a) It was noted that A. Fawcett has cut back vegetation in several locations and will undertake further strimming and clearance work in late-February.
b) It was **Agreed** that roadside hedges in a couple of locations required cutting back and the Clerk was asked to write and request that these be given attention by the landowners.
c) Ash Die-back: The agreed article in the Parish Magazine providing advice to parishioners on how to recognise and log concerns (www.cumbria.gov.uk/highways under: *Report a problem with a street or road – trees, hedges weeds and grass*) will be submitted to the Parish Magazine for the December deadline.

183/22 Parish Land

- a) **Hubbersty Head and Cowmire Quarry:** Both properties will be advertised in the Parish Magazine (December issue).
b) **Ownership of trees and pond, Tarnside Lane:** This remains work in progress with HMLR.
c) **To consider the Procurement and Siting of a Memorial Bench:** In the absence of Cllr. Harkness, it was agreed to defer consideration of this item until the next meeting.
d) **To Consider the Installation of an External Porch light at the Parish Room:** It was **Agreed** to procure quotes for this as a Health and Safety issue and proceed with installation if Councillors consider the quote to be reasonable.

184/22 Neighbourhood Plan

The Chairman reported that work has continued and asked the Clerk to summarise progress. The Clerk gave a detailed Report on work undertaken during November which is posted on the website as part of these Minutes at <https://www.crosthwaiteandlythpc.co.uk/>.

The following specific matters were **Agreed:**

- a) To adopt the revised Terms of Reference
b) The timeline proposed in the Report including:
i. A call for expressions of interest to join the Neighbourhood Plan Working Group (NPWG) to be received by 15 January 2023
ii. To meet with Louise Kirkup of Kirkwells Planning Consultants in the week commencing 09 January 2023
iii. To hold a first formal meeting of the NPWG on 16 January 2023, reporting to the Parish Council meeting on 06 February.

185/22 Emergency Planning Group

- a) Cllr. Young reported that she had been in touch with Cllr. A Dobson on this. A call for volunteers to join an Emergency Response Group had gone out in the previous Magazine but there had been no responses as yet.

186/22 Clerk's and Associated Matters:

- a) The Clerk reported that proposals for ICT hardware requirements and a possible sharing arrangement with Levens and Helsington were still developing.
b) Councillors **Agreed** that due to limited space on existing noticeboards, Reports forming part of future Agendas or Minutes would be displayed on the website only.

187/22 Finance: The RFO reported as follows:

- a) **Receipts:** Councillors noted that there had been no receipts since the last meeting.

- b) **Payments:** The following payments were **Approved:**

- i) South Lakeland District Council - Parish Election costs: £ 700.57
ii) Npower - Parish Room electricity for October 2022: £ 43.25

- iii) M R Curry – Salary and Expenses, November 2022 plus arrears: £ 360.80
- iv) HMRC – PAYE for November 2022: £ 81.80
- c) The following payments to be made before the next meeting were approved:**
 - i) M R Curry – Salary and Expenses for December 2022: £ 320.95
 - ii) M R Richardson - Salary and Expenses for Oct-Dec plus arrears: £ 478.87
 - iii) HMRC – PAYE for December 2022: £ 164.20
- d) To receive, consider, amend (where necessary) and agree the draft budget 2023/24**
 The RFO presented the updated forecast for 2022/23 and the budget comparison for that year. The end result projected a deficit on the year of £8,166.33, included in which was the repayment of Neighbourhood Planning Grant received in the previous year and returned unspent. Figures for both income and expenditure included other variances on the budget on which the RFO gave exception reports. Overall however the projections for the year gave no cause for concern and provided the basis for the presentation of a draft budget for 2023/24. Consideration was given to this and specific points of discussion were:
 - i) It was **Agreed** not to allocate a specific grant to the Great North Air Ambulance Service in 2023/24
 - ii) Parish Recreational Field: There was discussion about the award of a grant and views were raised that there should be greater awareness of how the grant was to be used with an expressed preference that it should be spent on the children’s playground. The Chairman asked Cllr. Holmes to take these observations to the Recreational Field Committee. Following a proposal from Cllr. Sykes, seconded by Cllr. Dobson it was **Agreed** that a grant of £500 be offered from the proposed grants budget. It was further agreed to consider whether to request financial summaries at the February meeting.
 - iii) It was **Agreed** to add £200 to Parish Projects to recognise expected expenditure on ICT requirements.

On the basis of these amendments, it was Resolved to Agree the draft budget.

- e) To Agree the Precept Demand for 2023/24:** Taking into account the amendments above, of which only the addition of £200 to Parish Projects was substantive, the precept demand (as amended by the increase of £200), was **AGREED in the amount of £11,695**, which is lower than the precept for 2022/23. The Clerk and RFO were authorised to complete the precept form when received and obtain the necessary signatures.
- f) To Confirm the Appointment of Jean Airey as internal Auditor for 2022/23:** The appointment of Jean Airey was **Approved**.
- g) To Note the Reconciled Bank Balance at 30 November 2022:** The RFO reported a reconciled bank balance of £17,883.15p at 30th November 2022.

188/22 Correspondence: The following items of correspondence were noted with no additional comment:

- a) Further items concerning Local Government Reorganisation, climate change, the cost of living crisis, other regional initiatives and training opportunities
- b) The Charity Commission: Requesting Annual Returns for Tarnside Quarry, Savin Hill Quarry and High Birks Quarry all due by 31 January 2023. The RFO undertook to submit these.
- c) CALC – advice on Boundary Review Consultation: (emailed to Councillors on 14/11/22)
- d) CALC – Survey of spend on legal advice received by Parish Councils (dealt with by RFO & Clerk)

189/22 Items ‘for Information’: It was noted that the Snooker Club will now pay the electricity bills for the Parish Room for the winter period

190/22 Councillors’ Issues to be Raised

To be placed on the Agenda of the next meeting:

- a) Memorial Bench
- b) Parish Recreational Field – to consider whether to request financial information

Date of next meeting – it was confirmed that the next meeting will be held on Monday 06 February 2023 at 7.30 p.m. in the Parish Room.

The meeting finished at 8.40 p.m.