

## CROSTHWAITE AND LYTH PARISH COUNCIL

### Minutes of a Meeting of the Parish Council

held on Monday 06 February 2023 at 7.30 p.m. in the Parish Room

**Present:** Cllrs. Andrew Metcalfe (Chair), Matthew Dobson, Mary Harkness, Edward Sharp, Heather Young.

**In Attendance:** County Councillor J. Bland, District Cllr. John Holmes, Cllr. Steve Bavin (Shadow Westmorland & Furness Co.), Martin Curry (Clerk) and 2 members of the public.

**191/22 Apologies:** Cllrs. Angela Dobson, Robert Sykes.

**192/22 Minutes:** The Clerk advised on a representation made by Cllr. Sykes on Minute 187/22(d)ii (Parish Recreational Field) in an email dated 03/01/2023. This was noted. It was **Resolved** that the Minutes of the meeting held on 05 December 2022 be confirmed as a true record and signed by the Chair.

#### 193/22 Declarations of Interest:

Cllr. Young declared a potential interest in Item 11(a)

Cllr. Sharp declared a potential interest in Item 8(a)(i)

It was agreed that these potential interests would be taken into account at the relevant Agenda items and the respective Councillors would withdraw if the Chairman and Clerk deemed it necessary.

**194/22 Requests for Dispensation:** No requests for dispensation had been received.

**195/22 Chair's Announcements:** The Chairman:

- a) Thanked Richard Inman for identifying and filling pot-holes on the section of road between Camel Road and Camel Cross.
- b) Thanked David Stott for finding the water leak in the Parish Room. The Snooker Club will complete the repair work.
- c) Reported that Malcolm Richardson is having ongoing problems with Barclays not sending statements or facilitating the new bank mandates.
- d) Thanked the Clerk for the extra work he has taken on in respect of the Neighbourhood Plan.

**196/22 Public Participation:** Mr Moser spoke in respect of planning application 7/2023/5038 (Cannydale) and explained that the application was for minor amendments (including changing the orientation of the wooden cladding and roof-pitch, the inclusion of a wood-burner, and mullions to match the existing windows) and not for change of use.

#### 197/22 Reports

- a) **District Councillor:** Cllr. Holmes reported that there was little update of direct relevance to the Parish Council. Services continue to be delivered, but SLDC remains focused on the transition to the new W&FC on 01 April.
- b) **County Councillor:** Cllr. Bland likewise reported that the County Council is concentrating on the transition. Matters relating to the A5074 are now unlikely to be addressed in the current financial year. Cllr. Harkness mentioned the white-line markings at Gilpin Bridge which are badly deteriorated, but it was acknowledged that this should be taken up with National Highways (formerly Highways England).
- c) **Shadow Councillor, Westmorland & Furness Council:** Cllr. Bavin reported as follows:
  - i. Budgeting for 2023/24 is ongoing with a likely increase of 5% on Council Tax and a proposal to double Co. Tax on second homes.
  - ii. A constitution has been adopted for the new Council.
  - iii. As an ancillary matter, Cllr Bavin asked about local experiences with United Utilities and water supply. There is a new pipeline between Crosthwaite and Underbarrow but problems were evident lower down the valley with reduced pressure (possibly because higher pressure can cause leaks and potential fines for UU). Cllr. Bavin undertook to try to get more detail on this.
- d) **Cumbria Police:** No report had been received.

#### 198/22 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) **7/2023/5038: Cannydale, Lyth, LA8 8DG – Amendment to Condition 2 on consent 7/2021/5816. No Objection**

- b) **To note any planning applications received and circulated to Members of the Council after publishing the Agenda:**  
None received.
- c) **To note responses submitted to LDNPA:** None since the previous meeting.
- d) **To note decisions on the following planning applications** as notified by LDNPA since the last meeting:
  - i) **7/2022/5740: Hollybank, Crosthwaite, LA8 8BU** - Amendment to design on planning approval 7/2022/5364 for dormer windows, replacement roof and internal alterations. **No Objection submitted. Granted 04/01/23**
  - ii) **7/2022/5710: North Cottage, Crosthwaite LA8 8HX** – Rear extension. No objections. **Granted 31/01/2023**

#### 199/22 Highways and Footpaths

- a) **Highways matters:** Cllr. Harkness proposed that the Parish Council should write to National Highways about the degraded road markings on the A590 at Gilpin Bridge and this was **Approved** for the Clerk to do. Cllr. Bland mentioned that there was to be a meeting of the A590 Working Group in early March and Cllr Sharp said that he would also mention the matter at that meeting.
- b) **Footpaths / Tracks Matters:** After consideration of the access to the Parish Room which is on a bridleway and where soil is working up through the plastic matting, it was **Agreed** to get quotes for a change from a grass surface to gravel on membrane. In the meantime, the Parish will write to LDNPA for its permission in principle to change the surface for health and safety reasons. Cllr. Bland indicated his personal view that LDNPA would be sympathetic to this request.
- c) **Winter Gritting Requirements:** Councillors noted the information provided by Cllr. Bavin about protocols for local gritting and also the budget position for this work provided by the RFO. This highlighted the allocation of £400 in the 2023-24 budget and the refund of £353.78 from the now closed Village Maintenance Association. Members **Agreed** MR's proposal that the latter should be ring-fenced for gritting needs beyond the approved budget. It was also agreed to work closely with W&FC on gritting requirements for the future.

#### 200/22 Trees, Woods, Hedges and Grass:

- a) **Roadside Hedges:** It was noted that most of the overhanging growth on roadside hedges that had concerned the Parish Council had now been cut back.
- b) **Work on the Walkway:** In response to a proposal from Cllr. Harkness, Councillors **Approved** a record of thanks to Chris Smith for his work on the Walkway.
- c) **Hedge Cutting:** Given his knowledge of the maintenance work required by the Parish Council, it **Agreed** the Chairman's proposal that Alan Fawcett (local hedge cutting contractor) be asked to assess the work required on strimming and cutting back and, on the basis of previous work and costs, to use his discretion to do work required by the end of March. Consideration of work at The Row should be included.

#### 201/22 Parish Land

- a) **Letting of Vacant Parish Land:** The Clerk confirmed that expressions of interest had been received and the Chairman confirmed that the allocation of tenancies would be dealt with in a closed session at the end of the meeting.
- 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:** Cllr. Harkness reported that consideration should be given to location and cost. On the former, two sites were suggested: at the top of Totter Bank or on the Green with a preference for the former. To site it there would probably need permission from County Highways and the Clerk was asked to write to try to secure this. Cost would be dependent on the type of bench agreed upon and it was **Agreed** to ask the RFO to confirm the level of funding available having in mind the mounting costs of the Neighbourhood Plan.
- d) **To Consider the Installation of an External Porch light at the Parish Room:** Stephen Dobson is currently unable to do the work but the Chairman has spoken to Ivor Jones who will do it. This is undertaken as a health and safety matter.
- e) **Charity Matters:** The Clerk confirmed that Annual Returns had been submitted and that details of Trustees and contact details had been updated.

**202/22 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 since December which is posted on the website as part of these Minutes at <https://www.crosthwaiteandlythpc.co.uk/>. The Minutes of meetings of the Neighbourhood Plan Working Group (NPWG) held on 16 and 30 January

are also on the website. Louise Kirkup had presented a first draft Plan to the NPWG on 30 January and work is now underway to amend and provide additional information for that version. As this draft is a very early stage in the process, public consultation is not planned until content has been refined. There is no set date for a meeting of the next NPWG but this is likely to be towards the end of March and will be publicised when agreed. It was **Agreed** that the RFO would look at the possibility of claiming grant for salary and other costs incurred beyond the scope of the fee proposal submitted by Kirkwells.

**203/22 Emergency Planning Group:** Cllr. Young reported that she and Cllr. A Dobson have been developing this initiative. The recent call for volunteers to join an Emergency Response Group had resulted in a number of people willing to become involved. A list of vulnerable people was being prepared and part of the role of volunteers will be to visit those with vulnerabilities in the event of emergency situations (such as power loss, extreme weather, flooding etc.) to provide help and support if needed. Cllrs Young and Dobson will be the first point of contact in emergency situations and will feed out information to others as appropriate. Details of the scheme will be publicised in the Parish Magazine and on the website.

**204/22 Clerk's and Associated Matters:** Councillors **Agreed** to proceed with a shared ICT packaged with Helsington and Levens Parish Councils. This has been made possible by a grant for £1,000 from SLDC District Councillor Kevin Holmes' Member Budget and additional grant funding secured by Levens Parish Council and includes the purchase of a laptop, monitor, printer and service contract at a net cost of £1,490. There will be no direct cost to the participating Parish Councils, though the service package is for a 2-year period and will need re-negotiating at the end of that time.

**205/22 Finance:** A report submitted by the RFO was as follows:

**a) Receipts:** Councillors noted the following receipts since the last meeting:

i) Rents from Parish Land:	£ 73.00
ii) Groundworks UK: Neighbourhood Planning Grant:	5,630.00

**b) Payments made since the last meeting:** The following payments were **Approved**:

i) Npower - Parish Room Electricity for November 2022:	51.08
ii) A2A Advertising Ltd – Annual web hosting:	78.00

**c) The following payments required were Approved:**

i) Kirkwells Ltd – Neighbourhood Planning Consultancy:	3,240.00
ii) Npower - Parish Room Electricity for December 2022:	51.08
iii) M R Curry – Salary and Expenses for January 2023:	600.17

It was **Agreed** that henceforth the Clerk will apportion his salary between 'normal' PC business and time spent on the Neighbourhood Plan.

iv) HMRC – PAYE for January 2023:	142.00
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**d) To Note the Reconciled Bank Balance at 30 November 2022:** The RFO had reported a reconciled bank balance of £21,494.61 as at 31 January 2023.

**206/22 Annual Parish Meeting:** It was confirmed that the Annual Parish Meeting and the Annual Parish Council Meeting will be held on 03 May

**207/22 Correspondence:** The following items of correspondence were noted with no additional comment:

- Further items concerning Local Government Reorganisation, climate change, the cost of living crisis, other regional initiatives and training opportunities
- Updates from CALC on various regional initiatives, training opportunities etc.
- 25/01/2023: Cook & Lakin – Consultation on street name 1-6 Cross Howe LA8 8HY – It was **Agreed** to advise Cook & Lakin that there was not a street to be named and that this was not a Parish Council matter.
- 09/01/2023: Bruce Worsley – Request for Chris Smith to deal with flooding at Starnthwaite. The Chairman reported that this had been dealt with.
- 09/01/2023: Alice Henderson CCC Procurement re renewal of electric supply contract. It was noted that this was being dealt with by the RFO.
- 03/02/2023: Sports Planning Consultants – Questionnaire: Cllr Harkness has completed this.

**208/22 Items 'for Information':** It was noted that the Snooker Club would prefer to pay the bill for consumption at the end of the winter period and this was Agreed. Users of the Parish Room will take care to ensure that the heating is switched off at the end of a session.

**209/22 Councillors' Issues to be Raised**

No matters other than current open actions were raised

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

The Chairman then closed the open meeting and members of the public and those in attendance were requested to leave whilst the Parish Council considered the following item:

**Letting of Vacant Parish Land: To receive an update on expressions of interest and to consider offering tenancies:**

The Clerk reported that a number of expressions of interest (EOI) had been received, though several had been received after the deadline. Based on preferred EOIs received in date order it was agreed to offer tenancies for Hubbersty Head and Cowmire Quarry and to confirm details once these offers have been accepted.

Mr Wilson has terminated his tenancy of Mearsons and an offer for that property has been received which was accepted in principle at an increased rent of £25 p.a.

The meeting finished at 9.08 p.m.

**Signed as a correct record:**

**Date:**