

## CROSTHWAITE AND LYTH PARISH COUNCIL

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

held on Monday 13 May 2024 at 7.30 p.m. in the Parish Room, Crosthwaite

**Present:** Cllrs Angela Dobson, J. Perry, E. Sharp, H. Young

**In Attendance:** Cllr. S. Bavin (Westmorland & Furness Co.), Martin Curry (Clerk), Malcolm Richardson (Responsible Finance Officer – RFO). Two members of the public were present (co-opted during the meeting).

**01/24 Election of Chair:** Having indicated her willingness to stand, Cllr. Dobson was proposed by Cllr. Sharp and seconded by Cllr. Young. There being no other nominations, Cllr. Dobson was elected Chair of Crosthwaite and Lyth Parish Council and signed a Declaration of Acceptance of Office.

**02/24 Apologies:** No apologies had been submitted. All Councillors were present. Cllr. Dobson welcomed Cllr. Perry to his first meeting as an elected Councillor.

**03/24 Minutes of the meeting held on the 15 April 2024:** Councillors noted amendments to the Finance section as follows:

a) The record of **Approval** of the annual subscription due to CALC of £237.87 had been omitted

b) Minute 180/23(c)iii (Clerk's salary March 2024) should have read £431.76 not £418.27

Following agreement to these amendments, it was **Resolved** that the Minutes of the meeting held on 15 April 2024 be signed by the Chair as a true record.

**04/24 Declarations of Interest:** No declarations of interest were submitted.

**05/24 Requests for Dispensation:** No Requests for Dispensation had been submitted.

**06/24 Chair's Announcements:** The Chair formally announced that on 10 April 2024, the Returning Officer for Westmorland and Furness Council had certified that at the Election of Councillors for the Parish of Crosthwaite and Lyth, the following Councillors had been validly nominated by the latest date permissible and there being no other nominations for the 7 places available were duly elected without contest: Angela Dobson, Jordan Perry, Edward Sharp and Heather Young. Elected Councillors signed Declaration of Acceptance of Office.

The Chair also asked Councillors to note that letters of appreciation for the gestures of thanks sent by the Parish Council to retiring councillors M. Dobson, M. Harkness and R. Sykes had been received.

**07/24 Election of Vice-Chair:** Having indicated his willingness to stand, Cllr. Sharp was proposed by Cllr. Young and seconded by Cllr. Dobson. There being no other nominations, Cllr. Sharp was elected Vice-Chair of Crosthwaite and Lyth Parish Council and signed a Declaration of Acceptance of Office.

**08/24 Co-Option to Vacancies on the Parish Council:** Councillors noted that new Parish Councillors could be appointed to vacancies arising following a formal election. Two expressions of interest had been received from eligible candidates. As a result, the following were co-opted to the Parish Council:

David Atkinson: Proposed by Cllr. Young and seconded by Cllr. Perry

Guy Harnby: Proposed by Cllr. Sharp and seconded by Cllr. Cllr. Young

The new Councillors took their places and Declarations of Acceptance of Office were submitted.

It was noted that one vacancy remains on the Parish Council and **Agreed** in principle that this should be filled by advertising the opportunity locally. It was **Agreed** to place this on the next Agenda for discussion.

**09/24 Meeting Dates 2024-25:** The following dates for meetings of the Parish Council were **Agreed:**

**2024:** 03 June, 01 July, August – No meeting, 02 September, 07 October, 04 November, 02 December

**2025:** 03 February, 03 March, 07 April

**10/24 Representation on Outside Bodies:** The following were nominated as Parish Council representatives:

Argles Memorial Hall: Cllr. Dobson (and will attend the AGM on 14 May)

The Landowners of Crosthwaite and Lyth: Cllr. Atkinson

The Charitable Trust: Cllr. Young. It was **Agreed** that work was required to clarify the purpose of the Charity and the role of the Trustees

**11/24 Public Participation:** No members of the public were present.

## 12/24 Reports:

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

- i) Road repairs and Potholes: The monitoring of potholes and roads requiring repair continues. The bridge on Mill Lane requires a more detailed plan but Cllr. Bavin is pushing for details to be confirmed.
- ii) A590: National Highways have agreed to some safety mitigations but have not committed to a roundabout. Cllr. Bavin is waiting for them to respond to a request for a meeting and remains hopeful that one will be held before the end of May. Cllr. Sharp is a member of the A590 Working Group and Cllr. Young also expressed an interest in attending a meeting if available.
- iii) Following recent motorcycle accidents on the A5078, it was suggested that safety improvements were required, and concerns were raised that some users were treating it as a racetrack. Flashing signs, rumble strips, speed cameras and improved signage were all suggested as possible improvements and Cllr. Bavin undertook to explore what might be appropriate.
- iv) Grants for 30-mph zones: Cllr. Bavin has not so far found any funding source that would help secure a 30-mph zone through the village but will continue to investigate possibilities.
- v) Cllr. Bavin used the meeting to remind parents of the need to book school transport if required.

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

## 13/24 Planning

### a) Applications Received: The following planning applications having been received from LDNPA and circulated to Members of the Council since the last meeting were noted:

- i) **7/2024/5208: Field near Fell Edge, Crosthwaite, LA8 8BW** – Proposed storage shed. Prior approval not required – no provision for consultation. Circulated for information only on 23/04/24. **Approved** 24/04/24

- ii) **7/2024/5235: 1, Foulshaw Cottage, Levens LA8 8ET** - Variation of Condition 2 of planning approval 7/2016/5145 relating to: 1: Internal layout. 2: New stone-faced porch. 3: Design, scale, appearance of the new building. 4: Internal layout including a room in roof. 5: New stone-faced entrance porch. Circulated 08/05/2024. Deadline for comment 29/05/2024. It was noted that this development had been underway for some time. **No Objection.**

### b) Applications Received (after publication of the Agenda): To note any planning applications received and circulated to Members of the Council after publishing the Agenda – None had been received.

### c) Responses: To note responses submitted to LDNPA following consideration by the Parish Council:

- i) **7/2024/5054: St Mary's Green, Crosthwaite, LA8 8HU** – 2 Dwellings and footpath - Reserved matters relating to application No. 7/2021/5565. Original objection from PC but approved. Comment submitted reiterating original concerns.
- ii) **7/2024/5168: Willow Beck, Crosthwaite, LA8 8HX** - Use of Annexe for self-catering holiday letting. Deadline for comment 01/05/2024. No objection submitted but concerns raised about precedent and synchronisation of consultation periods.

### d) Decisions: To note decisions on the following planning applications since the last meeting:

- i) **7/2023/5817: Land west of Oak Fold and north of Totter Bank:** Erection of three dwellings etc – Objection submitted 07/03/2024. **Approved** with conditions 02/05/2024 (Planning Committee).

### e) Other Matters: To note any other Planning Matters:

- i) To note updates from Enforcement on alleged breaches of planning relating to various structures: Councillors noted that the Enforcement Team has issued updates on cases brought to its attention and added to the Schedule previously circulated. It was noted that an Enforcement Notice had been issued on 02 May in relation to Starthwaite Field requiring cessation of use of the land for residential use and leisure purposes and removal of a Shepherd's Hut from the land.
- ii) To consider a representation about shed(s) at Tarnside Farm: Cllr. Harnby submitted a verbal Declaration of Interest as a near neighbour to the property in question. Councillors noted the receipt of an anonymous letter drawing attention to the presence of several developments which were alleged not to have planning consent. Cllr. Harnby was asked if he could comment and he agreed that there had been developments including a gravel drive from the A5074, a large wooden structure to house vehicles and a conservatory and pond on an adjoining field. Cllr. Young confirmed that the property appeared to have recently been put up for sale. The Parish Council expressed concern about a sale where planning consents might not be in place, and it was **Agreed** to advise the Enforcement Team as a matter of urgency.
- iii) To consider a representation about No. 4, Oak Fold, Crosthwaite. Cllr. Perry had previously submitted a written Declaration of Interest as a near neighbour to the property in question. Councillors noted the receipt of an anonymous letter alleging that No. 4, Oak Fold was not being

used as a main or primary residence contrary to the terms and conditions of the occupancy agreement. Cllr. Perry was provided with the opportunity to comment and he agreed that the property appeared to be vacant for significantly long periods of time. It was **Agreed** to follow this matter up with Castles and Coasts Housing Association and the Lake District National Park Authority.

- iv) It was noted that an item had been submitted to the Parish Magazine about the advisability of securing planning advice for proposed developments.

#### 14/24 Highways and Footpaths

##### a) Highways matters:

- i) Councillors thanked Cllr. Bavin for his attention to highways matters as previously reported. It was noted that Cllr. Sharp is the primary Parish Councillor regarding highways issues.

##### b) Footpaths / Tracks Matters:

There were no footpaths / tracks matters reported. It was **Agreed** to appoint a Footpaths Officer and Cllr. Perry was nominated (Cllr. Dobson) and seconded (Cllr. Atkinson) for this role.

#### 15/24 Trees, Woods, Hedges and Grass: The following matters were noted:

- i) It was noted that prior to standing down, ex-Councillor Harkness had provided a note on the maintenance programme for hedges and grass management which was appreciated.
- ii) Oak tree and ivy: The Clerk reported that he had received no further update on this matter.
- iii) Encroachment of a hedge onto the footpath in the vicinity of Oak Fold – The Clerk confirmed that this still needed to be followed up with Castles and Coasts Housing Association with a photograph.
- iv) The Clerk is still looking for quotes for a tree health and survey condition report for trees on Parish Council land.

#### 16/24 Parish Land

##### a) Letting of Vacant Parish Land:

The vacant sites (Hubbersty Head, Cowmire Quarry and Mearsons) have been offered to those expressing interested in taking tenancies.

##### b) Other Land Related Matters:

The Clerk reported that the preparation of property profiles remains work in progress.

##### c) Noticeboard at the Old Post Office:

The Chair reported that this needs renovation and will seek means to get this done.

**17/24 Neighbourhood Plan:** Following the receipt of Version 5 of the Draft Plan from Louise Kirkup, the Clerk reported that he was awaiting the opening of the next round of grant availability to enable the next steps to proceed. It was **Agreed** that V5 should be re-circulated, and that new Councillors should be brought up to speed as far as possible with the initiative.

**18/24 The Annual Parish Meeting:** The Clerk reported that the meeting had been held successfully on 22 April and that a wide range of representatives from village organisations had participated with updates. It was noted that the Playgroup might appreciate additional funding and **Agreed** to consider this in the context of the Grants Policy. Ex-Councillor Harkness's presentation on being a Parish Councillor had been appreciated.

#### 19/24 Environmental Initiatives

##### a) CLEAN:

Following the receipt of further information from CLEAN about the swift box initiative the matter was discussed in detail. Support in principle for the initiative was reiterated, but it was felt that it should be developed in stages. It was **Agreed** to offer one box on a three-year trial with no calling device for the time being.

#### 20/24 Local Infrastructure Issues

##### a) Water Supply:

The Clerk confirmed that he had received updated information in a written response from UU and undertook to forward this to Cllr. Bavin for his information.

**21/24 Finance:** Councillors considered the following report submitted by the Responsible Finance Officer (RFO):

##### a) Receipts:

The following receipts (other than investment income) had been received since the last meeting:

- i) Westmorland & Furness Council – Precept 2024/25 £12,316.44
- ii) Westmorland & Furness Council – Support grant 2024/25 £ 238.56

##### b) Receipts (since publishing the agenda) – There had been no receipts since publication of the Agenda

##### c) Payments:

The following payments were **Approved**:

- i) Npower – Parish Room electricity April 2024 £ 42.66
- ii) M R Curry – salary and expenses April 2024 £ 432.57

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|--|---|--------|
| iii) HMRC – PAYE on above salary                       | £ | 100.00 |
| iv) Zurich Insurance – Annual insurance to 31 May 2025 | £ | 523.68 |
- d) **Payments** (since publishing the agenda) – No payments had become due for payment since the publication of the Agenda.
- e) **Insurance:** Councillors noted that the RFO has reviewed the insurance policy and his confirmation that the content will remain similar to previously. He has removed the Speed Indicator Device (SID) which may have some impact on the premium.
- f) **Asset Register:** The Asset Register was received and **Approved**. The RFO had updated it to show a total of £142,917, which included the previously used insurance valuation of £125,000 for the Parish Room.
- g) **Annual Governance and Accountability Return (AGAR):** The RFO confirmed that a Certificate of Exemption will be submitted to the External Auditor in respect of the AGAR for 2023-24.
- h) **Bank balance:** Councillors noted the bank balance of £29,179.77 at 30 April 2024 and authorised the Chair to counter-sign the bank statement.

**22/24 Correspondence:**

- a) Updates from CALC and other Agencies: Councillors noted that these had been circulated as appropriate.
- b) All other correspondence received had been dealt with or referred to in the meeting.
- c) No further correspondence had been received since publishing the Agenda.

**23/24 Items ‘for Information’:** No items were submitted.

**24/24 Councillors’ Issues to be Raised**

Other than matters under current discussion, it was **Agreed** to include the following items on the next Agenda:

- a) Relationships with the police.
- b) Filling the current vacancy on the Parish Council

**Date of the next meeting:** It was confirmed that the next meeting of the Parish Council will be held on Monday 03 June 2024 in the Parish Room at 7.30 p.m.

The meeting finished at 9.25 p.m.

**Signed as a correct record:**

**Date:**