

# Skelsmergh and Scalthwaiterigg Parish Council

Minutes of the meeting held on Tuesday 8<sup>th</sup> July at 7.30pm in Skelsmergh Community Hall

**Present** **Councillor John Chapman (JC) – Chair**

**Councillors**

**Mary Chapman (MC)                      Tim Maggs (TM)**  
**Hermann Moisl (HM)**

**Also present: Karen Little (KL) (Clerk) - and 2 members of the public: Phil Rigby (local resident) and Mark Hutchinson (Neighbourhood Policing Team)**

<b>63/14</b>	<p><b>Apologies for Absence</b>  <b>RESOLVED</b> that the following apologies for absence be noted and accepted:</p> <ul style="list-style-type: none"> <li>• Cllr A Semple (AS)</li> <li>• Cllr J Taylor-Heys (JT-H)</li> <li>• and that District Cllr S Collins sent apologies</li> </ul>	
<b>64/14</b>	<p><b>Declaration of Interests</b>  <b>RESOLVED</b> that it be noted that no member declared any interests in respect of items on this agenda.</p>	
<b>65/14</b>	<p><b>Minutes of the Previous Meeting</b>  <b>RESOLVED</b> that the minutes of Parish Council meeting held on the 7<sup>th</sup> May 2014 (pages 1-6):</p> <ul style="list-style-type: none"> <li>• Be amended as follows - Minute number 52/14 second bullet point, Upper Kent Area Partnership (LAP), meeting 1 April 2014 to read: <i>No further funds are available from the LAP - £20k allocated for administrative support and hire of the venue.</i></li> <li>• With this change - be confirmed as a true record and signed by the Chair.</li> </ul>	
<b>66/144</b>	<p><b>Open Forum</b>  <b>RESOLVED</b> that the Community Engagement Report from Mark Hutchinson, on behalf of Kendal Police, be noted. Key points are to remind residents to secure high value items from houses and outbuilding, and that Sgt Paul Mellard has now replaced Sgt John Stephens on the Kendal Rural Neighbourhood Policing Team.</p>	
<b>67/14</b>	<p><b>Vacant Councillor Position</b>  Phil Rigby attended the meeting and agreed to be co-opted to the vacancy on the Parish Council left by the resignation of Lucien Procter.  <b>RESOLVED</b> that Phil Rigby be co-opted to fill the vacant Skelsmergh ward vacancy. The acceptance of office completed by Cllr Rigby was received by the Council.</p>	
<b>68/14</b>	<p><b>Election of the Vice Chair</b>  <b>RESOLVED</b> that Hermann Moisl be appointed Vice Chairman for the year 2014/2015.</p>	
<b>69/14</b>	<p><b>Appointment to Outside Bodies</b>  <b>RESOLVED</b> that the Parish Council representatives are as follows:</p> <ol style="list-style-type: none"> <li>a. Upper Kent Local Area Partnership (UK LAP) – Cllrs M and J Chapman (MC is the current UK LAP Chair).</li> <li>b. Cenacolo Liaison Committee – Cllrs M Chapman and H Moisl.</li> <li>c. Skelsmergh Community Hall Management Committee – Cllrs A Semple and P Rigby</li> </ol>	

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	<p>d. Cumbria Wide Broadband Champion – Cllr H Moisl.</p> <p>e. Cumbria Association of Local Councils (CALC), South Lakes – Cllr J Chapman, or to identify an alternative, if he is unable to attend a meeting.</p> <p>f. Rural Local Council Sounding Board – to not have a designated representative.</p>																																																																
<b>70/14</b>	<p><b>Progress Reports from the Finance working Party</b></p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>To accept and adopt the amended financial regulations document (Updated July 2014 version)</li> <li>To note (subject to confirmation from Barclay’s bank) that the new signatory arrangements are two of either Cllrs JC, MC or JT-H.</li> <li>The Clerk’s hours of work are not to exceed 3 hours per week. The contract needs to reflect duties/requirements that do not exceed this time input. All correspondence is to be passed to the Chair and Vice-Chair. Chair, Vice Chair and Clerk to meet to agree the terms of the contract.</li> </ul>	<b>JC, HM &amp; KL</b>																																																															
<b>71/14</b>	<p><b>Finance</b></p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>To make the following payments:</li> </ul> <table border="1"> <thead> <tr> <th>Payee</th> <th>Expenses/Services</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>Skelsmergh Community Hall</td> <td>Use off Skelsmergh Community Hall – rent for 2013-14 meetings</td> <td>132.00</td> </tr> <tr> <td>Dave Clarke expenses 2013/14</td> <td>Administration costs</td> <td>100.00</td> </tr> <tr> <td>Skelsmergh Community Hall</td> <td>Grant for community website</td> <td>750.00</td> </tr> <tr> <td>Skelsmergh Community Hall</td> <td>Grant for the maintenance &amp; upkeep of Community Hall</td> <td>250.00</td> </tr> <tr> <td>Skelsmergh Community Hall</td> <td>Skelsmergh Sports day</td> <td>100.00</td> </tr> <tr> <td>St John’s Church, Skelsmergh</td> <td>Grant for remedial work to lych gate</td> <td>200.00</td> </tr> <tr> <td>Cumbria Association of Local Councils (CALC )</td> <td>Finance Training – KL, 16.04.2014</td> <td>19.50</td> </tr> <tr> <td>SLDC</td> <td>Street Lighting, repairs, maintenance &amp; energy</td> <td>70.42</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>1,621.92</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>To note the current bank reconciliation position and predicted carryover of approx. £4k.</li> <li>To remove the wind strength predictor from the list of Parish Council assets. Cllr MC to check its disposal.</li> <li>To amend the predicted 2014-15 budget costs as follows:</li> </ul> <table border="1"> <thead> <tr> <th>Business Expenses:</th> <th>Previous/Indicative costs (£)</th> <th>Agreed Action</th> </tr> </thead> <tbody> <tr> <td>Parish election costs 2011</td> <td>425.30</td> <td>Delete</td> </tr> <tr> <td>Local council review</td> <td>15.50</td> <td>Delete</td> </tr> <tr> <td>CALC AGM</td> <td>10.00</td> <td>Delete</td> </tr> <tr> <td>Parish Website 2 yrs costs</td> <td>117.08</td> <td>Cheque not cashed</td> </tr> <tr> <td>Selside Hall hire, 2011/12</td> <td>15.00</td> <td>Delete</td> </tr> <tr> <td>Data Protection registration</td> <td>35.00</td> <td>Leave in</td> </tr> <tr> <td>Woodland expenses</td> <td>300.00</td> <td>Delete</td> </tr> <tr> <td>Grant towards fence at Paradise</td> <td>100.00</td> <td>Delete</td> </tr> <tr> <td>Burial ground mtce</td> <td>75.00</td> <td>Leave in</td> </tr> <tr> <td>Dry Stone Walling Ass.</td> <td>100.00</td> <td>Delete</td> </tr> </tbody> </table>	Payee	Expenses/Services	Amount (£)	Skelsmergh Community Hall	Use off Skelsmergh Community Hall – rent for 2013-14 meetings	132.00	Dave Clarke expenses 2013/14	Administration costs	100.00	Skelsmergh Community Hall	Grant for community website	750.00	Skelsmergh Community Hall	Grant for the maintenance & upkeep of Community Hall	250.00	Skelsmergh Community Hall	Skelsmergh Sports day	100.00	St John’s Church, Skelsmergh	Grant for remedial work to lych gate	200.00	Cumbria Association of Local Councils (CALC )	Finance Training – KL, 16.04.2014	19.50	SLDC	Street Lighting, repairs, maintenance & energy	70.42		<b>Total</b>	<b>1,621.92</b>	Business Expenses:	Previous/Indicative costs (£)	Agreed Action	Parish election costs 2011	425.30	Delete	Local council review	15.50	Delete	CALC AGM	10.00	Delete	Parish Website 2 yrs costs	117.08	Cheque not cashed	Selside Hall hire, 2011/12	15.00	Delete	Data Protection registration	35.00	Leave in	Woodland expenses	300.00	Delete	Grant towards fence at Paradise	100.00	Delete	Burial ground mtce	75.00	Leave in	Dry Stone Walling Ass.	100.00	Delete	<b>MC</b>
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<b>72/14</b>	<p><b>Parish Council Plan 2014-15</b></p> <p><b>RESOLVED</b> the agreed Parish Council priorities are to be as follows (subject to sufficient available resources):</p> <ol style="list-style-type: none"> <li>1. Coordinate Kiln Croft footway construction</li> <li>2. Resolve Neighbourhood Plan debate for the parish</li> <li>3. Upgrade parish council website</li> <li>4. Produce informative, pictorial parish map at community hall</li> <li>5. Negotiate permissive footpath for Dry Lane</li> <li>6. Upgrade parish seats at Gurnal Bridge</li> <li>7. Maintain joint parish litter clearance campaign with Selside</li> <li>8. Negotiate highways sign for Skelsmergh at northern boundary (aspirational)</li> <li>9. Setting a timetable and costings to revise the Community plan (involving community survey(s) in tandem with agreed action for 2. Neighbourhood Plan)</li> </ol>																			
<b>73/14</b>	<p><b>Neighbourhood Plan</b></p> <p><b>RESOLVED</b> to withdraw the application to SLDC to be designated as a Neighbourhood Area, dated 25.03.2014. Further work to be undertaken to assess size, cost, involvement and alternative options to developing a Neighbourhood Plan, led by a working group. Clerk to inform SLDC.</p>	<b>KL</b>																		
<b>74/14</b>	<p><b>Update on CALC Meeting, 05.06.2014</b></p> <p><b>RESOLVED</b> to note the details of Cllr JC's verbal report, specifically that SLDC is to undertake a consultation on proposals for a Community Infrastructure Levy for certain types of housing/retail developments.</p>																			
<b>75/14</b>	<p><b>Upper Kent Local Area Partnership (LAP) Meeting</b></p> <p><b>RESOLVED</b> to note the details of Cllr MC's verbal report. All partnership members identified their priorities; future topics for discussion include planning housing developments (September) and better communications (15 October).</p>																			
<b>76/14</b>	<p><b>Community Action Plan</b></p> <p><b>a. Environment and Community Woodlands</b></p> <ol style="list-style-type: none"> <li>1. Allotments – <b>RESOLVED</b> to inform residents that currently there is no Stevenson Trust land free to discuss use as allotments. If residents have no further interest or requirements for allotments, then to defer this item until the situation changes.</li> <li>2. Work required at Gurnal Bridge – <b>RESOLVED</b> to commit £100 of parish funds for repair works.</li> </ol> <p><b>b. Highways and Transport</b></p> <ol style="list-style-type: none"> <li>1) Update on the A6 Footpath – <b>RESOLVED</b> to defer this item until next meeting. Awaiting final costs from CCC Highways, suggestion has been to divide the construction into two parts and build sections according to available funds. Limited finance is available subject to conditions. Views from Kiln Croft residents need to be sought.</li> <li>2) Update on the Speed detection device at Mealbank – <b>RESOLVED</b> to defer to next meeting.</li> </ol>	<p><b>All</b></p> <p><b>AS</b></p> <p><b>JT-H</b></p> <p><b>KL</b></p>																		

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	<p>3) HGV damage at Mealbank Lane (Scandale) – <b>RESOLVED</b> Clerk to request Highways to put in place a HGV restriction sign.</p> <p><b>c. Community</b></p> <p>1) Oakbank: replacement of WW 1 memorial seat – <b>RESOLVED</b> to NOT proceed with funding for this project.</p> <p><b>d. Communications</b></p> <p>1) Demonstration of Website – <b>RESOLVED</b> to proceed with the demonstrated web design and layout. Cllr HM to discuss this proposal with the Hall Committee. The Chair, on behalf of the Council, thanked Cllr Moisl for his excellent and impressive work.</p>	<b>HM</b>
<b>77/14</b>	<p><b>Rural Housing Policy Review Questionnaire</b></p> <p><b>RESOLVED</b> that the Chair would complete/submit the questionnaire on behalf of the Council.</p>	<b>JC</b>
<b>78/14</b>	<p><b>Complaints Procedure</b></p> <p><b>RESOLVED:</b> To accept and adopt the updated Complaints Procedures (July 2014 version).</p>	
<b>79/14</b>	<p><b>Risk Register</b></p> <p><b>Resolved</b> with the addition of a new risk – inability to continue to meet the cost of complying with financial legislation - it was agreed that the risk register remains relevant and comprehensive. The Clerk to update the register with this new addition.</p>	<b>KL</b>
<b>80/14</b>	<p><b>Planning Applications</b></p> <p>Erection of a single dwelling in a plot that is currently the garden to an existing dwelling at Little Hills, Garth Row, Kendal. Reference number SL/2014/0648.</p> <p><b>RESOLVED</b> for the Clerk to respond that the Parish Council has no objections, subject to the use of satisfactory materials and an appropriate style.</p>	<b>KL</b>
<b>81/14</b>	<p><b>Correspondence</b></p> <p><b>RESOLVED</b> that the schedule of correspondence, notices and publications as sent out by the Clerk (detailed in Attachment 9 of the agenda) be noted and that the identified actions be carried out.</p>	<b>All</b>
<b>82/14</b>	<p><b>Dates for next meeting</b></p> <p><b>RESOLVED</b> - arrangements are as follows (venue: Skelsmergh Community Hall, commencing 7.30pm):</p> <ul style="list-style-type: none"> <li>• Tuesday 9<sup>th</sup> September 2014</li> <li>• Tuesday 4<sup>th</sup> November 2014</li> <li>• Tuesday 13<sup>th</sup> January 2015</li> <li>• Tuesday 10<sup>th</sup> March 2015</li> </ul>	

The meeting finished 10.21pm.

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