

**Parish Meetings of Skelsmergh and Scalthwaiterigg**  
**held on Wednesday 7 May 2014:**

**Skelsmergh Parish Meeting**

One parishioner was in attendance.

Cllr Procter, as Chair of the Parish Council, opened the meeting at 7.00pm.

1. Notes of previous Parish meeting held on 14 May 2013 were noted.
2. The Chair asked for any issues, questions to Parish Councillors and / or resolutions from registered electors in the Parish.
3. Mr Brian Cox requested a formal response to the matter he had previously requested (an initial view on possible building development between Laneside Cottage and Redhills), which Councillors had discussed at the ordinary Parish Council meeting in May 2013. The Chair apologised for the lack of communication from the Parish Council following the meeting. Mr Cox was informed that the Council judges all building development applications against the appendix to the Community Plan 2009, and a detailed response would be reserved until the relevant building proposals and application details became available. The Clerk was requested to communicate this in writing to Mr Cox.

**Scalthwaiterigg Parish Meeting**

Cllr Procter, as Chair of the Parish Council, opened the meeting at 7.10pm.

4. No parishioners were in attendance; the notes of previous Parish meeting held on 14 May 2013 were noted.
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Signed: .....

Date:.....

**Minutes of the Annual General meeting of Skelsmergh and Scalthwaiterigg Parish Council held on Wednesday 7 May 2014 at Skelsmergh Community Hall.**

**Present:**

Councillor Lucien Procter – Chairman

Councillors

John Chapman  
Tim Maggs

Mary Chapman  
Janet Taylor-Heys

Alison Semple

**Also present:**

Mrs Karen Little – Clerk  
Mr Brian Cox - resident

*min* *Action*  
38/14 **Apologies for absence**

Apologies were received from Cllr Hermann Moisl.

39/14 **Election of the Chair of the Council**

Cllr Procter formally resigned from his role as both Chair and as Parish Councillor.

**Resolved:** Cllr John Chapman was elected as the Parish Council Chairman for the ensuing year.

40/14 **Chair's declaration of acceptance of office**

Cllr Chapman signed, and the meeting received, the declaration of acceptance of office of Chair. Cllr Chapman commenced his role by thanking Cllr Procter for his years of service and paying tribute to the calmness and courtesy which Cllr Procter brought to the role. His skill as chairman ensured that meetings proceeded with fairness and equity to all councillors and to members of the community who wished to be heard

41/14 **Election of the Vice-Chair of the Council**

**Resolved:** In view of the current vacancy and with the absence of a Councillor, it was agreed to defer this item to the next Council meeting.

42/14 **Minutes of previous AGM meeting**

**Resolved:** that the minutes of the meeting of the Annual General Meeting (AGM) of the Council held on 14 May 2013 be confirmed as a true record and signed by the Chairman.

43/14 **Annual report 2013-2014**

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Date:.....

**Resolved** that The Annual report be agreed; copies are available from the Clerk.

44/14 **Appointments to outside bodies**

**Resolved:** to defer item to the next meet Council meeting.

45/14 **Working Group Chairs and membership**

**Resolved** that for the following year:

- Cllr Mary Chapman should chair the Environment and Woodlands Group
- Cllr John Chapman be the Council's lead on highways and transport issues
- Cllr Semple be the Council's lead on Community matters
- Cllr Moisl should chair the Communications Group

46/14 **Dates of meetings for 2014 and 2015**

**Resolved** that the Council meetings for the forthcoming year are on the following dates, all commencing 7.30pm, all at Skelsmergh Community Hall:

- Tuesday 8th July 2014
- Tuesday 9th September 2014
- Tuesday 4th November 2014
- Tuesday 13th January 2015
- Tuesday 10th March 2015

It was noted Cllr Taylor-Heys has a prior commitment on a Tuesday and consequently, will arrive after the start of Council meetings.

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Signed: .....

Date:.....

**Minutes of the Ordinary Meeting of Skelsmergh and Scalthwaiterigg Parish Council held on Wednesday 7 May 2014 at Skelsmergh Community Hall.**

**Present:**

Councillor John Chapman (JC) – Chairman

Councillors

Mary Chapman (MC)

Alison Semple (AS)

Tim Maggs (TM)

Janet Taylor-Heys (JT-H)

**Also present:**

Mrs Karen Little – Clerk (KL)

Mr Lucien Procter – retired Chairman

Mr Brian Cox – resident

*min* *Action*  
47/14 **Dispensations**

There were no new dispensations requested.

48/14 **Apologies for absence**

Apologies were received from Cllr Hermann Moisl (HM).

49/14 **Declaration of interest**

There were no new declarations of interests.

50/14 **Formal announcements by the Chair**

- **Resolved:** to adopt and implement the Code of Conduct updated in March 2014.
- **Resolved:** for a working party (JC, JT-H & KL) to recommend appropriate values to adapt the model financial regulations (from the National Association of Local Councils) to fit local need/situation. The updated version will be a discussion item at the next meeting – for adoption of the regulations.

JC, JT-H,  
& KL

51/14 **Minutes of last Parish Council meeting**

**Resolved:** that the minutes of the meeting of the ordinary meeting of the Council held on 11 March 2014 be confirmed as a true record and signed by the Chairman.

52/14 **To note the discussions and outcomes from business meetings:**

Update from Cllr M. Chapman, as follows:

- Cenacolo, meeting 8 April 2014:
  - New leader, as well as a deputy leader, both were present at the meeting.
  - The community has a mixture of nationalities, Italian is spoken, average of 10 residents.

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- Support offered to litter clearing tasks.
- Open day 4.05.2014, locals welcomed, no issues raised.
- Upper Kent Local Area Partnership (LAP), meeting 1 April 2014:
  - No further funds available from the LAP - £20k allocated for administrative support and hire of the venue.
  - Remit of the group is now to lobby on behalf of member Parishes, through inviting relevant Officers/others to meetings and through the public media channels.
  - Chaired by Cllr M. Chapman (Vice Chair – John Heap), meetings are quarterly, next meeting will focus on planning and housing with SLDC and National Park in attendance.
  - Successes include highway maintenance and broadband; emerging matters include health service provision.

53/14 **Finance**

**Resolved:**

- To make the following payments:

<b>Payee</b>	<b>Service</b>	<b>Amount (£)</b>
Tony Cousins	Printing costs - Parish Leaflets	420.00
CALC	Annual Subscription 2014/15	61.00
Cumbria CVS	Payroll Fees – Clerk’s salary	67.00
Dave Clarke	Clerk duties April 2013 to March 2014	669.89
HM Inland Revenue and Customs	PAYE (DC, Clerk)	197.88
Karen Little	Administrative expenses	22.40
	<b>TOTAL</b>	<b>1438.17</b>

- The bank reconciliation and end of year statement for 31 March 2014 were noted, as well as the reasons for the variance to last year.
- The internal audit schedule was noted, and the agreed responses to the issues raised by the internal auditor are:
  - To review the Council risk register, assessment and management arrangements as an agenda item at a meeting later this financial year.
  - To include consideration of the clerk’s contract and payment arrangements within the finance regulations working group remit (see minute number 50/14).
  - To update the cheque signatories to include Cllrs John Chapman and Janet Taylor-Heyes (increasing to three and removing ex-Cllrs McNicol and Procter).
- The Council accepted, approved and authorised the Chair to sign the annual return for the year end 31 March 2014, Clerk to submit to the external auditors.

54/14 **World War 1 Memorials**

**Resolved:**

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Date:.....

- To support the remedial work to the lych gate steps of St John’s Church with £200 of Parish funds.
- To defer any decision to support the repair costs for the memorial seat at Oakbank until an invoice for the work is produced.

55/14 **Neighbourhood Plan**

**Resolved:** To pursue meeting arrangements with SLDC Officers that enable as many Councillors as possible to attend for a full discussion on the benefits, process and requirements involved in developing a Neighbourhood plan. This discussion is also timely as the Community Plan approaches its end of term to clarify the link between and feasibility of working simultaneously on the two plans. KL

56/14 **Community Action Plan**

a. Environment and community woodlands:

1) Allotments - **Resolved:** It was noted that potentially some land may be coming back in hand over the next few months; however at this stage, the Stevenson Trust has not decided what they wish to do with it. Carter Jonas will keep the Council informed as the situation develops.

2) Work required to repair the bench at Gurnal Bridge - **Resolved:** Cllr J. Chapman will undertake the initial step to find a suitable person to do the work. JC

3) Parish walks leaflets and the annual Parish walk (13 April 2014) - **Resolved:** To note success both with the turn out and feedback for the walk (more than twelve people attended), as well as for the comments received on the leaflets. A number of people have been in touch specifically to thank the Council for the leaflets, they consider them to be a lovely celebration of where we live. All domestic addresses in the parishes have received a set of the five walks leaflets, and a small supply is also available for residents moving into the area. Councillors expressed their thanks to Tony Cousins (Clerk to send a formal letter) for his time, knowledge of local history and significant input into the production and delivery of the leaflets. KL

4) Feedback on spring litter clearing - **Resolved:** To note the good work achieved by volunteers in removing a lot of rubbish from the grass verges. The importance of residents taking responsibility for regularly (twice a year) clearing the main A6 and feeder roads was acknowledged.

5) Maintenance of Parish public rights of way – **Resolved:** for Cllr M. Chapman to continue to lobby the County Council Countryside team to improve local rights of way, despite the reduction to their resource/service. The work involves heavy maintenance and is outside the tasks that are feasible/practical for volunteer residents. It is important that the County Council continues to actively undertake their formal responsibilities now and in the future. MC

57/14 b. Highways and Transport:

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Date:.....

1) Update on the A6 Footpath, extending to Kiln Croft - **Resolved** to note that the consultants have the survey results and are in the process of finalising the proposed design. Provisional costs are estimated to be in the region of £53,000 - £67,000 based upon previous contractor rates. Once the design has been completed Cumbria Highways will also be able to confirm the cost so there may be slight manoeuvrability in the final cost. Further discussion is expected on the options/costs of different surface types.

2) Speed detection device update – **Resolved** that Cllr Taylor-Heys will ask Mealbank residents if anyone would be interested in taking responsibility for identifying a suitable location (needs to be secure, with a safe and firm base, good view, easy access for heavy equipment and to charge the batteries) and to operate the detection device. The device will be covered by the existing Council insurance policy. JT-H

3) Parish highway maintenance schedule – **Resolved** that Councillors noted the information received from Rob Huck, Highways Network Officer, Cumbria Highways, and that the 6 Parish priority highway concerns will be updated with this information on the LAP highways spread sheet on the Staveley Parish Council web site.

58/14 c. Community:

1) **Resolved** to give Skelsmergh Sports a grant of £100 for the community sports day on 14 June 2014. All Councillors and residents are welcome to attend, ‘sit-down’ tea and cakes will be available.

2) **Resolved** to pay the agreed donation of £250 towards maintenance and upkeep expenses for running the Community Hall at the next Parish Council meeting, when fresh mandated signatories will have been registered with the Bank.

59/14 d. Communications:

1) Community hall - **Resolved** to pay approved grant of £750 for the shared web site (Community Hall and Parish Council) at the next Parish Council meeting, as point 58/14, point 2.

2) Web site - **Resolved** that the old domain needs to be disowned as charges may apply.

3) New web site developments – technical build is complete, **Resolved** that Councillor Moisil will upload and populate the new web site at his convenience (note the sooner the better – there is incorrect information on the existing web site). HM

60/14 **Planning applications**

Signed: .....

Date:.....

**Resolved:** that the Planning Authority is advised of the Parish Council’s observations to the applications to South Lakeland District Council as follows:

No objections.

<i>SLDC ref</i>	<i>Site address</i>	<i>Application</i>	<i>Status</i>
SL/2014/0318	Newalls, Skelsmergh, Kendal LA9 6NU	To remove redundant steps which previously supplied access into Pele Tower for Skelsmergh Hall.	Invalid, waiting for further information
SL/2013/1204	Carus Green Golf Club, Carus Green Golf Club House Burneside Road Kendal LA9 6EB	Demolition, relocation and extension of Green Keeper's building and alterations to car parking areas	Granted with conditions

#### 61/14 **Correspondence**

To consider correspondence highlighted by the Clerk, sent by email covering:

- Home share
- Health services
- Notification of road closures – May 2014
- Spring edition newsletter – Came & Company (local council insurance providers)
- Initiatives to reduce crime

#### 62/14 **Dates and Venue for Next Meetings:**

**RESOLVED** - future meeting dates - all commencing 7.30pm, all at Skelsmergh Community Hall, are confirmed as:

- Tuesday 8th July 2014
- Tuesday 9th September 2014
- Tuesday 4th November 2014
- Tuesday 13th January 2015
- Tuesday 10th March 2015

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The Parish meeting ended at 9.02pm.

Signed: .....

Date:.....