

# Skelsmergh and Scalthwaiterigg Parish Council

Minutes of the meeting held on Tuesday 9<sup>th</sup> September 2014 at 7.30pm in Skelsmergh Community Hall

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

**Councillors:** Mary Chapman (MC)                      Hermann Moisl (HM)  
    Alison Semple (AS)                      Phil Rigby (PR)

**Also present:** Karen Little (KL), Clerk - and two members of the public: Dianna Bevis & Martin Towers

<b>83/14</b>	<p><b>Apologies for Absence</b>  <b>RESOLVED</b> that the following apologies for absence be noted:</p> <ul style="list-style-type: none"> <li>• Cllr Tim Maggs (TM)</li> <li>• Cllr Janet Taylor-Heys (JT-H)</li> </ul>
<b>84/14</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>85/14</b>	<p><b>Minutes of the Previous Meeting</b>  <b>RESOLVED</b> that the minutes of Parish Council meeting held on the 8 July 2014 (pages 14-17) be confirmed as a true record and signed by the Chair.</p>
<b>86/14</b>	<p><b>Open Forum</b>  <b>Issues raised:</b></p> <ol style="list-style-type: none"> <li>1. An update on the proposed plans for the A6 footpath from Kilncroft was requested. The proposed building plans for the footpath were made available. Residents were informed that the grant for the building cost is subject to contributions from others to meet the full expense of the whole project. As there is a shortfall of approximately £45k to finance building a footpath as per Cumbria County Council (CCC) Highways specifications, this project has now reached a stalemate, and is formally closed, unless either CCC or South Lakeland District Council propose any resolutions or developments to this.                   Kiln Croft residents are encouraged to form an action group to cut the grass verge on a regular basis to make walking the route a bit easier. It is hoped that money can be made available to contribute towards the mowing expenses.</li> <li>2. Bus route – is there anything to do to get a bus route in place?                  An agenda item for the next Parish Council meeting is to present a fact-finding report to answer this for Kilncroft residents.</li> <li>3. Concern raised that the trees overhanging the footpath from Church down A6 towards Kendal need pruning – the branches prevent use of the footpath.                  This is not CCC Highways’ responsibility – Cumbria Wildlife Trust take responsibility. It maybe the trees will be cut back after the leaves have dropped. Alternatively, we could take community action and request a local farmer to take action.</li> <li>4. Repairs to Laverock Bridge – more details under the agenda item.</li> </ol>

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	<p>5. HGV restriction – more details under the agenda item.</p> <p>6. Road signs looking old &amp; v faint, need to be upgraded - more details under the agenda item.</p>																						
<b>87/14</b>	<p><b>Formal announcements by the Chair</b> The Chair made no formal announcements.</p>																						
<b>88/14</b>	<p><b>Clerk's Contract</b> <b>RESOLVED:</b> to employ the clerk on the basis of the job description, person specification and contract for Parish Council Clerk and RFO documents circulated with the agenda. JC and KL to sign the contract document.</p>	<b>JC &amp; KL</b>																					
<b>89/14</b>	<p><b>Finance</b> <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>CVS</td> <td>Payroll - Clerk's wages</td> <td>16.00</td> </tr> <tr> <td>Karen Little</td> <td>Clerk's expenses – Jan to Sept 2014</td> <td>470.74</td> </tr> <tr> <td>Karen Little</td> <td>Clerk's salary – Jan to Sept (34 weeks) 2014</td> <td>1003.98</td> </tr> <tr> <td>HM Inland Revenue and Customs</td> <td>PAYE , Clerk</td> <td>100.10</td> </tr> <tr> <td>Cumbria Association of Local Councils (CALC )</td> <td>Training to prepare for the Certificate in Local Council Administration (CiLCA), KL, June &amp; July</td> <td>118.50</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>1709.32</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>To note the current bank reconciliation position (bank statement as at 01.08.2014) and the revised budget build for 2014-15 (Attachment 5 to the agenda).</li> <li>To set the first (2015-16) precept as an official joint Parish Council for the same amount as the total for the previous (2014-15) separate Parishes precepts, i.e. <b>£3,462.24</b>. This was agreed because the new Parish Council (as of 01.04.2015) will be an exact replacement of the previous entities (Skelsmergh and Scalthwaiterigg), with identical responsibilities, boundaries and needs; and will be a continuation of established practice of joint meetings/business undertaken for the benefit of all residents.</li> <li>To note the correspondence from external auditors relating to the 2012-13 year end: <ul style="list-style-type: none"> <li>The Parish Council is required to display (Parish Council Notice Board outside Skelsmergh Community Hall) the notice of conclusion of audit and sections 1 to 3 of the Annual Return for a minimum of 14 days.</li> <li>A minor issue was identified that the annual return did not add up by £1 – this should be avoided in future returns.</li> <li>No cost was incurred for the external audit process</li> </ul> </li> </ul>	Payee	Expenses/Services	Amount (£)	CVS	Payroll - Clerk's wages	16.00	Karen Little	Clerk's expenses – Jan to Sept 2014	470.74	Karen Little	Clerk's salary – Jan to Sept (34 weeks) 2014	1003.98	HM Inland Revenue and Customs	PAYE , Clerk	100.10	Cumbria Association of Local Councils (CALC )	Training to prepare for the Certificate in Local Council Administration (CiLCA), KL, June & July	118.50		<b>Total</b>	<b>1709.32</b>	
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<b>90/14</b>	<p><b>Neighbour Plan</b> <b>RESOLVED:</b> As no working group has been formed, this matter is deferred indefinitely.</p>																						
<b>91/14</b>	<p><b>Review of Community Plan 2009</b> <b>RESOLVED:</b> Following the same process as in 2009, a steering group is required, composed of two Councillors and two members of the community. The two Councillors are: MC, as lead (in recognition of her experience and contribution to the 2009 plan), and HM (in recognition of his website and IT skills). The group will produce a questionnaire for residents to identify</p>	<b>MC &amp; HM</b>																					

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	appropriate contents and priorities they feel should be included in an updated community plan. Cllr MC will inform residents and seek support for the steering group membership through personal contacts, the web site, newsletter and notice board articles.	
92/14	<p><b>Parish Pictorial Map</b></p> <p><b>RESOLVED:</b> To commission two illustrations of the Parish to be displayed inside and outside Skelsmergh Community Hall. Costs will include the price of an Ordnance Survey license and printing. A grant of £2,000 was allocated by the Parish Council to support this. External funding will also be sought if the cost exceeds this. It is expected Tony Cousin's wealth of local knowledge will be extremely helpful in progressing this undertaking. Cllr MC will continue discussions with local printers.</p>	MC
93/14	<p><b>Community Action Plan</b></p> <p><b>a. Environment and Community Woodlands</b></p> <ol style="list-style-type: none"> <li>Allotments – <b>RESOLVED:</b> for Councillors to establish whether locals' interest in having an allotment site continues, or whether the original request came from people who have now moved out of the Parish. Clerk to raise this in an article in the newsletter.</li> <li>Repair work at Gurnal Bridge – <b>RESOLVED:</b> on hold, until Cllr JC is allowed to use his hand again after his recent surgery.</li> <li>Negotiations for a permissive footpath at Dry Lane – <b>RESOLVED:</b> Cllr MC to discuss a workable solution (e.g. a ladder stile or kissing gate ) with the land owners to avoid the flood. Will involve finance, so outline permission, rather than a final resolution, is the objective for this financial year.</li> </ol> <p><b>b. Highways and Transport</b></p> <ol style="list-style-type: none"> <li>Update on the A6 Footpath – <b>RESOLVED:</b> as per the discussion in the open forum, the situation has reached stalemate; we await developments (if any) from Highways, Cumbria County Council and South Lakeland District Council.</li> <li>Update on the Speed detection device at Mealbank – <b>RESOLVED:</b> in the absence of Cllr JT-H, the item is deferred.</li> <li>Application for HGV restriction at Mealbank Lane (Scandale) – <b>RESOLVED:</b> the matter has been discussed on site with County Councillor Stan Collins; although the work is on a list for Highways to attend to, it is not given high priority status.</li> <li>Highway sign for Skelsmergh at northern boundary – <b>RESOLVED:</b> for Cllr MC to approach Highways to produce a sign at the most economical cost that can be achieved. Councillors agreed that a sign south of Selside is needed; there is a noticeable lack of Skelsmergh signs across the area.</li> <li>Local concerns re roadside hedge-trimming – <b>RESOLVED:</b> no further action is required. The hedge trimming was conducted as per the contract to maintain traffic visibility at a time (July) when the majority of wild flowers have gone to seed.</li> <li>Repairs to Laverock Bridge – <b>RESOLVED:</b> same as for point 3 HGV restriction – the matter has been discussed on site with County Councillor Stan Collins; although the work is on a list for Highways to attend to, it is not given high priority status</li> </ol>	<p>All Cllrs &amp; KL</p> <p>JC</p> <p>MC</p> <p>MC</p>

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	<p><b>c. Community</b></p> <p>1. Oakbank: replacement of WW 1 memorial seat – <b>RESOLVED</b> to undertake replacement/repairs locally, led by Cllr JC with the Parish Council grant of £100 to provide a plaque.</p> <p><b>d. Communications</b></p> <p>1. Demonstration of Website – <b>RESOLVED:</b> to call a meeting for all Councillors to further discuss their views and requirements for our Parish Council web site. Clerk to arrange. Cllr HC was thanked for his work in developing an infrastructure and demonstrating optional functionality to the meeting. A decision is required whether or not to share a website with the Community Hall.</p>	<p>JC</p> <p>KL</p>
94/14	<p><b>Planning Applications</b></p> <p><b>RESOLVED:</b></p> <p>a. SL/2014/0648, erection of a single dwelling, at Little Hills, Garth Row, Kendal, LA8 9AT Granted with conditions.</p> <p>b. SL/2014/0742, Strawberry Cottage, Skelsmergh, Kendal, LA8 9JU. Change of use of holiday accommodation/dependent family accommodation to dwelling house. No decision date given.</p>	
95/14	<p><b>Policies:</b></p> <p>a. Freedom of Information Publication Scheme, <b>RESOLVED:</b> to adopt the contents and implement when relevant.</p> <p>b. Grant Awarding Policy, <b>RESOLVED:</b> to adopt the document with the inclusion of two additional statements under 'Applications will be considered for the following purposes:</p> <p>8. <i>Assistance towards maintenance of structures/properties that benefit the community.</i></p> <p>9. <i>Works which improve the amenities of the community.</i></p>	
96/14	<p><b>Correspondence</b></p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Cllr MC invited Cllr HM and KL to attend the next Upper Kent Local Area Partnership (UK LAP) meeting on 22.10.2014; the topic is community engagement with 'specialist' guest speakers – will cover web site use and designing community notices. Cllr MC to send the details of the meeting arrangements.</li> </ul>	MC
97/14	<p><b>Dates for the next meetings</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 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 at 21.45pm.

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