



Skelsmergh and Scalthwaiterigg Parish Council

Minutes of the Ordinary Meeting

Tuesday 26 July 2022, 7pm in Skelsmergh Community Hall

Present:

Parish Councillors:

John Chapman (JC) – Chair
Angela Brand-Barker (AB-B)
Freyja Burrill (FB) – arrived at item 27/22
Mick Crozier (MC)

SLDC Councillor:

Pat Bell (PB)

Clerk:

Karen Little (KL)

Parish Residents:

Three residents of the parish were present; two left after item 30/22.

23/22 Welcome and apologies:

The Chair formally opened the meeting promptly at 7pm and warmly welcomed all present. Apologies were received from Councillor Tim Maggs (accepted) and from County Councillor Stan Collins. The meeting was quorate.

24/22 Declarations of Interest:

Cllr Brand-Barker informed she no longer had any business connection with B4RN. Cllr Chapman declared his relationship (spouse) with the new Skelsmergh Hall Management Committee Chair (several agenda items relate). There was no other declared change to personal interests or prejudicial interests in any agenda item.

25/22 Minutes of last meeting, in Members (MA) area

RESOLVED: The minutes of the Parish Council meeting and the Annual meeting on 25.05.2022 were confirmed as true and complete records. The Chair was authorised to sign them as such.

26/22 Open Forum:

a. **Installation of BT poles and overhead catenary at Laverock Hill LA8 9EP, papers in MA**

A resident reported that unnecessary expense and inconvenience was experienced by work (undertaken by Fibrus on behalf of BT) to install high speed broadband service to an area where 83% (10 of the 12) houses are served by B4RN. This is causing significant and deleterious change to the streetscape, which is considered unlawful without planning authority. Tim Farron (MP) is pursuing this issue with the Chief Executive of Openreach.

Cllrs noted SLDC's response (provided by Cllr Hodgson): 'the SLDC planning department are not able to intervene in the installation of poles and overhead cabling - the companies have permitted development rights to install this infrastructure given to them by government. Fibrous are a private company and they are able to offer a service to whom they choose, the council has no influence of that. It will be up to residents whether they wish to take up the services offered by any private company.'

b. **Shadow Westmorland and Furness Council**

Signed.....

J. Chapman

Date:.....

21st September 2022

PB: Gave a brief update on developments to date – Sam Plum has been appointed as Chief Executive to commence in role 31.12.2022, currently the Chief Executive at Barrow Borough Council and Interim Head of Paid Service for Westmorland and Furness Council. Generally, services are continuing as normal, but capacity in the planning department is noticeably stretched. Highways, Social Care and education services have yet to publish transition plans to the two unitary councils.

27/22 Matters Arising from the Minutes

a. Representation/feedback from Cllr Jama (AJ)

KL: Confirmed no contact has been made and no response received to communications with AJ.

b. Internal audit recommendations

KL: Confirmed actions in hand - VAT claim and policies are presented for review (item 35/22).

c. Residents' request to access PC 2021-2022 year-end accounts (a public right)

KL: Confirmed no requests were received, the legal timeframe for requests has now expired.

d. Collective response to power outage – communications loss

KL: The District Association & CALC 'Emergency Information sheet' was provided (*Members area*), could be useful if local infrastructure could be developed to offer appropriate responses to residents' need in a crisis. A discussion followed on the challenges to communicate and empower an individual to take the lead and co-ordinate action to develop this. It was thought that the Community Hall could be used as a respite or central point for residents to access support.

RESOLVED: As the PC has no capacity or resources to pursue this, this item is now stood down.

e. Members area – PC web site

Councillors feedback that the new facility was overall an advantage- very beneficial for easy access to meeting papers and reference information. On a practical basis, disappointing that all documents have to be PDF - doesn't allow collaborative working (i.e. individual input to the contents) and returning to the main website is clunky.

RESOLVED: Councillors voted unanimously to use the Members Area to store PC information and to access papers and reports for future PC meetings.

28/22 Formal Announcements by the Chair

JC: Attended a very useful webinar on the new Highways reporting system. Impressed with its efficiency. As a cyclist, it is very easy to take a photograph and report the issue immediately. Encouraged all to register, use the function (the feedback will help further developments) and to inform local people to do likewise, rather than do nothing/refer concerns to the Clerk to report.

PB: Work is in hand to iron out some system quirks – people have reported problems in registering an account and if reporting more than one concern at a time.

29/22 Proposal: Custodian Trustee Skelsmergh Community Hall, paper plus minutes x2, in MA

A discussion followed, relating to the exchange of emails prior to the meeting. All councillors supported the proposal in principle - the Parish Council would be a corporate Trustee, rather than named individual members. Avoids personal liability and any changes to contract details as Councillor posts change tenancy. This is welcomed as progress towards much closer working between the Church, the Community Hall and the Parish Council.

RESOLVED: A formal response will be made once an official proposal is received from the Hall Management Committee.

Action: KL to liaise with Hall Committee Chair to include this as an agenda item at the September PC meeting.

30/22 Grant applications

No grant applications had been received.

Signed



Date:

21.09.2022

31/22 Update reports on:

a. **Environment and Community Woodlands:**

1. Date for next litter pick

RESOLVED: Sunday 30.10.2022, 10am start; 12noon refreshments

Action: Article to be published in the Community News to encourage volunteers to support.

2. Working party to implement Rights of Way survey

RESOLVED: To appoint Cllrs MC (Lead), AB-B, FB and JC a members, to address the resolvable practical issues identified in Joseph Rigby's Rights of way survey. Membership to also include Mrs Mary Chapman (she will be an invaluable help with her training and experience in waymarking).

Progress report to next PC meeting.

Action: JC/KL to seek an electronic copy (including pictures) of JR's Rights of way survey report.

3. Proposed stopping up and diversion of public footpath No 570013

RESOLVED: In the absence of the position of the proposed roundabout (Meadowbank Business Park, Shap Road) in relation to the proposed new footpath, it is not possible to make an informed response until this information is received.

Action: KL to seek clarity as requested from the Countryside Access Officer/SLDC planning officer.

4. BT Open Reach – unrequired poles, *IK letter, MA*

Reported under item 26.22a.

RESOLVED: To leave this as an 'open item' – to return to if further information is received.

b. **Highways and Transport:**

1. Local highway issues – two concerns were discussed:

- Paddy Lane closure - this road was closed in February 2022, when work was to commence to resolve the slippage. Currently, the road remains closed, with very little evidence that restorative work has commenced.
- Laverock Bridge, a listed building on the Mealbank road. Once again, damage from a large vehicle has knocked out a top stone from the bridge structure, without which pedestrians (particularly children) are at risk of falling from height into the river below. It was repaired previously at questionable expense and after considerable delay. Councillors request reassurance that this time the repairs will be completed as soon as possible. Also, it is known that large vehicles (e.g. Kendal Caravans) use the bridge rather than the Helme Lane route to access Mealbank – they report that this is to avoid damage from tree overhang along Helme Lane to their caravans; around Dodding Green was specified. Councillors advise that the bridge could be spared potential ongoing damage if foliage overhang was controlled.

Action: KL to send a formal letter to the Assistant Director, Highways & Transport Department to inform him of Councillors' concerns and to ask how/when these are being/will be addressed.

c. **Communication**

RESOLVED: Nothing further to add; aspirations and challenges were discussed under item 27/22d.

d. **Community**

1. Queen's platinum jubilee gates – unveiling event

JC: The event went ahead as planned; local residents attended. The new commemorative gates were noted for their craftsmanship and quality – these were supported by a PC endowment.

2. To discuss possible Community Engagement Event for autumn 2022 (linked to item 32/22)

RESOLVED: Councillors supported the idea of a community event this year; all favoured this to be in collaboration with the Community Hall. It was agreed to pursue this option.

Action: FB to pursue options for life-saving training (Red Cross), possibly linked to an emergency planning discussion to gauge interest in taking this forward as a planned community social event.

Action: AB-B and JC to propose (agenda item) holding a joint event at the next Hall Management meeting (09.08.2022) and suggest including a bar and the new AV equipment, e.g. to watch an important football match, might prove to be a successful community event.

Signed: 

Date: 21.09.2022

32/22 Finance:

- a. **To consider payments to be made as per Clerk's report, paper MA**

RESOLVED: To make the following payments:

Payee	Expenses/Services	Amount (£)
Karen Little	Clerk's salary 01.06.2022 to 31.07.2022	447.53
Cumbria Payroll Services	July 2022 payroll (includes VAT)	14.40
HMRC	Clerk's PAYE tax (July 2022)	1.40
CALC	Training, Cllr Crozier - Effective Councillor (Module 2), 14.06	20.00
A2A Advertising Ltd	Members' area on website (includes VAT)	180.00
	TOTAL	663.33

No income has been received since last meeting

- b. **To receive/note the bank reconciliation and 2022-2023 current statement, paper MA**
RESOLVED: Investment ideas (~£1.2k available) to consider include hosting a social event later this year; further new notice boards to complete a full parish upgrade, and new ownership signs for each, although this is challenging to attach at Kiln Croft site, unless it's placed outside of the box. Grant applications continue to be encouraged and welcomed at each meeting - standing item.
- c. **Bank signatories**
 AB-B, KL and JC have been requested to complete another round of forms due to an 'incomplete audit trail'. KL has been assured that this will be the final round to complete the process to add AB-B as an authorised signatory and enable online banking facilities for the PC's Barclays account.
RESOLVED: Following due process, it was agreed unanimously that:
- KL is to have online access to the PC Barclays bank account.
 - MC is to be added as another authorised signatory.
 - After a long-winded process for a straight-forward matter, Councillors would be interested in considering alternative banking options – this will be after MC is authorised as a signatory

33/22 Updated Community Plan, paper MA

RESOLVED: Updates for each component issue and corresponding lead roles, as appropriate, were agreed collectively.

Action: KL to publish the Community Plan updated with this information on the PC website.

Action: FB to design a new short questionnaire to identify residents' current priority needs to enable the PC to consider appropriate actions and plan developments in response to these, seven years after the initial survey that this Community Plan is based on. Draft questionnaire to the September PC meeting - it will be interesting to see if responses relate to item 27/22d (concerns relating to emergency services and vulnerability in a power outage).

34/22 To appoint the Council's representatives and working groups for 2022-2023 (deferred from the Annual meeting on 25.05.2022)

Both of the following items have been covered/resolutions made in earlier agenda items

- a. Rights of Way marking group – covered under item 21/22a2.
 b. Others as agreed – covered under item 33/22, the updated Community Plan.

35/22 Review of Parish Council systems:

RESOLVED: To approve all of the following documents as presented if no concerns have been raised by Councillors by the end of the next two weeks. Any concern raised will be reported at the September meeting.

- a. **Standing Orders, paper MA**

Action: KL to include actions agreed at this meeting for item 19, handling staff matters.

- b. **Financial Regulations, deferred until online banking facilities in place.**

Signed: 

Date: 21.09.2022

- c. Risk Register, paper MA
- d. Data Protection Policy, paper MA
- e. Freedom of information Policy, paper MA

36/22 District Association meetings

- a. Report from AGM on 30.06.2022, paper MA

JC: The focus was on organisation arrangements, including setting a programme and dates for future meetings. Minutes will be distributed to colleagues when published.

- b. Next meeting dates: 22.09.2022 (*note - meeting was cancelled*) & 24.11.2022, venues to be confirmed

Action: JC & FB to agree attendance – both can go, two places can be accommodated.

37/22 Planning applications

For information - update on previous applications:

- a. SL/2022/0207, 8 Dodding Holme Mealbank KENDAL LA8 9DH. Two storey side extension and creation of highway access for off street parking area. PC - no objections. SLDC - no decision, July 2022.
- b. SL/2019/0743, Land North of Meadowbank Business Park, Shap Road, KENDAL - AMENDED SCHEME WITH REVISED ACCESS ARRANGEMENTS for motor dealership. PC requested intrusiveness should be reduced as much as possible by increasing the landscaping with trees. SLDC – no decision, July 2022.
- c. SL/2021/0626 From land to the south of the A685, Appleby Road, Kendal to land immediately north of the A684 off Kinn Road, Kendal, KENDAL. Proposed works for and use of replacement section of aqueduct, including earthworks and ancillary infrastructure including: new valve house buildings within fenced compounds with permanent vehicular access provision; installation of tunnel shafts; open cut connection areas at either end of the replacement section within temporary construction compounds, to include site accesses, storage areas, plant and machinery, and drainage infrastructure. No decision 06.07.2022.

38/22 Correspondence highlighted by the Clerk

KL: Reported a lot of email correspondence is now regularly received; information thought to be of interest and importance to Councillors is passed on. The Clerk is aware of, and consciously trying not to, over burden Councillors with the quantity of 'routine' email traffic.

39/22 Dates for next meetings (venue: Skelsmergh Community Hall, commencing 7pm)

- Wednesday 21 September 2022
- Wednesday 16 November 2022
- Wednesday 25 January 2023
- Wednesday 20 March 2023

JC: Thanked everyone for coming and for their contributions to the meeting. The meeting was formally closed at 21.36.

Signed:



Date:

21.09.2022