

Skelsmergh and Scalthwaiterigg Parish Council

Minutes of the Ordinary Meeting

Wednesday 21 September 2022, 7pm in Skelsmergh Community Hall

Present:

Parish Councillors:

John Chapman (JC) – Chair
Freyja Burrill (FB)
Tim Maggs (TM)

Apologies:

Angela Brand-Barker (AB-B) & Mick Crozier (MC)

Cumbria County Councillor:

Stan Collins (SC) – *left at item 49/22d.*

SLDC Councillors:

Pat Bell (PB) & Hazel Hodgson

Clerk:

Karen Little (KL)

Parish Residents:

Mrs Mary Chapman, Chair of the Skelsmergh Community Hall Management Committee was in attendance throughout the meeting. She made a formal representation for item 46/22.

The meeting was opened with a minute of silence in memory of HM Queen Elizabeth II

40/22 Welcome

The Chair warmly welcomed all present and formally opened the meeting at 19.10 (slightly delayed due to technical issues setting-up the audio-visual equipment.) The meeting was quorate.

41/22 Declarations of Interest:

Cllr Chapman declared his relationship (spouse) with the Skelsmergh Hall Management Committee Chair. There was no other declared change to personal interests or prejudicial interests in any agenda item.

42/22 Open Forum:

- Cllr Hodgson gave an update on the shadow Westmorland and Furness Council's plans to develop community services to be operational at the point of transfer to the new unitary council on 01.04.2023. Finance will be allocated to community hubs to ensure services will meet local priority needs. There will be a consultation later this year on how Parish Councils would like to be represented on their local hub. An update will be given at the next meeting.
- JC: The previous local working models (Local Area Partnerships) worked well when they had a dedicated clerical support post provided to administer meetings. When this was withdrawn, partnership working became ineffective.
- Cllr Collins reported that the Cumbria County Council pension funds are in a healthy (surplus) position for transfer to the new authorities. Cllr Collins is standing down (retiring) on 01.04.2022.
 - Parish Councillors advised that it would be helpful if every household was formally notified of the transition to unitary council status before next year's council taxes are issued. Residents would appreciate being informed in advance of April 2023 of how services currently provided by district

Signed:.....

Date: *16th November 2022*

and county councils which continue to be delivered after these authorities no longer exist.

43/22 Minutes of last meeting, in Members (MA) area

RESOLVED: The minutes of the Parish Council meeting 26.07.2022 were confirmed as a true and complete record. The Chair was authorised to sign them as such.

44/22 Matters Arising from the Minutes

a. Representation/feedback from Cllr Jama (AL), paper MA

Following the Chair's formal written communication, Cllr Jama contacted JC to apologise and explain why he had been unable to attend recent meetings. It is hoped AL will be able to attend future meetings.

b. Access to the members area (password protected on PC website)

RESOLVED: It was unanimously agreed to give District and County Councillors access to the PC members area, on the basis that the password to the site and information therein is strictly confidential and must not under any circumstance be shared with anyone. SC, PB and HH agreed to these terms to be given access the members area. For security, the clerk will ensure the password is changed as regularly as Councillors (Parish, District and County) with access to the members area leave post.

Action: KL to provide County and District Councillors with the members area password.

c. Updated Community Plan, paper MA

RESOLVED: The Community Plan, updated with details agreed at the last meeting was approved; this is published on the PC website.

d. Revised Parish Council Standing Orders, paper MA

RESOLVED: The requested changes were noted and approved; for publishing on the PC website.

45/22 Formal Announcements by the Chair

A message of condolence was formally recorded on behalf of Skelsmergh and Scalthwaiterigg community at the death of Her late Majesty, Queen Elizabeth the Second, and sympathy and condolences sent to the members of the royal family as they mourn her passing. All involved in public life from the lowest to the highest level will hold her memory in the highest esteem for the example of devotion to duty which she set and held to throughout her reign.

46/22 Proposal: Custodian Trustee Skelsmergh Community Hall, (09.08.2022 minutes in MA; item 4)

Mrs Mary Chapman formally requested the Parish Council to become a corporate trustee for the Community Hall. This need arises as all but one of the original custodian trustees have moved out of the area. The Parish Council will provide a permanent future solution to avoid having to recruit continually on an individual basis. There are no trust assets and no personal debt liability risk for Councillors. The Management Committee will continue to have all operational responsibilities. It was noted that Councillors had informally discussed this in detail at the last meeting and informally - all Councillors (including those absent at this meeting) supported this proposal.

RESOLVED: It was agreed unanimously that the Parish Council would become a permanent corporate custodian trustee of Skelsmergh Community Hall.

47/22 Clerk Vacancy: Job description, person specification and advert on MA

RESOLVED: It was agreed unanimously to approve the details of the role as described in the papers provided, which were based on model CALC templates. The vacancy and this information will be published on the council website and advertised widely (notice boards, Community Newsletter, CALC Newsletter, etc), this activity to start asap. It was agreed not to pay for local media adverts and that there will be a period of service and salary overlap, so the outgoing Clerk can give a comprehensive hand-over to help the new Clerk settle into the role and be confidently

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prepared for the financial year-end accountability process.

48/22 Grant applications

No grant applications had been received.

49/22 Update reports on:

a. Environment and Community Woodlands:

1. Arrangements for litter pick event, Sunday 30.10.2022 *papers on MA*

JC: All arrangements are in hand: SLDC and our insurers have been informed, risk assessment completed. We have the high vis jackets, black bags, 'grabbers'; food will be purchased nearer the date. We're hoping for a good turn out – the event and poster has been published in the Community Newsletter. All welcome: 10am start; food at 12 noon at Skelsmergh Community Hall.

2. Waymarking rights of way

JC: Cllr Crozier is planning to form a working party to address missing or damaged signage on the public rights of way around the parish. It will be interesting work, and there will be a job for all skill levels. Everyone is encouraged to give a helping hand.

3. Woodland maintenance & use of site for training, *paper MA*

Conservation activity continues apace in the parish woodland; ash die-back removal is helped by chain-saw training opportunities (City and Guilds) offered on site by a qualified tree surgeon. David Walmsley, our resident beekeeper since 2009 has now retired. Councillors thanked him for his huge contribution to improving the environment, helping bee conservation and for the additional income generated by the sale of honey. New beekeepers are welcomed to apply to use the site.

Action : JC to send a thank you letter to Mr Walmsley for all his work to enhance the woodland with active pollinators, and council income by his successful bee-keeping practice.

b. Highways and Transport:

1. Local highway issues, *paper MA*

SC: The following issues have been discussed with Peter Hoskins, South Lakeland Highways Network Manager:

- Helme Lane at Dodding Green - trees obstructs high sided vehicles.
A site visit has been arranged, landowners will be sent letters where action is needed to remove overhanging branches. Mainly involves ash trees. No protection orders apply.
- Paddy Lane- structural issues, remains closed; no sign of any activity to resolve.
The contract has been awarded to Metcalf; plans to repair the retaining wall failed – there is nothing to support the road very close to the railway line. Work is expected to start in January, earlier if possible; will take a few weeks to protect the railway line and complete the work. The landowner is involved in the discussions.
- Laverock Bridge – the missing stone is a safety risk.
All options are being considered; it's not easy to protect the bridge without impeding local business vehicles. It will take time to source suitable limestone.

Action: JC to attend a site visit with SC and Highways to discuss workable options.

c. Communication


1. Website discussion: www.skelscalpc.org.uk

A discussion followed relating to the weight of information received on current events and community support opportunities – the notice boards are too small to accommodate most of the information, poster printing is expensive, and it is difficult to prioritise to meet resident needs.

RESOLVED: To build new website capacity to feature local events and news; to interlink PC website with the Skelsmergh Hall website (about to be launched) and St John's Church, Skelsmergh. The profile of the PC website will be promoted at future PC events.

d. Community

1. Plans for community engagement event - autumn 2022

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RESOLVED: To hold a community quiz night as a joint community event with Skelsmergh Hall Committee at the Hall, on **Friday 25 November, 7.30pm**, with refreshments. Details to be confirmed. Poster to be included in the Community newsletter. The PC will support with £100 towards the cost of refreshments. Cllr John and Mrs Mary Chapman to plan the arrangements.

2. Draft questionnaire to prepare for new community plan

FB: No progress to report. The planned community quiz event gives an opportunity to ask residents what they would rate as important improvements to the quality of their local life. It will also be helpful to include specific questions on local emergency response needs in the event of a power outage, and to promote/assess how the PC website can better help residents.

Action: Mrs Chapman to send Cllr Burrill a copy of the consultation questions used for the 2015 residents survey.

Action : KL to seek 'hit' data for PC website – in general and most popular information page

50/22 Finance:

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

RESOLVED: To make the following payments:

Payee	Expenses/Services	Amount (£)
Karen Little	Clerk's salary 01.08.2022 to 30.09.2022	447.33
Cumbria Payroll Services	September 2022 payroll (includes VAT)	14.40
HMRC	Clerk's PAYE tax (September 2022)	1.60
Skelsmergh Community Hall	Venue hire for PC meetings, 01.04.2022 to 31.03.2023	168.00
	TOTAL	631.33
Income since last meeting: Reclaimed VAT, received 03.08.2022		264.09

b. To receive and note the bank reconciliation and predicted year-end position, papers MA

RESOLVED: Noted, ~£1.2k remains available to spend this year; orders need to be placed for replacement noticeboards/signs asap. The transparency funds will remain intact for the new Clerk to purchase required IT equipment, to comply with the funding conditions. Grant applications continue to be encouraged.

c. Protocol for online payments

RESOLVED: To defer agreeing the protocol for authorising payments to the next PC meeting – all councillors will have received their Barclays equipment and codes by then. Everyone will log-in and go through the process together.

d. New bank signatory

As resolved in July, MC is to be added as another authorised signatory.

Action : KL to liaise with Barclays for the required papers to add MC as a new signatory.

e. Option to opt out of the SAAA central external auditor, paper MA LEAVE AS IS.

REOLVED: It was agreed unanimously that Skelsmergh and Scalthwaiterigg Parish Council would continue with SAAA Central as the external auditor for the year-end financial accountability process.

51/22 Review of Parish Council systems:

RESOLVED: To approve the documents as presented (in MA) and publish on the PC website. The renewal dates are stated on each document.

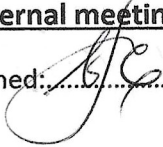
a. Financial Regulations

b. Complaints Procedure

c. Privacy Notice

d. Subject Access Request Policy & Subject Access Request Form

52/22 External meetings

Signed: 

Date: 16.11.22

- a. **CALC AGM**, Saturday 24.09.2022, 10.30am, online -Teams
JC attended; minutes will follow.
- b. **District Association** – originally 22.09, now rescheduled to 21.09, online
No PC attendance - clashes with this meeting. JC has sent apologies. Date of next meeting to be confirmed.

53/22 Planning Applications:

- a. **SL/2022/0756, Curlew End, Garth Row, Skelsmergh, KENDAL.** Application for Outline Planning Permission (with all Matters Reserved) for a new two-bedroom bungalow, created by extending and converting existing garage & change of use of land from agricultural to domestic curtilage. PC: Objection – [Link for details](#); SLDC: [Permitted with six conditions](#).
 - b. **SL/2022/0773, Ladyford Mews, Laurel Barn, Gilthwaiterigg Lane, KENDAL.** Externally located air source heat pump. PC: No objection. SLDC: [Permitted with three conditions](#).
 - c. **SL/2022/0829, Oak Bank Mill, Skelsmergh, KENDAL.** Installation of septic tank & soakaway. PC: no objection. SLDC: [Granted with two conditions](#).
 - d. **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 – [Approved, with seven conditions](#).
 - e. **SL/2019/0743, Land North of Meadowbank Business Park, Shap Road, KENDAL** – amended scheme with revised access arrangements.
- JC: Raised issue of associated cost to reposition Skelsmergh sign with proposed changes to new access roundabout from A6. Post meeting confirmation received from Colin Parkes, CCC Flood & Development Management Officer : *The developer will have to relocate the signage/features as part of their Section 278 works. Email in MA.*
- f. **SL/2021/0626 From land to the south of the A685, Appleby Road, Kendal to land immediately north of the A684 off Kiln 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 published 31.10.2022.

54/22 Correspondence: To consider correspondence highlighted by the Clerk

- a. Parish Council Climate Change Tool kit, *paper MA*
Resource noted for future refence.

JC: PC has implemented/supported many carbon reduction initiatives, e.g. extensive tree planting, conservation woodland management, argued for environmentally-friendly pedestrian/cycle option along the A6 (Kilncoft).

55/22 Dates for Next Meetings (venue: Skelsmergh Community Hall, commencing 7pm):

- Wednesday 16 November 2022
- Wednesday 25 January 2023
- Wednesday 22 March 2023

JC: Thanked everyone for coming and for their contributions to the meeting. The meeting was formally closed at 21.10.

Signed:



Date:

16th November 2022