



Skelsmergh and Scalthwaiterigg Parish Council

Minutes of the Ordinary Meeting

Wednesday 25 May 2022, 7pm at Skelsmergh Community Hall

Present:

Parish Councillors:

John Chapman (JC) – Chair

Freyja Burrill (FB)

Mick Crozier (MC)

SLDC Councillors:

Pat Bell (PB)

Hazel Hodgson (HH)

Clerk:

Karen Little (KL)

Parish Residents:

A resident of the parish was present until item 15/22c.

9/22 Welcome and apologies:

The Chair formally opened the meeting promptly after the Parish Council Annual Meeting was completed (19.50) and warmly welcomed all present. Apologies were received from Councillors Angela Brand-Barker and Tim Maggs; both were accepted. The meeting was quorate.

10/22 Declarations of Interest:

There was no change in personal interests and no prejudicial interests were declared in any agenda item.

11/22 Open Forum:

a. Updates from SLDC/CCC Councillors

HH: A Shadow Council for Westmoreland & Furness Unitary Council has been formed, executive leaders elected, and two full meetings held. [Link to website](#). The Shadow Authority has no responsibility for service delivery – its objective is to ensure a smooth transition and continuity of services for local communities and the setting of a budget for the first year of the new council, starting in April 2023. There will be financial constraints, so a cautious approach is required, but the priority is to help local communities who have fallen short with procurement in the past. Discussions with rural communities and businesses will start soon to build-up connections and identify local aspects that can be improved, e.g. transport. In particular, Councillors are keen to engage with farmers.

CLLrs: As a PC, one change we would appreciate is to receive feedback on planning applications. Another is to bring back the Local Area Partnerships (LAP) infrastructure. Collaborative working by parish councillors in the Upper Kent LAP was very successful in improving outcomes for rural communities when administrative support was provided/funded by SLDC. The LAPs need to be financed properly to make a sustainable operational difference.

HH: The Shadow Council is asking for communities to feedback on local priority investment requests before this autumn, to factor these into the Unitary Council plan for 2023. Currently, there is a Community Engagement Team working within South Lakeland that can support a range of activities to improve local services and the quality of life for the residents, e.g. consultations about and/or support for local initiatives. Now is the time to plan better systems – some things may need tweaking or service gaps need filling, by working together improvements can be made.

Signed.....

J. Chapman

Date:

25th July 2022

- b. **Outcome of the elections for the Shadow Westmorland and Furness Council**
 JC: Congratulations on Cllr Ali Jama's election to the Shadow Council and to the Vice-Chair role. As raised by residents in this evening's Parish meeting, it is really important that Cllr Jama maintains an accessible and regular public presence locally.
Action: HH was requested to pass on residents' request that Cllr Jama attend a PC meeting; also, to ask Cllr Jama to confirm that he was receiving the PC Clerk's invitation to meetings emails.

12/22 2021-2022 Year-end accounts

The 2021-2022 year-end accounts, internal audit report and completed Annual Governance and Accountability Return (AGAR) papers had all been circulated to Councillors prior to the meeting.

- a. **To receive and note the outcomes of the Annual Internal Audit**
RESOLVED: Mrs Lynda Barron's reports were noted – both page four of the AGAR and the CALC internal audit report (template published on the CALC website). Mrs Barron confirmed that the PC is compliant with all the internal controls listed. Some minor administrative actions were identified; no accounting concerns were raised
Action: KI to address the recommendations from the internal audit.
- b. **To receive and approve the Annual Governance Statement (Section 1)**
RESOLVED: Unanimous agreement to approve all nine points (all were considered individually, the Chair asked for affirmation on each point) and to confirm that there is robust internal control and accounting systems in place.
- c. **To receive and approve the 2021-2022 year-end finance report**
RESOLVED: To note and accept the in-year income and expenditure as presented - giving a carry forward of £1,768.25.
- d. **To receive and approve the Accounting Statements (Section 2)**
RESOLVED: Unanimous agreement to approve all eleven points (each was considered individually) of the accounting statement.
- e. **To receive and approve the Certificate of Exemption**
RESOLVED: Unanimous agreement that the exemption criteria applies - the gross expenditure does not exceed £25,000.
- f. **Chair and Clerk to sign the Annual Governance Statement**
RESOLVED: The Chair and Clerk were authorised to sign the Annual Governance Statement.
- g. **Chair to sign the Accounting Statements**
RESOLVED: The Chair was authorised to sign the statement on behalf of the Parish Council. (The Clerk/RFO had signed this in advance of the meeting).
- h. **RFO/Clerk to set the commencement date for the exercise of public rights, attached**
RESOLVED: The Parish Council accounts and all associated information (including the AGAR) will be made available on request to any parish resident (as per the agreed public rights notice for exempt authorities to be displayed on noticeboards and the PC website) from 13.06.2022 to 22.07.2022.
- i. **Chair and RFO/Clerk to sign the Certificate of Exemption**
RESOLVED: The Chair and Clerk were then authorised to sign the Certificate of Exception.

13/22 Plans for the 2022-2023 Budget

- a. **To consider payments to be made as per Clerk's report, circulated prior to the meeting**
RESOLVED: To make the following payments:

Payee	Expenses/Services	Amount (£)
Karen Little	Clerk's salary 01.04.2022 to 31.05.2022	438.33
	Backpay 01.04.2021 – 31.03.2022 (1.75% pay award)	45.76
Cumbria Payroll Services	May 2022 payroll (includes VAT)	14.40
HMRC	Clerk's PAYE tax (May 2022)	10.60

Signed: 

Date: 25.7.22

CALC	Annual subscription 2022-2023	166.75
CALC	Training, Cllr Crozier x 3 events	55.00
Information Commissioner	Data protection fee	40.00
Lynda Barron	Internal audit services	302.00
Tony Brand-Barker	Acrylic sheet to repair Mealbank notice board	30.36
TOTAL		826.20
Income received since last meeting: to note		
SLDC	Precept 2022-2023	5,015.13
SLDC	Parish Grant	72.51
TOTAL		5,087.64

b. **To receive/note the bank reconciliation and agree investment for 2022-2023, attached**
RESOLVED: It was noted that with the in-year financial commitments agreed, the total funds available for investment or grant awards for 2022-2023 is ~£1.4k, depending on the availability/sale of woodland products during the coming year.

c. **Bank signatories**

The process continues - Barclays require JC and AB-B to sign more forms, and a letter from JC & Clerk to confirm JC's signature has changed with time. Progress report to next meeting.

14/22 **Minutes of last meeting, circulated prior to the meeting**

RESOLVED: The minutes of the Parish meeting on 9.03.2022 were confirmed as a true and complete record. The Chair was authorised to sign them as such.

15/22 **Matters arising**

a. **Welcome letters - new residents, information circulated in separate email prior to meeting**

RESOLVED: It was agreed that the text for the letter, and contents to be included in the pack were as detailed in the email circulated to Councillors on 04.03.2022. Copies of the Community Plan will not be included in the pack; instead a link will be added to the letter when the updated plan has been agreed and published on the PC website.

b. **PC letter - Planning & Sustainability Team, Cumbria County Council (risk from power outage)**

KL: Reported that generic responses were received – 'vulnerable customers are offered the opportunity to register for our priority services' (United Utilities). Cllrs Collins & Hodgson were cc'd into the correspondence, also CALC Chief Officer.

A discussion followed that acknowledged the effectiveness of local knowledge and personnel to support vulnerable residents during a communication crisis (e.g. when systems are down due to storm damage). However, a robust system even if these are offers from volunteers, requires dedicated administration time to successfully co-ordinate and test. It's a big ask to create.

RESOLVED: Councillors agreed that this is a valid issue to pursue; a pragmatic approach is to raise the issue on an ongoing basis with external colleagues who are in a position to influence a collaborative response.

Action: JC & FB to raise the health risk of non-communication due to storm damage power outages at the next District Association CALC meeting.

c. **PC website, <http://www.skelscalpc.org.uk/>**

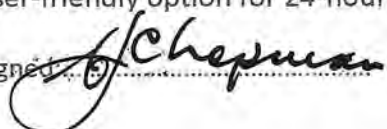
RESOLVED: Website is compliant. Councillors would provide more pictures of local areas of beauty/interest in due course.

d. **Proposals for remote document management access (Dropbox or website options)**

KL: As requested, informed Councillors that there is no fee for a Members' area on the website apart from the initial set-up fee (£150 + VAT).

MC: Reported the outcome of his research into other options for remote group share information systems. In summary, the Members' area on the PC appeared to offer a better cost effective and user-friendly option for 24-hour access (and simultaneously with colleagues) to information files.

Signed



Date:

25.7.22

This facility is expected to reduce the email 'load' for meetings and enable easier access to archived PC information in the future.

RESOLVED: To delegate Cllr Crozier to discuss the business specifications and structure with A2A Advertising for a Members' area to meet the PC's needs.

e. **Celebrations, Queen's platinum jubilee**

RESOLVED: The SLDC 'Light District' event was noted – to light a beacon on the evening of Thursday 2nd June 2022 so that South Lakeland is lit-up at 9.45pm as part of national and commonwealth platinum celebrations. Councillors agreed that there would be no formal PC beacon event; Councillors would attend private or nearby public celebration events.

16/22 **Formal announcements by the Chair**

a. **Appointment plans for Clerk – 2023**

RESOLVED: To start the appointment process for a new Clerk at the September PC meeting (agree the job description, person specifications, vacancy advert and dates for each part of the process), so that the new Clerk's contract will have a period of overlap with the outgoing Clerk to enable shadowing of the March 2023 business meeting.

b. **Representation from Westmorland & Furness Shadow Council at S&S PC meetings**

RESOLVED: No change; invitations will continue to be sent to SLDC Councillors to attend S&S PC meetings until April 2023. Congratulations were given to Cllr Hodgson for her election to Sedbergh and Kirkby Lonsdale ward - unitary council. Councillors were disappointed that Cllr Bell will not be continuing as an elected local Unitary Councillor in April 2023.

17/22 **Grant applications**

No grant applications had been received.

18/22 **Updated Community Plan, circulated prior to the meeting**

RESOLVED: To defer this item to the July meeting so Councillors have more time to consider/fine-tune the details presented, as well as to propose new items to include.

Action: JC will inform the Skelsmergh Hall Management Committee that the PC is updating its Community Plan at their next meeting (26.05.2022), in case there is any shared action to include.

19/22 **Report on the CALC - South Lakeland District Association meeting. 24.03.2022, circulated prior to the meeting**

RESOLVED: The detailed information provided on the preparatory work for the unitary council was noted; also, as discussed in the Open Forum that the Shadow council's strategy is to strengthen community relationships and engage PCs/individuals in partnership working to discuss shared priorities – how things can be done more effectively and efficiently.

20/22 **Planning applications**

• New applications:

- a. **SL/2022/0431, Garnett Folds, Skelsmergh, KENDAL.** Erection of an agricultural building to roof over existing muck midden (Resubmission of PN/2022/0013). PC - support. SLDC granted with 3 conditions.
- b. **SL/2022/0341 (resubmission of SL/2022/0079) Mount Quharrie & Low Rigg Barn, Garth Row, KENDAL.** Installation of sewage treatment plant to replace the existing septic tank. PC - no objections. SLDC – granted with 3 conditions.
- c. **SL/2022/0227, Owls Rest Scalthwaite, KENDAL LA9 6PL.** Single storey side extension. PC - no objections. SLDC - granted with five 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 - no decision, July 2022.

Signed: 

Date: 25.7.22

- For information - update on previous application:
- e. **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.
- f. **SL/2021/0552, Holme House Farm, Skelsmergh KENDAL, LA8 9AQ - APPEAL/0933/W/21/3288884.** Removal or variation of a condition 5 (gross internal floorspace of each of the five dwellings) attached of outline planning permission SL/2019/1032. (Demolition of existing buildings and erection of five dwellings and shared use buildings). Decision (appeal) 25.05.2022, see link above.
- g. **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.

21/22 Correspondence highlighted by the Clerk

- a. 'Light district', 9.45pm, Thursday 2nd June 2022 HM Queen Platinum Jubilee Celebrations' Noted under item 81/21e.

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

- Wednesday 20 July 2022
- 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. Formally closed the meeting at 21.00.

Signed: 

Date: 25.7.22