

Skelsmergh and Scalthwaiterigg Parish Council

Minutes of the Ordinary Meeting held on
Wednesday 17 July 2019, 7.30pm at Skelsmergh Community Hall

Present:

Parish Councillors:

John Chapman (JC) – Chair
Hermann Moisl (HM), *arrived during item 26/19*
Claire MacLaine (CM)
Tim Maggs (TM)
Angela Brand-Barker (AB-B), *appointed under item 29/19*
Stan Collins (SC)

Cumbria County Councillor:

South Lakeland District Councillors: Anne Hutton (AH), Hazel Hodgson (HH) and Pat Bell (PB)

Clerk:

Karen Little (KL)

Parish Residents:

One parish resident was present (*who was subsequently co-opted to the vacant Councillor post*).

Minute Number	Business Item	Lead Person
24/19	<p><u>Welcome and Apologies</u> Apologies were received from Cllrs Danny Seddon-Roberts (DS-R) and Freyja Burrill (FB); consent was given. The meeting was quorate.</p>	
25/19	<p><u>Declaration of Interests</u> None declared.</p>	
26/19	<p><u>Minutes of the Previous Meeting</u>, <i>circulated in advance</i> RESOLVED: The minutes of the AGM and the Parish Council (with a correction to item 13/19, point 2 - it was the May, not Easter bank holiday) meeting on 22.05.2019 were confirmed as a true and complete record, and signed as such by the Chair.</p>	
27/19	<p><u>Open Forum</u> Issues raised:</p> <ol style="list-style-type: none"> 1. Ragwort - Strawberry bank, A6. A resident requested (telephone conversation with the Chair) the details of CCC's plans to control the ragwort (poisonous to cattle/horses) that is continuing to thrive along the A6. Action 1: KL to request confirmation from Highways on the outcomes of the action taken last year, as well as their plans to control/eradicate the weed this year. 2. Himalayan balsam in the Mint and Sprint. JC informed HH of the successful three-year partnership work with other river groups to successfully clear the weed by targeting upstream tributaries. Volunteers remain committed and regular monitoring continues; a recent outbreak was confined to a single spot. 3. SLDC's tree planting scheme From PB: SLDC is now in recess. To encourage a sustainable environment (a key priority since May 2019), SLDC has pledged to plant 2,000 new trees in public places within the district. They will supply established trees (not saplings) and maintain them for a year free of charge. After this the upkeep will transfer to the landowner. The species offered will depend on the proposed site characteristics and available space - the intention is to increase the biodiversity and amenity of local green spaces. SLDC welcome new applications for appropriate local sites for the 2019-2020 planting season. Action 2: JC to contact Graham Nicholson (Arboriculturist, SLDC) to discuss the PC taking up the offer of free trees as the new licensee for additional land adjacent to Gurnal Bridge. 	<p>KL</p> <p>JC</p>

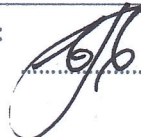
Signed:

Date:

11th September 2019.

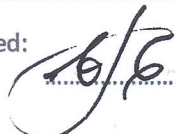
28/19	<p><u>Matters Arising from the Minutes</u></p> <p>a. Update on Mealbank bridge repairs The environmental survey has been completed; equipment is in place. Large concrete debris needs to be removed from the river. Assurance has been received from the Industrial estate (Mr Lucien Procter) that the damage caused by the industrial traffic to the (non-Highways) road (now the only access to the estate) will be made good once the bridge repairs are complete. Residents report that some vehicles using the Mealbank road continue to be driven at inappropriate speed (>10mph). RESOLVED: The Parish Council will continue to monitor the situation and take relevant action (when identified) in the interests of residents.</p> <p>b. Website training - Clerk RESOLVED: HM and KL met; HM gave KL a tutorial and practical information for reference, with exercises to work through. Another meeting will be arranged when KL has completed these. Once KL feels competent in using these new skills, she will be in a position to take on the responsibility for keeping the website updated.</p> <p>c. Acceptance of Councillor post (uncontested elected - May elections 2019) RESOLVED: Completed - HM signed the acceptance form (counter signed by KL).</p> <p>d. Bank signatory changes RESOLVED: The process has been successfully completed: CM, FB and DS-R are now authorised signatories (six signatories in total) and Mrs Mary Chapman has been removed.</p>	
29/19	<p><u>Co-option of new Councillor (Skelsmergh ward)</u> RESOLVED: Following due process Councillors unanimously agreed to co-opt Mrs Angela Brand-Barker to the vacant Councillor position for Skelsmergh ward. Mrs Brand-Barker accepted the position and signed the acceptance form (countersigned by KL). The Parish Council is now operational with the full constitutional members.</p>	
30/19	<p><u>Formal Announcements by the Chair</u> There were no formal announcements made by the Chair.</p>	
31/19	<p><u>Grant applications</u> Encouraging messages have been circulated (personal and in Parish newsletter articles) for projects that will interest and benefit local residents. No new applications have been received.</p>	
32/19	<p><u>Proposals to develop a Community Plan 2019 onwards, correspondence from CALC attached and the 2016 Plan was circulated at the meeting.</u> A lengthy discussion followed to agree a method to establish the direction and policy for this Council's four-year term of office. An action plan will then be developed to include the PC's statutory responsibilities, identify investment areas, and hopefully involve a high input from residents. Councillors are interested in initiatives that support SLDC's sustainable conservation /carbon reduction policies. Cllr Collins advised of the importance in co-ordinating a local response to a potential change in residents' needs and demands (e.g. an effective transport infrastructure, affordable housing and fast broadband/internet facilities) as more families are relocating to rural areas. The PC was encouraged to use electronic survey tools (as well as personal routes) to help improve the residents' response rate. RESOLVED: To form a steering group to meet/discuss recommendations for the 2019 PC Plan. Action 3: All Councillors (subject to their availability) to meet on 31.07.2019 (date agreed post meeting) to agree proposals for the 2019 Community Plan for discussion as an agenda item at the September PC meeting.</p>	All Cllrs
33/19	<p><u>Community Action Plan 2016, update reports on:</u></p> <p>a. Environment and Community Woodlands:</p> <p>1. Meeting of the Environment Group: proposal to develop a wetland - Skelsmergh RESOLVED: The Environment Group has not yet reformed since the elections in</p>	

Signed:


Date: 11th September 2019

	<p>May; the item was deferred to their first meeting.</p> <p>2. Dates for Council activities - 2019.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • Sunday 27 October, 10am start - Litter pick • Sunday 17 November, 10am start - Woodland Management Working Party. <p>Action 4: KL to book the Community Hall for 27.10.2019 (12 noon/1 hr - litter pickers' lunch) and members of the Environment Group to arrange their next meeting date.</p> <p>b. Highways and Transport:</p> <p>From SC: Highways are now operating stricter management of the Utilities Companies - a permit is required before work involving digging up a road can commence, and penalties will apply if work over-runs. It no longer falls on those reporting highway concerns to contact the Company responsible to enquire about work schedules.</p> <p>1. Update on repair issues</p> <p>The manhole cover on the A6 has been fixed - JC has received an email confirmation.</p> <p>Action 5: SC to check progress and report back on the situation at the next PC meeting for: Helm Lane, Otter Bank and Joiners Lane.</p> <p>2. Progress with the highway reinstatement at Gurnal Bridge</p> <p>Planning approval has been granted and preliminary work in the river will start at the beginning of August. Legal land ownership details are being pursued before work on the road can begin.</p> <p>Action 6: SC to check and report back on the final details of the planning permission (if the onsite meeting requests were included) and for confirmation on how the rubble from the old road will be managed.</p> <p>3. Old Road, Selside - work commissioned by United Utilities, <i>circulated in advance</i></p> <p>RESOLVED: The Chair's involvement in making recommendations for replacement shrubs was noted (not Highways property) - no outcomes/further contacts to report.</p> <p>c. Communication</p> <p>1. Parish Council contacts list</p> <p>Activities continue to increase the number of residents' contacts (remains at 24).</p> <p>2. Update on B4MS, <i>attached correspondence from JC</i></p> <p>RESOLVED: With JC's intervention (to clarify the details and emphasis the urgency required) the wayleaves for the Stephenson's Trust properties are now in place. The plans for Mealbank are on hold until the work to restore the road condition has been completed (i.e. is dependent on the Mealbank bridge repair timescale).</p> <p>d. Community</p> <p>RESOLVED: To hold the next community event to launch the 2019 Community Plan, when finalised.</p>	<p>KL</p> <p>SC</p> <p>SC</p>
34/19	<p>Review of Parish Council systems: <i>circulated in advance x4</i></p> <p>a. Standing Orders</p> <p>RESOLVED: To defer, to be re-presented at the next meeting, with the gaps completed.</p> <p><i>Cllr Collins left the meeting at this point.</i></p> <p>RESOLVED: To approve:</p> <p>b. Financial Regulations, as before; three tenders are required for expenses over £2k.</p> <p>c. Risk Register, no amendments required. The risk assessment procedures prior to litter picking and woodland management activities are routinely completed to comply with insurance requirements.</p> <p>d. Data Protection Policy, the model CALC template was used.</p>	
35/19	<p>District Association meeting, 06.06.2019</p> <p>RESOLVED: It was noted that the PC was not represented at the meeting.</p>	

Signed:



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	Action 7: KL to circulate the minutes of the meeting when they are available.	KL																		
36/19	<p>Finance:</p> <p>a. To consider payments to be made as per Clerk's report, circulated in advance RESOLVED: To make the following payments:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Expenses/Services</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>Karen Little</td> <td>Clerk's salary 01.06.2019 to 31.07.2019</td> <td>312.43</td> </tr> <tr> <td>Cumbria Payroll Services</td> <td>Payroll - Clerk's wages (includes VAT)</td> <td>14.40</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>326.83</td> </tr> <tr> <td>Income received</td> <td>None</td> <td></td> </tr> <tr> <td>Future Commitment</td> <td>Replacement electrode pads for the Mediana A15 Outdoor Community Package defibrillator due 15.05.2021</td> <td></td> </tr> </tbody> </table> <p>b. Replacement of PC notice board at Skelsmergh Hall Action 8: JC to chase Mr Hawes for a quote; KL to seek authority from Skelsmergh Hall Management Committee for the PC to attach their noticeboard to the Hall's external wall.</p> <p>c. To receive and note the bank reconciliation and 2019-2020 current statement, circulated in advance in a separate email. RESOLVED: Noted; with the previously agreed commitments, ~£1.4k is available to fund new projects or support new in-year grant applications.</p> <p>d. To receive an update on the Transparency funding float RESOLVED: Information noted - no change to that reported at the last meeting: <ul style="list-style-type: none"> • Total remaining transparency funds: £827.28 • Total left in the Clerk's float funds: £90.88 Action 9: KL to purchase back-up data storage facilities and a scanner from the funds.</p>	Payee	Expenses/Services	Amount (£)	Karen Little	Clerk's salary 01.06.2019 to 31.07.2019	312.43	Cumbria Payroll Services	Payroll - Clerk's wages (includes VAT)	14.40		TOTAL	326.83	Income received	None		Future Commitment	Replacement electrode pads for the Mediana A15 Outdoor Community Package defibrillator due 15.05.2021		<p>JC</p> <p>KL</p>
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37/19	<p>Planning Applications</p> <p>a. SL/2018/0925, Kendal flood management scheme. PC: no comment – we would be exceeding our remit to represent the interests of our parish if we made adverse comments on proposals which do not affect us directly. <i>SLDC: approved with 28 conditions, 28.06.2019</i></p> <p>b. SL/2019/0027, Benson Hall Caravan Park, Benson Hall Scalthwaiterigg KENDAL LA9 6PL. Siting of additional single caravan unit to be used as manager accommodation and extension to opening season to 12 months per annum. PC: object to extending the opening season to 12 months per annum – there would be no impediment to this site becoming a full-time housing site over time. The manager's caravan should be also be subject to seasonal restrictions. <i>SLDC: extension to 28.06.2019.</i></p> <p>c. SL/2019/0552, Building South of Strawberry Bank, Skelsmergh, Kendal. Discharge of conditions 3 (Bat Survey), 4 (Surface water & Sewage disposal scheme) & 5 (Access Details) attached to prior approval CU/2019/0004. PC: No comment (no reason not to discharge).</p>																			
38/19	<p>Correspondence highlighted by the Clerk No correspondence was reported.</p>																			
39/19	<p>Dates for Next Meetings (venue: Skelsmergh Community Hall, commencing 7.30pm):</p> <ul style="list-style-type: none"> • Wednesday 11 September 2019 • Wednesday 6 November 2019 • Wednesday 15 January 2020 • Wednesday 18 March 2020 																			
	The Chair thanked Councillors for their contributions and closed the meeting at 21.10.																			

Signed:



Date:

