

Skelsmergh and Scalthwaiterigg Parish Council
Minutes of the Virtual Ordinary Parish Council Meeting
Wednesday 22 July at 7.30pm

Logged-in:

Parish Councillors:

John Chapman (JC) – Chair
Tim Maggs (TM)
Angela Brand-Barker (AB-B)
Freyja Burrill (FB)
Danny Seddon-Roberts (DS-R)

South Lakeland District Councillors:

Pat Bell (PB)
Hazel Hodgson (HH), *arrived during item 19/20b4*

Clerk:

Karen Little (KL)

Parish Residents:

None present

Minute Number	Business Item	Lead Person
9/20	<u>Welcome and apologies</u> Apologies were received from Parish Councillor Hermann Moisl and District Councillor Anne Hutton. The Chair opening the meeting at 19.31.	
10/20	<u>Declaration of interests</u> No interests in any agenda item were declared.	
11/20	<u>Minutes of the previous meeting, circulated</u> RESOLVED: The minutes of the Parish Council meeting on 10.06.2020 were confirmed as a true and complete record; the Chair was authorised to sign them as such.	
12/20	<u>Open forum</u> <i>From Cllr Bell:</i> SLDC is fully operational again, with officers working from home and Councillors attending virtual meetings. Discretionary business grants have been awarded to eligible applicants - if income has been lost due to Covid-19. <i>From Cllr Hodgson (provided after item 24/20):</i> The SLDC Climate Team are now fully functional, with three Officers recruited and trained. Parish Councils can seek practical logistical help and legal advice from the team in planning conservation projects. Grant funding (50%) is also possible, if matched by other grants/financial sources. Councillors noted the potential support available when planning the next steps for the Kiln Croft pathway, giving due consideration to other 'convergent' developing local projects. Cllr Hodgson also offered her support (as per her SLDC Councillor role) for this development. Cllr Collins' help would also be sought.	
13/20	<u>Matters Arising from the Minutes</u> The Clerk confirmed that: <ul style="list-style-type: none">• All the documents approved under item 4 at the last meeting were uploaded onto the PC website before 30th June 2020.• The public's rights to view the accounts and governance information was published on the PC website and notice board (Skelsmergh Hall) and applied from 01.07.2020.	

Signed: 
Cllr John Chapman, PC Chair

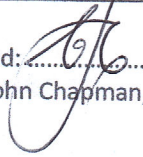
Date: *16th September 2020*

	<ul style="list-style-type: none"> The Certificate of Exemption (item 4/20e) has been submitted to the external auditors PKF Littlejohn, along with the PC contact details. The Clerk had checked with PJF Littlejohn that that no other information was required as part of the 5% random sampling for intermediate audit that includes S&S PC this year. <p>Councillors thanked the Clerk for her diligence in undertaking this annual task as the PC RFO.</p>	
14/20	<p><u>Co-option of new Councillor (Scalthwaiterigg ward)</u></p> <p>As SLDC have not received any requests within the statutory 14-day period for the vacancy to be filled by election, the Parish Council may now seek and co-opt an eligible and interested person to the post. To be eligible the person needs to live within the parish (either Scalthwaiterigg or Skelsmergh ward) or within three miles of the Parish Border.</p> <p>Action: Councillors to seek interested volunteers; the Clerk to circulate 'vacancy' posters for display on the PC website and notice boards.</p>	All Cllrs & KL
15/20	<p><u>Formal Announcements by the Chair</u></p> <p>The regulations made under s78 of Coronavirus Act 2020 allow the requirement to hold an Annual Meeting of the Council to be disregarded prior to 7 May 2021 unless either called for by the Chair or the Council formally resolves to hold one. This could be virtual providing it was open and accessible to the public with the papers for the meeting easily available to everyone.</p> <p>RESOLVED: Councillors agreed to consider at all future PC meetings whether an Annual Meeting needed to be called before 07.05.2021, and what the appropriate arrangements would be for this. It was considered wise to hold an ordinary PC face to face meeting before hosting a face to face Annual meeting.</p>	
16/20	<p><u>Report on the outcomes of the Mealbank residents meeting</u></p> <p>From AB-B: It was agreed that no action was best until the bridge repair work has been completed. Plans and activities to restore the road condition will resume once the Industrial Estate traffic has another access route. Road signs to advocate careful driving/control vehicle speed did not offer a simple solution. The Parish Council will be kept informed of the situation and of any requests for support if the situation becomes acute.</p>	
17/20	<p><u>Grant applications</u></p> <p>No grant applications have been received.</p>	
18/20	<p><u>Progress with developing a new Community Plan</u></p> <p>A general discussion followed. It was noted that it would be useful if the timeline for the proposed plans could co-incide with the investment plans for this financial year, i.e. associated spend to be formalised by January 2021. The PC continues to strongly support the Kiln Croft residents' petition for an extended pathway alongside the A6; suggestions were made on how best to progress/finance this ambition. All dialogue with Highways/County Council relating to this project has stopped since the lockdown. With the local business/domestic/eco conservation development plans now emerging it was thought timely to review the Parish Council strategic priorities and note key stakeholders/local initiatives that could help specific projects and/or be an effective catalyst for change.</p> <p>Action: DS-R & FB to update the 2016 Community Plan for discussion at an informal Councillor's strategy meeting they will arrange over the next few weeks. Recommendations from this meeting to be reported at the next PC meeting.</p>	DS-R, FB, Cllrs
19/20	<p><u>Progress with the Community Action Plan 2016</u></p> <p>a. Environment and Community Woodlands:</p> <ol style="list-style-type: none"> Woodlands working party and income The last one (autumn 2019) raised income as previously reported. Plans to hold the next one will be guided by national safety/pandemic advice in the autumn. Action: For discussion at the next PC meeting. Litter pick autumn 2020 	JC

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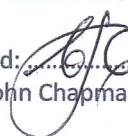
Date: 16.09.20

	<p>RESOLVED: A litter pick is to be planned for in the autumn. This will be subject to a review of the safety/ virus transmission risk involved just before the scheduled date and whether the prevailing litter levels then require it.</p> <p>Action: JC to schedule the date and produce an article for the Newsletter announcing the intention/date for volunteers to support the event.</p> <p>3. Gurnal Bridge new licence No progress or contact from the Stephenson's' Trust since that last reported - concerns about public access to areas at risk of land slippage continue. Action: JC and TM to undertake a site visit to propose a resolution - report to next PC meeting.</p> <p>b. Highways and Transport:</p> <p>1. Update on drain issues: Helm Lane, Otterbank, Joiner's Lane No issues/concerns reported.</p> <p>2. Progress with the highway reinstatement at Gurnal Bridge Not completed, contractors have not been on site recently. It was thought that the signage that remains in place was incurring unnecessary rental costs. Action: KL to request an update from the Highways Engineer.</p> <p>3. Kiln Croft path As discussed under the Community action plan item 18/20. The increasing population at Kiln Croft raises the importance/need to have an alternative solid surface alongside the A6, rather than have children/adults walking on the highway.</p> <p>4. Laverock Bridge Lane Highways engineers had been observed on site; however, the flooding continues. Action: KL to seek an update on the proposed flooding resolution from Highways.</p> <p>c. Communication</p> <p>1. Parish Council Notice Boards RESOLVED: Notice boards will be kept up to date by Cllrs Chapman (Oakbank & Garth Row), Burrill (Kiln Croft), Brand-Barker (Mealbank) and the Clerk (Skelsmergh Hall). Parish Council information takes precedence over private/business adverts - the latter is allowed subject to available space. Action : TM to contact a prolific poster owner to ask if they can be removed.</p> <p>2. Parish Council contacts list Ongoing. Ideas to improve registration were discussed - contacting people by email offers an effective/safe method to keep residents informed of upcoming events and to consult them as part of the Community Plan review process. Suggestions were made on how to 'reach' new residents on arrival to the Parish, without compromising data protection regulations, and how to use this to successfully reinstate the previous practice of providing welcome packs to new residents. Action: Cllrs to provide details of their suggestions to JC/KL; JC/KL to discuss with the Editor of the Community Newsletter, as appropriate.</p> <p>3. Update on B4MS Cllr TM is now co-ordinating route 7 (Garth Row and surrounding areas) and a resident (with input from Cllrs AB-B/HM) route 5 (Mealbank/ surrounding areas).</p> <p>d. Community</p> <p>1. Coronavirus - impact on the Parish All Councillors reported no concerns, with some positive outcomes in terms of the community uniting together and supporting each other. A temporary increase in walkers in some areas was welcomed - this no longer applies as the lockdown restrictions were reduced and people returned to work.</p>	<p>JC</p> <p>JC</p> <p>KL</p> <p>KL</p> <p>TM</p> <p>Cllrs</p>
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	<p>2. Parish Walk - summer 2020 RESOLVED: A formal walk will not be organised due to the social distancing imposed in response to the pandemic. A parish walk 'challenge' to complete a/all five of the parish walks (as per the published leaflets) could be set-up as a safe option, depending on Cllr AB-B's time and commitments to organise this.</p>																									
20/20	<p>Status of the District Association/LAP/Cenacolo meetings The SLDC Councillors advised that the District Association and Local Authority Partnership (LAP) meetings are expected to remain on hold, while Officers are working from home with a possible work backload to address. RESOLVED:</p> <ul style="list-style-type: none"> To continue to include the District Association and LAP meetings as standing agenda items at future PC meetings for news of their resurgence. To continue the annual Cenacolo meetings, as residents in the parish welcome ongoing official updates and feedback on the Cenacolo Community through the Parish Council. <p>Action: JC to organise mutually convenient meeting arrangements with Cenacolo representatives and parish residents - to report the details at the next PC meeting.</p>	JC																								
21/20	<p>Finance:</p> <p>a. To consider payments to be made as per Clerk's report, circulated It was noted that annual Clerk's salary cost remains the same; the additional HMRC payment arises as the Clerk's personal employed tax code has changed and PAYE is now due. The Clerk explained that her salary payment reduces in line with the corresponding PAYE amount. This applied, but wasn't actioned, for the May 2020 salary payment - hence two payments this month, to cover the amount owing. RESOLVED: To authorise the payments as follows:</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 01.06.2020 to 31.07.2020 (4hrs/week, plus 1hr/week backdated to 01.04.2020)</td> <td>322.14</td> </tr> <tr> <td>Cumbria Payroll Services</td> <td>Payroll - Clerk's wages (includes VAT)</td> <td>14.40</td> </tr> <tr> <td>HMRC</td> <td>PAYE, Clerk's salary May 2020</td> <td>1.60</td> </tr> <tr> <td>HMRC</td> <td>PAYE, Clerk's salary July 2020</td> <td>44.80</td> </tr> <tr> <td></td> <td>Total payments</td> <td>552.90</td> </tr> <tr> <td>Income received</td> <td>None since the last report</td> <td></td> </tr> <tr> <td>Future Commitment due 15.05.2021</td> <td>Replacement electrode pads for the Mediana A15 Outdoor Community Package defibrillator</td> <td></td> </tr> </tbody> </table> <p>b. To note the bank reconciliation and the current 2020-2021 year-end carry forward ~£1.5k remains available to support in-year projects (report circulated in advance).</p>	Payee	Expenses/Services	Amount (£)	Karen Little	Clerk's salary 01.06.2020 to 31.07.2020 (4hrs/week, plus 1hr/week backdated to 01.04.2020)	322.14	Cumbria Payroll Services	Payroll - Clerk's wages (includes VAT)	14.40	HMRC	PAYE, Clerk's salary May 2020	1.60	HMRC	PAYE, Clerk's salary July 2020	44.80		Total payments	552.90	Income received	None since the last report		Future Commitment due 15.05.2021	Replacement electrode pads for the Mediana A15 Outdoor Community Package defibrillator		
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22/20	<p>Planning Applications:</p> <p>a. SL/2019/0743, Land North of Meadowbank Business Park Shap Road KENDAL LA9 6NY. Full application for motor dealership and outline planning application for employment business park. S&S PC: no objection given the planning background. SLDC: No decision.</p> <p>b. SL/2019/1032, Holme House Farm, Skelsmergh, KENDAL. Demolition of existing buildings and erection of five dwellings. S&S PC: support - this is a renewal of the outline consent - the detail is still to come. SLDC: No decision.</p> <p>c. SL/2020/0297, 1 Old Mealbank School, Mealbank, KENDAL. Single storey rear extension. PC: no objections. SLDC: Grant with 4 conditions.</p> <p>d. SKL2020/0373, Land Adjacent Ladyford, Gilthwaiteigg Lane, KENDAL, Erection of bungalow and detached double garage.</p>																									

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	<p>Action: Delegated to JC and HM to comment.</p> <p>e. SL/2020/0421 for Mill Raise, Mealbank. Formation of menage for private use and associated access track. It was noted tht the work had already commenced.</p> <p>Action: KL to seek HM's feedback before sending a response to SLDC.</p>	KL
23/20	<p>Correspondence highlighted by the Clerk</p> <p>a. Website accessibility regulations Action: HM and KL to ensure compliance with the requirements, Link</p> <p>b. Re-opening of Skelsmergh Hall as a meeting venue - new precautions due to Covid RESOLVED: Noted, the specific responsibilities to comply with safe practice for both the Hall Management Committee (as landlord) and each hirer/all users will need to be clearly stated/understood in advance of using the Hall. The PC will continue with virtual meetings for the near future.</p> <p>c. CALC Annual General Meeting This is a virtual meeting on Saturday 26th September 2020 at 10.30am. All Councillors are invited; a link and instructions on how to join will be made public. Motions for Debate need to be sent by Friday 28th August 2020.</p>	HM, KL
24/20	<p>Dates for next meetings (virtual until confirmed otherwise), commencing 7.30pm:</p> <ul style="list-style-type: none"> • Wednesday 16 September 2020 • Wednesday 4 November 2020 • Wednesday 13 January 2021 • Wednesday 10 March 2021 	
	The Chair thanked everyone for their contributions and formally closed the meeting at 21.15.	

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