

Skelsmergh and Scalthwaiterigg Parish Council

Minutes of the Ordinary Meeting held on
Wednesday 22 May 2019, 7.30pm at Skelsmergh Community Hall

Present:

Parish Councillors:

John Chapman (JC) – Chair
Cllr Freyja Burrill (FB)
Claire MacLaine (CM)
Tim Maggs (TM)
Danny Seddon-Roberts (DS-R)

South Lakeland District Councillor: Anne Hutton (AH)

Clerk: Karen Little (KL)

Parish Residents: One parish resident was present

Minute Number	Business Item	Lead Person
10/19	Welcome and Apologies Apologies were received from Cllr Hermann Moisl (HM) and consent was given. The meeting was quorate. County Councillor Stan Collins (SC), and SLDC Councillors Pat Bell and Hazel Hodgson sent apologies.	
11/19	Declaration of Interests None declared.	
12/19	Minutes of the Previous Meeting, circulated in advance RESOLVE: The minutes of the Parish meeting on 09.04.2019 were confirmed as a true and complete record, and signed as such by the Chair.	
13/19	Open Forum Issues raised: 1. Highway pothole repairs - advice given to use the Highways hotline: Tel: 0300 303 2992 (answer phone service evenings, weekends and public holidays), or online using the map to pinpoint the problem: https://www.cumbria.gov.uk/roads-transport/highways-pavements/reporting-problem-on-highway/WDM/carriageway.asp?cg=CDH 2. Mealbank Trading Estate - bridge repairs, <i>correspondence circulated in advance</i> Three concerns were raised: <ul style="list-style-type: none"> • Timetable for repairs - constraints due to river regulations. <i>Post meeting confirmation from received from Mr Procter: the damage has now been stabilised and the permanent repairs are due to start on Tuesday after the ^{May} bank holidays.</i> • Increased and speed of traffic through MealBank village (now the only access to the Industrial Estate). Mr Procter has agreed to put up speed limit signs (10-15 mph) at the top and bottom of the road. • The subsequent damage caused by this to the Mealbank road - this is disappointing as PC money was used recently to support residents' work to improve the road condition. Mr Procter has promised to undertake any necessary repairs. 3. AH reported that the re-constituted SLDC is now operational following the elections on 02.05.2019. A priority focus is to raise awareness of the long-term damage from climate change and to encourage everyone to make a concerted (private and collaborative) effort to protect the environment and commit to conservation actions. The PC's long-standing commitments to protect/nurture the environment were acknowledged:	

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	<ul style="list-style-type: none"> Trees planted to create Parish woodland (Garth Row and Cold Harbour Quarry) at no cost to the PC through donated items/volunteer helpers, with beehives on site. The sale of woodland by-products from conservation management provides additional PC income. The PC manages a wild-life and access area on the Sprint below Garth Row, which will be extended when the work to re-open Gurnal Bridge is complete. Two annual parish litter-pick events supported by volunteers. Active discussion with farmers on hedgerow/verge management options that help sustain biodiversity. <p>RESOLVED: To refer FB's proposal to create a wet land in a field behind the Skelsmergh Community Hall for discussion by the Environment Group</p>	
14/19	<p><u>Matters Arising from the Minutes</u></p> <p>a. Website training – Clerk Action 1: KL to agree a date with HM</p> <p>b. Rugby Club lights KL confirmed that a letter has been sent - no reply received.</p> <p>c. Bee-keepers licence A second bee-keeper's licence - Ms Sarah Deane - is now operational for a period of four years.</p> <p>d. CALC District Association meeting The next meeting is on Thursday 6th June from 7pm at Kendal Town Hall (in the SLDC Chamber) with presentations by SLDC. JC will attend.</p>	KL
15/19	<p><u>Formal Announcements by the Chair</u></p> <p>a. Parish Elections, 2 May The Chair confirmed the uncontested election of the six Councillors who submitted a nomination form. Proactive discussions will be had to co-opt a new Councillor to the vacant position (Skelsmergh ward). All Councillors present signed their acceptance of office and updated their declaration of business interests. The Clerk has received HM's electronic declaration. RESOLVED: To approve the presented Code of Conduct for Councillors (CALC model template) subject to the removal of the reference to the District (page 5) and Councillors agreed unanimously to comply with the code. Action 2: HM to sign acceptance of office and to confirm he has read and will comply with the Code of Conduct at the next meeting. Action 3: KL to forward the signed updated declaration of business interests to SLDC office.</p> <p>b. 'Thank you' to Mrs Mary Chapman Mrs Chapman was thanked for her dedicated commitment and long service as a Councillor; her contributions at future meetings will be missed. Mrs Chapman has offered to continue to support selected Parish Council events/projects on an informal basis as a Parish resident.</p>	HM KL
16/19	<p><u>Grant applications, if any</u> None received; new requests are encouraged for projects that local residents are interested in and will benefit from.</p>	
17/19	<p><u>Finance:</u></p> <p>a. To receive and note the outcomes of the internal audit circulated in advance RESOLVED: Mrs Lynda Barron's report was noted; the audit template as recommended by CALC had been completed. Mrs Barron signed the internal audit report (on page 4 of the Annual Governance and Accountability 2018-2019 Return) confirming that the PC is compliant with all eleven internal controls listed. Some minor administrative actions were</p>	

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identified, e.g. publication of PC meeting agendas and updating of information on the PC website. No accounting concerns were raised.

Action 4: KI to address the actions that were agreed as outcomes from the internal audit.

KL

b. To receive the 2018-2019 year-end budget report, circulated in advance

The carry forward includes committed funds for the Clerk's salary payment due in March (delayed as the meeting was rescheduled to April) and 'Transparency grant' money to purchase PC ICT equipment. The variance in expenditure from last year is due to the grant applications/allocations made in year. Councillors recognise that year-on year variations will arise as applications are received and financial support awarded on individual merit. Additional income in-year is due to external funding and the productivity/sale of products from the Parish woodland. Full details of the variances (including a comparison breakdown of the grants awarded for the last two years) was provided.

RESOLVED: To approve the bank reconciliation statement and the 2018-19 year-end carry forward position of £2,657.27.

c. To consider the Accounting Statement for authorities with gross income <£25k circulated in advance of the meeting

The Chair read through the presented Certificate of Exception AGAR 2018/19 Part 2, the Annual Governance Statement 2018-2019 (page 5) and the Accounting Statements for 2018-2019 (page 6).

RESOLVED: Councillors confirmed that the exemption criteria is complied with, and authorised the Chairman to sign and date pages 3, 5 & 6 (as above), as an accurate report of the Parish Council's financial practice and position at 31 March 2019. For 2018-2019, the gross income was £4,178 and gross expenditure was £4,901.

d. To consider payments to be made as per Clerk's report, circulated in advance

RESOLVED: To make the following payments:

Payee	Expenses/Services	Amount (£)
Karen Little	Clerk's salary 01.04.2019 to 31.05.2019	312.43
Cumbria Payroll Services	Payroll - Clerk's wages (includes VAT)	14.40
Skelsmergh Community Hall	Hall venue for six PC meetings 2019-2020 (6 x 2hrs + 3 x 1hr - dates to be confirmed)	180.00
Lynda Barron	Internal audit services - 2018-2019 year end	20.00
	TOTAL	526.83
Income received	Precept	4661.52
	Grant - SLDC	80.40
	TOTAL	4741.92
Future Commitment	Replacement electrode pads for the Mediana A15 Outdoor Community Package defibrillator due 15.05.2021	

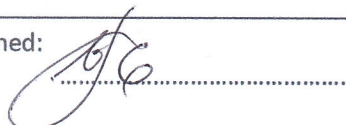
e. To receive and note the May 2019 budget statement, bank reconciliation and 2019-2020 budget allocations, circulated in advance

RESOLVED: Noted, with the proposed (as indicated in the budget build and previously discussed) grant awards, ~£1.4k is available to support new in-year grant applications. Due to the damage to the Parish Council notice board at Skelsmergh Hall it was agreed that this is prioritised for repair/replacement over the work identified for the other notice boards.

RESOLVED: The funding to support the B4MS project is subject to receipt of a completed grant application form, identifying the proposed investment details.

RESOLVED: To appoint Cllrs Claire MacLaine, Freyja Burrill and Danny Seddon-Roberts as

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additional signatories for the PC Barclays Bank Account, and to remove Mrs Mary Chapman as a signatory (as she no longer is a serving member of the Council).

Action 5: JC to seek repair/replacement quotes from Neil Hawes and/or alternative options for the Skelsmergh Hall notice board - to be considered at the July PC meeting. JC

Action 6: KL to inform The Skelsmergh Hall Management Committee that work is scheduled to repair/replace the PC notice board on their building. KL

Action 7: KL to progress the signatory changes process with Barclays Bank, as resolved. KL

e. To receive an update on the Transparency funding float

RESOLVED: Information noted:

Invoice Number	Payee	Expenses/Services	Amount (£)
10	Qualsafe.com 16.06.2018 (min 17/18d)	Mediana HeartOn A15 AED Defibrillation Pads (Adult and Paediatric)	58.14
Receipt	Currys/PC World 20.04.2019 Transparency funds 22.04.2019	Lenovo LN330 A4 4GB Grey Laptop	279.00
		Microsoft Office 365 - personal use	39.00
		Laptop bag 14inch	14.99
		MCAFFE security	17.99
Total			350.98
Total transparency funds remaining: £827.28		Total spend of float money	409.12
		Total left in float funds	90.88

18/19 **Cenacolo Annual Forum, 23.04.2019**, notes from MC circulated in advance
 Report noted: six members attended - included PC Councillors, the Cenacolo leader, Trust representative and a local resident. Cenacolo is in its fourteenth year of a 25-yr lease. Discussion focused on the community's activities and work on the estate. CM added that the proposed sheep grazing and dog training has now been cancelled - a formal mowing and grazing licence is no longer required. Woodland management advice has been requested from JC; Cenacolo has offered to mend the insecure fences (the pond is a hazard if cattle stray onto the site) - if the farmers concerned provide the materials. Councillors suggested planting bushes e.g. yew behind the bollards to ameliorate the ongoing light pollution to neighbours. The PC have not received any other issues relating to the Cenacolo community from parishioners. The Forum recommended unanimously that the annual meetings continue.
RESOLVED: Chris Crewdson is invited to continue his association as Chair of the Forum.

19/19 **Community Action Plan 2016**, to receive update reports on:

a. Environment and Community Woodlands:
 Report on last year's activities was detailed in the Chair's annual report, and the 2019-2020 membership of the Environment Group was approved at the AGM meeting.

b. Highways and Transport

- Progress with Highways repairs
 CM confirmed that the missing grid at Mealbank has been replaced; TM confirmed that work has been undertaken at Otterbank (A6) but was unsure if this has resolved the issue of silt blocking the drains.
- Progress with highway reinstatement at Gurnal Bridge
 There has been no further correspondence or progress to report. *Post meeting - SLDC's decision has been recorded in item 21/19c below.*

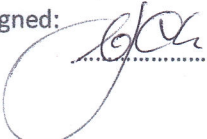
c. Communications:

- Update on the Parish Council contacts list
 Ongoing.

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	<p>2. Update on B4MS Work is ongoing, update report requested from Dan Robinson on progress within the Parish, and to confirm details if financial support is needed. Action 8: TM to liaise with Dan Robinson - update report and grant application.</p> <p>d. Community:</p> <p>1. Report on the Skelsmergh Hall AGM: 15 May 2019, <i>from DS-R circulated in advance</i> Points discussed: the lack of grant applications for PC financial support from Hall users, and the proposed joint administration of the Hall business management by the PC (as raised in the Parish meeting earlier this evening). RESOLVED: To include the future of the Hall and the proposal for the PC to support operational management of the Hall business in the PC consultation planned this year.</p>	TM
20/19	<p>Upper Kent Local Area Partnership (LAP) RESOLVED: To discontinue this as a regular item until confirmation is received that SLDC will provide support to enable the Upper Kent LAP to resume formal business activities.</p>	
21/19	<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: Amended plans available 31.01.2019; no decision May 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/2019/0113, Land adjacent to Gurnal Bridge Lane, Skelsmergh, KENDAL. Re-routing of a section of Gurnal Bridge Lane and associated works. PC: Welcome the proposed development with two requests: 1. That the development is carried out in a way that preserves, so far as possible, the existing rural character of the area and reflects that of the lanes leading to it by means of limiting the tarmac surface to 2.5m (with some random broadening to 3.5m), the elimination of formal passing places and other ‘voids’ within the submitted design (to restrict opportunities for fly tipping, camping and parking, which have been troublesome in this location), appropriate boundary treatment including hedging and seeding of verges, and the erection of sturdy gates with adjacent pedestrian kissing gates to limit access to the abandoned highway at both ends whilst preserving public access. 2. So far as the old route concerned the County Council are requested to take appropriate steps to extinguish the highway once the new works are finished. <i>SLDC: permitted with five conditions, includes protecting the river ecology and stability of local trees.</i></p> <p>d. CU/2019/0004 Building south of Strawberry Bank Skelsmergh KENDAL LA8 9JU. Change of use of agricultural building to a dwelling. PC: objects unless SLDC confirm there is no adverse impact on existing private water supplies or encroachment on the public or private rights of way and access which pass close to the building. <i>SLDC: permitted with six conditions, including a scheme of surface water and sewage disposal works.</i></p> <p>e. SL/2019/0251 Parkhead Farm, Sedbergh Road, KENDAL Replacement agricultural livestock building. PC: No objection. <i>SLDC: permitted with three conditions.</i></p> <p>f. SL/2019/0249 Parkhead Farm, Sedbergh Road, KENDAL Replacement agricultural building to form silage clamp. PC: No objection. <i>SLDC: permitted with three conditions.</i></p> <p>g. SL/2019/0311 Land east of Oakbank Cottages, Skelsmergh KENDAL LA8 9AQ. Extension and alterations to approved barn conversion -application SL/2018/0368. PC: If the current</p>	

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	structure (as built) is not now considered capable of conversion (as per the initial application/consent given for a 'permitted development') it should not be converted at all in circumstances where a new dwelling would have been most unlikely to have been approved. <i>SLDC: invalid - May 2019.</i>	
22/19	<u>Correspondence highlighted by the Clerk</u> Reported under item 13/19, point 2 above.	
23/19	<u>Dates for Next Meetings</u> (venue: Skelsmergh Community Hall, commencing 7.30pm): <ul style="list-style-type: none"> • Wednesday 17 July 2019 • 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 21.00.	

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