

ALLITHWAITE AND CARTMEL PARISH COUNCIL

MINUTES OF THE MEETING HELD AT ALLITHWAITE COMMUNITY CENTRE ON WEDNESDAY 14th OCTOBER 2020

Present: Cllr Johnson (Chair), Cllr Dean, Cllr France, Cllr Huggett, Cllr Lamb (vice-chair), Cllr Lewis, Cllr Sim, Cllr Simpson and Julie Hendry, Parish Clerk (acpc.clerk@gmail.com)

Item	Action Point	Person
1	Apologies received from: Cllr Anderson, Cllr Gardner and Cllr Sanderson	
2	Minutes of the September 2020 meeting of Allithwaite and Cartmel Parish Council: The minutes were accepted as a true record of the meeting. Proposed by Cllr Huggett and seconded by Cllr Sim.	
3	Declarations of interest: none received	
4	Public Participation: no requests received	
5	Correspondence, previously circulated by email i. Cumbria Waste non-payment of account: It was agreed that the Parish Clerk would follow up payment with Cumbria Waste to ensure that the outstanding bill for emptying Cartmel Cemetery bins had been paid. ii. Ford Road toilets and United Utilities: Cllr Johnson reported that she was in receipt of a longstanding, unpaid bill which was being disputed due to an apparent leak and non-reading of the well-hidden water meter. The Clerk will request ten years of readings to compare with the current reading and to establish any patterns in usage. It was agreed that Cllr Johnson and the Parish Clerk would follow up and report to the next Council meeting.	JH JH CJ/JH
6	Planning: The Parish Council discussed the following to enable a response to be made to SLDC Planning Committee: i. Pre-planning applications: Nil received ii. The Parish Council discussed the following planning applications: SL/2020/0667, The Pastures, Lodge Park, Allithwaite. Variation of condition 2 (approved plans) attached to planning permission SL/2020/0231 (Siting of 3 holiday lodges, laying of stone drive and hardstanding plus foul water connection). The date for receiving comments for this application is by the 22 nd October 2020 and it was agreed that the Parish Council would write to The Pastures regarding traffic management. SL/2020/0337, Fairfield Lodge, Priest Lane, Cartmel. Demolition of parts of the building and replacement extensions. New private driveway leading to parking area and new double garage and carport. The date for receiving comments for this application is by 29 th October 2020 and the Parish Council was advised to give critical attention and comments were requested by 22 October from Councillors to enable collation and response to SLDC within timescales.	CJ/JH ALL
7	Monthly reports: Cllr Sim reported on the requirement for an urgent signature for British Cycling Authority documentation in relation to the Pump Track and it was agreed by the	

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	<p>council that the Chair had delegated authority to sign this on behalf of the Parish Council in view of pressing timescales. Cllr Sim agreed to forward the necessary documentation to enable this to take place.</p> <p>It was agreed that reports from the various working groups would be requested in advance of each meeting to ensure that specific items were included on the agenda for discussion and would negate the need for urgent or unexpected decisions to be made at the council meeting.</p>	<p>CJ</p> <p>SS</p> <p>ALL</p>																																										
8	<p>Finance, Audit and Accounts</p> <p>i. To note bank reconciliation to 1st October 2020</p> <p>ii. To note and approval accounts to 1st October 2020</p> <p>It was agreed that the bank reconciliation and approval of accounts would be carried over to the next meeting to enable the newly in post Clerk to review the finances.</p> <p>iii. The meeting approved the following payments:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Reason for payment</th> <th style="text-align: right;">Value</th> </tr> </thead> <tbody> <tr> <td>Cllr C France</td> <td>Bins for the mini library</td> <td style="text-align: right;">£14.53</td> </tr> <tr> <td>Cumbria Waste</td> <td>Cartmel Cemetery bins</td> <td style="text-align: right;">£44.64</td> </tr> <tr> <td>Cllr Johnson</td> <td>Printer Ink</td> <td style="text-align: right;">£29.00</td> </tr> <tr> <td>Grange Now</td> <td>Newsletter</td> <td style="text-align: right;">£179.04</td> </tr> <tr> <td>Briscoe Construction Ltd</td> <td>Goods and services</td> <td style="text-align: right;">£636.25</td> </tr> <tr> <td>Cllr B Dean x 2 invoices</td> <td>Postage / printing (JCA) / sundries</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>CALC, course fee</td> <td>Effective Councillor</td> <td style="text-align: right;">£20.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td style="text-align: right;">£35.60</td> </tr> <tr> <td>Dean Shaw</td> <td>Allithwaite Orchard invoice 7</td> <td style="text-align: right;">£288.20</td> </tr> <tr> <td>Archie Workman</td> <td>Verge cutting</td> <td style="text-align: right;">£192.00</td> </tr> <tr> <td>Dean Shaw</td> <td>Allithwaite Playground invoice 36</td> <td style="text-align: right;">£150.00</td> </tr> <tr> <td>Phil Turner</td> <td>Clerk salary (handover period)</td> <td style="text-align: right;">£142.40</td> </tr> <tr> <td>Dean Shaw</td> <td>Allithwaite Playground invoice 37</td> <td style="text-align: right;">£100</td> </tr> </tbody> </table> <p>An additional cheque was written in error to Briscoe Construction Ltd and was not approved and the cheque deleted.</p> <p>iv. <u>Internet Banking</u></p> <p>A draft proposal prepared by Cllr Sim, for the council to move towards Internet/Electronic Banking, had been circulated for comments and was resolved that the Internet Banking Procedure and Policy would be adopted by the Council.</p> <p>The Chair proposed approval, 7 councillors agreed, and one councillor abstained.</p> <p>v. <u>Covid-19 Grant - SLDC</u></p> <p>Cllr Dean proposed that the £10k received from SLDC should be donated to various facilities and amenities in Allithwaite and Cartmel. As Cartmel VH, Cartmel Footballers and Allithwaite Community Centre have already received £10K each from SLDC, it was resolved that Cartmel Playground, Allithwaite Park (KGV), and Pump Track receive £1k each with the remaining £7k held in reserve towards a covid-related hardship fund.</p>	Payee	Reason for payment	Value	Cllr C France	Bins for the mini library	£14.53	Cumbria Waste	Cartmel Cemetery bins	£44.64	Cllr Johnson	Printer Ink	£29.00	Grange Now	Newsletter	£179.04	Briscoe Construction Ltd	Goods and services	£636.25	Cllr B Dean x 2 invoices	Postage / printing (JCA) / sundries	£30.00	CALC, course fee	Effective Councillor	£20.00	HMRC	PAYE	£35.60	Dean Shaw	Allithwaite Orchard invoice 7	£288.20	Archie Workman	Verge cutting	£192.00	Dean Shaw	Allithwaite Playground invoice 36	£150.00	Phil Turner	Clerk salary (handover period)	£142.40	Dean Shaw	Allithwaite Playground invoice 37	£100	<p>JH</p>
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	Grant has to be returned if not claimed before the end of Nov, the Council were advised that this needed to be paid urgently to enable the funds to be released. The Parish Council resolved to pay the retentions immediately.	JH/CJ/BD
10	Vacancies – Lambert Education Trust / Allithwaite School House i. Cllr Lewis has agreed to represent the council on the Lambert Education Trust. ii. Cllr France has agreed to represent the council for the Allithwaite School House	
11	Quarry i. Quarry report by Cllrs Sim and France previously circulated with the agenda. ii. Cllr France advised the Council that three groups/people were interested in quoting for the Ecology Study. The Parish Council agreed to proceed with the Ecology Survey for Allithwaite Quarry.	
12	Policies and Procedure Discussion and approval was deferred to the scheduled November meeting and it was agreed that Councillors would read them and be prepared to vote on the documents and proposals previously circulated.	ALL
13	Highways / Hedges / Roads / Pavements The bushes, hedges and trees on the edge of Greendales are causing problems for residents even after requests to Persimmons to cut back the trees and tidy up the area. Cllr Lamb has informed Persimmon of Council concerns and is awaiting a reply.	ML
14	Project funding and budget planning for 2021/22 The Parish Council agreed to convene a separate financial planning meeting before the next scheduled meeting in November to allow sufficient time to consider and discuss the options and agree project leads and timescales. This will also permit the new Parish Clerk/Responsible Finance Officer to review the current finances.	ALL
15	Storage of Council documents and equipment Councillors reported problems associated with the storage of books for the mini-libraries, council documents and equipment which is currently kept in several locations by various councillors. It was agreed to review locations, security arrangements and costings to enable all Council property to be held in one location and it was agreed in the interim to be centralised in a suitable location to enable a review of the storage requirements and facilitate archiving in advance.	ALL CJ
16	Riverbank River Eea The River border has been planted, but due to the richness of the soil the plants have outgrown their current supports and now require 40 new plant supports at £2.50 each. The Council agreed to fund this request.	
17	Climate Change Strategy Cllr Sim provided an update on the “greening” project being advertised by SLDC and the Council agreed to pay £25 to join the pilot project and the Parish Clerk agreed to register Council interest.	JH

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	Cllr Sim proposed and seconded by Cllr Lewis	
18	<p>Questions and answers</p> <ul style="list-style-type: none"> i. Cllr Lewis asked whether it was possible to hold Parish Council meetings remotely ii. Cllrs Sim and Lamb advised about Persimmons being approached with regards to shrub cutting iii. Cllr France raised the issue of weed spraying 	
19	<p>Items for next meeting agenda</p> <ul style="list-style-type: none"> i. Noticeboard provision across the Parish and “adoption” by Councillors ii. Fish Slabs project iii. Finance working group recommendations iv. Trialling remote meetings using Zoom or Teams etc v. Weed spraying, letter to be written to Highways England 	
	<p>Next Meeting</p> <p>The next meeting will take place on Monday 16th November 2020 at 2pm. The format, in line with government guidelines, will be advised in advance in order to facilitate public participation.</p>	ALL