

ALLITHWAITE AND CARTMEL PARISH COUNCIL

MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL MEETING HELD AT CARTMEL VILLAGE HALL ON THURSDAY 9th MAY 2024 at 7.10pm.

NB: Item 7, Public Participation, was moved to 7.30 pm.

Present: Cllrs Dean (Chair), Donally, Gill, Huggett, Johnson, Sim and Simpson. The Cllr Jenny Boak. The Clerk Christine Downey. Four members of the public.

- 1 To appoint the **Chair** for the period 2024/25.
RESOLVED: That Cllr Dean be appointed Chairman for 2024/25.
- 2 Signature of the declaration of **acceptance of office** by councillors. (Paper 2024/67)
Not applicable, no new councillors.
- 3 Signature of the declaration of **acceptance of office** by the Chairman. (Paper 2024/68)
Declaration signed by Cllr Dean and the Clerk.
- 4 To appoint a **Vice-Chair** for the period 2024/25.
RESOLVED: That Cllr Donally be appointed Vice-Chair for 2024/25.
- 5 **Apologies** from members unable to attend: -
 - 5.1 To note apologies for absence given in advance of the meeting.
Cllr Barrett. Cllr Lamb. Cllr Hull.
 - 5.2 To consider acceptance of reasons for absence – if consideration of reason requested.
Not requested.
- 6 **Declaration of interest:** -
 - 6.1 To note declarations of interest not already declared under members Code of Conduct or members register of Discretionary Pecuniary Interests.
None.
 - 6.2 To approve dispensation requests – if dispensation request received.
None.
- 7 **Public Participation: Dealt with at 7.30 pm, after item 16.**
- 8 To consider written **applications for the office of parish** councillor and to fill vacant seats by co-option – if any.
None.
- 9 To Confirm the **Minutes** of the previous full council meeting on 11th April 2024. (Paper 2024/69)
The clerk suggested a number of amendments to the draft minutes and read these to the assembly for consideration.
RESOLVED: That the amendments proposed by the Clerk are agreed and approved.
RESOLVED: That subject to the agreed amendments that the minutes of the meeting of 11th April 2024 are agreed and be signed.
- 10 To Receive the **Minutes of the Finance Committee** meeting on 11th April 2024. (Paper 2024/70)
Received.

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- 11 **To Appoint Members to Committees and as council Representatives for 2024/25.**
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| 11.1 | A&CP Finance Committee | Cllrs Barrett, Dean, Donally, Johnson, Lamb and Sim. |
| 11.2 | Allithwaite Playing Field and Community Centre Association | Cllr Sim. |
| 11.3 | Allithwaite Primary School | Cllr Gill. |
| 11.4 | Allithwaite School House | Cllr Gill. |
| 11.5 | Cartmel Institute | Cllr Johnson, |
| 11.6 | Cartmel Old Grammar School Foundation | Cllr Huggett. |
| 11.7 | Cartmel Primary School | Cllr Dean. |
| 11.8 | Cartmel Village Hall | Cllr Huggett. |
| 11.9 | King George V Playing Field Association | Cllr Sim. |
| 11.10 | Lambert Education Trust | Cllr Gill. |
| 11.11 | Upper Holker United Charities | Cllr Dean. |
| 11.12 | Allotment Working Group | Cllrs Lamb and Sim. |
| 11.13 | Cemetery Working Group | Cllrs Huggett and Johnson. |
| 11.14 | Media Working Group | Not at this time. |
| 11.15 | Parish Cottage Working Group | Cllrs Barrett, Dean, Donally and Sim. |
| 11.16 | Quarry Working Group | To be agreed in due course. |
| 11.17 | Riverside Toilets Working Group | Cllrs Dean, Donally and Johnson. |
- 12 **To review the Banking and Governance Arrangements: -**
- | | |
|------|--|
| 12.1 | To confirm that the Clerk is the Responsible Financial Officer.
RESOLVED: That the Clerk is confirmed to be the Responsible Financial Officer. |
| 12.2 | To confirm that the Clerk is the Proper Officer.
RESOLVED: That the Clerk is confirmed to be the Proper Officer. |
| 12.3 | To review the banking arrangements and mandate and agree any necessary changes.
RESOLVED: That the bank mandate does not require amendment at this time. |
- 13 **To agree a Provisional Timetable of Meetings for the new council year. (Paper 2024/71)**
RESOLVED: That the provisional meeting dates are agreed.
- 14 **To review the Council's and/or staff Subscriptions to other bodies. (Paper 2024/72)**
RESOLVED: That the subscriptions are noted and approved.
- 15 **To consider the draft Procurement Policy. (Paper 2024/73)**
It was reported that the following query was raised at the 11/04/24 meeting: there is a possible conflict between the instructions at section 2 and those at section 3. Which section takes precedence?
RESOLVED: Clerk to ask Cllr Lamb if the conflict has been resolved and the instructions amended accordingly.
- 16 **To review the following Policies: -**
- | | |
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| 16.1 | Asset Register Policy. (Paper 2024/74) |
| 16.2 | Cemetery Regulations. (Paper 2024/75) |
| 16.3 | Code of Conduct. (Paper 2024/76) |
| 16.4 | Community Plan. (Paper 2024/77) |
| 16.5 | Complaints Procedure. (Paper 2024/78) |
| 16.6 | Data Protection Policy. (Paper 2024/79) |
| 16.7 | Disciplinary, Dismissal and Grievance Policy. (Paper 2024/80) |
| 16.8 | Expenses Policy. (Paper 2024/81) |

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- 16.9 Financial Regulations. (Paper 2024/82)
- 16.10 Freedom of Information Policy. (Paper 2024/83)
- 16.11 Internet Banking Policy and Procedure. (Paper 2024/84)
- 16.12 Media / Press Policy. (Paper 2024/85)
- 16.13 Pension Policy. (Paper 2024/86)
- 16.14 Privacy Policy / Notice. (Paper 2024/87)
- 16.15 Publication Scheme. (Paper 2024/88)
- 16.16 Reserves Policy. (Paper 2024/89)
- 16.17 Standing Orders. (Paper 2024/90)
- 16.18 Subject Access Policy. (Paper 2024/91)
- 16.19 Terms of Reference: Finance Committee. (Paper 2024/92)
- 16.20 Terms of Reference: Parish Cottage Working Group. (Paper 2024/93)
- 16.21 Terms of Reference: Quarry Working Group. (Paper 2024/94)

RESOLVED: That all of the above policies are reviewed and approved.

7

Public Participation:

- 7.1 **To receive comments & Concerns:** To hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consideration.

(NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purpose of clarification: A member of the public shall not speak for more than 3 minutes)

A member of the public is concerned about the parking problems at Haggs Lane on Race Days and was advised that this will be considered and discussed by the council at item 19.3 of the agenda.

- 7.2 **Unity Council update: -**

Cllr Boak emailed Jonathan Brook yesterday and is aware that the Communities Team should be liaising with the Parish Council, she will follow that up with the Communities Team, and will forward copies of the emails to the Clerk for circulation.

Report from Cllr Boak: -

- Roads to be resurfaced
 - Meathop roundabout to Lindale roundabout – 1st -3rd June – road closure from 18.00-23.59.
 - Holker to Haverthwaite 2nd June – 4th June 18.00- 23.59.
 - Allithwaite to Cartmel road from Wartbarrow road end to Headless cross 12th -14th June 9.30am-23.59.
 - Brow edge from A590 to High Brow edge 12th -14th June 7am-23.59.
- Zebra crossing on table top near duck pond: Work and material have been ordered but will not be delivered until 2024-25. The council intend to use the table top is the size it is, is the size it will remain. Victoria did not see why the road will be closed.
- The other three grants awarded in the ward were the: -
 - Arnside to Grange trail this grant is in the process of being paid
 - Bluebell Lane (off Green Lane) Cark/Flookburgh a footpath sign moved a new sign is being considered.
 - Bigland hill Backbarrow.
- Advisory signage requesting cyclists to reduce speed and road markings this will happen 24/25

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- We have a new head of highways. Graeme Wilkinson has taken over from Peter Hosking.
- Grange medical centre received £3,500 for the replacement of defibrillators.
- Grange community food share £5,000.
- Cartmel holiday boxes £2,600.
- Field Broughton parish rooms £5,000.
- Spring bank road has received some work to help with potholes.
- Full council today the council plan and delivery framework was passed unanimously. Copies will be found on Westmorland and Furness website. It shows a look back on what has happened in the past year and what's to come this year.
- Money awarded to W&F for new SEND school announced today.
- You will be aware of UU meeting in Cartmel at the village hall 2pm -5.45? Wednesday 15th May.
- Information on work UU are intending to carry out on the pumping station.
- Already changed the pump like for like. Big structure I think infiltration system going above ground at the Cartmel and cark pumping station by cark station approach.

Kind regards

Cllr Jenny Boak
Grange and Cartmel Ward

Cllr Dean reported that he is pursuing the matter of the footway from the foot bridge to Market Square in Cartmel. Nobody owns it. Cllr Dean met with Peter Hoskins (former head of Highways at W&FC) in February 2024 and the matter was intended to be on a W&FC agenda for consideration in the current financial year. It would need a Highways Act for adoption before anything could be done. Cllr Boak agreed that Cllr Dean should continue to pursue this matter through Graeme Wheelhouse.

The Clerk was asked to forward the list of items not yet answered by Cllr Brook to Cllr Boak, and she will pursue them, because the PC do not know which of the items that they raised with Jonathan have been passed on to the Communities Team.

- 17 Confirmation of arrangements for insurance cover. To consider the **Insurance Renewal** quote and agree a way forward. (Paper 2024/95)
RESOLVED: To accept the insurance quotes and proceed with payments to Aviva (Council Insurance) and Swinton (Cottage Insurance).
- 18 To receive the **Clerks Report** (for information only). (Paper 2024/56)
Received.
- 19 **Highway Matters: -**
- 19.1 To agree a date for an update on the proposed parking changes. (Paper 2024/97)
RESOLVED: Clerk to arrange a date with James Thomson, subject to room availability, preferably a Wednesday, Thursday or Friday towards the end of May.
- 19.2 To receive an update on the situation re parking permits.
On list for attention by Jonathan Brook, and a reply is still awaited from Sean Green.
RESOLVED: That Cllr Boak will pursue.
- 19.3 Parking on Haggs Lane on Race Days.
It was reported that: -
- There are no yellow lines all the way along the road.

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- The yellow lines were reinstated on one side, up to the Doctors surgery.
- Traffic officers put cones out to restrict parking but they are ignored or removed.
- The next race day is 29th May 2024.

RESOLVED: Cllr Donally will contact Geraldine the racecourse manager and ask if their traffic management team can concentrate on the Haggs Lane problem please.

RESOLVED: Cllr Dean will speak to Graeme Wheelhouse and ask if the relining of the yellow lines can be accelerated.

RESOLVED: Cllr Donally will walk along Haggs Lane on race days to see exactly what is happening.

RESOLVED: Cllr Boak will see if the traffic wardens can visit Cartmel after they have visited Grange.

19.4 To consider and note Highway Matters for information. (Councillors can comment on any minor highways issues currently causing concern).

None.

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To consider the following Planning Application: 2024/0613/FPA: Barnet Cark Road Cartmel GRANGE-OVER-SANDS LA11 7SF. Replacement entrance porch, single storey rear extension and alteration to external finishes. Alteration to existing highway access and associated external works.

RESOLVED: That the Parish Council has no objection to the re-submitted plans but would recommend that the planning authority consider including the provision for four vehicles to park in the premises with turning area, and that planners request the driveway to be widened to aid visibility, in view of the following facts: -

- Four double bedrooms indicate that this may well be a holiday let.
- The property's drive exits onto a B road where the speed limit changes from 30 mph to 60 mph.
- The road is narrow but passable for two cars with care.

21

To agree the **Accounts for Payment.** (Papers 2024/98 and 99)

Water Plus	Water bill	16.31
Dean Shaw	Orchard cut and strim	220.00
David Lloyd	Parish Lengthsman	415.00
Cartmel Priory	D-Day Commemoration event	500.00
C Downey	Reimbursement of printer ink costs	36.15
I H Media	IT Support	15.00
Cartmel Village Society	Advert for Medieval Cartmel TRO	365.90
Cloudy IT	IT Support	2,208.00
Dobsons	Storage	24.00
GrangeNow	Newsletter	326.68
Aubergine	Website Services	1,198.80
NPower	Electricity bill	44.48
Dean Shaw	Orchard cut and strim	440.00
C Downey	Clerks' salary	1,064.91
HMRC	PAYE	77.92
Aviva	Council Insurance	763.54
Swinton	Cottage Insurance	371.34
TOTAL		8,008.03

RESOLVED: That the payments above are approved.

RESOLVED: That the payments will be authorised by Cllr Huggett.

22

To receive the **Allithwaite Report.** (Paper 2024/100)
Received.

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- 23 To review the **Lengthsman's Contract** and agree a way forward.
It was reported that Cllrs Johnson and Sim have a meeting with the lengthsman next week.
RESOLVED: Carry forward to next agenda.
- 24 To receive full details of what the £500 awarded to the **Priory for D-Day Commemoration activities** is being spent on. (Paper 2024/101)
Received.
RESOLVED: That the award to the Priory for D-Day Commemoration activities is increased from £500.00 to £725.00.
- 25 To consider quotes for providing councillors with **Professional Computer Equipment.** (Papers 2024/102 to 105)
RESOLVED: Clerk to ask for a demonstration and the opportunity for councillors to ask questions about the recommendations in the quote, other options, and pricing.
RESOLVED: Councillors to consider exactly what they require in the way of professional computer equipment and to prepare their questions.
- 26 **Fish Slabs and Pinnacle Project:** - To receive an update on the project, including the siting of the pinnacle, and agree any necessary actions.
It was reported that the National Lottery grant should be finalised in June.
- 27 To consider the condition of the **Quarry Fence** and agree a way forward. (Paper 2024/106)
RESOLVED: To contribute £300 out of the quarry maintenance budget as a reasonable contribution to the cost of the necessary repairs to the boundary fence/walls.
RESOLVED: Cllr Sim will send email address of the recipient to the Clerk so that she can let them know.
- 28 To consider a **Grant Application** from Allithwaite Playing Fields and Community Centre Association. (papers 2024/107 and 108)
It was reported that: -
 - The estimate for the roof repair is £25K.
 - The grant application is for £10K of that amount.
 - The Association do not want to lose the builder who is lined up to do the work at a particularly good price, on a community basis.
 - That somebody is doing the scaffolding for free.
 - The Association may have another offer of £10K but it must be match funded.**RESOLVED: To award a grant of £10,000.00 to Allithwaite Playing Field and Community Centre Association.**
RESOLVED: To withdraw £10,000.00 from the Parish Cottage Reserve and move it by virement to the Community Grant budget line in 2024/25, for payment of the £10K awarded to Allithwaite Playing Field and Community Centre Association.
- 29 To receive an update regarding the **Cartmel Riverside Toilets** and agree a way forward.
RESOLVED: Cllr Boak to pursue the request for W&FC to take back the lease.
- 30 To receive an update regarding the **Cartmel Electricity Sub-station Supply** and agree a way forward.
It was reported that Cllr Johnson has asked for a meeting with the electricity supplier but has not received a reply.
RESOLVED: That Cllr Johnson will escalate the request.

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RESOLVED: That Cllr Donally will try to establish who could possibly provide an independent report on exactly what the problem is.

31 To consider how information is best circulated and/or made available to parishioners and agree a way forward.

RESOLVED: Carry forward to next agenda.

32 To consider a **Publicity Campaign**, to raise awareness of all that the council does, and to encourage new councillors to come forward. (Cllr Dean's Paper "The Future – A Way Forward refers). (Paper 2024/109)

RESOLVED: Carry forward to next agenda.

33 To consider where the **portrait of the King** should hang and agree a way forward.

RESOLVED: Cllr Huggett will find a suitable site for the Kings portrait in Cartmel.

34 To consider the following correspondence and to agree a way forward and/or a response: -
34.1 Engagement letter for new WCAG website. (Paper 2024/110)

It was reported that WCAG is the required standard for a website to meet now, and it stands for **Web Content Accessibility Guidelines**.

RESOLVED: That the engagement letter is agreed and approved and be signed.

34.2 The Royal Oak letter of 23/04/2024 regarding noise concerns. (Paper 2024/111)
It was reported that: -

- Cllr Johnson has met with the writer of the letter and representatives of the other company who put music on and they will meet again to discuss a way forward, and to see if residents can be helped.
- There are three landlords in the village and they have an agreement not to put music on at the same time.
- One of the landlords has already been in touch with Environmental Health Department themselves for advice.
- What is required is a balance between supporting the businesses and helping residents who have issues with noise.
- Cllr Johnson will proceed with the meeting and may invite the landlord to attend the next council meeting and put their views forward; it was pointed out that this opportunity is available, and has been available, at all council meetings in the public participation section of the meeting.
- It was also pointed out that it is usual for trade bodies to be invited to submit comments, objections and representations to W&FC during the consultation period on new policies.

RESOLVED: Cllr Johnson to arrange and conduct a meeting to discuss this matter with the concerned parties.

35 To receive **reports from councillors** who represent the Council on other bodies (for information only) – if any.

None.

36 **Minor items** for information only, **and items for next agenda.**

- Next Agenda: -
 - Parking Permits.

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- Wargrave matters.

37 **Date of next meeting: 13th June 2024, at Allithwaite Community Centre, at 3.00 pm.**

38 To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, that the **public and press be excluded from the meeting, whilst item 39 is considered:** -
RESOLVED: That the public and press be excluded from the meeting whilst item 39 is considered.

39 To consider any offer received for the **Parish Cottage** and agree a way forward.
None received.

As there was no further business the meeting closed at 9.10 pm.