

ALLITHWAITE AND CARTMEL PARISH COUNCIL

MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL ANNUAL MEETING HELD AT CARTMEL VILLAGE HALL ON THURSDAY 25th MAY 2023

Present: Cllr Donally (in the Chair), Cllr Dean, Cllr Huggett, Cllr Lewis, Cllr Pendlebury, Cllr Sim and Julie Hendry, Parish Clerk (clerk@allithwaiteandcartmel-pc.gov.uk)

In attendance:

Item	Action Point	Person
16/2023	Election of Chair for the Parish Council Year 2023/2024: Cllr Donally agreed to Chair this meeting and nominations for PC chair would be discussed at the next PC meeting.	ALL
17/2023	Apologies were received from: Cllr Lamb and Cllr Johnson	
18/2023	Election of Vice-Chair for the Parish Council Year 2023/2024: A vice-Chair was not elected and nominations for PC vice-chair would be discussed at the next PC meeting.	ALL
19/2023	Election of Trustees and representatives of Charities and Committees and bank account signatories: The document previously circulated was noted and approved by the PC.	
20/2023	Minutes of the previous PC meeting held on 27th April 2023: The minutes of the meeting were accepted as a true reflection of the meeting by the Council and were duly signed by the Chair.	
21/2023	Declarations of Interest: None were received.	
22/2023	Requests for Dispensations: The Parish Clerk advised that no requests had been received for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.	
23/2023	Register of Members' Interests: None were received	
24/2022	Public Participation: a. Community participation: No members of the public were present b. Unitary Authority update: No reports were received	
25/2023	Action from Previous Minutes (not covered elsewhere in the agenda): a. PC to be updated on the arrangements for EPC, electrical testing and plastering in the Parish Cottage: Cllr Donally proposed that a meeting of the sub-group takes place in advance of the next PC meeting. Smoke detector, heart detector and smoke alarms are being replaced. b. Allithwaite quarry fencing tender: Mr Pye has been written to and a quote is expected, Cllr Sim agreed to follow this up. c. Breach of planning control: Cllr Pendlebury advised that a case number and acknowledgement had been received from the planning team.	SS
26/2023	Allithwaite and Cartmel business: a. Update on Fish Slabs project and funding: Cllr Dean circulated an email summary in advance and it was agreed that an updated project plan, identifying key risks and expected expenditure would be submitted to the next PC meeting for discussion.	BD
27/2022	Community and environmental matters: a. Neighbourhood Plan update: An update was sent by Cllr Lamb via email in advance and no further questions were asked. This will be added to the June meeting for further discussion.	JH/ML

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28/2023	<p>Highways and Lengthsman: Cllrs Donally and Sim agreed to remind the Lengthsman to send his invoices in for payment as none had been submitted to date.</p>	RD/SS
29/2023	<p>Planning: The Parish Council noted receipt of the attached list of all PC planning applications received since the last meeting with details of PC response (where applicable)</p> <p>a. Hags Lane- extension to deadline for submission granted to enable detailed comment at the next meeting (8/6).</p>	ALL
30/2023	<p>Finance, Governance and Audit</p> <p>a. The Parish Council approved payment of the invoices received since the last meeting (see below).</p> <p style="padding-left: 20px;">i. Cllrs Dean and Donally agreed to review the terms of engagement for community engagement leads and confirm suitability to pay the invoices submitted.</p> <p style="padding-left: 20px;">ii. Cllr Sim asked whether the grant submission for benches for the pump track could be discussed. As there appeared to be a gap in communications it was agreed that Cllr Sim would resubmit the documentation for discussion at the next PC meeting.</p> <p>b. The Parish Council were advised that the recently appointed Parish Clerk had withdrawn their acceptance of the role and it was agreed that the post would be advertised again.</p> <p>c. The Parish Council, as the Cottage Landlords, were advised that the insurance policy had been renewed.</p> <p>d. The PC agreed that the Cartmel Trust request for funding support for Cartmel Playground improvements should be approved.</p> <p>e. The PC received and approved the bank reconciliation for year end 2022/23</p> <p>f. The PC received and approved the Parish Risk Register for 2023/24</p> <p>g. The PC received and approved the Parish Asset Register for 2022/23</p>	<p>BD/RD</p> <p>SS</p> <p>JH</p>
31/2023	<p>Correspondence received, meetings attended and consultations underway</p> <p>a. Email advising of the cessation of the bus route 530 between Cartmel and Grange. It was agreed that the PC would discuss this at the next meeting and that Cllr Lewis would investigate this further.</p>	RL/JH
32/2023	<p>Items for the next/future meeting agenda</p> <p>a. To receive and approve section 1 Annual Governance Statements</p> <p>b. To receive and approve section 2 Accounting Statements</p> <p>c. To agree the date for the period for the exercise of public rights and for this information to be published on the website and Parish Noticeboards</p> <p>d. Riverside Toilets funding and project update: Cllr Dean</p> <p>e. Riverside Toilets water and electricity bill review: Cllr Sim</p> <p>f. Community EV charge points</p> <p>g. Community Grants advertisement and timescales for 2023/24</p> <p>h. "Speeding in our villages" project</p>	
33/2023	<p>Next Meeting The next meeting of the Parish Council is due to take place on Thursday 8th June 2023 at 7pm, Cartmel Village Hall.</p>	

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PAYMENTS (AWAITING AUTHORISATION) LIST

Code	Date	Description	Supplier	Total
Cemetery bin emptying	22/05/2023	Waste collection	Cumbria Waste Recycling	31.08
Contractor payments	22/05/2023	EPC test	EPC CUMBRIA	70.00
Clerk salary	31/05/2023	Clerk's salary	Parish Clerk	729.02
Tax	31/05/2023	PAYE	HMRC	182.20
NI	31/05/2023	PAYE	HMRC	21.14
Orchard/meadow cutting and strimming	22/05/2023	Orchard cut and strim	Dean Shaw	370.00
Cartmel Toilets electricity bills	22/05/2023	Electricity bill	Npower	34.30
Architect's fees	22/05/2023	Architect's fees	John Coward Architects	676.20
Community Engagement brief	31/05/2023	Community Engagement brief	Jane Davies	1,925.00
Community Engagement brief	31/05/2023	Community Engagement brief	Jennifer Brook Community Arts Practitioner	1,725.00
			Total	5,763.94