

# ALLITHWAITE AND CARTMEL PARISH COUNCIL

## MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL HELD AT CARTMEL VILLAGE HALL ON MONDAY 24<sup>th</sup> JUNE 2021

**Present:** Cllr Johnson (Chair), Cllr Dean, Cllr Huggett, Cllr Lamb (vice-Chair), Cllr Lewis, Cllr Sanderson, Cllr Sim, Cllr Simpson and Julie Hendry, Parish Clerk ([acpc.clerk@gmail.com](mailto:acpc.clerk@gmail.com))

Item	Action Point	Person
<b>1</b>	<b>Apologies received from:</b> Cllr Anderson, Cllr Gardner and Cllr France	
<b>2a</b>	<b>Declarations of interest:</b> Cllr Johnson declared an interest in the planning application for Cornbrook so will not be voting on the application	
<b>2b</b>	<b>Requests for Dispensations</b> 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.	
<b>3</b>	<b>Minutes of the previous meeting held on 24<sup>th</sup> May and 10<sup>th</sup> June:</b> The minutes were noted and accepted as a true reflection of the meetings by the Council.	
<b>4</b>	<b>Public Participation:</b> a. Community participation: No matters raised and there were no members of the public in attendance. b. District Council update: None received, the Parish Clerk agreed to contact Cllr Cornah as the other District Councillor elected to Cartmel and District in the absence of Cllr Gardner. c. County Council update: Report submitted by Cllr Sanderson, noted by the Parish Council. Specific mention was made of a significant number of covid-19 outbreaks in local schools, 55 schools involved with two currently closed. The A590 junction at the Swan, Newby Bridge is now completed but still a number of infractions despite “no right turn”. Speed cameras along the A590 are also being considered, potentially on the Greenodd to Ayside stretch..	<b>JH</b>
<b>5</b>	<b>Action from Previous Minutes</b> (if not covered elsewhere on the agenda) a. Register of Members Interests: The Parish Clerk advised that there were some still outstanding which were requested to be sent before the next meeting (8/7/21). b. Neighbourhood Plan update: Cllrs Lamb and Dean: Cllr Lamb reported that he had needed to submit another application because the original had been lost. At a recent telephone conversation between Cllrs Lamb and Dean and a representative of AECOM next steps were agreed and £5905 had been requested to cover cost for printing and consultancy etc. The consultation was due to start on 6 <sup>th</sup> September and in the interim Cllr Lamb agreed to circulate documentation and draft questionnaire for comment with a rapid turnaround required.  Cllr Dean asked for a “vote of thanks” to be extended to Cllr Lamb for the significant input that he had made into developing the questionnaire and response form which was agreed by the PC.	<b>RL/CJ</b>          <b>ALL</b>

## ALLITHWAITE AND CARTMEL PARISH COUNCIL

	<p>Cllr Lewis agreed to set up an electronic version of the questionnaire and letter in an attempt to reach a different demographic.</p> <p>Cllr Johnson suggested requesting additional support for minute taking of the various subgroups.</p> <p>The Parish Clerk was asked to contact SLDC to determine the number of councillors that the PC should have and it was agreed that this and the co-option of Councillors would be added to the next agenda.</p>	<p><b>RL</b></p> <p><b>JH</b></p> <p><b>JH</b></p>
<b>6</b>	<p><b>Correspondence (for information as previously circulated):</b></p> <p>a. South Lakeland District Association meeting 10/6, minutes to be circulated once they were received.</p> <p>b. Mrs J Butler email RE Cartmel businesses noted</p> <p>c. Mrs Willsher-Goodman RE attendance at PC meetings, noted as correspondence had been previously circulated.</p> <p>d. Cllr Anderson wrote about parking outside the cemetery and the letter was read out to the Councillors for their information.</p>	<b>JH</b>
<b>7</b>	<p><b>Planning:</b></p> <p>The Parish Council discussed the following applications to enable a response to be made to SLDC Planning Committee:</p> <p>a. SL/2021/0565 Cornbrook House, Cartmel, LA11 6PN. Conversion of detached garage into annexed living accommodation for a dependent relative.</p> <p>Discussion followed raising concerns with the sewerage system and potential overload of drains. A further issue with potential loss of existing two parking spaces was of concern and, following a vote, the majority decision was to REFUSE the application.</p> <p>b. Update on outstanding planning matters</p> <p>i. SL/2021/0321 upgrading of the racecourse car park including drainage: Cllr Johnson to meet with manager during w/c 28/6 and will update at the next meeting.</p> <p>ii. SL/2020/0337 Fairfield Lodge: Cllr Dean to update at the next meeting as he had been unable to elicit a response thus far.</p> <p>iii. SL/2021/0328 Land at Ridgeway, Jack Hill, Allithwaite. Cllr Sim advised that hedgerows had already been removed and wondered who was responsible for replacing them. It was agreed that the Parish Clerk would ask SLDC for this information.</p>	<p><b>CJ</b></p> <p><b>BD</b></p> <p><b>JH</b></p>
<b>8</b>	<p><b>Environment, climate and sustainability:</b></p> <p>a. Electric vehicle charging points: Cllrs Sim and Dean had been unable to meet and agreed to provide an update at the next meeting</p>	<b>BD/SS</b>
<b>9</b>	<p><b>Allithwaite matters:</b></p> <p>a. Quarry ecological survey update: Cllrs France circulated the draft report and Cllr Sim expressed concern that the report had been circulated to volunteers in advance of the PC who had commissioned the report. It was agreed that an update would be provided at the next meeting after Councillors have had time to read it.</p> <p>b. Parish Cottage Working Group recommendations from 10/6 meeting: Cllr Johnson sent out to councillors to comment on and to make recommendation at the next meeting.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>

## ALLITHWAITE AND CARTMEL PARISH COUNCIL

	<p>c. Resting seat (Home Lane/Jack Hill) replacement: Cllr Sim reported that the longstanding Parish seat has now deteriorated to a point where it needs to be replaced. It was agreed that replacement would be purchased at a cost of £295 with the “Bracken” style seat as the information had been previously circulated and was agreed to be suitable.</p> <p>d. It was agreed that a budget of £50 would be allocated to Cllr France to spend on books for the 7-11 age group at the mini libraries.</p>	<p><b>JH</b></p> <p><b>CF</b></p>
<b>10</b>	<p><b>Cartmel matters</b></p> <p>a. Riverside Toilets Working Group update following meeting on 10/6: Cllr Dean previously circulated the notes and there were no questions from councillors.</p> <p>b. Riverside Toilets project next steps: Cllr Dean previously circulated and email providing background information and advised the meeting that the architect had brought additional costs to the attention of the PC. Cllrs Lewis and Sim requested a written project plan to assist with understanding of next steps and Cllr Dean agreed to complete this with input from Cllr Lamb. The Parish Clerk had previously sent a brief project template to be used for this purpose to also enable the PC to provide an explanation and audit trail of expenditure, risks and decision making to the PC and parishioners alike.</p> <p>c. Riverside toilets utility bills update: Cllr Dean advised that no further progress on the ongoing complaint had been reported to him. He also advised the Parish Clerk that the standing charges should be paid until a decision had been made on whether the water supply should be disconnected. The question of disconnection or a suitable alternative will be added to the agenda for discussion at the next meeting.</p> <p>d. Fish Slabs project next steps: Cllr Dean advised that the Terms of Engagement need to be signed.</p>	<p><b>BD/ML</b></p> <p><b>JH</b></p> <p><b>ALL</b></p> <p><b>CJ/ML</b></p>
<b>11</b>	<p><b>Finances, Audit and Risk Management</b></p> <p>a. The Parish Council noted and approved the payment of the cheques listed on the meeting agenda.</p> <p>b. Payment for the cost (£30) of the logo for the Riverside Toilets was proposed by Cllr Huggett and approved by the PC.</p> <p>c. Receipt provision for services provided: Cllr Sim advised that this was not needed at present but would be added to a future agenda.</p> <p>d. The Parish Council received and approved a bank reconciliation for the year ending 2020/21.</p> <p>e. The Parish Council approved the Parish Risk Register (previously circulated).</p> <p>f. The Parish Council received and approved the Parish Asset Register (previously circulated) and agreed to review it further in the autumn to ensure that the outstanding questions of ownership and value could be ascertained</p> <p>g. The Parish Council received and approved the Annual Internal Audit report 2020/21 noting the advice to implement the Scribe system to assist with accounting and auditing purposes. It was agreed that this would be added to the agenda of a future meeting once further information had been sought by the Parish Clerk.</p>	<p><b>JH/ALL</b></p> <p><b>JH</b></p>

## ALLITHWAITE AND CARTMEL PARISH COUNCIL

	<p>h. The Parish Council received and approved section 1, Annual Governance Statement, for submission as part of the Annual Governance and Accountability Return (AGAR).</p> <p>i. The Parish Council received and approved section 2, Accounting Statements, for submission as part of the AGAR return. The Parish Clerk advised that, as there was ongoing work taking place to reconcile the balance carried forward with the opening balance in the current account, the external auditor had advised that the previous financial year column should be labelled “restated” and that the balance carried forward should be adjusted to match that of the opening bank balance. The PC noted these findings and approved the accounting statements for 2020/21 with the recognition that following further examination this might need to be adjusted. As the Clerk was confident that bank reconciliation for the end of 2020/21 was accurate this would be posted on the website along with the other required publications.</p> <p>j. The PC declared that the period for the exercise of public rights will be held between Thursday 1<sup>st</sup> July and Wednesday 11<sup>th</sup> August and that this information will be published on the website and Parish Noticeboards</p> <p>k. The Parish Council approved the time required, the training costs (approx. £120 via CALC) and SLCC membership (approx. £410) for the Parish Clerk to undertake the CiLCA course. to be split in the ratio 7/5 between Allithwaite and Cartmel PC and Colton PC.</p>	<p><b>JH/ML</b></p> <p><b>ML</b></p>
<b>12</b>	<p><b>Highways / Hedges / Roads / Pavements</b></p> <p>a. Issues for reporting on HIAMS: No issues reported at the meeting.</p> <p>b. Adoption of Cartmel footbridge update: Cllrs Sanderson and Dean to provide an update at the next meeting</p>	<b>SS/BD</b>
<b>13</b>	<p><b>Questions and answers</b></p> <p>a. Cllr Sim raised the issue of car parking on the pavements outside the schools across the Parish. It was agreed that the Parish Clerk would write to Headteachers on behalf of the PC, advising of concerns expressed by Parishioners.</p>	<b>JH</b>
<b>20</b>	<p><b>Items for next meeting agenda</b></p> <p>a. Approval of a policy and process to formally assess proposals for large/Capital schemes within the Parish and to enable their approval, commencement and monitoring</p> <p>b. Media Working Group update</p> <p>c. Adoption of emergency plan</p> <p>d. Induction for Councillors</p> <p>e. Parish Cottage and “shed”</p> <p>f. Review of Standing Orders</p>	
<b>16</b>	<p><b>Next Meeting</b></p> <p>The next meeting will take place on 8<sup>th</sup> July 2021 at 7pm in Cartmel Village Hall</p>	<b>ALL</b>