MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL HELD AT CARTMEL VILLAGE HALL ON THURSDAY 8th JULY 2021

Present: Cllr Johnson (Chair), Cllr Dean, 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 Sanderson and Cllr Gardner	
2	Declarations of interest: Cllr Lewis declared an interest in item 12c and will not participate in the deliberations or vote but will answer any questions from other councillors.	
3	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.	
4	Minutes of the previous meeting held on 24 th June: The minutes were noted and accepted as a true reflection of the meeting by the Council. The email attachment had been incorrectly labelled AGM June 21 and so the Clerk agreed to amend the name.	JH
5	 Public Participation: a. Community participation: Two members of the public, Mrs D Knipe and Mr C Taylor, attended to ascertain the designation of land attached to the building plot at Ridgeway, Jack Hill, Allithwaite. Mrs Knipe reported that she had been communicating with Alistair McNeill, SLDC, because she felt that the land had been incorrectly classified as part of open space land. Following discussion and providing current information about the role of the Parish Council and the current status of the Neighbourhood Plan in relation to this piece of land, Mrs Knipe was advised to continue her discussions with SLDC to correct the designation of this land. b. District Council update: None received, the Parish Clerk has contacted Cllr Cornah to attend in the absence of Cllr Gardner but has not received a reply. c. County Council update: None received 	
6	Action from Previous Minutes (if not covered elsewhere on the agenda) a. Register of Members Interests: The Parish Clerk advised that there was still an outstanding declaration and the Parish Clerk agreed to send another copy of the document for signature and subsequent return.	JH/CJ
7	 Planning: a. Consideration of relevant planning applications: i. SL/2021/0631, Market Cross Cottage, The Square, Cartmel. Internal alterations. No additional comments made. b. Update on outstanding planning matters i. SL/2021/0321 upgrading of the racecourse car park including drainage: Cllr Johnson updated the meeting on access to free parking for Cartmel villagers during the race season and it was agreed to discuss this at the next meeting to agree how this fact could be publicised. ii. SL/2020/0337 Fairfield Lodge: Cllr Dean updated the meeting and reported that work had already commenced in clearing the site. 	СЈ/ЈН

8	Media Working Group update: Cllrs France, Lamb and Lewis	
	Cllr Lamb reported discussion held earlier in the week to commence the	
	website development project and advised the PC that in the next few weeks	
	there would be a website in "shadow" form that could be shared with	
	councillors.	
	In response to a question on the Neighbourhood Plan website it was	
	confirmed that this would remain unchanged at present and would form	
	part of phase 2. This being the case the consultation and publication of the	
	Neighbourhood Plan would continue as currently planned.	
	The question of domain name was raised and the Parish Clerk agreed to	JH
	contact the website developer to discuss the options.	3
9	Councillor induction document (previously circulated):	
	The Parish Council agreed to adopt the induction document produced by Cllr	
	Sim for use with new councillors. The Parish Clerk advised that she had	SS
	additional information that might also be useful to incorporate at a later	33
	date.	
10	Allithwaite matters:	
10	a. Quarry ecological survey update: Cllrs France updated the Council on the	
	quarry management plan and on the progress and the high quality of the	
	report being written by Tamsin from South Lakes Ecology. The report	
	would be available within the next few weeks and in the meantime advice	
	was being sought from Environmental Health about rubbish that needs	
	to be cleared from the quarry site. She also advised that cows grazing on	
	the land had made a positive impact and would be considered as part of	
	the future management plan for the quarry.	
	The Parish Clerk agreed to review the 3 rd party insurance status of the	JH
	quarry.	
	b. Cllr Johnson proposed that in order to make progress with making the	
	shed safe and usable and to commence improvements to the cottage it	
	was necessary to separate the two projects.	BD/JH
	It was agreed that Cllr Dean would project manage, as a qualified person,	•
	the maintenance work (windows, door and guttering) to the cottage and	
	that the Parish Clerk would seek names of suitable project managers for	
	the "shed" scheme. These proposals were agreed unanimously.	
	c. The Triangle, Allithwaite was discussed as a potential hazard to drivers	
	during times when existing planting becomes overgrown thereby	SS/CF
	, ,	33/CF
	reducing visibility. Cllr Sim agreed to get three quotes to re-plant the area	
	,	SS
	council agreed that this would be a worthwhile project to support and it	
	was agreed that Cllr Sim would contact the Ranger to communicate this	
	and next steps,.	
	to prevent overgrowth and Cllr France agreed to speak, as a courtesy, to local volunteers who have tended this area for some considerable time. d. Cllr Sim reported on an offer that had been made by a National trust Ranger to introduce a swift tower in the orchard/meadow area. The council agreed that this would be a worthwhile project to support and it was agreed that Cllr Sim would contact the Ranger to communicate this	SS

11	Cartmel matters	
11	 a. The Riverside Toilets and Fish Slabs project plans were reviewed and the council felt that as there were still gaps in the key areas that there was insufficient information and assurance to adopt the plan. It was agreed that ClIr Dean would complete the documentation and circulate it to councillors for their views prior to submission for approval by the full Parish Council. i. The following proposal was discussed and following clarification by the Chair on the role of Mellor's, it was agreed to adopt the proposal and appoint Mellor's architects effectively as Project Manager on Stage 4 of the RIBA Architectural Services template. 	BD
	In view of the incomplete status of the action plan the council agreed not to debate or approve the following proposals until this information was available for review. ii. To instruct Mellor's to obtain formal fee quotes for the quantity surveyor, structural and services engineers and in the event of those being lower than the provisional quotations, for Council to proceed with those appointments. In the event quotes are higher, Council approval to be sought before proceeding. iii. To appoint Mellor's as CDM Project Designer.	
	b. It was agreed to carry forward the proposal from ClIr Dean to the September meeting: "Subject to Council agreeing to progress the Riverside Toilets project, ClIr Dean to report monthly on progress to each Council Meeting and, where relevant, to a continuation of the Project, by email in advance of meetings"	JH/BD
	c. The proposal by Cllr Dean "to report monthly on progress to each Council Meeting and where relevant to a continuation of the Fish Slabs and Pinnacle project, by email in advance of meetings" was agreed by the Council.	BD
12	 Finances, Audit and Risk Management a. The Parish Council noted and approved the payment of the cheques listed on the meeting agenda. A late submission was added to the agenda, £376.20 to Dean Shaw for grass cutting in the orchard and was also approved for payment. b. The Parish Council received and approved the revised section 2, Accounting Statements, for submission as part of the AGAR return following advice received from the external auditor. The amended version was labelled "restated" and the balance carried forward was adjusted to match that of the opening bank balance. This would replace the version previously uploaded onto the website. c. Cllr Lewis outlined the background to the request, answered questions then withdrew from the discussion into the request for funding (up to £1290) from the Cartmel Peninsula Holiday Food box fund. Discussion took place regarding the criteria used to identify families at need, choice and cost of local suppliers and responsibilities of the Council and of Cartmel Priory. Cllr France proposed that funding should be allocated and it was unanimously agreed that the full amount would be donated from the remaining funds from the covid-19 allocation of £10k from 2020. Should the balance be insufficient it was agreed that the PC 	JH/ML JH

	Cllr Dean agreed to discuss this further with Cartmel Priory so that there was a common view on future donations in light of the information	BD
	provided by Cllr Lewis.	
13	Highways / Hedges / Roads / Pavements	
	a. Issues for reporting on HIAMS: No issues were reported at the meeting.	
	b. Adoption of Cartmel footbridge update: Cllrs Sanderson and Dean to	SS/BD
	provide an update at the next meeting in September.	•
14	Questions and answers	
	a. Cllr Simpson asked about the condition of the litter-bin adjacent to the	
	Fish Slabs and Cllr Dean proposed adding this to the Fish Slabs project	JH
	and for further discussion at the September meeting.	
	b. Cllr Lamb advised that the grant of £5905 for the neighbourhood Plan had	
	been allocated and that an additional account needed to be set up within	JH
	a tight timescale. The Parish Clerk agreed to investigate.	
15	Items for next meeting agenda	
	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	
	b. Project plan template approval	
	c. Standing Orders and Code of Conduct approval	
	d. Electric vehicle charging points: Cllrs Sim and Dean	
	e. Standing Order and Code of Conduct policy review	
16	Next Meeting	
	The next meeting will take place on 9th September 2021 at 7pm in Cartmel	ALL
	Village Hall with an informal gathering for Councillors at 6.45pm.	
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