

ALLITHWAITE AND CARTMEL PARISH COUNCIL

MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL HELD AT CARTMEL VILLAGE HALL ON MONDAY 18th OCTOBER 2021

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

In attendance: Four members of the public in attendance

Item	Action Point	Person
1	Apologies received from: Cllr Anderson, Cllr Lewis, Cllr Sanderson and Cllr Gardner	
2	Declarations of interest: None received	
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	<p>Minutes of the previous meeting held on 16 September and 24 September 2021 (PC and extraordinary PC meeting respectively): The minutes were noted and accepted as a true reflection of the meeting by the Council.</p> <p>The Chair, Cllr Johnson, proposed that the meeting would enter a closed session at the end to consider confidential matters raised in recent correspondence. The Councillors voted for a closed session to be held at the end of the meeting.</p>	
5	<p>Public Participation:</p> <ul style="list-style-type: none"> a. Community participation: None of the four members of the public spoke at the meeting. b. District Council update: None received. c. County Council update: Cllr Sanderson circulated an update prior to the meeting and no questions were raised on the report. 	
6	<p>Action from Previous Minutes:</p> <p>No matters were outstanding.</p>	
7	<p>Correspondence, meetings and consultations</p> <p>The following items were noted as they had previously been circulated for information:</p> <ul style="list-style-type: none"> a. Letter received from DF b. Notification of Allithwaite-8 running race, Saturday 6th November 2021 c. Cumbria Transport Infrastructure Plan, public consultation closing date 25 October 2021 d. Notice of CALC AGM 16 October 2021 e. Lakeland Trails in Cumbria event (18/9), thanks received from the organisers f. Letter received from potential councillor will be circulated following the meeting as not all Councillors reported being in receipt. g. Complaint, and response from SLDC, RE designation of land at Ridgeway, Jack Hill, Allithwaite 	JH

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8	<p>Planning:</p> <p>a. Consideration of relevant planning applications: NIL</p> <p>b. A number of objections have been received regarding 2020-CIS-79 and the inclusion of “Land adjoining Tally Ho, adjacent to Greendales off Church Rd, Allithwaite, in the Call for Sites 2020: Submitted Sites, March 2021, as a potential site for housing development”. Cllr Lamb reported that he had already responded to a number of residents and he agreed to send this information to the Parish Clerk to ensure that all communications had been acknowledged.</p>	ML
9	<p>Neighbourhood Plan update:</p> <p>Cllr Lamb had previously circulated an update and advised that an interim report would be issued once the closing date had passed.</p> <p>Cllr Lamb reported that the costs incurred were within budget and requested an update on the advertising costs from the Parish Clerk to bring the accounts up to date.</p> <p>Cllr Dean expressed disappointment on the low response rate despite the significant efforts made by Cllr Lamb to consult with residents.</p>	JH
10	<p>Local Plan discussion:</p> <p>Cllr Dean updated on the Local Plan process to date and informed Council that ACPC had been offered a “Teams” meeting, comprising a presentation and Q&A session, taking place on 21/10.</p> <p>He advised that CVS had commissioned their own report from an independent consultant that has been lodged with SLDC.</p> <p>It was agreed that a further meeting needed to be arranged once this meeting had taken place to enable response within the consultation timescales.</p> <p>Discussion then followed on the matter of “supercharge” charging points required across the Parish as the electricity grid network was not deemed to be adequate to support the requirement for electric vehicle charging.</p> <p>Cllr Dean requested that any questions that needed a response or inclusion in the consultation should be sent to him in advance of the meeting so that SLDC could prepare their responses in time for inclusion.</p>	ALL
11	<p>Quarry update:</p> <p>Cllr Johnson praised the South Lakes Ecology Team for the timeliness and quality of the survey and quarry management plan produced.</p> <p>a. Cllr France proposed that the PC should accept the final quarry management plan and this was agreed unanimously.</p> <p>b. In addition it was proposed that the remaining £1126 should be paid to the South Lakes Ecology Team as a result of completing the quarry survey to the satisfaction of the PC and in line with the signed agreement made at the outset. This was carried unanimously.</p> <p>c. Cllr France also reported that a further quotation had been sought to erect a safety fence quotation in the quarry and that this would also be sent to the Parish Clerk once obtained.</p> <p>d. Cllrs France and Sim were in the process of updating the quarry risk assessment.</p> <p>Cllr France had arranged a meeting, involving Cllr Johnson, with a Cumbria Waste representative to discuss the disposal of the rubbish including hiring a skip and where to place the skip.</p>	<p>JH</p> <p>CF/JH</p> <p>CF/SS</p> <p>CF/CJ</p>

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12	<p>Allithwaite matters:</p> <p>a. Cottage “lean-to” update: Cllr Dean provided an update and proposed that the PC should request a “stage 2” report at a cost of approximately £1150 from the Structural Engineer (Curtins) due to the likely instability of the structure if demolished. This proposal was accepted subject to Cllr Dean confirming the exact costs to the Parish Clerk before the report is commissioned. It was also agreed that all quotations would be sent to the Clerk to open in line with Standing Orders.</p> <p>b. Progress on improvement works to Parish Cottage (windows and door replacement, rear gutter and fascia boards): Cllr Dean presented a draft specification to be submitted to potential suppliers to the Council and which will be sent out following the addition of text by the Parish Clerk. It was also agreed that all quotations would be sent to the Clerk to open in line with Standing Orders.</p> <p>c. A proposal from a local resident to erect a Christmas Tree in Allithwaite Park (KGV Playground) was agreed unanimously subject to the receipt of a Risk Assessment by the organiser in advance of it being erected.</p>	<p align="center">BD/JH</p> <p align="center">BD/JH</p>
13	<p>Cartmel matters:</p> <p>Fish Slabs tender document review and next steps: Cllr Dean reported that five potential contractors had been identified to undertake the required work however this was subject to submitting a suitable tender to the Parish Clerk. Cllr Dean also agreed to instruct Mike Darwell to apply for listed building consent.</p> <p>In addition it was brought to light that the PC “own” the Fish Slabs due to an administrative error made in the past. As a result the PC Risk Assessment needs to be updated and the Fish Slabs should be added to the PC Asset Register.</p> <p>Cllr Dean advised that Cumbria County Council (CCC) should be approached to adopt Fish Slabs as soon as is feasible as it was felt inappropriate for the PC to “own” such an asset and accept associated liabilities.</p> <p>Cllr Dean advised that an update was available on the Riverside Toilets but as it was not on the agenda this should be deferred until the next meeting. He informed the Council that a meeting was planned with the architects to discuss any issues raised at the Toilets sub-group meeting and prior to the next PC meeting. He was also advised that if a matter required an urgent decision that an extraordinary meeting could be called.</p>	<p align="center">BD</p> <p align="center">JH</p> <p align="center">BD</p> <p align="center">BD/CJ</p>
14	<p>Finances, Audit and Risk Management</p> <p>a. The Parish Council noted and approved the payment of the cheques listed on the meeting agenda, including a late addition of £450 to Mr A Hughes for erecting PC noticeboards.</p> <p>b. A proposal was unanimously approved for “<i>the payment, by the Parish Clerk, of regular bills below £500, from known contractors/suppliers in the period falling between meetings in order to support cash-flow of our suppliers.</i>”. These will still require second-line approval online by a Councillor and will appear as “approved in retrospect at each meeting”.</p> <p>c. The conclusion of the Annual Governance Accountability Review for 2020/21 was received and noted by the Parish Council.</p>	
15	<p>Highways / Hedges / Roads / Pavements</p> <p>a. Issues for reporting on HIAMS: Cllr France reported that the road near the Headless Cross had been reported to CCC. Cllr France reported</p>	

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	<p>incidents of speeding along Cark Road and that SLDC would be installing speed strips.</p> <p>b. The resignation of the Parish Lengthsman was noted and it was agreed that a process to identify his successor would commence shortly.</p> <p>c. Cartmel TRO: Cllr Dean reported that no further progress had been made in finalising the TRO. He requested that the Parish Clerk write to SLDC seeking input into the racecourse TRO</p> <p>d. Racecourse traffic: Cllr Johnson advised that she would be seeking updates from Cartmel businesses over the coming weeks to obtain their views on how parking is managed on “race-day”.</p>	<p style="text-align: center;">JH</p> <p style="text-align: center;">JH</p> <p style="text-align: center;">CJ</p>
16	<p>Questions and answers</p> <p>a. Cllr France advised that she had written to SLDC but had not yet received a response, which was confirmed by the Parish Clerk.</p> <p>b. Cllr Huggett reported that a great number of local footpaths need to be urgently resurfaced and was advised that these needed to be reported by individuals using the HIAMS system.</p>	
17	<p>Items for the next meeting agenda</p> <p>a. To receive a bank reconciliation for year to date 2021/22</p> <p>b. Approval and adoption of the following policies:</p> <ul style="list-style-type: none"> i. Code of Conduct approval following review of CALC version ii. Financial Regulations 2021 iii. Reserves Policy iv. Procurement Policy v. Expenses Policy <p>c. Website development and launch date</p> <p>d. Riverside Toilets update</p> <p>e. Updated project plan and budget for Fish Slabs project</p> <p>f. Update on quotes received for works to the Parish Cottage</p> <p>g. Review of Parish Lengthsman role and requirements</p> <p>h. Co-option of new councillor(s)</p> <p>i. Maps for Councillors</p> <p>j. Asset Register review/update</p>	
18	<p>Next Meeting</p> <p>11th November 2021 at 7pm in Cartmel Village Hall, councillors to convene for informal networking at 6.45pm</p>	ALL
19	<p>Closed session</p> <p>An item of correspondence was considered, following the resolution to exclude members of the public, due to the issue being a matter requiring confidentiality.</p> <p>Following brief discussion, the action agreed was to nominate two Councillors to investigate the matter, if required, in line with the Complaints Policy.</p> <p>The meeting closed at 8.25pm.</p>	