

ALLITHWAITE AND CARTMEL PARISH COUNCIL

MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL MEETING HELD AT ALLITHWAITE COMMUNITY CENTRE ON THURSDAY 9th MARCH 2023

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

In attendance: Cllr Hanlon

Item	Action Point	Person
141/2022	Welcome and meeting opening: Cllr Lewis opened the meeting and welcomed all to the PC meeting.	
142/2022	Apologies were received from: Cllr Lamb, Cllr Pendlebury, Cllr Boak, Cllr Endsor and Cllr Gardner	
143/2022	Declarations of Interest: None received	
144/2022	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.	
145/2022	Minutes of the previous PC meeting held on 9th February 2023: The minutes of the meeting were noted and accepted as a true reflection of the meeting by the Council and were duly signed by the Vice Chair.	
146/2022	Public Participation: a. Community participation: No members of the public were present b. District Council update: Cllr Hanlon provided an update by email in advance of the PC meeting. The PC wished to record thanks to Cllr Hanlon for her presence, contribution and support for local matters and wished her well for the future. c. County Council/Unitary Authority update: None provided	
147/2022	Parish Cottage discussion: a. Vision for sale-local occupancy <i>versus</i> income for investment: The PC confirmed that the sale cannot be predicated on local occupancy. b. Conditions of sale-occupied <i>versus</i> vacant possession: Council confirmed that the tenants will be in place whilst the sale process is underway. A new lease will be in place following sale negotiations in line with the legal advice obtained. A proposal to approach an Estate Agent following the PC meeting was agreed unanimously. c. Responsibilities of PC towards the tenants: Council unanimously agreed that all statutory and mandatory checks (for gas and electrical safety) would be undertaken, and certification arranged, through the Estate prior to the sale taking place. An arrangement for the bond was not in place at the outset of the tenancy but this requirement would need to be investigated once the sale proceeds. d. Communicating the PC decisions to the tenants and the wider community: A small number of councillors from the Cottage sub-group would meet with the tenants to advise of recent PC discussion and approach to the sale. It was also agreed that the situation regarding deposit/bond would be clarified following further investigation in conjunction with arranging a new tenancy agreement. It was agreed that an explanation would be provided to the public as to the rationale for the sale of the Parish Cottage.	<p style="text-align: center;">BD/JH</p> <p style="text-align: center;">BD/JH</p> <p style="text-align: center;">BD/RD</p> <p style="text-align: center;">Cottage WG</p>

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	<p>A local company had been previously agreed as the letting agent and solicitor to progress the sale and to advise of suitable estate agents, a councillor would be nominated to act as their initial point of contact following which would be supported by the Parish Clerk.</p> <p>The land separation was agreed at a previous PC meeting and was confirmed as allotments 1 and 2 including pedestrian access are excluded from the sale. The footprint of the property, house store room, outside toilet and rear garden would be included as part of the sale.</p> <p>Cllr Dean agreed to produce a draft for the Estate Agent by w/c 13/3.</p>	BD
148/2022	<p>Action from Previous Minutes (not covered elsewhere in the agenda):</p> <p>a. Update on progress with lengthsman “induction”: Cllr Sim agreed to be the day to day point of contact and the Parish Clerk agreed to make contact to advise of method of payment and on other “housekeeping” matters.</p>	SS JH
149/2022	<p>Allithwaite and Cartmel business:</p> <p>a. Update on Fish Slabs project and funding:</p> <ol style="list-style-type: none"> i. Cllr Dean updated the PC meeting on the success of the Lottery Grant and that 50% of the grant would be allocated to the PC now that banking information had been submitted to the fund manager. ii. Cllr Dean agreed to be the day to point of contact for the fund manager and to update the portal with project updates alongside updating the PC. iii. Chair and Vice Chair to sign and submit the Title Transfer document from Cllr Dean which will be amended and submitted to Peter Hosking iv. Cllr Dean requested a “share point” folder in Microsoft 365 to enable centralised repository and access to documents for the Fish Slabs project. v. The project plan and risk assessment will be completed by Cllr Dean following the meeting held, involving Cllr Donally, with the architect and builder (20th March). The draft work programme and contract and timescales will also be pulled together to be shared with the PC vi. The joint signatories of the contract were confirmed as being the Clerk and the Chair vii. Cllr Donally agreed to be the liaison for the negotiations to facilitate the erection of a display board on the telephone booth and to ascertain land ownership <p>b. Update on Cartmel TRO: Cllr Dean advised that this matter would be placed onto next agenda</p> <p>c. Proposal to approve amended quote and timescales in relation to Allithwaite quarry fencing: The Parish Council agreed to accept the increased cost of the works detailed in the original quote, which excludes the costs of removing the fencing (£1250) as advised in the quote received in February. The PC also requested a firm start date before the end of the financial so that the grant that had been previously agreed was not jeopardised by moving the project into the</p>	JH/RL/BD BD RL/CJ/BD BD/JH BD RD

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	next financial year. Cllr Lewis agreed to communicate this to the contractor.	RL
150/2022	<p>Community and environmental matters:</p> <p>a. King’s Coronation events: Cllr Johnson advised that a small group of four people (herself included) would be arranging a picnic for the King’s Coronation and requested a donation from the PC. It was agreed that up to £500 would be made available and that an application using the Grant Application policy would be the most appropriate way of managing this.</p>	CJ
151/2022	<p>Highways and Lengthsman:</p> <p>No items were reported for adding to HIAMS.</p>	
152/2022	<p>Planning:</p> <p>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. The Parish Council noted that the following planning application had been withdrawn: SL/2023/0133 at Sunnydale, Cark Road, Cartmel, LA11 7SF. Two storey replacement dwelling</p>	
153/2022	<p>Finance, Governance and Audit</p> <p>a. The Parish Council approved payment of the invoices received since the last meeting (see below). Cllr Sim asked whether the payment of water and electricity bills for the Riverside Toilets would be an open-ended arrangement and whether this was going to be reviewed. It was agreed that this would be placed on the next agenda for discussion</p> <p>b. The PC noted the Water+ refund of surface water drainage charges, inappropriately applied to PC (£459.87)</p> <p>c. The PC approved the appointment of an internal auditor, Charlene Iredale, whose CV was previously circulated</p> <p>d. The PC noted the resignation of the Parish Clerk and approved the advertising of a replacement Clerk/RFO. It was agreed for immediate recruitment and the PC formally thanked the Clerk for her contribution to improving the stage and processes now in place and used by the PC and for her support and advice offered to Council</p> <p>e. The PC agreed to adopt the Community Grant awarding policy and thanked Cllr Sim for submitting the draft for comment</p>	JH
154/2022	<p>Correspondence received, meetings attended and consultations underway</p> <p>a. South Lakeland strategic housing and economic needs assessment study, comments by 21/3</p> <p>b. Community EV charge points (for April agenda)</p> <p>c. Cartmel Trust email requesting funding support for Cartmel Playground improvements (for April agenda). Cllr Dean proposed that Cartmel Trust should complete the newly adopted Grant application form for consideration</p>	BD/JH
155/2022	<p>Items for the next/future meeting agenda</p> <p>a. Community Grants advertisement and timescales for 2023/24</p> <p>b. “Speeding in our villages” project</p>	

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	<ul style="list-style-type: none"> c. Community EV charge points d. Issues related to the frontage of a specific Cartmel property: Cllr Pendlebury e. Infrastructure and environmental resilience; Cllr Lewis f. PC communications and website phase II: Cllr Lewis g. Riverside Toilets funding and project update: Cllr Dean h. Payment of utility bills for the Riverside Toilets: ALL i. KGV Playground and Allithwaite Community Centre policy and procedure review: Cllr Sim j. CAMP: Cllr Dean 	
156/2022	<p>Next Meeting</p> <p>The next meeting of the Parish Council is due to take place on Thursday 13th April 2023 at 7pm, Cartmel Village Hall.</p>	

Code	Date	Description	Supplier	Total
Cemetery bin emptying	13/02/2023	Waste collection	Cumbria Waste Recycling	28.03
Cartmel Toilets water bills	13/02/2023	Water bill	Water Plus	5.80
Cartmel Toilets water bills	13/02/2023	Water bill	Water Plus	15.60
Allithwaite Pump Track	24/02/2023	Pump track final payment	Clark & Kent Contractors	13,740.00
Cartmel Toilets electricity bills	03/03/2023	Electricity bill	Npower	26.75
Cartmel Toilets electricity bills	10/03/2023	Electricity bill	Npower	24.16
Newsletter	10/03/2023	Newsletter	Grange Now	339.88
Warm Spaces	10/03/2023	Councillor expenses	Caroline Johnson	104.78
Stationery	10/03/2023	Councillor expenses	Barry Dean	31.80
Travel expenses	10/03/2023	Councillor expenses	Barry Dean	27.90
Clerk salary	31/03/2023	Clerk salary	Julie Hendry	664.94
Clerk expenses	31/03/2023	Clerk expenses Q4	Julie Hendry	TBC
Tax payment	31/03/2023	PAYE	HMRC	176.29