

# ALLITHWAITE AND CARTMEL PARISH COUNCIL

## MINUTES OF ALLITHWAITE AND CARTMEL PARISH COUNCIL MEETING HELD AT ALLLITHWAITE COMMUNITY CENTRE ON THURSDAY 13<sup>TH</sup> JUNE 2024 at 3.00pm.

**Present:** Cllrs Dean (Chair), Donally, Gill, Huggett, Johnson, Lamb, Sim and Simpson. The Cllr The Clerk Christine Downey. Five members of the public.

- 40           **Apologies** from members unable to attend: -
- 40.1       To note apologies for absence given in advance of the meeting.  
**Cllr Barrett. Cllr Hull.**
- 40.2       To consider acceptance of reasons for absence – if consideration of reason requested.  
**Not requested.**
- 41           **Declaration of interest:** -
- 41.1       To provide the Clerk with new Declaration of Interest forms for W&FC. (Paper 2024/112)  
**Received by Clerk.**
- 41.2       To note declarations of interest not already declared under members Code of Conduct or members register of Discretionary Pecuniary Interests.  
**None.**
- 41.3       To approve dispensation requests – if dispensation request received.  
**None.**
- 42           **Public Participation:** -
- 42.1       **To receive comments & Concerns:** To hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consideration. (NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purpose of clarification: A member of the public shall not speak for more than 3 minutes)
- A member of the public expressed an interest in the 20 MPH application to W&FC and was advised that an update on the position will be provided during today’s meeting.**
- 42.2       **Unity Councillor (Cllr Boak) update:** -  
Numerous meetings cancelled due to pre-election period.
- The toilets - Mike Conefrey and Carol Last are in touch. I had hoped to arrange for them to come to one of the parish meetings to discuss the ongoing subject. They are willing to do this but after pre- election period.
- The buses have had several complaints about a hit and miss service with regards the 532 to Kendal. The current providers Kirkby Lonsdale coaches agreed to a short-term contract when they took this service on to see about viability etc. They feel it is not viable, they have had illness with one of the coach drivers too. This situation is being tended to by the portfolio holder Neil Hughes and officer Mark Hodgekiss. The service will be subsidised by W&FC and other small coach companies have been approached.
- Hopefully, the road between Allithwaite and Cartmel is well under way now and not causing too many problems. An officer was approached about Wartbarrow Lane and the chaos it caused last time.
- The questions have all been asked about reminders for parking permits, traffic wardens on race days, were the traders consulted, so far no response. I will follow up the emails.

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I have knee surgery on the 19<sup>th</sup> of July and have been told 6 weeks to 3 months out of action. May not be in attendance of meetings during that time. Will try and update via email through clerk if that is ok.

Kind regards, Cllr Jenny Boak, Grange and Cartmel Ward.

43 To consider written **applications for the office of parish** councillor and to fill vacant seats by co-option. (Paper 2024/113)

**RESOLVED: That Kath James is co-opted onto the Council.**

44 To Confirm the **Minutes** of the previous full council meeting on 9<sup>th</sup> May 2024. (Paper 2024/114)

**RESOLVED: That the minutes of the meeting of 9<sup>th</sup> May 2024 are agreed and be signed.**

45 To receive the **Clerks Report** (for information only). (Paper 2024/115)

**Received.**

46 **Highway Matters: -**

46.1 To agree a date for an update on the proposed parking changes. (Paper 2024/97)

**Received: Awaiting date for meeting from James Thomson.**

46.2 To receive an update on the situation re parking permits.

It was reported that no reply has been received despite Cllr Jonathan Brook and Sean Green being chased by the Clerk and Cllr Donally respectively, and Cllr Boak also pursuing the matter.

**RESOLVED: That the following steps will now be taken: -**

- **PC will write to W&FC Chief Executive regarding the outstanding enquiries about parking permits, adoption of the footbridge and W&FC taking back the lease on the toilets.**
- **The letter to the Chief Executive will request a meeting between him and the Chair of A&CPC and another councillor if that will expedite matters.**
- **If the letter and subsequent meeting do not produce a response to the outstanding items then PC to submit a formal complaint.**
- **If the formal complaint does not produce a response to the outstanding items then PC to refer the matter to the Ombudsman.**
- **Chief Executive of W&FC to be advised of the steps that the PC propose to take.**

**RESOLVED: That Cllr Dean will draft a letter to W&FC to be agreed and sent by the Clerk.**

46.3 To consider and note Highway Matters for information. (Councillors can comment on any minor highways issues currently causing concern).

**RESOLVED: Cllr Sim to report to highways that a section of the Cartmel to Allithwaite resurfacing has stopped short of the length for completion that was included on the programme on one side, and to request that the remaining section of road into the village centre which is in poor condition over most of its length, is resurfaced.**

47 To agree the **Accounts for Payment**. (Papers 2024/116 and 117)

|                         |                         |        |
|-------------------------|-------------------------|--------|
| Staples                 | Stationery and ink      | 101.72 |
| Lakes Auditing Services | Internal Audit 2023/24  | 200.00 |
| WaterPlus               | Water bill              | 16.17  |
| Cumbria Waste Recycling | Waste Collection        | 53.88  |
| W&FC                    | Litter bin emptying     | 277.68 |
| Barry Dean              | Reimbursement for Bench | 360.00 |

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|                              |  |                  |
|------------------------------|--|------------------|
| GrangeNow                    | Newsletter   | 369.88           |
| Allithwaite Community Centre | Grant towards cost of new roof                     | 10,000.00        |
| Steven Thompson              | Contribution towards cost of wall repair at Quarry | 300.00           |
| Cartmel Priory               | D-Day Commemoration                                | 225.00           |
| Caroline Johnson             | Reimbursement of printing costs, ink               | 69.43            |
| Dobsons                      | Archive storage                                    | 30.00            |
| Elles Van Der Vuurst         | River Embankment Work and bus stop                 | 1,500.00         |
| Christine Downey             | Clerk salary                                       | 1,064.91         |
| HMRC                         | PAYE & NIC   | 77.92            |
| Dean Shaw                    | Orchard cut and strim                              | 680.00           |
| Cloudy IT                    | IT support 22/05/24 to 30/06/24                    | 191.93           |
| Cloudy IT                    | Disk to attempt restoration of files               | 77.10            |
| Npower                       | Electricity bill                                   | 45.96            |
| Cumbria Waste Recycling      | Waste Collection                                   | 31.50            |
| <b>TOTAL</b>                 |  | <b>15,673.08</b> |

**RESOLVED: That the payments above are approved.**

**RESOLVED: That the payments will be authorised by Cllr Lamb.**

- 48 End of year Accounts and the **Annual Governance and Accounting Return (AGAR): -**
- 48.1 To Review and Approve the 2023/24 End of Year Accounts. (Paper 2024/118)  
**RESOLVED: Reviewed and approved.**
- 48.2 To Approve and Sign the Annual Governance Statement 2023/24 – AGAR Section 1. (paper 2024/119)  
**RESOLVED: Approved and signed.**
- 48.3 To Approve and Sign the Annual Accounting Statement 2023/24 – AGAR Section 2. (Paper 2024/120)  
**RESOLVED: Approved and signed.**
- 48.4 To Consider and Resolve the recommendations in the 2023/24 Internal Audit Report. (Paper 2024/1121)  
 It was reported that all the recommendations have already been actioned and will be reflected on the updated website shortly.  
**RESOLVED: To await inclusion of all the updated policies on the updated website.**  
**RESOLVED: That Cartmel Village Hall will be used as the address at which records can be viewed, by appointment, on the 2023/24 Notice of Public Rights.**

**CLLR GILL ARRIVED AT THIS POINT IN THE MEETING.**

- 49 To receive and Update regarding: -
- 49.1 It support from iCloudy.  
**RESOLVED: Cllrs who are still experiencing problems connecting to their new email account will speak to Dylan Brown at iCloudy as soon as possible to rectify their individual issues.**  
**RESOLVED: The Clerk will contact Dylan next week to progress the matter and establish that all issues are resolved.**  
**RESOLVED: Clerk to invite iCloudy to give a remote presentation on the recommendation for new computer equipment for councillors before the next council meeting. Date and time would be 6.30 pm on 11<sup>th</sup> July 2024.**
- 49.2 Website update from Aubergine.  
**It was reported that the Clerk is providing Aubergine with various information and documents that are required to update the website, and that the matter is in hand and is being progressed.**

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- 50 To consider the following **draft policies**: -
- 50.1 Email and Internet policy. (paper 2024/122)  
**RESOLVED: Approved and adopted.**
- CLLR HUGGETT ARRIVED AT THIS POINT IN THE MEETING.**
- 50.2 Vexatious Requests Policy. (Paper 2024/123)  
**RESOLVED: Approved and adopted.**
- 51 To review the following **policies and procedures**: -
- 51.1 Child Protection and Safeguarding Policy. (Paper 2024/124)  
It was reported that Cllr Sim holds a current DBS check.  
**RESOLVED: That Cllr Sim is appointed as the nominated A&CPC Safeguarding Lead.**  
**RESOLVED: Approved and adopted.**
- 51.2 Equal Opportunities Policy. (paper 2024/125)  
**RESOLVED: Approved and adopted.**
- 51.3 Equality and Diversity Policy. (Paper 2024/126)  
**RESOLVED: Approved and adopted.**
- 51.4 Quarry Management Plan. (paper 2024/127)  
**RESOLVED: Approved and adopted.**
- 51.5 Risk Assessment, Parish Council. (Paper 2024/128)  
**RESOLVED: Approved and adopted.**
- 51.6 Risk Assessment, Mini Library. (Paper 2024/129)  
**RESOLVED: Approved and adopted for Allithwaite.**  
**RESOLVED: That Cllr Huggett will prepare a Risk Assessment for the Cartmel Mini Library.**
- 51.7 Risk Assessment, Quarry. (Paper 2024/130)  
**RESOLVED: Approved and adopted.**
- 52 To receive the **Allithwaite Report**. (Paper 2024/131)  
**Received.**
- 53 To receive an update re the **Lengthsman's Contract**.  
**The signed page of the Lengthsman's contract was delivered to the clerk.**  
**It was reported that reviewing the contract will be an agenda item at the January meeting.**
- 54 **Fish Slabs and Pinnacle Project**: - To receive an update on the project, including the siting of the pinnacle, and agree any necessary actions.  
**As circulated prior to the meeting.**  
**It was reported that the Primary School will be holding an official opening for the Pinnacle, and that the council is invited. Date is 6<sup>th</sup> July and Cllr Dean will circulate full details in due course.**
- 55 To receive an update regarding the **Cartmel Riverside Toilets** and agree a way forward.  
**Dealt with at item 46.2, issue to be escalated to the Chief Executive of W&FC.**
- 56 To consider the position of the Allithwaite Wargrave and agree a way forward.  
**It was reported that the Allithwaite war grave is in St Marys Church and that the condition of it is not good. The Commonwealth War Graves Commission (CWGC) has confirmed that responsibility for the maintenance of the grounds at Allithwaite (St. Mary) Churchyard**

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should be under the Parish Church Council authority. It needs some TLC; the stone memorial appears to be OK but the surround needs work.

It was reported that the CWGC provided a plaque in the church section of Cartmel Cemetery approximately 5 years ago, and that the war graves in the council section of Cartmel Cemetery do not require work at this time.

**RESOLVED:** That the PC offer to attend to the war grave at no cost to the church. Cllr Sim to draft an email to be sent to St Mary's Church by the clerk.

57 To receive an update regarding the **Electricity** Supply to the village (Cartmel) and agree a way forward.

**It was reported that: -**

- The exact nature and cause of the problem has not been determined, but that it appears to be that although sufficient power supply is coming to the village, old infrastructure (i.e. old cables, especially the joints) is preventing the supply from being distributed adequately, and that some properties do experience power dips or outage.
- Cllrs Lamb and Sim met with engineers when researching the installation of electric car charging points in the village and were advised that the infrastructure was not up to the required grade to do so.
- Cllr Johnson has spoken to the electricity supplier and has been advised that where a property does not have enough supply, causing dips, they can apply a boost, but that this is at a cost to the property owner. This does indicate that there is a known problem.
- It was thought that the racecourse did have plans to install electric car charging points but has not done so to date.

**RESOLVED:** That Cllrs Donally and Johnson will draft an email to be sent by the Clerk to the CEO of Electricity North West regarding the problem.

58 To review the **Communication Arrangements** and to agree a way forward: -

58.1 To consider how the Newsletter can be best utilised.

**RESOLVED:** That councillors will support Cllr Lamb in the production of the Newsletters by providing more items for inclusion. Particularly in relation to actions agreed to be undertaken at council meetings.

58.2 To consider a Publicity Campaign to raise awareness of all that the council does, and to encourage new councillors to come forward. (Paper 2024//109)

**RESOLVED:** To produce a notice for the noticeboards.

58.3 To consider appointing a PR practice.

**RESOLVED:** Not to appoint a PR practice.

59 To consider the following **correspondence** and to agree a way forward and/or a response: -

59.1 Cartmel Old Grammar School Trust re appointment of trustee. (Paper 2024/132)

**RESOLVED:** That Cllr Huggett was appointed as a council representative to Cartmel Old Grammar School at the May 2024 council meeting, and that the Parish Council is not a managing trustee of the school.

59.2 Safety of Lithium Batteries. (Paper 2024/133)

**RESOLVED:** No further action.

59.3 Bus services comments. (Paper 2024/134)

**Dealt with by Cllr Boak at item 42.2.**

60 To receive **reports from councillors** who represent the Council on other bodies (for information only) – if any.

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Cllr Johnson reported that the consultation on the 20 MPH application has been put back two months because of the election and is now due to take place in September. There will be a consultation period during which members of the public can put forward their views.

- 61 **Minor items** for information only, **and items for next agenda.**
- Next Agenda: Update on letter to Chief Executive and response.
  - Minor Items:
    - Note that the documents now in storage should be reviewed in line with the PC document retention policy in due course. Anything that can be destroyed should be destroyed, anything that can be removed to the County Records Office should be sent there, leaving only documents that the PC is required to retain in storage.
    - Note that the projector, screen, and stand have been delivered to the Chairman and should be added to the assets register again.
    - Note that Cllr Lamb retains an A4 stand and A4 paper on behalf of the PC, also to be added to the asset register.

- 62 Date of next meeting:  
**Full Council Meeting, 11<sup>th</sup> July 2024, at Cartmel Village Hall, at 7.00 pm.**  
**Finance Committee meeting, 11<sup>th</sup> July 2024, at Cartmel Village Hall, commencing immediately after the full council meeting concludes.**  
**Hopefully there will be a remote meeting to discuss the options for new computer equipment for councillors at 6.30 pm.**

- 63 To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, that the public and press be excluded from the meeting, whilst item 64 is considered: -  
**RESOLVED: That the public and press be excluded from the meeting whilst item 64 is considered.**

**The public section of the meeting closed at 4.25 pm.**

- 64 To consider any offer received for the Parish Cottage and agree a way forward.  
**RESOLVED: That the cottage is sold with the current tenancy agreement in place.**

As there was no further business the meeting closed at 4.35 pm.