

**Minutes of Crosthwaite and Lyth Parish Council**  
**held in the Parish Rooms, Crosthwaite on Monday 06 May 2019 at 7.30pm**

MEMBERS PRESENT

Cllr Robert Sykes (Chairman)                      Cllr Bruce Worsley (Vice Chairman) (\*)  
Cllr Evelyn Brookes                      Cllr Matthew Dobson (\*)                      Cllr Mary Harkness (\*)

**Invited :**

Cllr Jim Bland                      -                      County Council Representative  
Cllr John Holmes                      -                      District Council Representative

**MINUTES**

**1. Apologies**

Cllr Roger Smith, Cllr Tracy Johnson

**2. Declaration of interest**

None

**3. Dispensations**

None

**4. Minutes of the previous meetings held on 02 April 2019**

The minutes had been circulated prior to the meeting and it was **proposed** that they are accepted as a true and accurate record of the meeting.

The Council **RESOLVED** to accept the proposal and signed by the Chairman

• **Action**

- Clerk to update web site

**5. Chairman's Announcements**

No announcements

**6. Open Session**

1 member of the public present

- Mary Harkness raised the matter of a lack of grass cutting of the communal land at Oak Fold. Although the matter is being discussed latter in the meeting she wished to raise this on behalf of a resident in Oak Fold.

**7. Reports**

- a. County Councillor Jim Bland  
Cllr Bland has spoken to Highways regarding the speed limit matter raised by the Parish Council.
- b. District Councillor John Holmes  
Cllr Holmes has been busy with Local Elections so little to report. However he has been informed that there will be a Drop In session at Gilpin Bridge Hotel between 1pm and 7pm on Thursday 27 June regarding the A590. Jonathan Reade will be happy to meet with the Parish Council prior to this event. It was suggested by councillors that the best dates would be 21 May or 04 June, at either meeting held on those dates.
- c. PCSO Jayne Park  
No report but councillors were made aware that she attends the Exchange
- d. Clerk – Martin French  
The Clerk confirmed that all actions had been completed from the last minutes. However, he needs to follow up on contact regarding St Mary's Pasture, and other details.

- **Action**
  - Clerk to follow up on actions from May

## 8. Planning

- a. 7/2019/5227  
Location : Crosthwaite House, Crosthwaite LA8 8BP  
Proposal : Replacement of the dilapidated ground floor windows at Crosthwaite House  
Comments by 01 May

It was **proposed** that the Council has no objection to this application

The Council **RESOLVED** to accept this proposal

- b. 7/2019/5259  
Location : Michael Yeat Farm, Lyth, Kendal, LA8 8DD  
Proposal : Installation of new packaged sewage treatment plant  
Comments by 22 May

It was **proposed** that the Council has no objection to this application

The Council **RESOLVED** to accept this proposal

- **Action**
  - Clerk to inform LDNPA of the above decisions

## 9. Finance

- a. Cash book to year end 31 March 2019  
The Cash Book for yearend is unchanged from that circulated to councillors at the April meeting and is as seen by the Internal Auditor.
- b. Income and Expenditure to year end 31 March 2019  
The Income and Expenditure for yearend account is unchanged from the one circulated to councillors at the April meeting and is as seen by the Internal Auditor.
- c. Bank Reconciliation at year end 31 March 2019  
The yearend Bank Reconciliation had been circulated to all councillors prior to the meeting and a hard copy was available. There are no outstanding cheques to be presented.
- d. Variances in accounts for 2018/9  
A list of year on year variances had been circulated prior to the meeting and a hard copy was available at the meeting.

It is **proposed** (RSy prop MH sec) that the above accounts, which have been circulated to councillors prior to the meeting, are recorded as a true and accurate record of the financial year to 31 March 2019 and that they should be posted on the Community Web Site.

The Council **RESOLVED** to accept the proposal

- **Action**
  - Clerk to post all the above document to the Web Site

- e. Bank balance at 26 March
 

£2,978.47 Business account
£8,475.55 Business Premium Account

f. Martin French (Wages)	£ 165.80 (20 hours)
g. CALC	£ 173.59 (annual subscription)
h. Simon Johnson	£ 65.07 (Neighbourhood Plan costs)
i. Stramongate Press	£ 99.00 (Neighbourhood Plan printing costs)
j. Julie Hartley	£ 75.00 (Internal audit)
k. Great North Air Ambulance	£ 150.00
l. North West Air Ambulance	£ 150.00
m. SLDC Precept (Received)	£5,079.00
n. NPower	£ 25.00

- o. It is **proposed** that above payments are made, and receipts recorded

The Council **RESOLVED** to accept the proposal

- **Action**

- Clerk to send cheques and update books accordingly

- p. Receipt of letter from Thomson Hayton and Winkley (THW) regarding sale of land at Tarnside and payment of balance due of £2,840.00

The Clerk confirmed receipt of a letter from THW that £2,840.00 will be transferred to our account as a result of the sale of land at Tarnside. This is net of costs to THW of £360.00 (incl VAT)

## 10. Internal Audit Recommendations

- a. To review the internal audit

An Internal Audit of the Council books and requirements has been completed and circulated to councillors.

It was **proposed** that the Council accept this report

The Council **RESOLVED** to accept the proposal

- **Action**

- Clerk to make recommended changes
- Clerk to add Financial Regs to web site and to check on status of Quarry Investments

## 11. Audit Return

- a. Annual Governance and Accountability Return

(the following documents have been circulated to councillors prior to the meeting)

- i. Internal Audit Report (Part 2 Page 4)

It is **proposed** to accept the Internal Audit Report

The Council **RESOLVED** to accept the proposal

- ii. Annual Governance Statement (Part 2 Section 1 Page 5)

It is **proposed** that the Chairman and Clerk sign the above statement

The Council **RESOLVED** to accept the proposal

- iii. Accounting Statement (Part 2 Section 2 Page 6)

It is **proposed** that the Chairman and Clerk sign the above statement

The Council **RESOLVED** to accept the proposal

- iv. Certificate of Exemption (Part 2 Page 3)  
It is **proposed** that the Certificate of Exemption is signed.

The Council **RESOLVED** to accept the proposal

- **Action**

- Clerk to post required statement to the Web site and the External Auditor

## 12. Steering Group for Neighbourhood Plan – Cllr Robert Sykes

- a. To update the Council on progress

A report had been circulated to all councillors prior to the meeting by Simon Johnson (Chair of the NPSG). Cllr Sykes spoke regarding these notes to update councillors on work that has been done.

- b. Neighbourhood plan budget

A budget has been drawn up by the NPSG for completing the Neighbourhood Plan and has been circulated to all councillors prior to the meeting. This outlines the actions, time scale and estimated costs to complete the Plan with a total projected cost of £9,069 and completion by end August 2020.

It was **proposed** (RSy prop BW sec) that the council approves this budget and that the Clerk works with the Group to secure grants to meet this expenditure.

The Council **RESOLVED** to accept this proposal

- **Action**

- The Clerk is to liaise with the Group to make grant applications.
- c. Steering Group vacancy  
The Steering Group has been working on filling the vacancy but with no success at this time.

## 13. Annual Parish Meeting

- a. To review arrangements

The Clerk was asked to contact the organisers of the Exchange.

- **Action**

- Clerk to make contact with the Exchange, and SLDC councillors for Bowness and Levens

## 14. Overnight lights on in the village

- a. To consider responses along with any further action

A response has been received from two properties and the Clerk is awaiting a response from Castles and Coast. Cllr Sykes said that he would follow up with the school, and asked that this is put on the June agenda.

- **Action**

- Clerk to add to June agenda

## 15. Windfall Sites

- a. To consider responses along with any further action

Comments were made by councillors and from Simon Johnson (NPSG), and consideration was given to the information provided by David McGowan.

It was **proposed** that the clerk responds to Mr McGowan thanking him for the information and showing the Council's disappointment with the LDNPA decision regarding Cross Howe.

The Council **RESOLVED** to accept the proposal and the clerk asked to draft a letter for consideration by the Chairman.

- **Action**
  - Clerk to draft a letter

#### 16. Village Walkway

Nothing to report at this time

- **Action**
  - Clerk to add to June agenda
  - Cllr Smith to provide update

#### 17. Risk Assessment

- a. Hubbersty Head and Jubilee Field trees  
The Council is awaiting an update from Cllr Smith

- **Action**
  - Clerk to add to the agenda for June
  - Cllr Smith to provide update

#### 18. Grass cutting at Oak Fold, Crosthwaite

Councillors commented that the communal land at the Oak Fold development has not been maintained. Grass needs cutting and there has been no landscaping of the grounds.

It was **proposed** that the Council writes to Castles and Coasts asking for the grounds to be landscaped and maintained.

The Council **RESOLVED** to accept the proposal and the clerk was asked to draft a letter.

- **Action**
  - Clerk to write a letter

#### 19. Village Lengthsman

Further consideration was given to contracting out some Lengthsman duties to ensure roadside drains are kept in order. Mr Chris Smith has responded to the Council's request and is interested in doing the work.

It was **proposed** that the Council contacts Chris Smith and that the Clerk draws up a job description for the job.

The Council **RESOLVED** to accept the proposal

- **Action**
  - Cllr Harkenss to provide contact details
  - Clerk to draw up Job Description
  - Clerk to contact Chris Smith
  - Clerk to arrange for a meeting between Chris Smith and Archie Workman

#### 20. Communications

- a. Minutes to go to Anne Douglas
- b. Parish News to have a summary in particular communicating
  - i. The contracting out of Lengthsman duties

- ii. The donations to both North West, and Great North Air Ambulance
- iii. Drop In meeting on 27 June

- **Action**

- Clerk to forward minutes
- Clerk to highlight points above
- Clerk to contact Two Valleys News

**21. Date of Next Meeting**

- a. Annual Parish Meeting Tuesday 21 May 2019 in the Argles Memorial Hall starting at 7:30pm
- b. Parish Council Meeting Tuesday 04 June 2019 in Parish Rooms start 7:30pm

..... Cllr Robert Sykes (Chairman)

Dated:- 04 June 2019

Draft