

**UNDERSKIDDAW PARISH COUNCIL**

**MINUTES OF THE MEETING held in the Underskiddaw Church Rooms on Tuesday 9<sup>th</sup> May 2017 at 14:25.**

**PRESENT :** Mr J Wilson (in the Chair), Mrs B Bulman, Mr C Corder, Mr I Hall, Mr T Gibbs, Mr T Ryan,

In attendance: Becx Carter Clerk, 4 members of the public.

**2017.24 Apologies for absence.**

**Resolved** that apologies be noted from Cllr J Boniface, Ms C Johnson (LDNPA), C/Cllr A Bowness, A/BC Cllr M Grainger, Mr D Edmunds.

**2017.25 Election a Chairman & Vice Chairman and to receive the Chairman's Declaration of Acceptance of Office**

Cllr J Wilson informed those present that he was willing to carry on in the role as Chair but would appreciate further support on the additional meetings he attends on behalf of the Council.

Cllr I Hall proposed Cllr J Wilson be Chair for the forthcoming year, Cllr T Gibbs seconded this motion. All present were in favour.

**Resolved** by all present that Cllr J Wilson be elected as Chairman.

**Resolved** by all present that Cllr J Wilson's signed declaration of acceptance of office be noted as received.

**Action: Clerk to contact Cllr J Boniface to ask if she is willing to continue as Vice Chair for the forthcoming year and agenda for a future meeting for formal resolution.**

**2017.26 Minutes of the 28<sup>th</sup> March 2017**

**Resolved** that the minutes be signed as a true and accurate record by Cllr J Wilson in his role as Chair of the meeting.

**Action: Clerk to upload minutes to website.**

**2017.27 Declarations on Interest.**

No declarations of interest or requests for dispensations were received.

**2017.28 Clerks Report**

All matters were covered in the Clerks written report circulated to all councillors prior to the meeting.

**a. Cumbria Farmer Flood Group (CFFG)**

**Resolved** by all present that Underskiddaw Parish Council write in support of the CFFG in trying to raise the profile/positioning of the farming community in discussions relating to flood mitigation & management.

**Action: Clerk to write in support.**

**b. Keswick Garden Centre**

It was noted by all present that the LDNPA have noted the Parish Council and local residents views that no business is operating from the site, but Mr Lewington has formally confirmed via a Planning Contravention Notice (PCN) that there is a business operating from

Signed..... Dated.....

the site. This is a legal document and to provide false information would be an offence. The information provided was supported by what was witnessed by Julie Birkett of the LDNPA when she visited the site. The business is operating at a low level.

The period of limitations on taking action if the PCN were to be incorrect is 10 years and the LDNPA are continuing to monitor the site on a regular basis.

**c. Tree Preservation Orders**

The Clerk informed the meeting that there is no formal process for a Parish Council to nominate a Tree for a TPO but that she has been in dialogue with the LDNPA about applying for one on the Underskiddaw Oak. The Clerk informed the meeting that the LDNPA were going to 'assess' this tree, and that UU were fully in support of this proposal.

**Resolved** that the Clerk continue with an application to register this tree. In addition the Clerk to ask the LDNPA to also assess the remaining Burr Oak on the footpath from Applethwaite to Thrushwood.

**Action: Clerk to continue with this application and update councillors at the July meeting.**

**d. Resolution re Neighbourhood Plan/Boundary Review**

**Resolved** by all present that Underskiddaw Parish Council give consent for Keswick Town Council to act as the qualifying body for the purposes of neighbourhood planning in the area of Underskiddaw Parish between the A66 and Keswick Town Council area as required under S.61F of the Town & Country Planning Act 1990 (as amended).

**Action: Clerk to convey this decision to Keswick Town Council.**

**e. Meeting with Sue Hayman**

It was noted by Councillors that following the calling of a general election, parliament has been dissolved and as such there are no MP's currently. They are all 'candidates'.

**Action: Clerk to contact the appointed MP after the general election to organise a meeting regarding this matter.**

2017.29

**To review &/or adopt Council's policies & procedures**

**Resolved** by all present that no changes be made to the below governance documents, and that they be re-adopted for the forthcoming year.

- i. Financial Regulations
- ii. Risk Assessment Policy & Procedures
- iii. Protocol for Internal Audit
- iv. Review of Effectiveness of Internal Audit
- v. Inventory of Assets
- vi. Publication Scheme
- vii. Privacy Statement.

**Action: Clerk to update all versions with the adoption date of the 9<sup>th</sup> May 2017-05-15**

**Resolved** by all present that the Standing Orders & proposed changes be considered at the July meeting.

**Action: Clerk to circulate a draft of the revised Standing Orders with the changes highlighted prior to the July meeting.**

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**Finances**i) *Bank Balances*

**Resolved** that these were noted as:

Current Account	£5,149.33 on 31 <sup>st</sup> March 2017
Money Manager	£2,626.77 at 31 <sup>st</sup> March 2017

ii) *To complete the Statement of Governance*

**Resolved** by all present that the following responses be made to the annual governance statements & that it be approved and signed as correct.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements- **Yes**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness-**Yes**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances-**Yes**
4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the accounts and audit regulations-**Yes**
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required-**Yes**
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records & control systems- **Yes**
7. We took appropriate action on all matters raised in reports from internal & external audit- **Yes**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end have a financial impact on this smaller authority and, where appropriate have included them in the accounting practices-**Yes**
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) /assets, including financial reporting and, if required, independent examination or audit.

**Action: Clerk to submit the Audit forms to BDO**iii) *To approve the Statement of Accounts & Variances for Y/E 31<sup>st</sup> March 2017*

**Resolved** by all present that the Statement of Accounts & Variances be approved and the Chair authorised to sign the relevant section of the Audit Form.

iv) *To receive Internal Auditors Report*

The Clerk informed the meeting that an unqualified report had been received from the internal auditor.

**Resolved** by all present that the auditors report be noted as received.

v) *Approval of Cheques*

**Resolved** that the following cheques were approved by all present and signed by Cllrs Wilson & Ryan

CALC	Annual Subscription	£132.60
Cumbria Payroll Services	PAYE Services	£93.60
HMRC	PAYE	£101.40
Becx Carter	Salary -Via SO	£406.04
Zurich	Insurance	£TBC
Becx Carter	Expenses	£16.85
Crosthwaite Church	Room Hire	£20.00
Alison Love	Internal Audit	£25
Becx Carter	Extra Hours (UU)	£232.47

**Action: Clerk to process the above payments**

It was noted by the meeting that an invoice had not been received by Mr A Wilson for grass cutting/handyman works.

**Action: Clerk to add 'Grass Cutting/Parish Maintenance Job Schedule' to July agenda.**

vi) *Signing of Defib 'donation' and management agreement*

**Resolved** by all present that a donation of £2,101 be made to the Community Heartbeat Trust for the purchase of the defib unit to be installed in the Applethwaite Phone Box.

**Resolved** by all present that the management agreement for this defib be signed by the Council.

**Action: Clerk to submit a claim form to the LDNPA for the balance of the £2,101 not covered by Parishioners Donations (£1430 raised)**

**Action: Clerk to return the signed defib management agreement and donation to the Community Heart Beat Trust and keep all councillors up to date on the installation date.**

vii) *Request for funding Keswick & District First Responders*

**Resolved** by all present that a donation of £60 be made to the Keswick & District First Responders to cover the cost of one volunteer pager for one year.

**Action: Clerk to process this donation.**

viii) *Funding for Water Course Grill Replacement.*

**Resolved** by all present that the Clerk contact CCC Highways to ask if they intend to install a grid/cover on the newly uncovered culvert on the Applethwaite Road and if not the Council will consider the purchase and installation of a grill to prevent debris falling into the now just open culvert and blocking it.

**Action: Clerk to contact CCC Highways and report back at the next meeting.**

2017.31

**Opportunity for Public Participation**

Ms G Edmunds thanked the Council for the improved communications via the mailing list.

Ms H Spence raised concern about the large amount of empty plastic sheep lick buckets/feed sacks that get left in fields by farmers and then end up in the water courses/causing water course obstructions.

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**Resolved** by all present that the Council write to the Cumbria Farmer Network and ask if they could circulate a polite request to their members to collect up the containers once they are empty.

**Action: Clerk to Contact Cumbria Farmer Network.**

**Resolved** by all present that if this approach doesn't work Cllr J Wilson as chair of the Parish Council to speak to the individuals concerned.

**Action: Cllr J Wilson to proceed with this if the approach to Cumbria Farmer Network isn't successful.**

**2017.32**      **Lake District National Park Authority**

Unless listed below no planning applications or decisions had been received.

i)      Sewage Works

It was noted by those present that the cladding/covering was being installed on the Sewage Works Kiosks.

ii)      Consultations for consideration

-LDNPA Call for Sites.

**Resolved** by all present that no submission be made from the Parish Council

**Action: Clerk to agenda for the July meeting Neighbourhood Planning/Suggestions of issues of concern.**

**Action: Clerk to contact Keswick Town Council to see if the proposed request for lower priced residents parking permits would include residents of the hinterland parishes.**

**2017.33**      **Cumbria Association of Local Councils**

A) The Council noted the next meeting date as 11.5.17

**2017.34**      **Members Reports**

i)      Village Hall- The AGM is to be held on the 14<sup>th</sup> June 2017 at 7pm.

**Resolved** that Cllr J Wilson to attend this meeting.

**Action: Clerk to circulate minutes/papers to Cllr J Wilson when received.**

ii)      Derwent 7

**Resolved** by that the minutes of the D7 meeting held on the 24<sup>th</sup> April be noted as received.

**2017.35**      **Date & Time of the Next Meeting**

11<sup>th</sup> July 2017 at 14:00 in the Church Rooms.

Meeting Closed at 15:15

*Items raised after the meeting:*

-Toilet Tokens for Keswick Public Toilets.

-Protocol for use of mailing list.

Signed..... Dated.....