

**UNDERSKIDDAW PARISH COUNCIL**  
**MINUTES OF THE MEETING (being the Annual General Meeting) held in the Village Hall**  
**Millbeck on Tuesday 20 MAY 2014 at 2.00 pm**

**PRESENT** : Mr J Wilson (in the Chair ); Mrs B Bulman; Mrs K Hind ; Mrs J Boniface (from 2.40 pm)

In attendance : Clerk. Councillor Marion Fitzgerald Allerdale BC.

**2014.28**      **Election of Chairman** Cllor Jim Wilson was nominated as Chairman and elected unanimously. He signed his Acceptance of Office. Cllor Boniface, having previously signified her willingness, was nominated and elected as Vice Chairman.

**2014.29**      **Apologies for absence** Mr C Corder, Mr T Gibbs & Mr T Ryan gave their apologies which were accepted.

**2014.30**      **Minutes**      The Chairman was authorised to sign the Minutes of the last meeting, held on 16 March 2014.

**2014.31**      **Declarations of Interest**  
The Chairman requested Members should declare any interest they had in any of the Agenda items. No such interest was declared by those Members present, and by Cllor Boniface on her subsequent arrival.

**2014.32**      **Representatives to Other Bodies**  
The following appointments were made :  
Cllor Corder to represent the Council on the Village Hall committee;  
Cllor Ryan to the Neighbourhood Forum  
Cllor Wilson to Derwent 7  
Ms M Climie to be Broadband Representative and liaison with Connecting Cumbria.

**2014.33**      **Review and adoption of Council's Policies, Regulations and Procedures**  
(i) New up-dated version of the Standing Orders and Financial Regulations were adopted in place of the previous ones.  
(ii) Procedures for dealing with Press and other media were adopted for the first time.  
(iii) Policies reviewed and to continue were :  
    (a) Freedom of Information Policy (b) Planning consultation Policy and Terms of Reference of Planning Committee (c) Consultation Policy (general) (d) Risk Assessment Policy and Procedures (e) Model Code of Conduct (f) Floral Tributes by roadside Policy (g) Protocol for Internal Audit (h) Review of Effectiveness of Internal Audit. (i) Inventory of Assets .  
(iv) arising out of the review of the Risk Assessment Procedures it was agreed to seek professional advice about the condition of the War Memorial.  
(v) It was agreed that the pattern of meetings would continue with meetings in the Institute on Tuesday afternoons at 2.00 pm in Summer (when there was no Art Class at the Institute) and at 2.45 pm in Winter when the Artists had finished.

**2014.34**      **Finance and Audit**  
(i) Bank Mandate It was agreed the present signatories would remain unchanged : Cllors Wilson, Boniface and Bulman  
(ii) Audit The year end statement previously circulated was approved and it was

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

resolved to adopt it. The statement included a figure of £1605.01 for income received, being the Precept for the year 2014/2015 received prematurely. The income total would therefore appear unduly large for the year 2013/2014 and next year will look very small. The Governance questions on the Audit form were considered and answered in the affirmative, and the chairman was authorised to sign the statement of Account and the Governance section. The report from the Internal Auditor was noted, and bank statements, cheque books, and last year's Minutes were available for inspection.

(iii) Internal Auditor Mr D Bennell was appointed as Internal Auditor for next year.

(iv) Precept Receipt of Precept was noted - £1574.06 and £75.95 Government subsidy, total £1650.01.

(v) Insurance Policy. A renewal quote of £359.15 had been received from current insurer Zurich. A alternative quote was sought from AON and this was £234.

Zurich had been asked to consider a reduction in their premium and this was £270. After discussion it was resolved to stay with Zurich this year, so the current policy could continue. The position would be reviewed again next year.

(vi) Cheques were resolved to be paid : CALC subscription (£126) Clerk's expenses for postage and photo copying (£16.36) A Wilson grass cutting (£44).

(vii) PAYE It was resolved to continue to have this dealt with by CVS.

(viii) It was resolved to support the proposal notified by Sevenoaks Parish Council for 5% of business rates to be distributed amongst Parish councils.

**2014.35**      **Public Participation** No member of the public was present.

**2014.36**      **Resignations**

Cllor Hind confirmed her intention to retire as she was now living outside the parish and felt she was losing touch with parish affairs. This was received with regret and the Chairman thanked her warmly for the excellent contribution she had made to Parish Council debates and activities. The correct procedure was advised to be that a Notice of Vacancy should be advertised in the Parish, and the Allerdale Returning Officer should be informed. If no election was called for within 14 working days the Council could take steps to co-opt.

The Clerk had also given Notice of her intention to retire as she wished to have more freedom to visit her family in the Midlands. The Chairman and Members present thanked her very much for her work over the past years. Members approved the wording for an advertisement, and for a job description and person specification, although the latter could be amended if further suggestions were put forward.

**2014.37**      **Lake District National Park Authority**

(i) Pre-application meeting regarding Sheepdog Field

Part of this field had been allocated in the NPA selection of sites for affordable housing. Preliminary talks had been going on between some developers and the Planning Officers. In view of the importance of this site, which was probably the largest housing site left for development within the National Park, the Planning officers had operated a procedure which is part of a new approach to large or controversial applications – that is to hold a “Pre-application Meeting”. The purpose of this was to have an informal meeting between the planning officers, Members of the National Park Development Committee, representatives of the architects and the builders, and of the Parish Council(s) who are consultees. This Meeting was being held because of the significant size and location of the proposal rather than because it was thought to be particularly controversial. The idea is that

any potentially difficult issues could emerge at this stage, rather than when the clock had started ticking once the formal application was made. Representatives of both Underskiddaw and Keswick were invited – one from each. The site is wholly within Underskiddaw, but the great majority of the access roads were in Keswick. It was stressed to those present that nothing was at all certain until the application was received and that the discussion at the meeting should remain confidential. The hope was expressed by the Chairman of the Development Committee that Underskiddaw PC and Keswick TC would work together on this project.

(ii) Parish representative on National Park Authority A ballot took place to vote for one of three candidates for the position of Parish Council Member for Allerdale on the Board of the NPA to replace John Hayton. Parish Councillors unable to attend the Meeting had advised the Clerk of their wishes. Each Councillor had an individual vote, and numbers were to be reported to CALC who were conducting the election. The result of the ballot was that all votes were cast in favour of Geoff Davies of Above Derwent.

(iii) Sewage works Landscaping A meeting had been held on site with UU and Jack Ellerby from Friends of the Lake District. With regard to the Kiosks on the site, it was agreed that UU would find out if the existing one could be re-painted, and if so would send some colours. They would check to see if the new proposed Kiosk could be set into the ground so as to be a lower height than the first one. They would also agree a colour for the second Kiosk ideally to match the first one when repainted. They would also look at the feasibility of painting the bright metal tubing. UU had sent some colour suggestions through but it was agreed the proposal needed clarification – as to whether repainting could take place and to have realistic samples of colour.

With regard to the tree cover it was agreed that an approach would be made to the neighbouring landowner to see if trees could be planted on the boundary. Subsequently Pete Barron has agreed to advise on this.

An email with colour charts had been received from UU, but it there was some doubt about meaning of information supplied and Clerk was asked to clarify. Cllor Fitzgerald would also like to be kept copied in to this problem and to come to any meetings.

**2014.38**

**Allerdale Borough Council**

The biggest issue to report was that Allerdale were trying to have a limit agreed in its Local Plan on the distance between wind turbines and domestic property. A proposal had been made to forbid turbines within 800m of houses. The outcome was not yet known. Allerdale hosts 62% of all on shore windfarms in the country. When the Local Plan is adopted it will assist in applying such restrictions. The Planning Department is having a drive to improve customer service. There are ongoing discussions about footway lighting; the Police are concerned about the effect of loss of lighting. The programme to remove lamps attached to informal poles is a rolling one over 25 years, which suggests that the justification of Health & Safety concerns is dubious. ENW is the only network following this policy. Eventually lighting might be devolved to Town and Parish councils along with a grant.

**2014.39**

**Cumbria County Council**

Highways No action had happened about the white line at the junction by the Village Hall. One or two Highways matters had been raised at the Annual Parish Meeting : motor bikes speeding round Bassenthwaite Lake on the main roads; speed

limit on A591 and the possibility of a SID. Cllor Fitzgerald explained that 78% of vehicles have to be found to have exceeded the speed limit on a given stretch of road before lowering the limit would be considered. She also advised that when a report of a fault is made by telephone people should ask for a call back to let them know when something was being done. This facility may not be available for on-line reporting. Better Highways should also be informed when a fault has been reported and a reference number allocated – she would let the council have the email link to do this. Information about this should be distributed, and the County Councillor should be advised of these opinions. The possibility of improving visibility at Applethwaite junction was discussed and this would be looked into. There was also a need to investigate the footpath near Whitestones, which is blocked and there people walk on the road.

**2014.40**      **Cumbria Association of Local Councils**

Circulars for April and May had been received by all councillors, and Clerks Direct magazine was passed out for circulation.

**2014.41**      **Members' reports**

Cllor Boniface was thanked for her excellent summary of the requirements for a new website. She was also thanked for establishing maintaining and managing the current website . It was agreed that since a new Clerk would be appointed a decision on the next step should wait until it was known if a new clerk could deal with this. In the absence of the Village Hall Representative there was no report on this topic.

**2014.42**      **Annual Parish Meeting**

It was agreed that this had been successful and that the Report with a full version of Mr Spedding's talk should be sent to all those attending and who had apologised and be put on the website. Mr Spedding had agreed to this.

**2014.43**      **Date of next Meeting**

As previously agreed this would be Tuesday 15 July 2014 at 2.00 pm.

The Chairman closed the meeting at 3.45 pm.