# Underskiddaw Parish Council Minutes

Minutes of the meeting of the Underskiddaw Annual Parish Council held in Underskiddaw Church Rooms at 14:00 on the 30th November 2021.

**Present:** Joe Saxton (Chair), Jan Boniface, Jana Lambert, Diane Griffiths,

**In Attendance:** Becx Carter (Clerk), 2 members of the public

**Apologies**: Ellen Barker (Work Commitments), David Horsburgh (Work Commitments)

With 4 councillors present the meeting was quorate.

Thanks were noted to Rodney Smith & his son for their work to clear fallen storm debris in the aftermath of Storm Arwen.

# 45/21 To elect a Vice Chairman for the forthcoming year

## Election of Vice Chairperson

Due to no councillor being elected to the role of Vice-Chair for the forthcoming year this will become the first agenda item of any future meeting.

**Action: Agenda election of Vice Chair as first item of business on any forthcoming meeting.**

# 46/21 Apologies for absence

**Resolved** by all present that the above-mentioned apologies and the reasons for absence be accepted.

# 47/21 Approval of Minutes of the Meeting held on the 28th September 2021

**Resolved** by all present that the minutes of the meeting held on the 28th September 2021 be signed as a true and accurate record by Cllr Joe Saxton.

**Action: Clerk to upload the minutes to the website and circulate to all.**

# 48/21 Request for Dispensations & Declarations of Interest

None received

# 49/21 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960).

None

# 50/21 Public Participation

Two members of the public were present and questions were raised questions relating to other matters on the agenda.

# 51/21 Application for Co-option (1 Vacancy)

None received

# 52/21 Update from other bodies

None present

# 53/21 Clerks report

The Clerk Report had been circulated to all prior to the meeting. The receipt of this report was noted by all.

## Village Green Applethwaite

The Clerk confirmed that the area of land that was discussed at the Sept 2021 meeting is formally registered land that has a registered owner. Any further discussions regarding the status of the land would need to be held with the land owner.

## Parish Council Communications

The Clerk noted as a result of a question by a member of the public that there are between 40-50 addresses on the Parish Council mailing list.

A discussion was held regarding how the Parish Council communicates with its residents. The Parish Council has an email circulation list that is GDPR compliant and is used for the communication of matters relating to the Parish Council.

This distribution list can’t be used for any other purposes or it would be a breach of GDPR.

Cllr Joe Saxton as an individual runs the Underskiddaw Insider which is an email circulation this is unrelated to Underskiddaw Parish Council.

The Clerk clarified that there needs to be a defined separation of duties between the individuals in their role as councillors and personal individuals regarding communication with the parishoners.

It was **resolved** that Mr Saxton cover nothing regarding Parish Council business in the Underskiddaw Insider, and that if there are any items that are ‘on the boundary’ Mr Saxton will seek guidance from the Clerk on the form of words to be used.

## Local Occupancy Breach

An email has been received from Keswick Community House Trust regarding No 4 Ravens Lane. This has been identified as potentially being used as a holiday let which would be in breach of a local occupancy restriction. Keswick Community Housing Trust would be willing to report this breach to the LDNPA if this is the wish of the Parish Council.

**Resolved** by all present that Councillors weren’t aware of any specific local intelligence regarding this and as such felt that they couldn’t make any recommendation for a compliance review to the LDNPA.

**Action: Clerk to convey this to the KCHT**

# 54/21 Matters for Discussion

## Parish Plan

Cllr Joe Saxton raised with all present that the most recent Parish Plan is now somewhat out of date (2007).

The clerk confirmed the difference between a Parish Plan (a document that shows the wishes and desires of the residents of the parish, but has no legal weight), a Neighbourhood Plan has legal weight in terms of the planning system and is very administratively complex and costly.

Cllr J Boniface confirmed that it was a significant amount of work (over a year) to produce the old plan.

**Action: Cllr J Lambert to share a copy of the link with all councillors for information.**

**Action: Clerk to agenda this for the January 2022 meeting.**

## Queens Green Canopy

In 2022 the Queen will be celebrating her Platinum Jubilee, one of the national activities that is being organized to commemorate this is the planting of a ‘jubilee green canopy’. This is a unique tree planting initiative created to mark Her Majesty’s Platinum Jubilee, which invites people from across the UK to ‘plant a tree for the jubilee’.

**Action: Clerk to agenda this for the Jan 2022 meeting.**

## Maintenance Plan for Underskiddaw

Cllr Joe Saxton raised with all present a suggestion that a Maintenance Plan be prepared for Underskiddaw Parish Council due to recent concerns about maintenance in the Parish. Cllr J Saxton is trying to establish what role the Parish Council has in things like this and what role the higher authorities have. Some of the areas of concern are the Lonin from Thrushwood to A66, Field View to Thrushwood.

It was noted that Cllr J Saxton is providing administrative support to Mr A Wilson who is the current maintenance contractor for the Parish Council.

Mr J Saxton in his role as a private individual circulated some maintenance suggestions via the Underskiddaw Insider and some of these are being worked on by a group of private individuals.

## Hiring of a roadsweeper

Cllr Joe Saxton proposed the hiring of a roadsweeper to remove leaves from the public highway in the Parish as the leaves build up. The Clerk notified those present that to take on the statutory function of a higher authority would require a formal legal agreement to demonstrate that we had taken liability financial, and legal on to prevent issues of double taxation.

The Clerk confirmed that ABC are responsible for leaf clearance/road sweeping.

## Drain Survey

Cllr Joe Saxton suggested that the Parish Council consider the contracting of a drain surveying team to survey and clear the drains in the parish, as there are a number of drains in the Parish that don’t drain fully.

It was noted that if the Parish Council wanted to proceed with this consent would need to sought from Cumbria County Council (Highways Authority- who are responsible for drains).

**Action: Cllr J Saxton to contact Cumbria County Councillor Alan Bowness & Allerdale Borough Councillors regarding the issues of drain surveying & roadsweeping.**

**Action: Cllr J Saxton to recirculate the maintenance plan to all councillors**

**Action: Clerk to agenda this for the January 2022**

# 55/21 Finance & Accounts

## To receive note of the Bank Balances

**Resolved** by all present that the bank balance be noted as

Current Account £12,917.08 at 31st October 2021

## Invoices for approval

|  |  |  |
| --- | --- | --- |
| **To** | **For** | **Amount** |
| HMRC | PAYE | £221.20 |
| Becx Carter | Expenses | £47.18 |
| Becx Carter | Salary | £331.12 |
| Andrew Wilson | Parish Maintenance | £227.50 |
| Community Heartbeat Trust | Defib Battery replacement | £223.20 |
| Community Heartbeat Trust | Defib Pads Replacement | £55.20 |
| Crosthwaite PCC  | Room Hire | £50 |
| CPRE | Membership | £36 |
| CALC | Training Fees | £40 |

**Resolved** by all present that these invoices be paid.

**Action: Clerk to organise the payment of these accounts.**

## Approval of Bank Reconciliation & Spend against Budget Report

**Resolved** by all present that the Bank Reconciliation & Spend against Budget report be accepted as a true and accurate record and signed by the Chair of the meeting.

## Grant Request Keswick & District First Responders

**Resolved** by all present that a S.137 donation of £60 be made to support the funding of one pager for this organization for the forthcoming year.

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

## Consideration of Draft Budget for 22/23

The clerk had circulated a copy of this draft budget to all councillors. It was noted that there may be budgetary to the outcome of decisions relating to the road sweeper & drain clearance.

**Action: All to consider the budget and let the Clerk know of any alterations that are required prior to the January 2022 meeting.**

## Great North Air Ambulance Grant Request

**Resolved** by the majority that a S,137 donation of £100 be made to support the activities of this life saving charity. There was one objection to this vote.

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

## Bank Signatories

**Resolved** by all present that Cllr Joe Saxton be added as additional signatories to the Parish Council bank account.

**Action: Clerk to work with the approved councillor to add them to the Unity Trust Account.**

**Action: Clerk to agenda this for the Jan 2022 meeting for seek one more signatory.**

# 56/21 Lake District National Park Authority

## Decisions

**Resolved** by all present that the below decisions be noted as received.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Location** | **Proposal** | **Decision**  |
| 7/2021/2252 & 2251 | Outbuildings, Ormathwaite Hall, Ormathwaite | Upgrade of an existing outbuilding to be used as a non-habitable studio | Approved with conditions & listed building consent granted |
| 7/2021/2231 & 2230 | Ormathwaite Hall, Ormathwaite, Keswick | Addition of external door at Ground Floor levels and window at First Floor level to the West Elevation. Etc | Approved with conditions & listed building consent granted |
| 7/2021/2277 & 2278 | Underscar Manor, Underskiddaw, Keswick | Resubmission of lapsed approval (7/2016/2100) for installation of outdoor swimming pool with minor amendment | Approved with conditions & listed building consent granted |

## Planning Applications for Consideration

**Ref 7/2021/2213**

Location: Underscar Manor, Applethwaite

Proposal: Installation of 6 Shepherds Huts

**Resolved** by all present that the Clerk submit a formal request to the LDNPA for Underskiddaw Parish Council to be allowed to speak at the DCC.

**Action: Clerk to contact the LDNPA.**

## Planning Enforcement Update

**Ref E/2021/0212**

Location: Land at Underskiddaw

Proposal: Alleged use of Land for Camping, siting for caravans and erection of yurt.

**Resolved** by all present that it be noted that the LDNPA have confirmed that there is a breach of planning control, but the time of actions maybe delayed due to workload.

# 57/2021 Members Reports

## Village Hall

Small groups are currently using the facility during the week, the committee have decided not to have any social events due to the Covid concerns and risks.

1. *United Utilities West Cumbria Pipeline feedback*

**Action: Clerk to agenda this for the January 2022 meeting to consider offering feedback from the Parish on this project**

# 58/21 Dates of next meeting.

**Resolved** by all present that the next meeting of Underskiddaw Parish Council will be held on the 25th January 2022 in Underskiddaw Church Rooms.

Signed……………………………………………………………………………. (Dated) ………………………….

Meeting Closed 15:15