

## Embleton & District Parish Council

### **Minutes of the meeting held on Wednesday 27<sup>th</sup> March 2013**

**Present:** Councillors Petecki (Chair), Brandwood, Boardman, Brown, Graham, Shepherd and Teasdale.

**Apologies:** Councillors Pickering, Helling, Airey, Hewitson & McGrath.

**Also present:** County & Borough Councillor Nicholson & David Smith (Clerk).

**Declarations of Interest:** There were no Declarations of Interest.

#### **29.13: Minutes of the previous meeting held on 27.02.13:**

The minutes of the February meeting were agreed to be an accurate record by the councillors present and the Chair duly signed them.

#### **30.13: Matters arising (not covered by other agenda items):**

The Clerk reported that all the actions allocated to him from the previous meeting had been undertaken. Further to Item:

- 21.13: Clerk to inform Cllr. Shepherd that Cllr. Boardman is to be the substitute member of the Procedures sub-group: Done
- 22.13: Clerk to inform the LDNPA of the views of the council re: planning application: Done
- 23.13: Clerk to submit funding applications to both ACT and LDNPA re: Parish plan costs: done, one successful , one not (see below).
- 23.13: RP to undertake amendments to Parish Plan and supply Clerk with revised version for sending to the printers. Done.
- 25.13: Clerk to contact Cllr. Nicholson re: grit bin for Ruddings Hill: Done  
**ACTION: Cllr. Nicholson to see if there is a grit bin available at the depot.**
- 26.13: All payments sent.

#### **31.13: Chairman's Report:**

The Chair reported on the following:

##### CALC Allerdale District Meeting (26/3):

Locality working was covered at the meeting by Michael Heaslip (ABC). At the present time only three of the thirteen parishes that make up the Cockermouth Locality Group have signed up to attend the proposed meetings. It is not certain whether the Cockermouth Group will proceed. There has been a better response in the Aspatria and Keswick areas and it is likely that these two Locality Groups will go ahead. Allerdale BC seem determined to proceed with the idea.

Transport & Highways:

Jonathan Smith (CCC) spoke on the movement of trees for the Biomass power generation plant based at the Iggisund site on the outskirts of Workington. There is going to be an increase in wagon movements, as compared to recent years, but the County Council is working with the operators of the site to try and ensure that vehicles use a variety of routes to spread the load. Parishes along the proposed routes are concerned about the increase in vehicle movements but this issue will not impact upon Embleton & District.

Allerdale Borough Council Budget:

Although it is yet to be finalised, it was made clear that the cuts to the budget would be considerable. It was also made clear that Borough Council officers felt that the Transitional Grant (a small part of next years precept) was at risk of being withdrawn in future years.

Bassenthwaite Lake Path:

Work on a second plan that would see the proposed footpath being able to be used by cyclists has been completed. The Chair explained that enabling cyclists to use the path would be more attractive to potential funders and make any bid for funds stronger. He also explained that without external funding from Natural England, amongst others, the off-road path would not proceed.

**ACTION: RP to write to both land-owners in his official capacity as Chair of the PC and ask their permission to proceed with the footpath project.**

Chairman's Expenses: Instead of the present custom and practise of paying the chairman a nominal amount to cover expenses, the chairman asked that the procedures sub group consider procedures for the authorisation and claiming of approved expenses for adoption by the council at the next AGM meeting.

Cockermouth & District Neighbourhood Forum (18/3): KB reported that work on the new Cockermouth Hospital was on schedule. Funding for the Cockermouth Main Street Infrastructure Programme was becoming problematic though works on the physical layout of the road were going to proceed. It was hoped that there would be bus shelters placed on the Main Street though it was uncertain as to whether these were going to be basic utility shelters or the more up-market 'Heritage' shelters.

### **32.13: Clerk's Report:**

A list of correspondence was given, most of which was for information only. The following items were highlighted:

1. LDNPA Parishes Meeting: now scheduled for April 29<sup>th</sup>, Torver School Room at 7.00pm.
2. Letter from Harry Hird of Westray Farm (part of a junior school project) asking for the help of the PC to get a public footpath (actually a bridleway) removed from going through the farm yard as walkers upset the cows and sheep in the vicinity. There was some discussion as to what was the most appropriate way to respond to this letter.

**ACTION: Clerk to write explaining that it was the County Council to whom he should raise this issue, providing him with the name and address of the person to contact, inviting him to the launch of the Parish Plan and thanking him for his letter.**

### **33.13: Police Report:**

The Clerk informed the meeting that he had not received a report from the police. Cllr. Graham informed the meeting that Megan Jones, PCSO for the Embleton area, had had a skiing accident resulting in a broken leg and this was probably the reason why no report had been received.

Cllrs. reported that there had been a number of trees blown down and blocking roads in the recent high winds and it had taken some hours for a response from the police but it was highlighted that local people need to be made aware that the Highways Hotline number 0845 6096609 was the one to use in this type of situation rather than calling the police.

**ACTION: Clerk to ensure that this information is in the next edition of the newsletter.**

#### **34.13: Procedures Sub-group Report:**

Cllr. Shepherd explained that due to pressures of work she had not been able to call a meeting of the Sub-group but there will be a meeting held during April.

**ACTION: Cllr. Shepherd to convene the next meeting of the group before the April meeting of the council.**

#### **35.13: Planning:**

There were no planning applications to discuss.

#### **36.13: The Parish Plan Launch:**

Copies of the Plan had been received from the printers and the councillors present agreed that the finished plan looked good.

The Clerk explained that he had received responses from ACT and the LDNPA regarding funding support for the costs associated with the parish plan. The LDNPA didn't feel they could help with the cost of producing the plan but would be willing to help in delivering some of the actions highlighted in the plan. ACT have agreed to provide up to £300 towards the costs. This will be paid in arrears upon receipt of associated invoices.

**ACTION: Clerk to submit funding claim form to ACT when all invoices have been received and paid.**

There was some discussion as to which organisations, and which officers within those organisations, should receive a copy of the plan and an invitation to the launch.

**ACTION: RP and the Clerk to liaise on this issue and pull together a list of recipients.**

The following discussions as to how and when the Plan should be launched. It was eventually agreed that the launch should take the form of a 'drop-in' session on a Saturday in April or May, dependent upon the availability of the Village Hall, and run from 10.00am to 2.00pm. Councillors will be expected to cover different time slots during the four hour period. The Police will be asked to set up a display on the Cumbria Community Messaging Service and Neighbourhood Watch and the Fire Service will be asked to set up a display on safety in the home. Embleton Childrens Play Area Committee will be asked to set up a display to try and recruit new committee members and those interested in setting up a local history group will also be asked to set up a display to recruit new members and make members of the public aware of the new project.

Copies of the Plan will be handed out to local people who attend and a record of who has received the plan will be kept to ensure that no-one receives two copies when the remaining plans are delivered. The event will be publicised by a door to door leaflet drop once the date has been set and arrangements made.

**ACTION: Clerk to find out which Saturdays in April and May are currently free in the Village Hall and let councillors know what is available.**

**ACTION: Once a date has been chosen the Clerk is to produce a publicity leaflet/invitation for delivery to each house in the parish.**

**ACTION: Clerk to contact the Police, Fire Service and Play Area Committee to ensure their attendance.**

#### **37.13: Highways Matters and Parish Maintenance:**

Cllr. Teasdale noted that a Diversion sign had been wrongly placed by Embleton Church resulting in vehicles being diverted along the whole of the length of the Wythop road before gaining access to the A66.

Cllr. Petecki noted that the grit bins in the area had been refilled.

Concerns were expressed at the lack of progress being made on repairs to Ouse Bridge.

**ACTION: Cllr. Nicholson to get a progress report on this work.**

**38.13: Council Finances & Authorisation of Payments:**

The Clerk informed Councillors that there were four accounts for payment:

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|---|----------|
| • Clerk's Salary & Expenses Quarter 4:                        | £404.89p |
| • HMRC PAYE:  | £91.96p  |
| • Chair's Expenses 12/13 (to be donated to NE Air Ambulance): | £150.00p |
| • Firpress Printers (Parish Plan)                             | £489.50p |

Total: £1,136.35p

Councillors agreed these payments but noted that £300.00p of the costs associated with the Parish Plan would be recouped.

The Clerk referred councillors to the latest bank reconciliation, which showed that the most recent bank statement (5/03/13) had a balance of £7,681.58p and that with yet to be cleared payments and receipts the reconciled balance of the Parish Council account as of 27<sup>th</sup> March was £6,589.54p. The Chair initialled both the bank reconciliation and the latest bank statement.

Cllr. Teasdale questioned why the cheaper of the two quotes for printing the Parish Plan was not taken up. Cllr. Petecki explained that, in discussion with the Clerk, he had agreed that Firpress Printers, the firm used successfully for the printing of the newsletters, should be used as the difference in the quotes was relatively small.

**ACTION: Clerk to send off payments.**

**39.13: Matters for the next meeting:**

- Parish Plan launch (if to be held in May)
- Heritage Lottery bid
- Procedures Sub-group
- Approval & payment of expenses

**40.13: Date of next meeting:**

**Wednesday 24<sup>th</sup> April 2013 at 7.15pm in Embleton Village Hall**

Signed: .....

Date: .....

**Chair**