

Embleton & District Parish Council

Minutes of the meeting held on the 22nd April 2015 at Embleton Village Hall at 19:00

Present: Councillor Hewitson (In the Chair), Cllr Graham, Cllr Boardman, Cllr Richardson, Cllr Teasdale, Cllr Brandwood, Cllr Brown, Cllr Wilson

Apologies: Cllr Petecki, Cllr Pickering, Cllr Hind & C/Cllr Alan Bowness

Also Present: Becx Carter (Clerk), Mr Peter Winter, Mrs J Lightman

45.15 Declarations of interest

There were no declarations received.

46.15 Public Participation

Mr P Winter & Mrs J Likeman attended to query how the resolution regarding planning application 7/2015/2033 had been recorded. Mr P Winter stated that he thought that at the March meeting Embleton & District Parish Council had been in support of this application, rather than the no comments or objections that had been mintued. Mr P Winter informed the meeting that Parish Council support for this application was crucial as the LDNPA were minded to refuse it. Mr P Winter drew the councils attention to the fact that when this matter was before the council in November 2013 as part of a larger application Embleton & District Parish Council fully supported it on the basis it aligned with the jobs, tourism & local housing sections of the Embleton & District Parish Plan.

The Council noted his comments and informed him they would be considered under the following agenda item.

47.15 Minutes of the Previous Meeting

A full and robust discussion was held by councillors present with regard to if minute 37.15 regarding 7/2015/2033 had been correctly minuted.

Cllr D Brown proposed that the minutes regarding application 7/2015/2033 had been incorrectly recorded and should read; Resolved to support this proposal in line with Pg 24 & Pg30 of the parish plan as per the original letter of support dated December 2013. This proposal was seconded by Cllr Graham.

Following a vote 7 councillors in present were in favour of accepting the above proposal. There was 1 abstention. **Resolved** that that the minutes be updated with the above form of words.

The resolved alteration was amended on a hard copy of the minutes which all members present agreed to approved. **Resolved.**

Action: Clerk to make this alteration to the digital version of the minutes and upload it to the Embleton & District Website and circulate hard copies to those councillors responsible for noticeboards.

It was noted by all present that particular attention needs to be paid in future to making it very clear if a planning application is supported, no comments, or objection.

48.15 Police Report

PCSO Megan Jones had provided a written update which the clerk read out to the meeting. This update noted that there had been 5 incidents since the last meeting, of which 1 was a road traffic collision on the A66.

Community Speedwatch Training, this has not yet taken place PCSO Megan Jones is to organise a revised date for the training. Cllr Boardman requested that his name be added to the list of persons wishing to attend the training.

Action: Clerk to pursue this with PCSO Megan Jones

Action: Clerk to add Cllr Boardman's details to the list.

49.15 Actions Update

The clerk took this opportunity to thank all councillors for their time and patience with regard to the recent elections nominations process.

Cllr David Brown supported by all other councillors present requested that their formal thanks to the Clerk for all her work and time with regard to the elections process be minuted.

39.15- *LDNPA Member Ballot*-The Clerk confirmed to the meeting that the council would have an opportunity to nominate a councillor to stand for the LDNPA Allerdale Parishes Member at its May meeting (if anyone wishes to stand). Following this the ballot can be conducted via email and post so there is no need to call an additional meeting in early June.

23.15- *Downgrading Craggs Road*- Clerk confirmed that she was still working on this matter.

Action: Clerk to chase this matter up with the relevant CCC personnel

41.15-*Issue of A6 Marker Posts*- Clerk confirmed this matter had been passed to Enterprise Mouchel who are responsible for the A66

Action: Clerk to continue working on this matter.

43.15-*Waste being dumped in the field opposite Wythop Sunday School*- In the absence of ABC being able to help with this matter, that the waste was being dumped in such a manner as to form an access track and as such is an unauthorised planning development. **Resolved** by all present that this matter be raised with the compliance team at the LDNPA

Action: Clerk to action this matter.

20.15-*Damaged manhole/drain cover near Wythop Church*- Clerk informed the meeting that UU had visited the area and found no issues. Cllr Teasdale confirmed this manhole/drain cover had not been mended.

Resolved that Cllr Teasdale's details be passed to UU and he will show them the exact location of the problem.

Action: Clerk to organise this.

50.15 Chairman's Report

Cllr Petecki's Chairmans Report was read out at the meeting. A copy is available from the clerk on request.

There were no questions arising from the report.

51.15 Clerks Report

Actions had been covered at minute 49.15 above.

All correspondence listed was noted.

a)*Police response to Traffic Data Results*- Clerk requested that this matter be deferred to the May meeting. **Resolved**

Action: Clerk to circulate the response to all councillors for them to read and consider in advance of the May meeting.

b) *CCC Speeding Sites Review*- Clerk requested that this item be deferred to the May meeting. **Resolved.**

Action: Clerk to add this matter to the May agenda.

c) *Complaints Procedure*- Clerk has circulated the guidance on this matter to the members of the procedures working grouping. **Resolved** that they would meet and consider this matter in time for it to be circulated prior to and considered at the May meeting.

Action: Clerk to send a copy of an approved Complaints Procedure to the procedures working group members.

Action: Procedures working group to consider this matter and produce a final draft which the clerk will circulate with the pre meeting mailout prior to the 20th May meeting.

Action: Clerk to agenda for the 20th May meeting.

52.15 Planning

7/2015/2061 Creation of a conservatory to the rear of the hotel for use in association with the existing spa/gym area. Embleton Spa Hotel, Cockermouth, CA13 9YA

Resolved that Embleton & District Parish Council support this applications as it supports a local business and the creation of jobs as per the Embleton & District Parish Plan (pg 24). The council also felt it is a useful local amenity which the council support in its aims to expand and tidy up this area.

Action: Clerk to submit the above comments to the LDNPA.

7/2015/2074 Proposed first floor extension and single storey rear extension. Sundawn, Embleton, Cumbria, CA13 9XP

Resolved that Embleton & District Parish Council support this application as it is a visual improvement on what is already on site, and is in keeping with the surrounding properties.

Action: Clerk to submit the above comments to the LDNPA

7/2015/2055 Remove existing door, brick up cavity and render to match. Remove existing kitchen window and brickwork and insert a hardwood, half glazed surround and door. Sale Flat, Hawthorne House, Bassenthwaite Lake, Cockermouth, CA13 9YD

Resolved that Embleton & District Parish Council had no objections or comments with relation to this application.

Action: Clerk to submit the above comments to the LDNPA

7/2015/2077 Extension of car park. Lakes Distillery, Low Barkhouse, Setmurthy, Bassenthwaite, CA13 9SJ

A discussion was held about this application and the council felt that this new business was important and should be supported to encourage further job creation and business expansion. However the plans for the location of the proposed car park extension weren't sufficiently clear for a decision to be made at the meeting. Also concerns were raised about the proposed car parks visibility, and screening from the road.

Resolved that a site visit would be held on Thursday 23rd April at 14:30 and that the council approved Cllr D Brown to write a formal report on this meeting to enable the clerk to respond to the planning application between meetings.

Action: Cllr D Brown to send a written report to the clerk after the meeting.

Action: Clerk to submit a response to the LDNPA and circulate said response to all councillors.

53.15 LDNPA Parish Member Nominations

Covered under Minute 49.15

54.15 Consultations

- a) ABC Bringsites Review- The Clerk informed the meeting that a request had been received from ABC for feedback on the usefulness/importance of the 'bringsites' (recycling sites that are found in car parks etc e.g. Otley Road in Keswick).

Resolved that they are an important local resource and should be maintained.

Action: Clerk to submit the above comments to ABC.

Action: Clerk to send Cllr M Heaslip details to Cllr Richardson

55.15 Highways & Parish Maintenance

Gully Cleaning- Cllr Brown reported that this was working well.

Reports were received that the following areas still require attention:

-Vicarage Road/Hill water is still continuing to flow in this area (and is indeed bubbling up out of the ground) this matter was raised by the council last year and Cllr B Graham met with Mr Tim Shields on site during June 2014.

-Top of Slate Fell, opposite Cllr C Richardsons field

Action: Cllr D Brown to report relevant gullies to the highways team

Action: Clerk to chase up the issue of Vicarage Road/Hill with Mr T Shields as to why this hasn't been dealt with.

Action: Clerk to circulate better highways contact details to all for pothole reporting etc.

56.15 Council Finances

A) Reconciliation for April

The bank balance for the current account at the 1st of April was noted as £9705.51

B) Data Protection Registration

The Clerk informed the council that it was a legal requirement that they be registered as 'Data Controller' for the purposes of the Data Protection Act. **Resolved** by all present that the council join the Data Protection Register.

Action: Clerk to join the Data Protection Register on behalf of Embleton & District Parish Council

C) Authorisation of Payments

Firpress Printers	Newsletter printing	£140
Information Commissioners Office	Data Protection Registration	£35

Resolved that all cheques listed above be signed by two signatories (Cllr Teasdale & Hewitson).

Action: Clerk to process the above payments

C) Approval of accounts & variances for year ending 31st March 2015

Resolved that this matter be deferred until the May meeting in line with the BDO Audit Commission guidance

Action: Clerk to agenda this matter for the May meeting

D) Approval of governance statements for year ending 31st March 2015

Resolved that this matter be deferred until the May meeting in line with the BDO Audit Commission guidance

Action: Clerk to agenda this matter for the May meeting.

57.15 Matters for the next meeting

Parish Plan review- to be agenda'd for the June meeting

Website- Cllr D Brown notified the council that the website fees were due for renewal soon and consideration should be given to if the council still requires a website. The Clerk informed the meeting that a website was required to comply with the new Data Transparency & Audit requirements. In light of this information Cllr D Brown suggested that consideration/research be undertaken into if the council could have a credit/debit card for the payment of such expenses.

Action: Clerk to agenda these matters for the June Meeting

Action: All to read the parish plan and consider which areas need updating

Action: Clerk to undertake some research into the practicalities of a Parish Council credit/debit card for ongoing expenses e.g. website hosting etc

58.15 Date of next meeting

The next meeting will take place on the 20th May at 19:00. This will comprise of the Annual Parish Meeting, followed by the Annual Council meeting, and will conclude with the normal monthly meeting.

There will be paper work to be completed at this meeting as it will be inaugural meeting of the new council period.

Signed..... (Chair)
Dated.....