

LPC

LAZONBY PARISH COUNCIL – WORKING FOR THE COMMUNITY

Clerk to the Council: Rebecca Wyatt, 15 Dunfell View, Kirkby Thore, Penrith, Cumbria CA10 1UT
Tel: 0843 2894416 **Website:** www.lazonbyparishcouncil.org **Email:** LazonbyPC@googlemail.com

A NOTICE TO:

All Members of Lazonby Parish Council and to all Lazonby Parishioners.

Date: Friday 30th July 2019.

Dear Sir/Madam,

There will be a Meeting of Lazonby Parish Council on **Wednesday 4th September 2019, in the Jubilee Room, Lazonby Village Hall, at 7.30 pm.** The Agenda for the Meeting is enclosed and you are hereby summoned to attend.

The Agenda for the meeting is set out as below.

Yours faithfully,



Rebecca Wyatt
Clerk to the Council.

AGENDA

ITEM NO:	ITEM	RECOMMENDATIONS, CONSIDERATIONS & ACTIONS.
1.	Apologies for absence.	TO RECEIVE any apologies for absence.
2.	The filling of Council Member Vacancies.	TO CONSIDER any nominations to fill the three Council Member vacancies left unfilled at the recent election by reason of insufficient nominations.
3.	Requests for Dispensations.	TO RECEIVE any requests received by the Clerk since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4.	Declaration of Interest.	TO RECEIVE any Declarations by elected and co-opted Members of any Personal or Prejudicial Interests relating to any items on the agenda for this meeting. <i>Members are invited to declare any personal interests they may have relating to any item on the Agenda and, having done so, to consider whether they also have a prejudicial interest in that item. Members are also reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registerable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)</i>

		<p>Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registerable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 48 hours in advance of the meeting.</p> <p><u>A note from the Clerk to the Council.</u> A personal interest might be reasonably regarded as one which might affect a member's wellbeing, financial position, or business (which would be a 'direct' interest, as it impacts on the member directly); or that of a relative or friend (which would be an 'indirect' interest) to a greater extent than that of other council tax payers, ratepayers or other inhabitants of the area. A personal interest will also be a prejudicial interest if a member of the public, who knows the relevant facts, would reasonably think that a member's personal interest is so significant that it is likely to prejudice his / her judgement of the public interest.</p>
5.	Matters of Urgency.	<p>TO CONSIDER any matters on grounds of urgency which arrived too late to be otherwise placed on the agenda and/or are determined by certain deadlines.</p> <p><u>Please Note:</u> This item can be used to raise any 'matters of urgency', even if the matter is to be discussed later in the agenda under a related item heading. For example: planning applications which were received after the agenda was issued in order to meet the 21 day deadline. These will then be dealt with in the appropriate agenda item.</p>
6.	Public Participation.	<p>TO RECEIVE any contributions from the parishioners relating to:</p> <ul style="list-style-type: none"> • Any item on the agenda; • And any other parish-related matter which they may wish to raise.
7.	Report from the local Community Police.	TO RECEIVE a report from the local Community Police.
8.	Minutes of the Council Meeting of the 3rd July 2019.	<p>RECOMMENDATION that the Minutes of the Parish Council meeting on the 3rd July 2019 be approved and signed as a true record of those proceedings.</p> <p><u>Note: Please see Appendix 8a.</u></p>
9.	Progress Reports on Recent Actions - progress reports regarding matters from the Minutes of the 3rd July 2019 (the list below are the main issues but in addition, other issues may also be discussed from the last Minutes that are not listed here).	
	a. Transfer of Assets and Service to the Parish (last minute no. 19/142).	<p>TO RECEIVE an update regarding the 'Transfer of Assets and Services' to the Parish'.</p> <p>ALSO TO CONSIDER the possibility of play area devolution in the parish regarding the swings on Coronation Gardens.</p> <p><u>Report of the Clerk to the Council.</u> The new Eden District Council (EDC) Services Portfolio Holder has requested that a review of Play Areas with regard to Devolution be carried out, with all Town and Parish Councils affected. For Lazonby this will be the set of Swings on the B6412 Road (Coronation Gardens) to Great Salkeld. Neil Buck, the Contracts Manager at Eden District Council, has been asked to check and confirm which of the following option is preferred by the Parish Council:</p>

		<ol style="list-style-type: none"> 1. The Parish wish to keep as the Status Quo – where the PC continues with an Adoption Agreement 2. The Parish would consider a change to a Management Agreement (EDC would be responsible for the weekly inspecting of the equipment and recharge for the service (circa £200). The grass cutting is paid for by CCC. The PC would be responsible for repairs and if need to replace the set of swings. 3. The Parish wish to continue with the Devolution Process <p>The Parish Council had a few queries which were answered by Eden District Council and are as follows:</p> <ol style="list-style-type: none"> 1. If the Parish Council adopts the swings, will the grass cutting still be carried out by Cumbria County Council (CCC)? <i>EDC Response – the grass is cut by EDC, who recharge CCC.</i> 2. If not would the Parish Council have to arrange & pay for that? <i>EDC Response – Should CCC cease to fund this grass cutting, the PC may be requested to fund or the PC may wish to organise the cutting themselves.</i> 3. If the Parish Council adopted the swings, would there be an agreement/contract with EDC to do the weekly inspections? <i>EDC Response – All Adoption/Management/Transfer Agreements are legal agreements. EDC could continue to provide the weekly inspections, at least until the end of March 2022.</i> 4. And if so how much would that cost? <i>EDC Response – Though Management Agreements the PC would be recharged for the weekly inspections at the rate within our contract circa £200. The existing contract with our contractor ceases at the end of March 2022 and will need to be retendered.</i> 5. Is it a statutory health & safety requirement that the swings are inspected weekly? <i>EDC Response – No, it depends upon the risk. The decision was taken that the risk was too great for Eden DC to reduce the frequency (Senior Officer/Relevant Member/Insurance Company)</i> 6. Are they currently inspected weekly? <i>EDC Response – Yes</i> 7. The Parish Council understands that the £200 covers the inspection's only but if any defects were found or repairs would the PC be required to pay for these? <i>EDC Response – Yes it covers the weekly inspection and they would action/report any emergency works while on site. All repairs/replacements would be for the PC to fund.</i>
	b. Footway Light replacement on the B6413 (last minute no. 19/142).	TO RECEIVE an update regarding the Footway Light replacement on the B6413 near Thorn Tree.
	c. Establishing Parish Council Assets (last minute no. 19/142).	TO RECEIVE an update on the issue of establishing Parish Council's assets, including trees and the ownership of boundary walls etc.. on parish land.
	d. Damaged Wall at Will Pool (last minute no. 19/142).	TO RECEIVE an update regarding the damaged wall at Will Pool.

	e. Banking Signatories (last minute no. 19/148).	TO RECEIVE an update about the Banking Signatories.
	f. Temporary closure of footpath 339025 at The Lilacs (last minute no. 19/142).	TO RECEIVE an update about the temporary closure of footpath 339025 at The Lilacs.
10.	Report from the District Councillor Gordon Nicolson.	TO RECEIVE a report from the District Councillor Gordon Nicolson about Eden District Council matters affecting the Parish.
11.	Report from County Councillor Hilary Carrick.	TO RECEIVE a report from County Councillor Hilary Carrick about County Council matters affecting the Parish.
12.	Lazonby Parish Projects:	
	a. Neighbourhood Plan.	TO RECEIVE an update regarding the Neighbourhood Plan.
	b. Traffic Issues in the Parish.	TO RECEIVE an update about the Traffic Issues in the parish.
	c. Footpath between Eden Bridge and Lazonby Swimming Pool.	TO RECEIVE an update on the footpath project between Eden Bridge and Lazonby Swimming Pool.
	d. Scaur Close Green Update.	TO RECEIVE a written report regarding Scaur Close Green progress.
	e. VE Day Celebrations.	TO RECEIVE an update about the VE Celebrations.
13.	Financial Report by the Treasurer.	TO RECEIVE the Financial Report from the Treasurer. <u>Note: Please see Appendix 13a.</u>
14.	Authority for Payments.	TO CONSIDER any requests for payment received by the Treasurer, Clerk or Council Members.
15.	Planning Applications – New (or Appeal).	<p>TO CONSIDER any new applications which have been issued for consultation by Eden District Council.</p> <p>1. Planning Application No. 19/0577 - Retrospective application for the installation of Biomass Boiler in existing building, at West Brownrigg farm, Plumpton, Penrith.</p> <p><u>Please Note:</u> At the time of this Agenda being issued there were no further Planning Applications received. However, if any New Planning Applications reach the Clerk to the Parish Council between the Agenda being issued and the Meeting itself, then the Clerk and the Chair will consider if it is appropriate to introduce them to the meeting; or if it may be necessary to convene a meeting of the Planning Committee. These will be initially introduced under the ‘Matters of Urgency’ item on this agenda to then be further discussed in this item of the agenda. This information has already been circulated by Email to Councillors and a copy will be available at the meeting to view.</p> <p>ALSO TO RECEIVE notification that the following planning application was placed before Planning Committee on Thursday 18 July 2019:</p> <p>1. Planning Application No: 19/0220 - Variation of condition 2</p>

		<p>(plans compliance) for amendments to design and discharge of conditions 3 (surface water drainage), 6 (parking) and 7 (window details) attached to approval 18/0327, at Ingle Neuk, Lazonby, Penrith, CA10 1AJ</p> <p>ALSO TO RECEIVE a planning application report for approval regarding the following Planning Application, which was considered by the Planning Committee and Members of the Parish Council by Email, with written notification to parishioners via the parish notice boards, in August 2019. No objections or comments were received from parishioners. The Parish Council gave a NO COMMENTS response to the following planning application:</p> <ol style="list-style-type: none"> 1. Planning Application No. 19/0265 – Conversion and renovation of an existing barn into one residential dwelling, at Town Foot farm, Lazonby. Note: Please see Appendix 15a.
16.	Planning Applications – Decisions.	<p>TO RECEIVE and be NOTED decisions on Planning Applications which have been issued by Eden District Council.</p> <ol style="list-style-type: none"> 1. Planning Application No. 19/0356 – Alterations to the existing dwelling. Resubmission of approval 18/0336, at Croft End, Scour Lane, Lazonby - GRANTED. 2. Planning Application No. 19/0332 – Replacement of conservatory with ancillary accommodation, at 13 Scour Close, Lazonby – GRANTED. 3. Planning Application No.19/0220 – Ingle Neuk, Lazonby - Variation of condition 2 (plans compliance) for amendments to design and discharge of conditions 3 (surface water drainage), 6 (parking) and 7 (window details) attached to approval 18/0327CA10 1AQ - GRANTED. 4. Planning Application No. 19/0399 – to install a packaged sewage treatment plant for the treatment and disposal of dog and human waste, at Brackenbank Boarding Kennels, Lazonby - GRANTED. <p>Please Note: At the time of this Agenda being issued there were no further Planning Application Decisions received. However, if any Planning Application Decisions reach the Clerk to the Parish Council between the Agenda being issued and the Meeting itself, they will be presented at the Meeting.</p>
17.	LPC Cumbria Highways Link Person Report.	TO RECEIVE any reports on other issues that have arisen since the last Council meeting concerning Cumbria Highways.
18.	Revised Financial Regulations.	<p>TO CONSIDER adopting the new NALC Model Financial Regulations 2019 for England and Wales which has been given with guidance to carry out the update.</p> <p>ALSO TO RECEIVE information about including an update in the signatories part of the Financial Regulations to allow the Treasurer along with a Councillor to sign cheques.</p>

19.	The Old School Lease Update.	<p>TO RECEIVE an update on the Old School lease.</p> <p>ALSO RECOMMENDED that the Members be asked to confirm that an E Mail exchange took place to agree to and confirm that the Council agreed to Chris Lofthouse re-taking the external photos of the Old School to update the Schedule of Condition, now the works are complete.</p> <p><u>Report of the Clerk to the Council.</u> Various works at the Old School have now been completed. The Parish Council have agreed by Email exchange that Chris Lofthouse, of Lofthouse Consulting who are representing Croglin Designs, can re-take the external photos to update the Schedule of Condition, now the works are complete. Once the Schedule is amended it will be sent to Councillor Chris West for signing.</p> <p>Chris Lofthouse has now taken the photos of the exterior. He has said it looks much improved against the previous photos, and has used the same concept with the Schedule and replaced the previous photos with new ones in the same position and shown the date of the external photos on the cover sheet. Two hard copies, both of which need to be signed, are being sent to Councillor Chris West. Once signed they can be returned to the Old School or posted it to Head Office (address supplied via Email).</p>
20.	Parish Council representatives on Committees of local organisations.	TO CONSIDER the role of Lazonby Parish Council representatives on external bodies or organisation committees.
21.	Updating existing Photocopier Printer Model.	TO CONSIDER updating the Parish Council photocopier printer.
22.	Community Speed Watch.	<p>TO CONSIDER further volunteers for the Speed Watch campaign.</p> <p><u>Report of the Clerk to the Council.</u> Police Constable 1707 Norman Black, the Collision Reduction Officer (North) at Cumbria Constabulary, and Police co-ordinator for the North of Cumbria Community Speed Watch has contacted the Clerk. PC Black has explained that they are looking for volunteers to bolster the numbers with the active team currently deploying in Lazonby. PC Black will provide the training that lasts a couple of hours and all the equipment is provided. The teams are a high visibility deterrent to speeding within your community. The team uses Police calibrated speed detection devices and they record the speeding vehicles registration numbers. These numbers are fed back to PC Black and his team send warning letters to the offending drivers. This scheme has proved very successful in reducing speeding in rural communities. The teams deploy for a couple of hours a month and the equipment is moved around Eden to other volunteers when finished with it. PC Black has asked for this to be raised at this meeting and place a note of interest in the Parish Council newsletter.</p>

23.	Telephone Box near the Old School.	<p>TO CONSIDER the adoption of the Telephone box (Kiosk) near the Old School.</p> <p><u>Report of the Clerk to the Council</u> Due to lack of usage the phone box next to the Old School may be removed. At the request of a parishioner, the Parish Council has contacted BT to find out more about the removal of the phone box, and to ask about its adoption. The parishioner has said that they would be happy to volunteer to look after it. BT has said they will be consulting with Eden District Council on this matter.</p>
24.	Hedgehog Warning Signs.	<p>TO CONSIDER putting up hedgehog warning signs at the main roads into and out of the village.</p>
25.	Pathway from Eden Bridge to Kirkoswald.	<p>TO RECEIVE a request from Kirkoswald Parish Council regarding the pathway from Eden Bridge to Kirkoswald.</p> <p><u>Report of the Clerk to the Council</u> Kirkoswald Parish Council have said that they have had a few problems with people walking on the pathway between Eden Bridge and Kirkoswald with dogs, not on leads, so would it be possible for Lazonby Parish Council to remind any Lazonby residents walking between the villages to remember that it is a permissive path and they need to respect the request to keep dogs on leads. The Clerk has already put this in the last Parish Council Newsletter.</p>
26.	Notices of Inclusion in the List of Assets of Community Value.	<p>TO RECEIVE three notices of Inclusion on the list of Assets of Community Value - Sports Field, Will Pool and Coronation Gardens.</p> <p><u>Please Note: This information has been circulated by Email to Councillors and a copy will be available at the meeting to view.</u></p>
27.	Invitations to Participate.	<p>TO CONSIDER if Council Members would like to comment, take part in, attend, or send a representative to any invitations to participate.</p> <ol style="list-style-type: none"> 1. Invitation to the Parish Council from the Great North Air Ambulance - regarding a visit to the Air Ambulance base in Langwathby. They have availability on October 1st, 2nd 3rd or 4th. Anytime from 10.30am until 5 pm. 2. EALC Annual General Meeting - on Wednesday 25th September 2019, at 7.00pm, in the Community Room, at the Fire and Rescue Headquarters, Penrith. They have arranged for two guest speakers this year. They will be Kevin McGilloway, the Chairman of the Fellrunner Bus Service, with the title of topic for discussion being Community Transport; and Judith Woof, of Warmer Homes Eden who will be holding a Workshop, an interactive opportunity between Parish Council representatives and Warm Homes Eden (WHE) Partners, on the Topic - How being cold can adversely affect people, how they can tackle it, what they can do to access WHE. In addition, there will be the usual AGM business. CALC would like to know if the Parish Council representative will be attending. 3. Review of Polling Districts and Polling Places – Eden District Council are seeking comments on any aspect of the polling districts

and/or the polling places currently used in your area and inviting the Parish Council's representations and comments. Parish Councils and District Councillors will be consulted and comments are invited from any elector within the Parliamentary Constituency of Penrith and the Border, as well as any persons who have expertise in relation to access to premises or facilities for persons who have different forms of disability. Comments are also invited regarding those polling stations currently used for elections and/or any suggested alternatives. The review commences on 12 August 2019 and will end on 30 September 2019. Comments and representations should be sent in writing to the Returning Officer to be received by 5 pm on 30 September 2019 or by email to elections@eden.gov.uk. Documents relating to the review can be inspected on the Council's website or at the Council's offices during normal office hours.

4. **Eden District Council Plan for 2019 – 2023** - a final draft of the Eden Council Plan for 2019-2023 is now available for consultation and can be viewed at www.eden.gov.uk/councilplan. A copy of the plan is attached and your feedback would be welcomed by the Council. The survey is available online. Please submit your response to the Council by 4th October 2019. The consultation questions are as follows:
 1. Do you agree with the 4 priorities of the Council for 2019-2023?
 2. Do you agree with the goals and actions identified to deliver the priorities?
 3. Do you have any suggestions for action to make the Council zero carbon and the District of Eden net zero carbon by 2030?
 4. Are there any important issues or challenges for Eden that are not currently included in the plan?
 5. The Council will be holding an event on the evening of 1st October 2019 at Rheged for Parish and Town Councils / Parish Meetings and further details will be available soon.
5. **May 2019 election survey** – an invitation to take part. The Clerk has completed it in relation to the Clerks point of view.
6. **Local Council Award Scheme Panel Member – CALC** are looking for experienced Councillors and Clerks who may be interested in becoming part of the peer review team for the Local Council Award Scheme (LCAS) run by NALC. Please also pass this email on to your members. They need volunteers who would be interested in working with other councillors and clerks in assessing whether parish and town councils have met the criteria for the three levels of the Local Council Award Scheme. These are:
 - The **Foundation Award** demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
 - The **Quality Award** demonstrates that a council achieves good practise in governance, community engagement and council improvement.

		<ul style="list-style-type: none"> • The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. <p>The process of reviewing the applications for the various awards can be done at home via email, but we do pay expenses if the panel members choose to meet up at the start and end of the process. NALC issue set criteria for each level and the panel's role is to review the application and to see if it successfully fulfils the criteria for the award. If anyone is interested, please feel free to give CALC a ring in the office and they can tell you a bit more about the process.</p> <p>7. CALC's Developing your skills Training Programme September to December 2019.</p> <p><u>Please Note: This information has been circulated by Email to Councillors and a copy will be available at the meeting to view.</u></p>
28.	INFORMATION given for reference only.	<p>TO RECEIVE and be NOTED any information that has been given out for reference only:</p> <ol style="list-style-type: none"> 1. CALC Newsletter – July 2019. 2. Better Internet Access in Cumbria information. 3. NALC Legal Update – June 2019 - regarding Use of secret ballots The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and Public participation – naming individuals. 4. Working Together Service - The Working Together Service is a framework devised by Cumbria County Council to ensure the safety of parish/town council volunteers (both Councillors and members of the public) and Lengthsman who undertake work to improve the standards of the environment within their parish. The Service sets out agreements which clarify the roles and responsibilities of these individuals when undertaking tasks which fall under the responsibility of the Cumbria Highways Authority such as roadside verge maintenance. The Working Together Service will also provide health and safety training/equipment to assist volunteers in undertaking low-risk highway maintenance activities. Cumbria County Council has developed the Working Together Service in collaboration with a number of parish/town councils and the Cumbria Association Local Councils (CALC). CALC supports this service seeing it as a “positive means for town and parish councils to work with Cumbria County Council in a legal, safe and effective way.” The Working Together Service has drawn up two different agreements to cover activities undertaken by town and parish councils. It is now beginning a trial of these agreements to establish whether further improvements can be made, the suitability of the agreement documents and to determine the resources required. Over the next coming months, the agreements will, in stages, become available district wide. CALC encourages members who are currently undertaking activities around the highways or who may wish to do this kind of work in

		<p>future, to formalise their activities with Cumbria County Council by using the template agreements and also to take advantage of the health and safety training/equipment being provided by Cumbria County Council. The Working Together Service and CALC encourage all parish/town councils to contact Cumbria County Council via workingtogether@cumbria.gov.uk to inform them of any highways activities they are currently undertaking within their area so Cumbria County Council can begin to work with each parish to provide further safety, support and structure around these activities. Further useful information can also be found on the Working Together webpage: www.cumbria.gov.uk/yourcommunitysupport/workingtogether.asp</p> <p>5. Cumbria Action for Health and Mental Health Provider Forum Bulletin 29.07.2019 and 12.08.2019.</p> <p>6. Summer 2019 Newsletter from Eden Rivers Trust.</p> <p><u>Please Note: This information has been circulated by Email to Councillors and a copy will be available at the meeting to view.</u></p>
29.	Date of the Next Meeting.	<p>RECOMMENDATION that the date of the next scheduled meeting be Wednesday 2nd October 2019, in the Jubilee Room, Lazonby Village Hall at 7.30pm.</p>

<p>TO RECOMMEND that members of the public and press who are in attendance withdraw from the meeting at this point due to the confidentiality of the matters to be discussed in the next agenda items.</p>		
30.	Wall at Bankfoot.	<p>TO CONSIDER the next course of action regarding the collapsed wall at Bank Foot, Lazonby.</p> <p style="text-align: right;"><u>Note: Please see Appendix 30a.</u></p>

INFORMATION EXCHANGE:

Please note that following the Council meeting there will be a 15 minute period where members can exchange information of a general nature. As items raised are NOT on the Agenda they will not be minuted.

LAZONBY PARISH COUNCIL

September 2019 Meeting of the Parish Council

SUPPLEMENTARY APPENDICES

ITEM NO: (Appendix)	ITEM
8a.	Minutes of the Council Meeting of the 3rd July 2019.
13a.	Financial Report by the Treasurer.
15a.	Planning Applications – New (or Appeal).
30a.	Wall at Bankfoot – CONFIDENTIAL MINUTE