

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 27th April 2018.

Dear Sir/Madam,

There will be an **Annual General Meeting (AGM)** of Lazonby Parish Council on **Wednesday 2nd May 2018, in the Jubilee Rooms, Lazonby Village Hall. This Meeting will start at the conclusion of the 'Annual Open Parish' Meeting (7 p.m start) but not before 7.30 p.m.** The Agendas for both Meetings are 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.	Appointment of Chairman of the Council for 2018 - 2019.	TO RECOMMEND that proposals are invited from the floor for a Chair to be appointed for the year 2018 – 2019 from the Council Members.
2.	Appointment of Vice-chairman of the Council for 2018 - 2019.	TO RECOMMEND that proposals are invited from the floor for a Vice-chair to be appointed for the year 2018 – 2019 from the Council Members.
3.	Apologies for absence.	TO RECEIVE any apologies for absence.
4.	Resignation of Councillor.	TO RECEIVE notice of Councillors Virginia and Peter Minihan's resignation from the Council.

5.	The filling of Council Member Vacancies.	<p>TO CONSIDER nominations to fill the Council Member vacancy by Co-option following a recent Councillor resignation.</p> <p><u>Report of the Clerk to Council.</u> A 'Notice of Vacancy' was issued following the resignation of John Nicol. the final date of a possible election has now passed and the Council and there have been no nominations for election, so now the Council need to look to co-opt.</p>
6.	Requests for Dispensations.	<p>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.</p>
7.	Declaration of Interest.	<p>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.</p> <p><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.) 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.</i></p> <p><u>A note from the Clerk to the Council.</u> <i>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.</i></p>
8.	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.
9.	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>

10.	Minutes of the Council Meeting of the 4th April 2018.	<p>RECOMMENDATION that the Minutes of the Parish Council meeting on the 4th April 2018 be approved and signed as a true record of those proceedings.</p> <p style="text-align: right;"><u>Note: Please see Appendix 10a.</u></p>
11.	<p>Progress Reports on Recent Actions - progress reports regarding matters from the Minutes of the 4th April 2018 (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).</p> <p>a. Lease with Croglin Designs Ltd (Last minute no. 18/63).</p> <p>b. Footpaths at ‘The Meadows’ Development (Last minute no. 18/63).</p> <p>c. Community Speed watch scheme which Cumbria Police (Last minute no. 18/63).</p> <p>d. Transfer of Assets and Service to the Parish (Last minute no. 18/63).</p> <p>e. Post Office Renovations (Last minute no. 18/63).</p> <p>f. General Data Protection Regulation (GDPR) (last minute no. 18/63).</p>	<p>TO RECEIVE an update regarding the Lease with Croglin Designs Ltd.</p> <p><u>Report of the Clerk to Council.</u> The Clerk arranged with Croglin Designs for the Surveyor to visit the school so that he could make his report. The report once written should focus on recording the condition of the property as it is now so that a schedule of condition can be annexed to the lease, and identify wants of repair that will not be addressed by the tenant under the terms of the lease but would still be required in due course.</p> <p>TO RECEIVE an update about the footpaths at ‘The Meadows’ Development.</p> <p>TO RECEIVE an update on the Community Speed watch scheme promoted by Cumbria Police.</p> <p>TO RECEIVE an update regarding the ‘Transfer of Assets and Services’ to the Parish’.</p> <p>TO RECEIVE an update on the Post Office renovations.</p> <p>TO RECEIVE an update regarding General Data Protection Regulation (GDPR).</p> <p>ALSO TO CONSIDER the appointing a Data Protection Officer (DPO).</p> <p><u>Report of the Clerk to Council.</u> The Clerk continues to work towards the Parish Council compliant. A new lockable filing cabinet has been ordered, and registration of the Parish Council with the Information Commissioner's Office (ICO) has been completed. However, there GDPR issues that the Clerk needs help with.</p>

		<p>RECOMMENDATION that the Council set up either a GDPR working group to meet in the very near future or have a Governance Committee meeting to deal with some of the more complex issues with GDPR that the Clerk needs help with.</p>
	<p>g. Parish Notice Board (last minute no. 18/75).</p>	<p>TO RECEIVE an update regarding the maintenance of the Parish notice board near the church.</p>
12.	<p>Super Fast Broadband.</p>	<p>TO RECEIVE an update regarding Fibre Optic Broadband.</p>
13.	<p>Report from the local Community Police.</p>	<p>TO RECEIVE a report from the local Community Police.</p> <p><u>Please Note: The monthly Police Newsletter is usually circulated by Email to Councillors and a copy will be available at the meeting to view.</u></p>
14.	<p>Report from the District Councillor Gordon Nicolson.</p>	<p>TO RECEIVE a report from the District Councillor Gordon Nicolson about Eden District Council matters affecting the Parish.</p>
15.	<p>Report from County Councillor Hilary Carrick.</p>	<p>TO RECEIVE a report from County Councillor Hilary Carrick about County Council matters affecting the Parish.</p>
16.	<p>Review of Standing Orders, Financial Regulations, Terms of Reference for Committees, and other policies and procedures.</p>	<p>TO CONSIDER if any amendments should be made to the current Standing Orders, Financial Regulations, Terms of Reference for Committees, and other Parish Council policies and procedures.</p> <p>ALSO TO RECEIVE the latest edition of Standing Orders from NALC which will need to be amended and then adopted at a near future meeting.</p> <p><u>Please note: that this information has already been circulated by Email and copies are accessible on the Parish council website.</u></p> <p>ALSO TO RECEIVE the Privacy Policy for approval as this will need to be put on the website for General Data Protection Regulations.</p> <p>ALSO TO RECEIVE a new Data Protection Policy for approval to meet General Data Protection Regulations.</p> <p><u>Please note: that this information has already been circulated by Email.</u></p>
17.	<p>Schedule of Council Meetings and Venues for 2018 - 2019.</p>	<p>TO CONSIDER the schedule for Council meetings and the venues from June 2018 until May 2019.</p> <p>TO RECOMMEND that the following dates to be booked, being the first Wednesday of every month. These dates exclude August 2018 and January 2019 as no Council meeting is held during those months:</p> <p>Wednesday 6th June 2018; Wednesday 4th July 2018; Wednesday 5th September 2018; Wednesday 3rd October 2018; Wednesday 7th November 2018; Wednesday 5th December 2018;</p>

18.	Establishment of Committees and Working Groups 2018 - 2019.	<p>Wednesday 6th February 2019; Wednesday 6th March 2019; Wednesday 3rd April 2019; Wednesday 8th May 2019 (<i>this date is currently in on the second Wednesday of the month due to the May 2019 Councillor Elections, however this could still change depending on the date of the elections</i>).</p> <p>TO CONSIDER the re-establishment of existing Committee and Working Groups for 2018 - 2019. The following are the 2017 - 2018 Committees, Members and Deputy Members.</p> <ol style="list-style-type: none"> 1. Planning Committee Members 2017 - 2018: Councillors Virginia Minihan, Chris Hill and Gill Sharples; with Councillor Jeff Bellas as the Deputy Member. 2. Environment and Neighbourhood Committee Members 2017 – 2018: Councillors Chris Hill, Chris West, John Judson and Gordon Nicolson; with Gill Sharples as the Deputy Member. 3. Finance and Budget Committee Members 2017 – 2018: Councillors Peter Minihan, Tim Wright Jeff Bellas and Treasurer Chris Hoy; with Councillor Virginia Minihan as the Deputy Member. 4. Governance Committee Members 2017 - 2018: Councillors Gordon Nicolson, Peter Minihan and Tim Wright; with Councillor Chris Hill as the Deputy Member. <p>ALSO TO CONSIDER if any new Committees or Working groups need to be established.</p>
19.	Representatives on Outside Bodies 2018 - 2019.	<p>TO CONSIDER the appointment of representatives to serve on the following outside bodies for 2018 - 2019. The following are the 2017 - 2018 Parish Council representatives.</p> <ol style="list-style-type: none"> 1. Eden Association of Local Councils – Councillor Gordon Nicolson; 2. Low Plains Quarry Liaison Forum – Councillor Virginia Minihan; 3. Lazonby Village Hall Management Committee – Councillor Chris Hill; 4. Lazonby and District Swimming Pool Association Management Committee – Councillor Chris Hill.
20.	Lazonby Parish Projects:	
21.	<p>a. Neighbourhood Plan.</p> <p>b. Traffic Issues Consultation.</p> <p>External Auditing Changes - New Protocol to be Adopted.</p>	<p>TO RECEIVE an update regarding the Neighbourhood Plan.</p> <p>TO RECIEVE an update about the Traffic Issues Consultation.</p> <p>TO CONSIDER the external auditing changes and a new protocol to be adopted.</p> <p style="text-align: right;"><u>Note: Please see Appendix 21a.</u></p>

22.	Financial Report by the Treasurer.	TO RECEIVE the Financial Report from the Treasurer. <u>Note: Please see Appendix 22a.</u>
23.	Authority for Payments.	TO CONSIDER any requests for payment received by the Treasurer, Clerk or Council Members. <ol style="list-style-type: none"> 1. The Annual Subscription 2018 / 2019 for Cumbria Association of Local Councils (CALC) of £225. 2. The Information Commissioner's Office (ICO) registration payment for GDPR of £35. 3. The payment of £130 (including VAT) for a new lockable 4 draw filing cabinet.
24.	Planning Applications – New (or Appeal).	TO CONSIDER any new applications which have been issued for consultation by Eden District Council. <ol style="list-style-type: none"> 1. Planning Application No: 18/0265 - Non material amendment comprising reduction in size forming one bay instead of two bays and associated amendments to external works attached to approval 14/0447, at Edenholve Bakery, Lazonby, Penrith CA10 1BG 2. Planning Application No: 18/0313 - Proposed Battery Power Storage Facility, at Low Plains Farm. Calthwaite CA11 9RQ <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>
25.	Planning Applications – Decisions.	TO RECEIVE and be NOTED decisions on Planning Applications which have been issued by Eden District Council. <p><u>Please Note:</u> At the time of this Agenda being issued there were no 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>
26.	LPC Cumbria Highways Link Person Report.	TO RECEIVE any reports on other issues that has arisen since the last Council meeting concerning Cumbria Highways. <p><u>Please note:</u> that this information has already been circulated by Email to Councillors and a copy will be available at the meeting to view.</p>
27.	Service Level agreement with Lazonby & District Swimming Pool Committee.	TO CONSIDER the Lazonby & District Swimming Pool Committee Service Level Agreement from April 2018 for the Community Playground. The Committee have submitted their expenses and are requesting an 80% contribution again for this financial year.

28.	Invitations to Participate.	<p><u>Please Note: This information has already been circulated by Email to Councillors and copies will be available at the meeting to view.</u></p> <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. “What can we do with World Heritage Status?” Event - organised by ACTion with Communities in Cumbria - Friday 11th May 2018 in Ambleside and include lunch – book a place by 7th May 2018. 2. Cumbria Snow Survey - Were you, your community or a community organisation you are involved in affected by the heavy snow at the end of February and beginning of March? If so, Cumbria CVS would like to hear how you feel Cumbria responded to the disruption it caused - what went well, what could have been better, and any changes you would suggest to make the response run more smoothly in future. They will feed the information they gather into the Cumbria Local Resilience Forum's debrief of their response to the snow, so that their planning for future emergencies can be improved. The survey is on line at https://www.surveymonkey.co.uk/r/CumbriaSnow 3. Consultation: unauthorised developments and encampments - The deadline for responses to us is 5pm Friday 25th May. <p><u>Please Note: This information has already been circulated by Email to Councillors and copies will be available at the meeting to view.</u></p>
29.	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. News from Cumbria Community Foundation – Storm Emma Relief Fund. 2. Fields in Trust £5,000 funding - that allows councils to ensure the safeguarding of their green spaces that have a local link to World War I as it nears the 100th anniversary of Armistice. 3. NALC Chief Executive's Bulletin 15 - 13 April 2018 4. Slimmed down version of the NALC General Data Protection Regulations (GDPR) toolkit - This edited version of the NALC toolkit was requested by a number of members, particularly from smaller councils and parish meetings, who felt that aspects of the longer version were not relevant to them. 5. NALC Information on the new National Salary award for 2018/19. <p><u>Please Note: This information has already been circulated by Email to Councillors and a copy will be available at the meeting to view.</u></p>
30.	Date of the Next Meeting.	<p>RECOMMENDATION that the date of the next scheduled meeting be announced once the new dates have been considered.</p>

31.	Wall at Bankfoot.	<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 matter to be discussed.</p> <p>TO CONSIDER the next course of action regarding the collapsed wall at Bank Foot, Lazonby.</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
May 2018 Annual General Meeting
of the Parish Council
SUPPLEMENTARY APENDICES

ITEM NO: (Appendix)	ITEM
10a.	Minutes of the Council Meeting of the 4 th April 2018.
21a.	External Auditing Changes - New Protocol to be Adopted.
22a.	Financial Report by the Treasurer.