

# LPC

## LAZONBY PARISH COUNCIL

### Minutes

**For the Council Meeting held on Wednesday 6<sup>th</sup> March 2019, starting at 7.30 p.m, in the Jubilee Rooms, Lazonby Village Hall.**

**Present:** Chair Councillor Chris West.

Councillors Gill Sharples, Gordon Nicolson, Peter Foley and Lynn Whiteley.

Also in attendance: the Clerk to the Council Rebecca Wyatt, Treasurer to the Council Chris Hoy, and County Councillor Hilary Carrick.

ITEM / MINUTE No.	ITEM	BUSINESS
19/31	<b>Apologies for absence.</b>	<b>RESOLVED</b> that it be noted that apologies were received from Councillors John Judson and Jeff Bellas.
19/32	<b>The filling of Council Member Vacancies.</b>	<p>The Council considered a nomination to fill the Council Member vacancies by co-option. Parishioner Lynn Whitely wished to become a Parish Councillor.</p> <p><b>RESOLVED</b> that Lynn Whiteley be co-opted onto the Parish Council proposed by Councillor Chris West, and seconded by Councillor Gill Sharples, with all Councillors present in agreement.</p> <p><b>ALSO RESOLVED</b> that the Clerk ensure the correct forms are filled out for Councillor Lynn Whiteley and submitted to Eden District Council.</p>
19/33	<b>Requests for Dispensations.</b>	<b>RESOLVED</b> that it be noted that no requests for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest were received by the Clerk since the last meeting of the Parish Council.
19/34	<b>Declaration of Interest.</b>	<p>The Chair asked if there were any declarations by Council Members of any Personal or Prejudicial Interests relating to any items on the agenda for this meeting.</p> <p><b>RESOLVED</b> that it be noted that Councillor Gordon Nicolson declared a personal interest in matters concerning Eden District Council.</p>
19/35	<b>Matters of Urgency.</b>	<p>The Council received the following matters which arrived too late to be otherwise placed on the agenda, or were omitted by mistake, so were introduced in this part of the agenda. These are as follows:</p> <p style="padding-left: 40px;">1. <b>Planning Application No: 18/0669</b> – Change of use of land to holiday lodge park with conversion of shed to ancillary visitor/administration hub, at Nord Vue farm, Armathwaite, Carlisle CA4 9TN, is going to the Planning Committee on 14<sup>th</sup> March 2019.</p> <p><b>RESOLVED</b> that Planning Application No: 18/0669 – Change of use of land to holiday lodge park with conversion of shed to ancillary visitor/administration hub, at Nord Vue farm, Armathwaite, Carlisle CA4 9TN, which is going to the Planning Committee on 14<sup>th</sup> March 2019, be considered further at agenda item 15, which is item 19/46 Planning Applications – New (or Appeal) of these Minutes.</p>

19/36	Public Participation.	<p>There were no parishioners present to speak however the Council was contacted by parishioners prior to the meeting.</p> <ol style="list-style-type: none"> <li>1. A parishioner has complained about the increase of parking outside her home in Barton Dale near the Eden Housing Bungalows, by people using the Bowling Club. It has got very bad recently and now blocking the residents in. The Clerk advised the parishioner to speak to the Community Police about having a polite word with the bowling club to see if they would ask their members not to park there as it is residential parking only. Eden Housing has now said they will put up better signage regarding resident only parking. The Parish Council were also told that a Domino Club uses the Bowling Club through the winter months and it is believed most of the non resident cars are part of the Domino Club, which only happens through the winter months. PCSO Mark Robson has said that he will be doing a joint visit with Eden housing to speak to the bowling club regarding the parking issues.</li> <li>2. A van has been reported for continued parking on the pavement near the turning on the road to Carlisle at the top of the village. The Police have been informed.</li> </ol> <p><b>RESOLVED</b> that the Clerk inform PCSO Mark Robson about the Domino Club's use of the Bowling Club, and advise him to speak to the Club Secretary about the issue of parking.</p>
19/37	Super fast Broadband.	<p><b>RESOLVED</b> that it be noted there was nothing further to report at present regarding Superfast Broadband.</p>
19/38	Report from the local Community Police.	<p>The Council received a February written update from the Penrith Rural Team and Policeman, Mark Robson, PCSO 5398. The report was as follows:</p> <p><b>“Crime trends and patterns</b></p> <ul style="list-style-type: none"> <li>• <i>On Wednesday 20<sup>th</sup> February 2019 at 21:14 hours police received a report of a suspicious vehicle circling the area of the auction mart. No registration or vehicle type is known. We had a similar report on 17<sup>th</sup> February with no further details other than the vehicle keeps circling very slowly. Police did attend this incident but no vehicle was seen in the area at the time.</i></li> <li>• <i>On Monday 18<sup>th</sup> February 2019 at 20:30 in the Barton Dale area a front door may have been opened by an unknown person. It is not believed anyone entered the property; only the occupant found the door wide open after hearing the lock mechanism click.</i></li> <li>• <i>On Saturday 16<sup>th</sup> February 2019 at 19:34 hours, police responded to a road traffic collision where a car had crashed into a tree in the area of Bracken bank. The driver had left the scene but was located a few minutes later and was arrested on suspicion of drink driving. Only one vehicle was involved and no one was hurt. Please do not drink alcohol and drive. Police are patrolling the area and our proactive team are actively stopping drug and drink drivers. You may have seen our Eden Police twitter updates regarding this. Crime has been very low in your area. I am in the area fairly regularly including the surrounding villages.</i></li> </ul> <p><b>Police Activity</b></p> <ul style="list-style-type: none"> <li>• <i>Police are making regular mobile patrols in your local area. Please report anything suspicious in your area via 101. If it is an</i></li> </ul>

		<p><i>emergency, please ring 999.</i></p> <ul style="list-style-type: none"> <li><i>I am looking to attend Lazonby Primary School to do some work with the children around the use of the speed gun. I am speaking to the headmaster and arranging some dates.</i></li> <li><i>There have been a few reports of scrap vehicles in the Eden area on a whole. I managed to stop one in Penrith the other day and gathered details and intelligence, which was passed on to the local community wardens. We are working with the community wardens on this issue. This seems to be an issue the public of Eden bring to us all on a regular basis.”</i></li> </ul>
		<p><b>RESOLVED</b> that the report from the Police be noted with thanks to Mark Robson PCSO 5398.</p>
19/39	<b>Minutes of the Council Meeting of the 6<sup>th</sup> February 2019.</b>	<p>The Minutes of the Council Meeting of the 6<sup>th</sup> February 2019 were considered.</p>
		<p><b>RESOLVED</b> that the Minutes of the Council meeting of the 6<sup>th</sup> February 2019 be approved and signed as a true record of those proceedings.</p>
19/40	<b>Progress Reports on Recent Actions.</b>	<p>The Council received progress reports regarding matters from the Minutes of the 6<sup>th</sup> February 2019.</p>
	<b>a. Transfer of Assets and Service to the Parish (Last minute no.18/216).</b>	<p>The Council received an update regarding the ‘Transfer of Assets and Services’ to the Parish’.</p> <p><b>RESOLVED</b> that it be noted that the contracts for the unadopted lights and the swings on Coronation garden are still to be finalised with a supposed deadline of 31<sup>st</sup> March 2019.</p>
	<b>d. Dog Control and Fouling in the Parish (last minute no. 18/212).</b>	<p>The Council received an update about dog control and fouling in the parish. The new stop dog fouling posters have been made and put up in the village. However, there does seem to be evidence of dog fouling still going on, and around where the signs have been placed. There has been a recent prosecution for dog fouling in Penrith so the Community Wardens are working hard to stop dog fouling in public places. The matter was discussed further.</p> <p><b>RESOLVED</b> that the Council agree to the placing of little red flags in dog faeces to highlight the problem.</p> <p><b>ALSO RESOLVED</b> that the Clerk continue to put the issue of dog fouling in the Parish Council Newsletter.</p>
	<b>c. Fly tipping in the Parish and the Recycling Centre (last minute no. 19/22).</b>	<p>The Council received an update about fly tipping in the parish and the Recycling Centre. Eden District Council’s Community Wardens have issued the first warning to a recent fly tipper who dumped a box of electrical equipment at Lazonby recycling centre. After the rubbish had been discovered an investigation into who owned it was carried out. This led to the person being found and given a warning, and asked to remove the items immediately.</p> <p><b>RESOLVED</b> that the report about the Fly tipping warning be noted.</p> <p><b>ALSO RESOLVED</b> that the Clerk put the issue of fly tipping in the Parish Council Newsletter again.</p>

19/41	<b>Report from District Councillor Gordon Nicolson.</b>	<p>The Council received a report from District Councillor Gordon Nicolson about Eden District Council matters affecting the Parish.</p> <ol style="list-style-type: none"> <li>1. The Council Tax rates have now been finalised and advertised in the local press.</li> <li>2. Eden District Council - Housing Supplementary Planning Document Consultation is now available to view. All comments must be received by 5pm on Tuesday 19<sup>th</sup> March 2019. More information on this can be found at Minute No 19/52 – Invitations to participate of these Minutes.</li> <li>3. Due to the forthcoming local elections and Eden District Council entering a period of purdah on 21<sup>st</sup> March, District Councillor Gordon Nicolson will not be able to give a report at the next Parish Council meeting in April 2019.</li> </ol> <p><b>RESOLVED</b> that District Councillor Gordon Nicolson be thanked for his report, the contents of which were noted.</p> <p><b>ALSO RESOLVED</b> that it be noted that District Councillor Gordon Nicolson reserved the right to request to speak on other issues on the agenda.</p>
19/42	<b>Report from County Councillor Hilary Carrick.</b>	<p>The Council received a report from County Councillor Hilary Carrick about County Council matters affecting the Parish.</p> <ol style="list-style-type: none"> <li>1. On the 14<sup>th</sup> February 2019 it was decided at the Cumbria County Council Budget meeting that the Council Tax will be put up by 3.99%, which includes 2% towards the Adult Social Care Budget.</li> </ol> <p><b>RESOLVED</b> that it be noted that County Councillor Hilary Carrick reserved the right to request to speak on other issues on the agenda.</p> <p><b>ALSO RESOLVED</b> that County Councillor Hilary Carrick be thanked for her report, the contents of which were noted.</p>
19/43	<b>Lazonby Parish Projects:</b>	
	<b>a. Neighbourhood Plan.</b>	<p>The Council received an update regarding the Neighbourhood Plan. The Neighbourhood Steering Group is still waiting for Eden District Council to give a referendum date for the Neighbourhood Plan. Once it is known there will be a booklet explaining the process issued to every household in Lazonby.</p> <p><b>RESOLVED</b> that the report about the Neighbourhood Plan be noted with thanks to the Neighbourhood Plan Steering Group.</p>
	<b>b. Traffic Issues Consultation.</b>	<b>RESOLVED</b> that it be noted that following the recent consultation event, three traffic speed survey strips have been ordered for the village so far.
	<b>c. Footpath between Eden Bridge and Lazonby Swimming Pool.</b>	<b>RESOLVED</b> that it be noted that there was nothing more to report at present about the footpath between Eden Bridge and Lazonby Swimming Pool.
19/44	<b>Financial Report by the Treasurer.</b>	<p>The Council received a report from the Treasurer (please see attached Treasurer's Report). Mr David Stevens has agreed to audit the accounts again for the usual fee of £70 if the Parish Council are happy for him to proceed.</p> <p><b>RESOLVED</b> that the Council agreed to Mr David Stevens auditing the Parish Council accounts for the fee of £70.</p>

		<b>ALSO RESOLVED</b> that the Treasurer be thanked for his report, the contents of which were approved, accepted and noted.
19/45	<b>Authority for Payments.</b>	<b>RESOLVED</b> that the Council has considered requests for payment received by the Treasurer, Clerk or Council Members, and agreed to pay the following:  1. The sum of £171.85 to the Clerk for office and travel expenses.
19/46	<b>Planning Applications – New (or Appeal).</b>	The Council considered any new planning applications which have been issued for consultation by Eden District Council.  1. <b>Planning Application No. 19/0126</b> – Change of use of agricultural land to domestic and erection of detached garage, at Barn Dyke, Lazonby. Penrith CA10 1BA.  2. <b>Planning Application No: 18/0669</b> – Change of use of land to holiday lodge park with conversion of shed to ancillary visitor/administration hub, at Nord Vue farm, Armathwaite, Carlisle CA4 9TN, is going to the Planning Committee on 14 <sup>th</sup> March 2019.
		1. <b>RESOLVED</b> that the Council had no comments to make regarding Planning Application No. 19/0126 – Change of use of agricultural land to domestic and erection of detached garage, at Barn Dyke, Lazonby, Penrith CA10 1BA.  2. <b>RESOLVED</b> that the Council agree to giving Councillor Gordon Nicolson delegated authority to attend the Planning Committee on 14 <sup>th</sup> March 2019 and give representation if required.
19/47	<b>Planning Applications – Decisions.</b>	<b>RESOLVED</b> that there were no Planning Application decisions to be noted.
19/48	<b>LPC Cumbria Highways Link Person Report.</b>	<b>RESOLVED</b> that it be noted that there was nothing further to report regarding Cumbria Highways issues.
19/49	<b>May 2019 Elections.</b>	The Councils received information about the May 2019 Parish Council Elections. The Clerk gave out Councillor nomination packs including the nomination papers, guidance notes for the nomination papers, and the timetable for dates regarding nominations and the local elections. Councillor Gordon Nicolson has kindly offered to deliver the nomination papers from the current Councillors who are re-standing, to the Returning officer at Eden District Council. The Clerk has the latest list of parishioner's election numbers if the Councillors wish to ring up for them for their nomination papers.
		<b>RESOLVED</b> that the Councillor Gordon Nicolson will make an appointment with the returning officer at Eden District Council to deliver the nomination papers and inform those Councillors re-standing when to get their filled in nomination papers to him.
19/50	<b>Establishing Parish Council Assets.</b>	The Council considered the issue of establishing Parish Council's assets, including trees and the ownership of boundary walls etc. on parish land.
		<b>RESOLVED</b> that Councillor Chris West will attend the EALC and Eden District Council "Tree" workshop on 10th April 2019.  <b>ALSO RESOLVED</b> that the 'Establishing Parish Council Assets' agenda item be deferred to the May 2019 meeting.

19/51	<b>The Keep Britain Tidy's Great British Spring Clean.</b>	<p>The Council considered if the Council would like to take part in the Great British Spring Clean on 22nd March – 23rd April 2019.</p> <p><b>RESOLVED</b> that the litter pick event be organised for Friday 12<sup>th</sup> April 2019 at 5.30 pm meeting at Lazonby School.</p> <p><b>ALSO RESOLVED</b> that Councillor Gordon Nicolson will ask to borrow the litter pick equipment from Eden District Council, and ask for blue rubbish bags.</p> <p><b>ALSO RESOLVED</b> that the Clerk make posters for the event and advertise it accordingly.</p>
19/52	<b>Invitations to Participate.</b>	<p>The Council considered whether Members would like to take part in, attend, or send a representative to the following:</p> <ol style="list-style-type: none"> <li>1. <b>Draft Eden District Council Plan 2019-2023 consultation</b> – Parish Councils are invited to comment on the draft Council Plan 2019-2023 which sets out the vision for the Council and for Eden over the next four years. The Council Plan is the Council's main policy document; it contains their priorities and directs everything they do. It informs the development of programmes, the allocation of staff and resources and the review and assessment of Council performance and achievements. The deadline for responses is 5pm on 19<sup>th</sup> March 2019.</li> <li>2. <b>Eden River Trust's Supporters' Day</b> - Saturday 18th May 2019 at Melmerby Village Hall. This includes talks, site visits and activities. Also networking with fellow enthusiasts of Eden's River, Wildlife and landscape. Guest speaker Derek Gow, rewilding expert. Locally sourced lunch and refreshments will be available.</li> <li>3. <b>125 years of Parish Council</b> – it has been 125 years since the 1894 Local Government Act came into force, creating civil parishes with elected Councils. As it is an election year CALC are looking at ways of raising the profile of Cumbria's Parish Councils, so are looking for Parish Councils who have been in existence since 1894. If your council is 125 years old this year, it would be great to hear from you, especially if you have minute books dating back to the council's inception.</li> <li>4. <b>The Local Industrial Strategy Consultation Events</b> - the Cumbria Local Enterprise Partnership (CLEP) is keen to involve all of our partners in the third and final round of consultations on the development of Cumbria's Local Industrial Strategy, which is the county's key strategy for growing our economy, improving productivity and making sure that all of our people benefit from economic growth. The Local Industrial Strategy provides Cumbria's response to government's national Industrial Strategy, which looks to drive forward the national economy based on the five foundations of productivity - Ideas: the world's most innovative economy; People: good jobs and greater earning power for all, Infrastructure: a major upgrade to the UK's infrastructure, Business Environment: the best place to start and grow a business and Places: prosperous communities across the UK - and the four grand challenges - putting the UK at the forefront of the artificial intelligence and data revolution; maximising the advantages for UK industry of the shift to green growth; becoming a world leader in shaping the future of mobility; and harnessing the power of innovation to help meet the needs of an ageing society. The latest and final round of</li> </ol>

consultation events will invite all partners to contribute their ideas for the further development of the Local Industrial Strategy and provide opportunities for colleagues to share good practice, innovations and great ideas that are already being delivered in Cumbria and could be scaled up. These will be highly interactive events with all partners having the opportunity to share their views with colleagues.

The events will be held at the following venues:

- **4<sup>th</sup> March CLEP Conference Centre, Redhills, Penrith 10.00am – 12.00pm**
- **5<sup>th</sup> March Westmorland Hotel, Tebay 10.00am – 12.00pm**
- **4<sup>th</sup> March Lakes College, Workington 2.00pm – 4.00pm**
- **5<sup>th</sup> March Furness College, Barrow in Furness 2.00pm – 4.00pm.**

An agenda, draft copy of the Local Industrial strategy, sister Economic Review and an overview briefing will be forwarded to confirmed attendees in advance of the event. Please book your place via Eventbrite <https://www.eventbrite.co.uk/o/cumbria-lep-17457022711>

- 5. RWM Site Evaluation consultations - public events in England and Wales** - Radioactive Waste Management recently started the search for a willing host community and a suitable site to construct a Geological Disposal Facility (GDF) in England and Wales. As part of this process, we have launched consultations on how we will evaluate potential sites for a GDF in future in England and Wales. To inform these consultations, we have organised a series of meetings across England and Wales to give people more information about how we propose to evaluate potential sites for a GDF and answer any questions to help people develop their responses to the consultation. The events are not to discuss any particular choice of sites, indeed, no sites have been selected and none are currently under consideration. The locations of the events have been chosen simply for their capacity to host the event and access to transport links. As one of our regular e-bulletin subscribers we hope that you can take part, so that you can provide input to one of the UK's largest ever environmental protection projects. To attend one of our meetings at your preferred location, please email us at [siteevaluation@nda.gov.uk](mailto:siteevaluation@nda.gov.uk) or click the button below for more information.
- 6. EALC and Cumbria County Council workshop on “Supportive Communities”** - The main topics being covered are Social subscribing and Working together. The workshop will take place on Wednesday 20th March 2019, at 7pm for 7.30pm start (30 mins to visit information stalls) at the Cumbria Fire and Rescue Service HQ, Carleton Avenue, Penrith CA10 2FA.
- 7. Lake District World Heritage Status – what are your thoughts?** Please take five minutes to answer 8 questions about Lake District communities and World Heritage Status on <https://cumbria.citizenspace.com/voluntary-and-community-sector/draft-lake-district-communities-and-world-heritage/>. ACTion with Communities in Cumbria is gathering views from residents, workers and visitors to help the Lake District National Park Partnership work with communities for a thriving future. The survey

		<p>is live until March 18<sup>th</sup> and results from it will inform discussion at a public event later in March. For more information please get in touch with ACT, on 01228 817593.</p> <p>8. <b>Eden District Council - Housing Supplementary Planning Document</b> - Eden District Council's Planning Policy Team is producing a Housing Supplementary Planning Document (SPD), which will provide further guidance on the housing policies in the <u>Eden Local Plan 2014-2032</u>. The first draft of the Housing SPD has been issued. An informal consultation with stakeholders on the first draft will commence on 26<sup>th</sup> February for 3 weeks. At this stage they are looking for comments from those who will frequently be using the document (e.g. those who regularly submit planning applications or provide consultation responses on planning applications). They will be holding a formal public consultation for a longer period of time at a later date.</p> <p><u>How to make comments</u> - You can discuss the Housing SPD with them at their drop-in event. If you would like to attend please confirm on the email address below stating an approximate time of arrival. Refreshments will be provided.</p> <p><u>When:</u> Monday 11<sup>th</sup> March 2019 8.30am until 12 midday</p> <p><u>Where:</u> The Council Chamber, Town Hall, Penrith, CA11 7QF</p> <p>Comments can also be sent in writing to the Planning Policy Team by Email: <a href="mailto:loc.plan@eden.gov.uk">loc.plan@eden.gov.uk</a> or Post to: Planning Policy, Eden District Council, Mansion House, Friargate, Penrith CA11 7YG.</p> <p>Please provide any comments as soon as possible. All comments must be received by <b>5pm on Tuesday 19<sup>th</sup> March 2019</b>. Due to the Council elections taking place in May, and the Council entering a period of purdah on 21<sup>st</sup> March, they are unable to accept comments after the above date. There will be further opportunity to make comments during the formal public consultation.</p> <p><u>What happens next?</u> - All the comments received will be considered and they will judge whether any alterations are necessary. A revised draft will then be made available for a more extensive formal consultation later this year.</p> <p><b>RESOLVED</b> that the information regarding the invitations to participate be noted.</p> <p><b>ALSO RESOLVED</b> that it be noted that Councillor Chris West will attend the Eden River Trust's Supporters' Day on Saturday 18th May 2019.</p> <p><b>ALSO RESOLVED</b> that Councillor Chris West would ask the Lazonby History Society if they have anything that can be sent to CALC's 125 years of Parish Councils about Lazonby Parish Council.</p>
19/53	<b>INFORMATION gave for reference only.</b>	<p><b>RESOLVED</b> that it be noted that the following information was given to the Council for reference only.</p> <p>1. <b>Withdraw of one of the Fellrunner's Services</b> - The weekly Fellrunner 136 service serving Highbankhill – Kirkoswald – Lazonby – Great Salkeld (to Penrith) is to be withdrawn and the final day of service will be Tuesday 26<sup>th</sup> March 2019. They have received the necessary permission from the Traffic Commissioners to withdraw the service and the County Council are aware. They very much</p>

		<p>regret the withdrawal of this service but for some time the low passenger numbers (as low as two some weeks) have made it unviable. Even though they operate their services using minibuses and the Fellrunner is entirely volunteer run, they can't get this service to get anywhere near covering its costs despite the generous support of the Parish Councils and other donors. The good news is that all the villages mentioned above will continue to be served by our Wednesday 134 service to Penrith as well as the Wednesday 130 service to Carlisle and the Thursday 137 service to Penrith. They have done their best to let all the Tuesday 136 passengers know that the service is finishing and hopefully they will be able to use the Wednesday or Thursday services instead.</p> <p>2. <b>Local Committee - Working Together - Further</b> information on the Working Together Service following on from our recent attendance at all but one local committees in January 2019, in which we provided the attached information to all members. The service is now looking to establish dedicated staff resources to allow for the continued development and delivery of the service. They will be looking to implement the service as of April 2019 onwards. Another update will be available soon.</p> <p>3. <b>The Tour of Cumbria Event Notification</b> – A charity cycle sportive event will cover the entire county of Cumbria in one day, over a 150 mile route, is to take place in July 2019.</p>
		<b>RESOLVED</b> that it be the information above be noted and was given to the Council for reference only.
19/54	<b>Date of the Next Meeting.</b>	<b>RESOLVED</b> that the date of the next scheduled meeting be Wednesday 3 <sup>rd</sup> April 2019, in the Jubilee Room, Lazonby Village Hall at 7.30pm.

<b>At this point in the meeting, the Chair asked that any members of the public and press who were in attendance withdraw from the meeting at this point due to the confidentiality of the matter to be discussed.</b>		
<b>RESOLVED</b> that the Council agreed that members of the public and press who were in attendance withdraw from the meeting at this point due to the confidentiality of the matter to be discussed.		
19/55	<b>Wall at Bank Foot.</b>	The Council received an update about the Wall at Bank Foot.
		<b>RESOLVED</b> that the working group continue to work with external parties on a confidential basis.
19/56	<b>Damaged Wall at Will Pool</b>	The Council considered the next course of action regarding the damaged wall at Will Pool.
		<b>RESOLVED</b> that the Parish Council continue to work to resolve the issue of the damaged wall at Will Pool.

The Meeting finished at 9.25 pm.

**Please Note:**

**Amendments to these Minutes have been made in red following approval at the Parish Council Meeting on the 3<sup>rd</sup> April 2019.**