

# LPC

## LAZONBY PARISH COUNCIL

### Minutes

**For the Council Meeting held on Wednesday 4<sup>th</sup> December 2019, starting at 7.30 p.m, in the Jubilee Rooms, Lazonby Village Hall.**

**Present:** Chair Councillor Chris West

Councillors Gill Sharples, Gordon Nicolson, John Judson, Tim Wright, Peter Foley, Lynn Whiteley, Andrew Sharples, Phillip Whitehead and Angie Miller.

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

ITEM / MINUTE No.	ITEM	BUSINESS
19/236	<b>Apologies for absence.</b>	<b>RESOLVED</b> that it be noted that there were no apologies for absence as all Councillors were present.
19/237	<b>The filling of Council Member Vacancies.</b>	<p>The Council considered nominations to fill the Council Member vacancies by co-option. Parishioner Angie Miller wished to become a member of the Parish Council.</p> <p><b>RESOLVED</b> that Angie Miller be co-opted onto the Parish Council proposed by Councillor Chris West, and seconded by Councillor John Judson, with all Councillors present in agreement.</p> <p><b>ALSO RESOLVED</b> that the Clerk ensure the correct forms are filled out for Councillor Angie Miller and then submit them to Eden District Council.</p>
19/238	<b>Requests for Dispensations.</b>	<b>RESOLVED</b> that it be noted that no requests were 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.
19/239	<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>
19/240	<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> <ol style="list-style-type: none"> <li>1. Invitations to Eden District Council Chairman's Carol Service on 16<sup>th</sup> December 2019, at St.Andrew's Church, Penrith at 6.30 pm; Request to support the Local Electricity Bill and Community Energy Champions in Parish Councils.</li> <li>2. An accident up on the Rigg where a wall was demolished and the reflective lights are broken/removed.</li> </ol> <p>1. <b>RESOLVED</b> that Invitations to Eden District Council Chairman's Carol Service on 16<sup>th</sup> December 2019, at St.Andrew's Church, Penrith at 6.30 pm; Request to support the Local Electricity Bill and</p>

		<p>Community Energy Champions in Parish Councils be considered at Agenda item 19 – Invitations to Participate, which is Minute no 19/254 of the December 2019 Minutes.</p> <p><b>2. RESOLVED</b> that County Councillor Hilary Carrick will look into the issues of the broken/removed reflectors on the demolished wall on the Rigg</p>
19/241	<b>Public Participation.</b>	<p>The Chair asked the parishioners present if they wished to make any contributions relating to any items on the agenda, or any other parish related matter which they may wish to raise. The Parish Council also discussed issues that parishioners had been in contact about.</p> <ol style="list-style-type: none"> <li>1. A parishioner brought up the issue of cars parked on pavements through the village, and that shrubs were obscuring the view for the traffic on the main street.</li> <li>2. A parishioner has inquired about the possibilities of having a lengthsman to carry out maintenance issues in the parish. This issue has been discussed at past meetings but at the time it was decided not to pursue it, and now there is new County Council guidance about employing lengths men.</li> <li>3. Flyposting has been reported in the village</li> </ol> <ol style="list-style-type: none"> <li>1. <b>RESOLVED</b> that the Clerk ask the local Police if they could patrol the village to see if any cars were obstructing the pavements.</li> <li>2. <b>RESOLVED</b> that the issue of the Lengthsman be put on the February 2020 agenda for further consideration.</li> <li>3. <b>RESOLVED</b> that it be noted that fly posters will be removed if seen.</li> </ol>
19/242	<b>Report from the local Community Police.</b>	<b>RESOLVED</b> that it be noted that there was no report from the Police.
19/243	<b>Minutes of the Council Meeting of the 6<sup>th</sup> November 2019.</b>	<p>The Minutes of the Council Meeting of the 6<sup>th</sup> November 2019 were considered.</p> <p><b>RESOLVED</b> that the Minutes of the Council meeting of the 6<sup>th</sup> November 2019 be approved and signed as a true record of those proceedings.</p>
19/244	<b>Progress Reports on Recent Actions.</b>	The Council received progress reports regarding matters from the Minutes of the 6 <sup>th</sup> November 2019.
	<b>a. Transfer of Assets and Service to the Parish (last minute no. 19/219).</b>	<b>RESOLVED</b> that it be noted that there was nothing further to report about the swings on Coronation Gardens at present.
	<b>b. Footway Light replacement on the B6413 (last minute no. 19/219).</b>	<b>RESOLVED</b> that it be noted that there was nothing further to report about the Footway Light replacement on the B6413 other than that they were currently working on the lights in the Parish.
	<b>c. Hedgehog Warning Signs (last minute no. 19/219).</b>	<p>The Council received an update about the Hedgehog warning signs. The Parish Council need to justify why they need the hedgehog signs. It has been reported that 16 plus hedgehogs have been killed on Scarrows alone.</p> <p><b>RESOLVED</b> that Councillor Gill Sharples will contact Cumbria County Council about the Hedgehog signs.</p>

**d. Parish Council representatives on Committees of local organisations (last minute no. 19/219).**

The Council received an update about the Parish Council representatives on Committees of local organisations. After the November meeting, the Parish Council wrote to Lazonby & District Swimming Pool and the Lazonby Village Hall Committee to explain how the Parish Council saw their role as representatives on external committees. The Parish Council replied with the following:

*“.. the Parish Council’s representative’s roles are on external organisations committees, especially after there have been several recent discussions on this matter and confusion over the Parish Council representative’s role. The Parish Council would like to make the following points regarding their representative’s role on external organisations committees:*

- 1. The Parish Council representatives are only observers at committee meetings with no voting rights.*
- 2. The Parish Council representatives will be present to ensure any funding assistance from the Parish Council is spent in line with the conditions of that grant.*
- 3. The Parish Council representative is the link between the Parish Council and the Committee.*
- 4. The Parish Council would like their representatives to have confirmation of meetings, including agendas and minutes.*

Lazonby & District Swimming Pool Committee responded by explaining their position on representatives on their committee. The following was said:

*“With regard to the attendance at meetings of the Pool Committee ie the Board of Directors & Trustees, as a charity, we are not required to allow anyone other than Directors/ Trustees to our general meetings. As meetings can at times include confidential issues around employment & personnel, we do not wish to open our full meetings to the public. We have though agreed to introduce an ‘Open Forum’ period to each general meeting when anyone can come and offer suggestions, feedback and ask general questions. This will be programmed into the start of the meeting and last for a maximum of half an hour before the private meeting of the Board of Directors. Your representative is welcome to attend this Open Forum part of our general meetings. Our AGM will be as always fully open to the public and takes place each November and agenda, minutes & a copy of the Annual Accounts are available to anyone who wishes to receive them or attend the AGM. With regard to our funding from the Parish Council, we currently provide documentation to your Treasurer at the start of each statutory year to prove that the agreed funding covers the quotations for the year for the various elements of the 5 year Service Level Agreement, so we hope this satisfies you that the funding is spent in line with the conditions of the grant. The representative/ link between the Pool and the Parish Council has always in previous years, worked very well on a communication basis and we wish that to continue.”*

The Lazonby Village Hall Committee replied by sending a document on the Village Hall Trustees roles and responsibilities saying that they very much welcomed having representatives from their hirer groups because this formed the basis of their Village Hall committee. Also that, unfortunately, their current committee numbers are low so have been stretched, so apologised that the representative from the Parish Council should have received more guidance from them when they first joined.

**RESOLVED** that the Councillor Andy Sharples will be the new representative attending the Lazonby & District Swimming Pool Committee

	<p>open meetings.</p> <p><b>ALSO RESOLVED</b> that Councillor Tim Wright will be the Lazonby Village Hall representative.</p> <p><b>ALSO RESOLVED</b> that the Parish Council will write to both Committees to confirm the new representatives and to say that the Parish Council respect their views about how they see the roles of the Parish Council representatives and that they would like to continue to keep links with both committees.</p>
<b>e. Replacing the existing Photocopier Printer Model (last minute no. 19/219).</b>	<b>RESOLVED</b> that it be noted that the Clerk still needs to rearrange a meeting with the Midshire rep.
<b>f. Dog Fouling and loose dogs (last minute no. 19/219).</b>	<p>The Council received an update about the dog fouling and loose dogs in the field near the river Eden. Parish Council's enquiry with the Community Wardens about dog issues in the area of the swimming pool and river Eden, the wardens checked and, as suspected, the footpaths leading out of the village are not covered by the PSPO. They said that they have done as suggested, which was reported at the November 2019 which was to put up some of their posters at the access points to these paths. They have also made visits to the general area but have not seen anything within the PSPO which has needed action, nor seen any dog walkers to speak to. When in the area they will continue to monitor the village end of the paths. Councillor Gordon Nicolson has managed to get the NFU signs about livestock.</p> <p>The Parish Council also discussed the lack of rubbish bins in the Scarrows area, which may contribute to dog faeces not being cleared up or the full dog poo bags being left around.</p> <p><b>RESOLVED</b> that the Clerk contact Eden District Council to ask if they would put a rubbish bin in the Scarrows area, preferably on the grass verge at the tree seat at the edge of Scarrows to help tackle the issue of dog fouling in that area.</p>
<b>g. Lights on Fiddlers Lane (last minute no. 19/219).</b>	<p>The Council considered the future of the footway lights on Fiddlers Lane. There has been a mixed reaction with some Parishioners wanting the lights and others not. There is no public owned land there. Councillor Chris West has recently written to Anchor Hanover who owns Eden Court, explaining why the Parish Council agreed that they could not fund the footway light and to ask if they would be prepared to put a footway light on their land for the residents.</p> <p><b>RESOLVED</b> that it be noted that the Parish Council are now waiting to see what Anchor Hanover say about putting a footway light up at Eden Court for the residents.</p>
<b>h. Memorial for Chris Hill (last minute no. 19/219).</b>	<p>The Council received an update regarding a memorial to Chris Hill, who was a longstanding Parish Councillor and active member of the local community. Councillor Chris West asked volunteer Geoff Wilson, who looks after Scaur Close Green if a memorial tree with a plaque could be planted on the green. He was happy with this and made some suggestions for a suitable tree. Councillor West then contact the Parish Council Members and suggested planting a Witch Hazel as it has a lovely scent and flowers in the winter months and will add interest to the area. Anyone walking along that path would be able to smell the tree in winter. This tree only grows to about 10 feet so will need minimum maintenance in years to come. Councillor West</p>

		<p>asked the Parish Council for £100 to spend on the tree and plaque. The Parish Council Members agreed to the proposals for the tree and costs. Councillor Chris west then purchased the tree with help from Chris Hill's husband and it was planted immediately on the corner of Scaur Close at the beginning of the Village Green. A plaque has been ordered to put by the tree.</p> <p>It was also recommended that the Members be asked to confirm that an E Mail exchange took place to agree to and confirm the purchase of the memorial tree and plaque in memory of Chris Hill.</p> <p><b>RESOLVED</b> that it be noted that the Members confirmed that an E Mail exchange took place to agree to and confirm the purchase of the memorial tree and plaque in memory of Chris Hill.</p> <p><b>ALSO RESOLVED</b> that it be noted that a small gathering is to be held in the near future to put the plaque by the tree in memory of Chris Hill.</p>
<p><b>i. Unkempt Areas Under the Railway Bridge &amp; Along the Railway Tracks (last minute no. 19/216).</b></p>		<p>The Council received an update about the unkempt areas under the railway bridge and along the railway tracks. At the November 2019 meeting, the Parish Council received reports of large amounts of litter under the Railway Bridge and along the tracks in the village. The Clerk wrote to Northern Rail to ask what their policy was on litter clearance. Pete Myers, Stakeholder Manager, replied on behalf of Northern Rail and sent a map of the areas and who owned or leased them. He explained that in reference to the lease plan of Lazonby Railway sent:</p> <p><i>"as the Station Facility Owner (SFO), we are effectively tenants of our colleagues from Network Rail, who look after the whole railway infrastructure on behalf of the Nation. Basically Northern are responsible for the parts bounded in blue: We are responsible for the cleanliness of these areas and do so through a contract with ISS, this I believe is adequate, the total number of visits by cleaning and maintenance personnel is regularly assessed, however, so things can be changed if necessary. I imagine the litter you are talking about is what would be described as 'trackside' (i.e. by the line). Network Rail 'own' the land shaded in green, and do clear it of litter. They have semi-regular patrols to clear the trackbed of litter, but for other areas (i.e. embankments or bridges) they normally deal with this reactively. We must appreciate that this is an active railway therefore there are real risks inherent with being in these areas, so any call-out will take time to arrange. You could contact Network Rail on the following if the issue is within their purview: <a href="https://www.networkrail.co.uk/communities/contact-us/">https://www.networkrail.co.uk/communities/contact-us/</a> Incidentally the brown shaded part of the map is an area outside of railway ownership, but over which we have access rights across."</i></p> <p><b>RESOLVED</b> that the Clerk write to Network Rail and request that the land near the railway station be cleared of rubbish, saplings and overgrowth under the bridge, up the embankment and down the sides of the railway track.</p>
<p><b>j. Ownership of Land. (Last minute no. 19/215).</b></p>		<p>The Council received an update about the ownership of land near the Old School after a suggestion was made that the land may belong to the Parish Council.</p> <p><b>RESOLVED</b> that it be noted that the issue of the ownership of land near the Old School is still being investigated.</p>

	<p><b>k. Financial Report by the Treasurer. (last minute no. 19/224).</b></p>	<p>The Council received an update about the payment methods for the fishing permits, such as using an app or website page, so it can be paid for online and therefore more accessible to users. However, this has now been looked into and it has been decided that it is a costly job that needs to be done by a professional.</p> <p><b>RESOLVED</b> that the revenue from fishing permits will be monitored by the Parish Council over the next 12 months and payment methods revisited if the revenue continues to fall.</p>
<p><b>19/245</b></p>	<p><b>Report from District Councillor Gordon Nicolson.</b></p>	<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. There is now a period of purdah due to the General Election on Thursday 12<sup>th</sup> December 2019 so Eden District Council has postponed looking at budgets until nearer Christmas.</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>
<p><b>19/246</b></p>	<p><b>Report from County Councillor Hilary Carrick.</b></p>	<p>The Council received a report from County Councillor Hilary Carrick about County Council related matters affecting the Parish.</p> <ol style="list-style-type: none"> <li>1. Cumbria County Council is also upholding this period of purdah due to the General Election on Thursday 12<sup>th</sup> December 2019.</li> <li>2. A Parishioner has also approached County Councillor Hilary Carrick about being unhappy about the possibility of no lights on Fiddlers Lane.</li> </ol> <p><b>RESOLVED</b> that County Councillor Hilary Carrick be thanked for her report, the contents of which were noted.</p> <p><b>ALSO RESOLVED</b> that it be noted that County Councillor Hilary Carrick has also included other agenda items on her written report which will be dealt with at the appropriate agenda item.</p>
<p><b>19/247</b></p>	<p><b>Lazonby Parish Projects:</b></p>	
	<p><b>a. Proposed Development of Lazonby Egg Packing Station.</b></p>	<p>The Council considered the proposed development of Lazonby Egg Packing Station. Lazonby Parish Council has reached an agreement with the vendors of Lazonby Egg Packing Station to purchase the site for the provision of affordable housing. The purchase will be subject to contract and is conditional on Lazonby Parish Council receiving grants to develop the site. Work is in progress to develop a viable affordable housing project that has the support of the community. Further information will be given when it becomes available.</p> <p><b>RESOLVED</b> that the Council agreed to carry on with the proposed development of Lazonby Egg Packing Station (7 in favour, 2 against and 1 abstention).</p> <p><b>ALSO RESOLVED</b> that the report about the proposed development of the Lazonby Egg Packing Station be noted.</p> <p><b>ALSO RESOLVED</b> that the Parish Council agreed to give delegated authority to Councillors Gordon Nicolson and Peter Foley to carry on progressing the proposed development of Lazonby Egg Packing Station project.</p>

<p><b>b. Neighbourhood Plan.</b></p>	<p>The Parish Council received an update about the Neighbourhood Plan. The Neighbourhood Plan was adopted by Eden District Council on 3<sup>rd</sup> December 2019. The plan can now be used as part of material considerations for future planning applications. The final thing to do is to print copies to give to Eden District Council, Cumbria County Council and the Parish Council.</p> <p><b>RESOLVED</b> that the report about Lazonby's Neighbourhood Plan be noted with further thanks to past and present members of the Neighbourhood Plan Steering Group and parishioners for their hard work and contributions to producing the Lazonby Neighbourhood Plan.</p> <p><b>ALSO RESOLVED</b> that the Clerk put a message of thanks to all those involved in producing the Neighbourhood Plan, on the Parish Council website and the Parish Council newsletter.</p> <p><b>ALSO RESOLVED</b> that the Council agreed to spend the final grant money on the printing costs of the approved Lazonby Neighbourhood Plan.</p>
<p><b>c. Traffic Issues Consultation.</b></p>	<p>The Council received an update on the Traffic Issues Consultations. Now the informal consultation has been carried out next is the formal consultation to collect the full and final comments.</p> <p><b>RESOLVED</b> that the update about the formal consultation on traffic issues in the parish be noted with thanks to County Councillor Hilary Carrick.</p>
<p><b>d. Footpath between Eden Bridge and Lazonby Swimming Pool.</b></p>	<p><b>RESOLVED</b> that there were nothing further to report at present about the Footpath between Eden Bridge and Lazonby Swimming Pool.</p>
<p><b>e. VE Day Celebrations.</b></p>	<p>The Council received an update about the VE Celebrations. Councillor Tim Wright has been and will be speaking to local groups and organisations. There is a whole weekend of different events planned such as a gang show, a street party, a play, a church service, tea and cakes. It is hoped there will be a Marquette up for the whole weekend. Councillor Wright will let the Parish Council know the schedule of events once it has been decided.</p> <p><b>RESOLVED</b> that it be noted that Councillor Tim Wright will be looking at funding applications to help fund the VE Celebrations, such as Lottery funding.</p>
<p><b>f. Keeping the Village Tidy.</b></p>	<p>The Council received an update from the Lazonby Village Volunteers on their work keeping Lazonby Tidy.</p> <ol style="list-style-type: none"> <li>1. The Lazonby Village Volunteers have weeded and sprayed with environmentally friendly weed killer in various locations throughout the village</li> <li>2. Litter continues to be an issue throughout Lazonby and surrounding areas. Individuals have been out walking and picking up litter in different areas. There have been many discarded bottles of spirits, wine and beer by the roadside and around Coronation Gardens. As well as continued large amounts of takeaway wrappers and cups.</li> <li>3. They have weeded and tidied up the roads and footpaths at Townhead.</li> <li>4. The Lazonby Village Volunteers are now registered with Keep Britain Tidy.</li> </ol> <p>A parishioner has thanked the Lazonby Village Volunteers and said what they did was much appreciated.</p> <p>The Council also considered the purchase of litter picking equipment for the</p>

		<p>Lazonby Village Volunteer group to use. This would include grabbers, hoops, rubbish bags and plants for the planters around the village.</p> <p>The Council also considered writing to Costa and the Co-op about their single use coffee cups and asking the pupils from Lazonby school to design some stop littering posters to put up in the village. The Lazonby Village Volunteers have while picking up litter have noticed how many Costa coffee cups are discarded on the roadside. Costa has a coffee machine in the Co-op. So the volunteers would like the Parish Council to write to the Co-op &amp; Costas and ask them to engage with the community in an effort to reduce litter by suggesting they sell re-usable cups in store with a loyalty card or phone app to get every 6th coffee free with a reusable cup. Rheged &amp; Westmorland services have this innovation.</p> <p>Also, to ask the Co-op to engage with the Parish Council to request that litter is picked up from outside the front of the shop and also from the kerbside outside. Especially as the drains outside have been cleaned out recently and if litter is dropped and then not picked up the drains will soon be blocked again.</p> <p>Also to contact the Lazonby School to ask pupils to design a poster to go on the notice boards about no littering and picking up litter and the damaging effect litter has on wildlife, watercourses, rivers and the ocean, to engage with the children, to help reduce litter around the school too.</p> <p><b>RESOLVED</b> that the report from the Lazonby Village Volunteers be noted with thanks to the group for their continued hard work.</p> <p><b>ALSO RESOLVED</b> that the Parish Council agreed to ring-fence £250 for capital projects which can be drawn down through the year if needed by the Lazonby Village Volunteers.</p> <p><b>ALSO RESOLVED</b> that Councillor Gill Sharples write to the Co-op and Costa Coffee about the issue of the ‘throw away’ coffee cups.</p> <p><b>ALSO RESOLVED</b> that Councillor Gill Sharples contact the school about designing the no littering posters.</p>
<p><b>g. Planting Trees in the Parish.</b></p>		<p>The Council received a report about the planting of approximately 100 saplings of various species at the southern end of what was the Allotment site on the parish playing/sports field. The field is already adequately fenced off. Ideally planting would take place in January or February 2020.</p> <p>Councillor Chris West went to see the owners of the Covenant on the parish playing/sports field to make sure they have no objections to the planting of trees on the playing/sports field. In principle, they are happy to go along with the idea of the tree planting but would like to meet with those who are going to be responsible for the project, so there is no misunderstanding before the project starts. Councillor John Judson and Philip Whitehead are going to discuss the planting with them before progressing the project. It was thought that it would be a good idea to get the school children involved. The school has now indicated that it would like to be involved.</p> <p>Also, with the recent Tree Week, running from 23rd November to 2nd December 2019, with Tree Charter Day on Saturday 30<sup>th</sup> November, NALC has been encouraging local councils to sign up to the <u>Tree Charter</u>, which they promote alongside The Woodland Trust. They know that many Councils have been in touch and it is great to see the sector so involved in tree planting all over England. There are tree planting events happening all over the country. Parish Council’s can also apply for <u>free community tree packs</u> for March 2020.</p>

		<b>RESOLVED</b> that the Council agreed to give Councillors John Judson and Phillip Whitehead delegated authority to progress the tree planting project.
19/248	<b>Annual Lazonby Parish Council Grant Applications for 2020 – 2021.</b>	<p>The Council considered the recommendations from the Finance &amp; Budget Committee for the funding applications for 2020/2021.</p> <p>The Finance and Budget Committee met in November, in order to discuss grant awards, as well as the budget and precept for 2020/2021. The following grant applications were considered and recommendations of awards were given to the Council Members in order for them to make their final decisions. The following organizations/groups asked for funding and their requests were discussed by the Finance and Budget Committee and put before the full Council.</p> <ol style="list-style-type: none"> <li>1. Great North Air Ambulance</li> <li>2. The Fellrunner</li> <li>3. Lazonby Parochial Church</li> <li>4. Lazonby Village Hall</li> </ol> <p><b>RESOLVED</b> that the following grant application awards be given:</p> <ol style="list-style-type: none"> <li>1. <b>Great North Air Ambulance</b> for financial assistance of £200 towards the general running costs of the service.</li> <li>2. <b>The Fellrunner</b> for financial assistance of £249 towards providing a scheduled bus service to the residents in the Parish of Lazonby.</li> <li>3. <b>Lazonby Parochial Church Council</b> for financial assistance of £250 for the Churchyard upkeep and maintenance</li> <li>4. <b>Lazonby Village Hall</b> for financial assistance of £2200 to undertake decorative work, painting and replacing the carpet in the large upstairs space which is currently used as a snooker hall.</li> </ol>
19/249	<b>Financial Report by the Treasurer.</b>	<p>The Council received a report from the Treasurer (please see attached Treasurer's Report).</p> <p>The Council also received the recommendations and Draft Minutes of the Finance and Budget Committee regarding the Budget and Precept for 2020 - 2021, after their recent meeting in November 2019.</p> <p>Regarding Staff Pay, hours and expenses, the Chair has expressed some concern over the increased workload that the Clerk has experienced as the Council becomes more proactive. The Clerk is now working longer hours per week to manage the administration of the Council of which a proportion is currently unpaid. A review was undertaken to consult the Clerk and Treasurer, the Clerk provided details of her present working arrangements and utility costs and the Treasurer an analysis of cost scenarios affecting the salary budget. The Treasurer was asked if he needed any increase in hours, he confirmed that no increase was necessary for his role. However, he noted in the review that in conjunction with his weekly 2 hours he was paid to attend the 10 Council meetings per annum of 2 hour duration. In comparison the Clerk was paid only for 10 hours per week with no meeting allowance, this being inclusive of her weekly hours. This arrangement for the Clerk and Treasurer originally confirmed by the Council when the Clerk started her employment, leading to the agreed separation of the role of Clerk and Treasurer in 2012. The review examined the Clerks utility costs for monthly electricity and broadband/phone which had remained unchanged since 2012, £3 for electricity and £10 for broadband/phone. Finally, the Chair considered that the knowledge, expertise and experience</p>

		<p>of the staff merited an increase in their pay scales. The National Living Wage is raising the bar for employers to pay above £10 an hour within a few years at present the staff are paid £9.96 per hour. An increase from scale 6 to 7 would offer the staff £10.16 per hour. The Chair presented her review to the Council at the December meeting with a recommendation. The Council agreed to implement the following with effect from 1<sup>st</sup> April 2020.</p> <p>The Clerk would have her weekly hours increased from 10 to 12 and be paid for attending the 10 Council meetings per annum of 2 hour duration.</p> <p>The Clerk would have her utility costs increased by £3 per month for electricity and £5 per month for broadband/phone. Therefore £6 for electricity and £15 for broadband/phone.</p> <p>The Clerk and the Treasurer would be promoted to pay scale 7. No increase in hours for the Treasurer he agreed that his hours were adequate.</p> <p>NALC has yet to provide any agreed annual pay increase for local government this year but the Treasurer provided costs that were also agreed by the Council as an indication. The assumption being that pay scale 7 would equate to £10.40 an hour. The budget would be affected by the following annual increase if so.</p> <table border="0" style="width: 100%;"> <tr> <td>Annual Increase in Clerks pay (plus extra 2 hours per week)</td> <td style="text-align: right;">£1309</td> </tr> <tr> <td>Clerks Increase pay for monthly meetings</td> <td style="text-align: right;">£ 208</td> </tr> <tr> <td>Clerks Increase Utility costs</td> <td style="text-align: right;">£ 96</td> </tr> <tr> <td>Treasurers Increase pay</td> <td style="text-align: right;"><u>£ 60</u></td> </tr> <tr> <td style="text-align: right;">Annual Increase</td> <td style="text-align: right;">£ 1673</td> </tr> </table> <p>Prior to this review and acceptance by the Council, the Treasurer had made a budget provision of £400 for staff pay increases, reducing the new impact on the agreed Reserves projection for March 2021.</p> <p><b>RESOLVED</b> that the Council agreed to the recommendations made by the Finance and Budget Committee regarding the Budget and Precept for 2020 – 2021.</p> <p><b>ALSO RESOLVED</b> that Council agreed to the increase in hours and expenses for the Clerk to take effect from April 2020.</p> <p><b>ALSO RESOLVED</b> that the Treasurer be thanked for his report, the contents of which were approved, accepted and noted.</p>	Annual Increase in Clerks pay (plus extra 2 hours per week)	£1309	Clerks Increase pay for monthly meetings	£ 208	Clerks Increase Utility costs	£ 96	Treasurers Increase pay	<u>£ 60</u>	Annual Increase	£ 1673
Annual Increase in Clerks pay (plus extra 2 hours per week)	£1309											
Clerks Increase pay for monthly meetings	£ 208											
Clerks Increase Utility costs	£ 96											
Treasurers Increase pay	<u>£ 60</u>											
Annual Increase	£ 1673											
<p><b>At this point in the meeting, the Chair addressed the Parish Council present to ask if they wished to carry on business beyond the two-hour time limit for Parish Council meetings. It was RESOLVED to continue to complete all business on the agenda.</b></p>												
19/250	<p><b>Authority for Payments.</b></p>	<p><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:</p> <ol style="list-style-type: none"> <li>1. The sum of £140.91 for travel and Office expenses from October to December 2019 to the Clerk to the Parish Council.</li> <li>2. The sum of £55 to Lazonby Lines for the annual advert for the Parish Council.</li> </ol>										
19/251	<p><b>Planning Applications – New (or Appeal).</b></p>	<p><b>RESOLVED</b> that it be noted that there were no new Planning Applications to consider.</p>										

19/252	Planning Applications – Decisions.	<p><b>RESOLVED</b> that it be noted that the following Planning Application Decisions were received:</p> <ol style="list-style-type: none"> <li>1. <b>Planning Application No. 19/0605</b> – Creation of an independent dwelling and extension to rear elevation and south-east elevation, Eden Field, Armathwaite – <b>REFUSED</b>.</li> </ol>
19/253	LPC Cumbria Highways Link Person Report.	<p><b>RESOLVED</b> that it be noted that there was nothing further to report on any other issues that have arisen since the last Council meeting concerning Cumbria Highways.</p>
19/254	Invitations to Participate.	<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>CALC Planning Training sessions</b> on 13<sup>th</sup> December at Penrith Fire &amp; Rescue HQ, Penrith 2 pm to 4.30 pm, and 3<sup>rd</sup> January Carlisle – Wetheral, 2 pm to 4.30 pm. Your facilitator on the day will be Gwyn Clark, of Gwyn Clark Planning Consultancy Ltd. Gwyn is a highly experienced and skilled chartered town planner, and has over 30 years' experience in senior roles, within the Planning Inspectorate, local government and in the building industry and resides in Cumbria. This is an opportunity for you to understand the planning process but also, more importantly, it is an opportunity to understand how to make your voice more effective when it comes to raising an objection to a planning application or attending the Local Area Planning Committee. The cost will be £45 per delegate for members. Please email or phone to book a place on any of the above events.</li> <li>2. <b>A study to identify measures to improve parking provision in Penrith</b> - Cumbria County Council (Local Committee for Eden); Eden District Council and Penrith Town Council are funding a study to identify measures to improve parking provision in Penrith and ensure good walking and cycling connectivity between car parks and the town. The study commenced in October and is planned for completion in Summer 2020. Your Parish Council has been identified as a key stakeholder who has a direct role in the preparation of the study. This email and the attached project information sheet have been sent to provide an outline of the project and stakeholder engagement. The timeline for this engagement is as follows: <p>Parking and user behaviour surveys to be conducted Thursday 14 – Saturday 16th November. Survey teams will be visible in Penrith on these days. Online surveys to capture all stakeholder's general views: <a href="https://www.smartsurvey.co.uk/s/PenrithSS/">https://www.smartsurvey.co.uk/s/PenrithSS/</a>. The link will be activated from 14th November. Separate invites will be sent to you closer to the dates of the workshop.</p> <ul style="list-style-type: none"> <li>• Workshop 1 (January 2020) to discuss and review the findings of the data collection – Key stakeholders invite only.</li> <li>• Workshop 2 (February 2020) to discuss potential improvements – Key stakeholders invite only.</li> </ul> <p>The survey will remain live for a period of 3 weeks and will close on Friday 6th December 2019.</p> </li> <li>3. <b>NALC Smaller Councils Committee - voting open</b> - Voting is now open for NALC's Smaller Committee's direct election. All smaller councils with an electorate under 6,000 are encouraged to vote for</li> </ol>

the three candidates (councillor or clerk) they would like to join the committee and represent the interests of smaller councils nationally. To find out more about each candidate and to cast your council's vote, please click <https://www.nalc.gov.uk/smaller-councils-committee-elections>. The deadline for voting is 5 pm on 13<sup>th</sup> December 2019.

4. **EDC - Community Pocket parks grant funding** - Funding for Pocket parks. Up to £25,000 grant funding is available for communities to create or improve Pocket parks! But hurry, the cut-off date for application is 5 pm on 31 December 2019. The Ministry of Housing, Communities and Local Government is making available £1.35 million to create new pocket parks or renovate existing parks that have fallen into disrepair where it can be shown that physical changes could have a significant positive impact on the local community and address a specific local need. Any community group can apply. But applications will need to be supported by their local authority. Search "Pocket parks" on the Eden District Council website. The application has to be community-led. So do please circulate this information amongst local groups. Please don't hesitate to contact me or the leisure team at Eden District Council for more information. The deadline for applications is 31<sup>st</sup> December 2019.
5. **New fund to celebrate the National Lottery 25<sup>th</sup> birthday year**
  - Grants of £100 to £1000 to fund ideas that will bring people together.
  - Open to applications from 23<sup>rd</sup> November 2019, for a 2 week period only.
  - For details please visit: [www.celebratenationallottery25.com](http://www.celebratenationallottery25.com)
6. **Grants available to Community Groups - Eden Community Fund**

- The next deadline for applications to the Eden Community Fund is 10<sup>th</sup> January 2020. The fund supports communities across Eden who are involved in community projects and events such as:

  - Community (outdoor) Amenities
  - Community Buildings
  - Community Events
  - Community Enterprise
  - Supporting Communities

Grants of up to £10,000 are available for community projects and up to £5,000 for community events. Application forms, guidance and criteria are available at [www.eden.gov.uk/communityfund](http://www.eden.gov.uk/communityfund). If you would like further information, an informal discussion about your idea or to discuss your application please call 01768 817817. Alternatively, email [edencommunityfund@eden.gov.uk](mailto:edencommunityfund@eden.gov.uk) with your questions or to arrange a convenient time to call.
7. **Eden District Council Chairman's Carol Service** on 16<sup>th</sup> December 2019, at St.Andrew's Church, Penrith at 6.30 pm.
8. **Request to support the Local Electricity Bill.**
9. **Community Energy Champions in Parish Councils.**

		<p><b>RESOLVED</b> that the invitations to participate be noted.</p> <p><b>ALSO RESOLVED</b> that Councillors Chris West and Gordon Nicolson would attend Eden District Council Chairman's Carol Service and if any other Councillors wished to attend then they were welcome to.</p>
19/255	<b>INFORMATION</b> gave for reference only.	<p><b>RESOLVED</b> that it be noted that the following information was given to the Council for reference only.</p> <ol style="list-style-type: none"> <li>1. <b>Cumbria Action for Health &amp; Mental Health Provider Forum Bulletin 04.11.2019.</b></li> <li>2. <b>CALC's November 2019 newsletter.</b></li> <li>3. <b>NALC Smaller Councils Committee Endorsement – for councils with under 6000 electors – Email</b> from an outgoing member of NALC's Smaller Council's Committee David Francis recommending Stephen Rickett for a seat on the committee: <p style="margin-left: 40px;"><i>"I will be standing down from this committee next month, but I am very pleased that my colleague (and Northumberland ALC Chief Officer successor) Stephen Rickitt has agreed to stand for election, for one of the non-Assembly-member places. If elected, Stephen will be an excellent contributor. As well as bringing his first-hand knowledge of the 5 very small rural councils that he clerks, he can also draw on his wider insight gained from advising and training the hundreds of smaller councils in our area. He also brings a wealth of knowledge from his previous life as a senior lawyer in a principal authority. He is committed not only to influencing NALC's thinking about smaller councils but also to the practical drafting of national guidance, templates and model documents that are geared towards smaller councils. You may also notice that Stephen is the only one from among the eleven candidates, who is from anywhere in the North of England. I think it would be good if there can be a geographical spread of members from across the country. I am confident that he would be a significant asset to NALC's work with for smaller councils."</i></p> </li> <li>4. <b>LTN22 Disciplinary and Grievance Arrangements - November 2019.</b></li> </ol> <p><b>RESOLVED</b> that it be the information above be noted and was given to the Council for reference only.</p>
19/256	<b>Date of the Next Meeting.</b>	<p><b>RESOLVED</b> that the date of the next scheduled meeting be Wednesday 5<sup>th</sup> February 2020, in the Jubilee Room, Lazonby Village Hall at 7.30 pm. There is no scheduled meeting in January 2020.</p>

19/257	<b>Proposed Development of Lazonby Egg Packing Station (Wall at Bankfoot).</b>	<p><b>RESOLVED</b> that it be noted that there was nothing to further to report regarding the proposed development of Lazonby Egg Packing Station.</p>
--------	--	--

The meeting finished at 9.45 pm.