

# LPC

## LAZONBY PARISH COUNCIL – WORKING FOR THE COMMUNITY

**Clerk to the Council:** Rebecca Wyatt, 15 Dunfell View, Kirkby Thore, Penrith, Cumbria CA10 1UT  
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### **A NOTICE TO:**

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

Date: Friday 28<sup>th</sup> August 2020.

Dear Sir/Madam,

You are hereby summoned to attend a meeting of Lazonby Parish Council which will be held via Zoom Virtual Meeting, on Wednesday 2<sup>nd</sup> September 2020 at 7.30 pm.

Members of the public are welcome to attend this meeting either by video link through the Zoom website or via telephone. Please notify the clerk before 9 am on the 2<sup>nd</sup> September 2020 by email or telephone of your intention to attend so that joining instructions can be forwarded to you.

The meeting can be attended by video link or telephone and the software will need to be downloaded from the zoom website. Please ensure with any personal IT used, that your anti-virus software and computer has been updated fully as no liability will be accepted by the Parish Council for any malicious acts/viruses etc. when using this third-party system. Telephone charges are dependent on your telephone contract (i.e. if you have inclusive minutes within your contract).

If parishioners would like an issue raised instead of attending the virtual meeting please send in your queries via email by 30<sup>th</sup> August 2020 to the Clerk on [LazonbyPC@googlemail.com](mailto:LazonbyPC@googlemail.com)

It is important that Council members and parishioners are made aware of the following at the beginning of each virtual meeting:

1. The meeting may be recorded for the purpose of minute taking and will be disposed of once it has been used in order to write the minutes and within 14 days of the meeting.
2. To have their microphones on mute unless they are allowed to speak.
3. To adhere to the Councils Code of Conduct, General Standing Orders and virtual Standing Orders
4. Only unmute when you have been invited in to speak.
5. Speak clearly and look into the camera.
6. Turn phones to silent.
7. Be aware of time lags and allow time for participants to respond.
8. Introduce themselves when raising a point.
9. Respond to the Chair when their name is called.
10. Be aware of your background (what others can see behind you when you are on screen i.e. valuables, photos, sounds)

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.	<b>Apologies for absence.</b>	<b>TO RECEIVE</b> any apologies for absence.
2.	<b>The filling of Council Member Vacancies.</b>	<b>TO CONSIDER</b> any nominations to fill the two Council Member vacancies due to Councillor resignations.
3.	<b>Requests for Dispensations.</b>	<b>TO RECEIVE</b> 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.	<b>Declaration of Interest.</b>	<p><b>TO RECEIVE</b> 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><b><u>A note from the Clerk to the Council.</u></b>  A <b>personal interest</b> 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 <b>prejudicial interest</b> 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.	<b>The Parish Councils Response to Coronavirus Covid19.</b>	<b>TO RECEIVE</b> an update on the Parish Council's involvement in helping the local community during the coronavirus COVID 19 pandemic.
6.	<b>Matters of Urgency.</b>	<p><b>TO CONSIDER</b> 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><b><u>Please Note:</u></b> 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>

7.	<b>Public Participation.</b>	<p><b>TO RECEIVE</b> any contributions from the parishioners relating to:</p> <ul style="list-style-type: none"> <li>• Any item on the agenda;</li> <li>• And any other parish-related matter which they may wish to raise.</li> </ul> <p><b>Due to it being a virtual meeting Parishioners are asked to please send in your queries via email by 30<sup>th</sup> August 2020 to the Clerk on <a href="mailto:LazonbyPC@googlemail.com">LazonbyPC@googlemail.com</a></b></p>
8.	<b>Report from the local Community Police.</b>	<p><b>TO RECEIVE</b> a report from the local Community Police.</p> <p><b>ALSO TO RECEIVE</b> a request from Peter McCall, Cumbria's Police and Crime Commissioners. The Commissioner is encouraging local residents to start a conversation with him about their ideas and suggestions for policing in the county. Due to the Covid-19 virus, he has adapted the way he engages with members of the public and as a result, is arranging various focus group meetings with a number of community groups across the county to listen to their views (positive or negative) about policing in Cumbria. If you have a group that you think would like to hold a Teams meeting conversation with Peter McCall please email <a href="mailto:sarah.bromiley@cumbria.police.uk">sarah.bromiley@cumbria.police.uk</a>. Also, they are asking as many people as possible to take a few moments to complete this short satisfaction survey about policing in Cumbria. Please use the following link: <a href="https://www.surveymonkey.co.uk/r/HGXV67H">https://www.surveymonkey.co.uk/r/HGXV67H</a></p>
9.	<b>Minutes of the Council Meeting of the 1<sup>st</sup> July 2020.</b>	<p><b>TO RECOMMEND</b> that the Minutes of the Parish Council meeting on the 1<sup>st</sup> July 2020 now be officially approved and signed as a true record of those proceedings via this virtual meeting.</p> <p style="text-align: right;"><b><u>Note: Please see Appendix 9a.</u></b></p>
10.	<p><b>Progress Reports on Recent Actions - progress reports regarding matters from the Minutes of the 1<sup>st</sup> July 2020</b> (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><b>a. Transfer of Assets and Service to the Parish (last minute no. 20/59).</b> <b>TO RECEIVE</b> an update regarding the 'Transfer of Assets and Services' to the Parish'.</p> <p><b>b. Ownership of Land. (Last minute no. 20/59).</b> <b>TO RECEIVE</b> 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>c. Broken Wooden Post Near the Church (last minute no. 20/59).</b> <b>TO RECEIVE</b> an update about a broken wooden post at the end of the Parish Council land opposite the church.</p> <p><b>d. Rubbish generated from taking away coffees outside the Co-op (last minute no. 20/59).</b> <b>TO RECEIVE</b> an update on the Costa and the Co-op use of single use coffee cups, and asking the pupils from Lazonby school to design some stop littering posters to put up in the village.</p> <p><b>e. War Memorial Maintenance (last minute no. 20/59).</b> <b>TO RECEIVE</b> an update about the War Memorial needing attention regarding the flagstone paving around it.</p> <p><b>f. Park Bench Donation (last minute no. 20/59).</b> <b>TO RECEIVE</b> an update regarding a parishioner's kind offer of donating a park bench to the Parish.</p>

<p><b>g. Potholes at Eden Bridge Car park (last minute no.20/59).</b></p>	<p><b>TO RECEIVE</b> an update on the filling of the potholes at Eden Bridge car park.</p>
<p><b>h. Fish and Chip Van Permissions &amp; Information (last minute no.20/73).</b></p>	<p><b>TO RECEIVE</b> and update about the Fish and Chip Van Service.</p> <p><b>ALSO TO CONSIDER</b> the issue of public liability insurance and the rent from the proprietors of the Fish and Chip Van.</p> <p><b><u>Report of the Clerk to the Council.</u></b>  The Responsible Finance Officer (Treasurer) has contacted the Parish Council's insurers and they have noted the rental use of Parish Land to our schedule. Advice has been given by the insurers should any claim be made against the Parish Council. They require the Parish Council to obtain copies of the renters Public Liability Certificate and Health and Hygiene Certificate. The Council must also undertake a proper risk assessment of the land used and this must be documented.</p>
<p><b>i. Eden Bridge Recycling Site (last minute no.20/71).</b></p>	<p><b>TO RECEIVE</b> an update regarding the recycling credits information.</p>
<p><b>j. Wildlife areas in the Parish (last minute no.20/72).</b></p>	<p><b>TO RECEIVE</b> an update regarding Wildlife areas in the Parish from wildlife areas experts Mr and Mrs Harbron.</p> <p><i>“Eden Bridge: Once again there hasn't been a lot of colour this year, but, having visited the site several times at different times of the day, we now think we know why. Given the trees around it, it is in shade for most of the day, and this inhibits many wildflowers. One solution would be to fell all the trees in the area, but this would be, perhaps, a rather drastic move! As it is, it is still a much more biodiverse area than a regularly mown one, so remains important habitat. In the past we have tried to introduce new species, but, on reflection, they were nearly all sun worshippers, so we'll see if we can't find some shade-tolerant native plants.</i></p> <p><i>Triangle Below Church: Well done for putting up the notice. Has it attracted any interest? There is a little more colour to the site after recent rain, and there is a lovely patch of harebells at the end nearest the bridge.</i></p> <p><i>Scaur Close Green: This is looking very attractive at present, and we have added a few more species to the list which we will send to Geoff Wilson shortly.</i></p> <p><i>Thank you for continuing to let us have some input to these areas.”</i></p> <p>The Clerk informed them that there has been a mixed response to the grasslands near the church, plus an increase in dog fouling. Also that a couple of parishioners have mentioned that they think it looks unkempt so maybe it would look be better if it had a metre strip swathe around it; and that the Council are going to discuss this at the October 2020 LPC meeting to see how to proceed with it for next year. Mr and Mrs Harbron replied and suggested that a cut strip around the area so that passersby could see that something was being done, but would suggest half a metre, as a metre would probably take out more than half of the area.</p>
<p><b>k. Giant Hogweed (last minute no.20/56).</b></p>	<p><b>TO RECEIVE</b> an update on the Giant Hogweed plants which were reportedly growing next to the river and one on the campsite side of the little stream next to the footpath to the river.</p>

11.	<b>Report from the District Councillor Gordon Nicolson.</b>	<b>TO RECEIVE</b> a report from the District Councillor Gordon Nicolson about Eden District Council matters affecting the Parish.
12.	<b>Report from County Councillor Hilary Carrick.</b>	<b>TO RECEIVE</b> a report from County Councillor Hilary Carrick about County Council matters affecting the Parish.
13.	<b>Lazonby Parish Projects:</b>	
	<b>a. Proposed Development of Lazonby Egg Packing Station.</b>	<b>TO RECEIVE</b> an update on the proposed development of Lazonby Egg Packing Station.
	<b>b. Traffic Issues in the Parish.</b>	<b>TO RECEIVE</b> an update about the Traffic Issues in the parish.
	<b>c. Footpath between Eden Bridge and Lazonby Swimming Pool.</b>	<b>TO RECEIVE</b> an update on the footpath project between Eden Bridge and Lazonby Swimming Pool.
	<b>d. Planting Trees in the Parish.</b>	<b>TO RECEIVE</b> an update about the planting approximately 100 saplings of various species at the southern end of what was the allotment site on the parish playing/sports field.
	<b>e. Scaur Close Green Update.</b>	<b>TO RECEIVE</b> a written report from volunteer Geoff Wilson regarding the Scaur Close Green project. <b><u>Note: Please see Appendix 13e.</u></b>
14.	<b>Financial Report by the Treasurer.</b>	<b>TO RECEIVE</b> the July and August 2020 Treasurers Report for approval. <b><u>Note: Please see Appendix 14a.</u></b>
15.	<b>Internet Banking.</b>	<b>TO RECEIVE</b> an update on Internet Banking for the Parish Council.
16.	<b>Authority for Payments.</b>	<b>TO CONSIDER</b> any requests for payment received by the Treasurer, Clerk or Council Members.
17.	<b>Planning Applications – New (or Appeal).</b>	<p><b>TO CONSIDER</b> any new applications which have been issued for consultation by Eden District Council.</p> <p><b>1. Planning Application No. 20/0479</b> – Listed Building Consent for repairs to external and internal walls and removal of redundant oil tanks at Lazonby C of E School, Lazonby.</p> <p><b>ALSO TO RECEIVE</b> the planning application report for approval regarding Planning Application No. 20/0388 - Erection of detached garage to front elevation, at Garth House. Low Plains Farm. Armathwaite. This planning application was considered by the Planning Committee and Members of the Parish Council by Email, with written notification to parishioners via the parish notice boards, during July 2020. No objections or comments were received from parishioners for the planning applications advertised. Planning Committee Members and Members of the Parish Council advised the Clerk that they had <b>NO OBJECTIONS</b> to make about the planning applications; however, the Parish Council did comment that they would like the garage to be set back in line with the house.</p> <p><b><u>Note: Please see Appendix 17a.</u></b></p> <p><b>Please Note:</b> 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</p>

		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.
18.	<b>Planning Applications – Decisions.</b>	<p><b>TO RECEIVE</b> and be <b>NOTED</b> decisions on Planning Applications which have been issued by Eden District Council.</p> <ol style="list-style-type: none"> <li>1. <b>Planning Application No: 20/0293</b> - (Full Application) - Erection of replacement dwelling and conversion of existing dwelling to form a double garage, workshop and greenhouse, at Amberley House, Lazonby, Penrith CA10 1BA - <b>GRANTED.</b></li> <li>2. <b>Planning Application No: 20/0388</b> - (Full Application) - Erection of detached garage to front elevation, at Garth House, Low Plains Farm, Armathwaite CA4 9TR - <b>GRANTED.</b></li> </ol> <p><b>Please Note:</b> 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>
19.	<b>LPC Cumbria Highways Link Person Report.</b>	<b>TO RECEIVE</b> any reports on other issues that have arisen since the last Council meeting concerning Cumbria Highways.
20.	<b>Co-option Policy.</b>	<b>TO RECOMMEND</b> that the Co-option Policy be approved and adopted by the Parish Council.
21.	<b>The Government's Accessibility regulations for Websites.</b>	<p><b>TO CONSIDER</b> guidance from NALC as a reminder that all websites need to be compliant with the government's accessibility regulations by 23rd September 2020.</p> <p><b>Report of the Clerk to the Council.</b> CALC has said to contact the Parish Council's web developer/provider if you have any questions about your website and they will be able to help. For further information, see the Government website which outlines who has to comply and what you have to do to be compliant. Parish councils do have to comply, but it explains that small councils can carry out an assessment and state that it is a disproportionate burden to comply with all the criteria are on the website. - <a href="https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps#who-has-to-meet-the-2018-accessibility-regulations">https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps#who-has-to-meet-the-2018-accessibility-regulations</a></p> <p>If Parish Council's require an accessibility statement, please follow the link below to access a template from government - <a href="https://www.gov.uk/government/publications/sample-accessibility-statement">https://www.gov.uk/government/publications/sample-accessibility-statement</a></p> <p><b>ALSO TO CONSIDER</b> if Parish Council wishes to seek professional advice to make sure their website is compliant. However, the Clerk and the volunteer Webmaster are currently working on this and feel that the website is compliant but this is not a professional opinion.</p> <p><b>ALSO TO RECEIVE</b> NALC's L09-18 – The Public Sector Bodies (Websites and Mobile Applications (no.2) Accessibility - updated August 2020.</p>
22.	<b>Repairing the 1937 Metal Seat.</b>	<b>TO CONSIDER</b> the repairs on the 1937 Metal Seat On the road to Carlisle.

23.	<b>Dates for Meetings.</b>	<p><b>TO RECOMMEND</b> that the following dates be scheduled for Council Meetings, being the first Wednesday of every month, because the Annual General Meeting where they are usually decided was cancelled due to Covid19. There is no scheduled Council meeting held during January. The venue will be announced nearer the dates because some of these meetings may still be held virtually:</p> <p>Wednesday 7<sup>th</sup> October 2020;  Wednesday 4<sup>th</sup> November 2020;  Wednesday 2<sup>nd</sup> December 2020;  Wednesday 3<sup>rd</sup> February 2021;  Wednesday 3<sup>rd</sup> March 2021;  Wednesday 7<sup>th</sup> April 2021;  Wednesday 5<sup>th</sup> May 2021 – Open Meeting and Annual General Meeting.</p>
24.	<b>LPC Printer Information.</b>	<p><b>TO RECEIVE</b> information about a quote for a new photocopier printer due to Midshires now not supporting the Parish Councils current photocopier printer.</p>
25.	<b>Invitations to Participate.</b>	<p><b>TO CONSIDER</b> 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"> <li>1. <b>CALC ANNUAL GENERAL MEETING - Saturday 26<sup>th</sup> September 2020 at 10.30 am.</b> This year, due to the impact of the Coronavirus Pandemic, the CALC Executive Committee has decided to hold their Annual General Meeting virtually. As usual, the Annual Report and audited accounts will be circulated fourteen days before the date of the meeting, along with the agenda and any other papers. They will also send out a link to meeting and instructions on how to join them. If the Parish Council would like to request a Motion for Debate, please send it to CALC by Friday 28<sup>th</sup> August 2020. The business of the Annual General Meeting include: <ol style="list-style-type: none"> <li>i. Electing the Honorary Officers</li> <li>ii. Appointing an auditor</li> <li>iii. Noting the members elected to the Executive Committee by the District Associations.</li> <li>iv. Receiving the Annual Report of the Association</li> <li>v. Receiving the audited accounts of the Association for the preceding year</li> <li>vi. Considering any motions for debate submitted by member local councils.</li> </ol> </li> <li>2. <b>Council's Statement of Licensing Policy Review Consultation -</b> Under the terms of the Licensing Act 2003, the Council's Statement of Licensing Policy has to be reviewed every five years. The current policy, which sets out how Eden District Council will undertake its duties towards licensing the sale/supply of alcohol, provision of regulated entertainment and late night refreshment, came into effect in January 2016. That policy must now be reviewed and a revised statement published by 7th January 2021. The consultation will take place between 23<sup>rd</sup> July and 15<sup>th</sup> October 2020.</li> </ol> <p><b><u>Please Note: This information has been circulated by Email to Councillors.</u></b></p>

<p>26.</p>	<p><b>INFORMATION given for reference only.</b></p>	<p><b>TO RECEIVE</b> and be <b>NOTED</b> any information that has been given out for reference only:</p> <ol style="list-style-type: none"> <li>1. In July 2020, the Cumbria's draft Outbreak Control Plan was published. The plan describes Cumbria's approach to managing outbreaks of Covid-19. It was published in 3 parts: <ul style="list-style-type: none"> <li>• <b>Part 1</b> describes the overall strategy and approach being taken</li> <li>• <b>Part 2</b> sets out the detail of the operating procedures that each bit of the local system will follow</li> <li>• <b>Part 3</b> lists key contact details that may be required by people responding to incidents and outbreaks.</li> </ul> <p>Parts 1 and 2 were open for public consultation during July 2020.</p> </li> <li>2. <b>NALC's Precept analysis 2020 – 2021 Briefing.</b></li> <li>3. <b>Action for Health and Mental Health Providers Forum Bulletins.</b></li> <li>4. <b>In Full Flow, Eden Rivers Trust's review of 2019 and Newsletter Summer 2020.</b></li> <li>5. <b>Cumbria Arts &amp; Culture Network: COVID-19 Newsletter.</b></li> <li>6. <b>Regular Covid-19 – EDC Daily Member's Briefings.</b></li> <li>7. <b>Regular NALC Bulletins.</b></li> <li>8. <b>Draft minutes from the Eden Association of Local Council's virtual AGM held on 9<sup>th</sup> July 2020.</b></li> <li>9. <b>EPC4 – Communities framework &amp; the devolution white paper -</b> NALC is asking for views on a range of issues (set out below) to help them shape their comments to government on the new Devolution White Paper. The closing date for responses to NALC was 17<sup>th</sup> August 2020.</li> <li>10. <b>Devolution White Paper - Lillian Burns report.</b></li> <li>11. <b>Cumbria Local Nature Partnership News – July 2020.</b></li> <li>12. <b>Highways Asset Management Strategy 2020-2025 Information.</b></li> <li>13. <b>Cumbria Community Resilience Group: Colin Cox Update – August 2020.</b></li> <li>14. <b>Warm Homes Eden Leaflet and information – July and August 2020.</b></li> <li>15. <b>Community Resilience Groups – Covid19 tracking and testing update – August 2020.</b></li> <li>16. <b>Eligibility of Town and Parish Councils for various business grants Information – August 2020.</b></li> <li>17. <b>Respect the Outdoors campaign Information – August 2020.</b></li> <li>18. <b>Cumbria in Bloom Update Newsletter - August 2020.</b></li> <li>19. <b>CALC's Local Government Reorganisation Cumbria Information – August 2020.</b></li> <li>3. <b>Nominations to CALC Executive Committee 2020 –</b> A letter, guidance and nomination form regarding the direct election of 3 candidates to the CALC Executive Committee at the AGM in September was received. These are vacancies that remained unfilled after their AGM in November 2019. Elected members will serve two years until the end of the term of office in September 2020. The deadline for return of nomination papers was Friday 28<sup>th</sup> August 2020.</li> </ol> <p style="text-align: right;"><b><u>Please Note: This information has been circulated by Email to Councillors.</u></b></p>
<p>27.</p>	<p><b>Date of the Next Meeting.</b></p>	<p><b>RECOMMENDATION</b> that the date of the next scheduled meeting be announced once the new dates have been considered.</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.

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**LAZONBY PARISH COUNCIL**

**September 2020 Meeting of the Parish Council**

**SUPPLEMENTARY APPENDICES**

<b>ITEM NO: (Appendix)</b>	<b>ITEM</b>
9a.	Minutes of the Council Meeting of the 1 <sup>st</sup> July 2020.
13a.	Scaur Close Green Update.
14a.	Financial Report by the Treasurer.
17a.	Planning Applications – New (or Appeal).