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*LAZONBY PARISH COUNCIL – WORKING FOR THE COMMUNITY*

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**A NOTICE TO:**

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

Date: Friday 2nd May 2025.

Dear Sir/Madam,

There will be an **Annual General Meeting (AGM)** of Lazonby Parish Council on **Wednesday 7th May 2025, in Lazonby Village Hall. This Meeting will start at the conclusion of the 'Annual Open Parish' Meeting (7 p.m start) but not before 7.30 p.m.** The Agendas for both Meetings are enclosed and you are hereby summoned to attend.

The Agenda for the meeting is set out as below.

Yours faithfully,

Rebecca Wyatt

Rebecca Wyatt
Clerk to the Council.

# AGENDA

| ITEM NO: | ITEM | RECOMMENDATIONS, CONSIDERATIONS & ACTIONS. |
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| **1.** | **Appointment of Chair of the Council for 2025 - 2026.** | **TO RECOMMEND** that proposals are invited from the floor for a Chair to be appointed for the year 2025 – 2026 from the Council Members. |
| **2.** | **Appointment of Vice-chair of the Council for 2025 - 2026.** | **TO RECOMMEND** that proposals are invited from the floor for a Vice-chair to be appointed for the year 2025 – 2026 from the Council Members. |
| **3.** | **Apologies for Absence.** | **TO RECEIVE** any apologies for absence. |
| **4.** | **The Filling of Council Member Vacancies.** | **TO CONSIDER** any nominations to co-opt new Council Members. |
| **5.** | **Requests for Dispensations.** | **TO RECEIVE** any requests received by the Clerk since the previous meeting for dispensations to speak and\or vote on any matter where a member has a disclosable pecuniary interest. |
| **6.** | **Declaration of Interest.** | **TO RECEIVE** any Declarations by elected and co-opted Members of any Personal or Prejudicial Interests relating to any items on the agenda for this meeting. |

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| | | *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.*<br><br>**A note from the Clerk to the Council.**<br>*A **personal interest** might be reasonably regarded as one which might affect a member's wellbeing, financial position, or business (which would be a 'direct' interest, as it impacts on the member directly); or that of a relative or friend (which would be an 'indirect' interest) to a greater extent than that of other council tax payers, ratepayers or other inhabitants of the area. A personal interest will also be a **prejudicial interest** if a member of the public, who knows the relevant facts, would reasonably think that a member's personal interest is so significant that it is likely to prejudice his / her judgement of the public interest.* |
| **7.** | **Matters of Urgency.** | **TO CONSIDER** any matters on grounds of urgency which arrived too late to be otherwise placed on the agenda and/or are determined by certain deadlines.<br><br>**Please Note: 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 that 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.** |
| **8.** | **Public Participation.** | **TO RECEIVE** any contributions from the parishioners relating to:<br><br>• Any item on the agenda;<br>• And any other parish-related matter which they may wish to raise. |
| **9.** | **Broadband in the Parish.** | **TO RECEIVE** an update about the B4RN wayleaves request. |
| **10.** | **Report from the Local Police.** | **TO RECEIVE** the Eden Focus Police Newsletter for Eden Rural and the Penrith & Alston Police Newsletter March & April 2025.<br><br>**Please Note: This information has been circulated by Email to Councillors.** |
| **11.** | **Minutes of the Meeting on the 2nd April 2025.** | **TO RECOMMEND** that the Minutes of the Parish Council's Meeting on the 2nd April 2025 be approved and signed as a true record of those proceedings.<br>**Note: Please see Appendix 11a.**<br><br>**TO ALSO RECOMMEND** that the CONFIDENTIAL Minutes of the Parish Council's Meeting on the 2nd April 2025 be approved and signed as a true record of those proceedings.<br><br>**Note: Please note that the Confidential Minutes have been given to Council Members only.** |
| **12.** | **Progress Reports on Recent Actions - progress reports regarding matters from the Minutes of the Parish Council's Meeting on the 2nd April 2025** (the list below are the main issues but in addition, other issues may also be discussed from the last Minutes that are not listed here). | |
| | **a. Broken Culvert in School Lane (Last minute 25/64).** | **TO RECEIVE** an update on the culvert had been broken by a lorry trying to turn in School Lane. |

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| | **b. V E Day (Last minute 25/64).** | **TO RECEIVE** any updates about V E Day 80th Anniversary events.<br><br>**ALSO TO RECEIVE** an update about the V E one-off small grants. |
| | **c. Rubbish Bin on Bargeat Wath (Last minute 25/60).** | **TO RECEIVE** an update about the rubbish bin on Bargeat Wath. |
| **13.** | **Report from the Westmorland & Furness Councillor.** | **TO RECEIVE** a report from Westmorland & Furness Councillor Hilary Carrick about Westmorland & Furness on matters affecting the parish. |
| **14.** | **Review of Standing Orders, Financial Regulations, Terms of Reference for Committees, and other policies & procedures.** | **TO CONSIDER** if any amendments should be made to the current Standing Orders, Terms of Reference for Committees, and other Parish Council policies and procedures.<br><br>**ALSO TO CONSIDER** the new version of the Financial Regulations for 2025.. |
| **15.** | **Schedule of Council Meetings and Venues for 2025 - 2026.** | **TO CONSIDER** the schedule for Council meetings and the venues from June 2025 until May 2026.<br><br>**TO RECOMMEND** that the following dates be scheduled for Council Meetings, being the first Wednesday of every month. These dates exclude August 2025 and January 2026 as there is no scheduled Council meeting is held during those months:<br><br>Wednesday 4th June 2025;<br>Wednesday 2nd July 2025;<br>Wednesday 3rd September 2025;<br>Wednesday 1st October 2025;<br>Wednesday 5th November 2025;<br>Wednesday 3rd December 2025;<br>Wednesday 4th February 2026;<br>Wednesday 4th March 2026;<br>Wednesday 1st April 2026;<br>Wednesday 6th May 2026. |
| **16.** | **Establishment of Committees and Working Groups 2025 - 2026.** | **TO CONSIDER** the re-establishment of existing Committee and Working Groups for 2025 - 2026. The following are the current 2024 - 2025 Committees, Members and Deputy Members. **PLEASE NOTE** due to low Council Member Numbers and resignations during the last financial year then some committees are not at full member capacity.<br><br>1. Planning Committee Members 2024 – 2025: Councillors Andrew Miller and Tim Wright.<br><br>2. Environment and Neighbourhood Committee Members 2023 – 2024: Councillors Philip Whitehead and Maralyn Wade.<br><br>3. Finance and Budget Committee Members 2024 – 2025: Councillors Tim Wright, with Treasurer Chris Hoy in an advisory capacity.<br><br>4. Governance Committee Members 2024 – 25 – no Councillors at present.<br><br>**Please note: that all Parish Council Members are considered to be Deputy Members of the Committees.**<br><br>**ALSO TO CONSIDER** if any new Committees or Working groups need to be established.<br><br>**1.** Establishing a new Community Planning Working Group. |

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| **17.** | **Representatives on Outside Bodies 2025 - 2026.** | **TO CONSIDER** the appointment of representatives to serve on the following outside bodies for 2025 – 2026. The following are the 2024 – 2025 Parish Council representatives.<br><br>1. Lazonby Village Hall Management Committee – No Councillor at present.<br>2. Highways Link person – No Councillor at present.<br>3. Hesket & Lazonby Place Action Group (PAG) – Councillor Maralyn Wade |
| **18.** | **Parish Projects:** | |
| | **a. Will Pool Revamp.** | **TO RECEIVE** an update on the revamp of Will Pool. |
| | **b. Donation Box at Eden Bridge Car Park.** | **TO NOTE** the donation box at Eden Bridge car park is still ongoing. |
| | **c. Resurfacing of Eden Bridge Car Park.** | **TO RECEIVE** an update on the resurfacing of Eden Bridge Car Park. |
| **19.** | **Parish Maintenance:** | |
| | **a. Flooding Issues in the Parish.** | **TO RECEIVE** an update about the flooding issues in the parish. |
| | **b. Footpaths in the Village.** | **TO RECEIVE** an update about the state of the footpaths in the village. |
| | **c. Parish Tree Survey.** | **TO RECEIVE** an update on the parish tree survey for 2025. |
| | **d. Damaged Fence at Eden Bridge Car Park.** | **TO NOTE** that the the damaged fence at Eden Bridge car park is still ongoing and remaining on the agenda until it is completed once Eden Bridge car park is resurfaced. |
| | **e. Damaged Fence at Bateman Lane.** | **TO NOTE** that the damaged fence at Bateman Lane is still ongoing and will be repaired when the other fence at Eden Bridge car park is repaired. |
| | **f. Recycling Centre.** | **TO RECEIVED** any updates about the recycling centre. |
| | **g. Other Maintenance Issues in the Parish.** | **TO CONSIDER** any other maintenance issues that need to be looked at in the parish that are the sole responsibility of the Parish Council (not other external bodies). |
| **20.** | **Financial Report by the Treasurer.** | **TO RECEIVE** the April 2025 Treasurer's Report for approval.<br>**Note: Please see Appendix 20a.** |
| **21.** | **Annual Internal Audit Report 2024/25.** | **TO APPROVE** the Annual Internal Audit Report 2024/25.<br><br>**Report of the Treasurer to Council.**<br>John Kidd has completed the Internal Audit Review and has found no matters of concern and therefore confirms that these accounts are a true and fair representation of the Parish Financial Records. |
| **22.** | **Section 1 Annual Governance Statement 2024/25.** | **TO APPROVE** Section 1 Annual Governance Statement 2024/25.<br><br>**Report of the Treasurer to Council.**<br>The Chair and Clerk to sign where approval has been given for ensuring a sound system of internal control, including arrangements for the preparation of the Accounting Statements. |

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| **23.** | **Section 2 Accounting Statements 2024/25.** | **TO APPROVE** Section 2 Accounting Statements 2024/25.<br><br>**Report of the Treasurer to Council.**<br>The Chair and Responsible Financial Officer to sign where approval has been given on the Income and Expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. |
| **24.** | **The Certificate of Exemption - AGAR 2024/25 Form 2.** | **TO APPROVE** the Certificate of Exemption - AGAR 2024/25 Form 2.<br><br>**Report of the Treasurer to Council.**<br>The Chair and Responsible Financial Officer to sign where approval has been given to certify the Parish Council as exempt from a Limited Assurance Review. |
| **25.** | **Dates for the Notice of Public Rights.** | **TO APPROVE** the Dates for the Notice of Public Rights.<br><br>**Report of the Treasurer to Council.**<br>The Notice of Public Rights is published along with all the relevant AGAR forms/accounting records on the Parish website before 30th June 2025. The Notice of Public Rights gives an opportunity to any Parishioner to contact the Responsible Financial Officer between certain dates and times should they wish to inspect and or make copies of the accounting records. Therefore approval is required by the Parish Council to agree that the dates for Public Rights will be announced on Sunday 15th June 2025 and will commence on Monday 16 the June 2025 and end on Tuesday 15th July 2025. |
| **26.** | **Village Hall Street Lights.** | **TO RECEIVE** a report about the Village Hall Street Lights.<br><br>**TO CONSIDER** a review with the Village Hall Committee regarding timings and a secure locked box and agreement as to who changes the timer when the clocks change.<br><br>**Report of the Treasurer to Council.**<br>The Treasurer attended the Village Hall AGM recently to inquire about the lighting up times. At the Parish Council Meeting in February the Clerk and Treasurer noticed that the two lights that are attached to the Village Hall were out, this was at 10 pm. Theses lights belong to the Parish Council and are subsequently funded at a cost of £125 per annum paid to the Village Hall. The Treasurer was told that the lights were agreed with Gordon Nicolson then a Councillor to turn off at 11 pm, they resume on a sensor once twilight occurs. The Treasurer of the Village Hall then mentioned that the light on the Scaur Lane side was at an angle as she lives opposite.<br><br>The Treasurer returned the following morning and noticed that the light was indeed at an angle and one of the four bolts was out of the wall, the bracket plate being bent. It is his suspicion that a contractor working at the Wakefield site may have hit the light as the Village Hall reported damage to their guttering around a year ago by a contractor. Whilst this is now history it would be difficult to prove. Therefore an inspection is required to assess the damage and safety of the present light. Regarding the lighting times, on inspection indoors the Treasurer noticed that the time was incorrect on the clock, it was an hour forward. Meaning that the clock is not automatically set to change to GMT, requiring a manual change which has never probably been changed since installation. At present the timing is correct on BST. Also the timer is housed in a box that is not locked as no keys were found.<br><br>The Parish Council will need to consider a review with the Village Hall Committee regarding timings and a secure locked box and agreement as to who changes the timer when the clocks change. This is not important at present (BST) the most |

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| | | concerning is the condition of the light and if a new one is to be purchased an electrician will be required. The Treasurer has managed to procure a manual from the manufactures of the timer control. |
| **27.** | **NALC/CALC Subscription for 2025/26.** | **TO CONSIDER** if the Parish Council would like to continue the annual subscription to CALC along with the benefits of membership of CALC.<br><br>**Please note that payment must be received by 31st August 2025. CALC services will be put on hold for Parish Councils who do not pay by that date.** |
| **28.** | **Authority for Payments.** | **TO CONSIDER** any requests for payment received by the Treasurer, Clerk or Council Members.<br><br>1. The Treasurer claims an annual expense which was not claimed in the last financial year. The Treasurer deferred his back pay rise until full expenses had been accrued as under PC Financial Regulations the Treasurer is paid only by cheque which incurs additional banking charges. To limit this the Treasurer has claimed once being £75.60 (£49.21 back pay and £26.39 general expenses for stationary and postage) (Cheque No 100601). To clarify the Treasurers back pay this is from 1 sty April 2024 until 1st Nov 2024 as an annual pay rise as agreed by NALC of £7.03 per month. From 1st Dec 2024 until present day this has already been paid by Standing Order. |
| **29.** | **Planning Applications – New (or Appeal).** | **TO CONSIDER** any new applications which have been issued for consultation by Westmorland and Furness Council.<br><br>**Please Note: At the time of this Agenda being issued there were no Planning Applications received. However, if any New Planning Applications reach the Clerk to the Parish Council between the Agenda being issued and the Meeting itself, then the Clerk and the Chair will consider if it is appropriate to introduce them to the meeting; or if it may be necessary to convene a meeting of the Planning Committee. These will be initially introduced under the 'Matters of Urgency' item on this agenda to then be further discussed in this item of the agenda. This information has already been circulated by Email to Councillors.** |
| **30.** | **Planning Applications – Decisions.** | **TO RECEIVE** and be **NOTED** decisions on Planning Applications which have been issued by Westmorland and Furness Council.<br><br>**Please Note: At the time of this Agenda being issued there were no Planning Application Decisions received for the parish. 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. This information has already been circulated by Email to Councillors.** |
| **31.** | **Reports on any Highways Issues.** | **TO RECEIVE and CONSIDER** any new reports on other issues that have arisen since the last Council meeting concerning Highways. |
| **32.** | **Invitations to Participate.** | **TO CONSIDER** if Council Members would like to comment, take part in, attend, or send a representative to any invitations to participate.<br><br>**1.** CALC Annual General Meeting (AGM) will be held on Saturday, 4th October 2025, at 10.30am - the venue will be open from 9.30am for registration, at Braithwaite Institute, Braithwaite.<br><br>**Please Note: This information has been circulated by Email to Councillors.** |

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| **33.** | **INFORMATION & Correspondence given for reference only.** | **TO RECEIVE** and be **NOTED** any information and correspondence that has been given out for reference only:<br><br>1. **Westmorland and Furness Council News releases –** on various topics.<br>2. **CALC Training Information.**<br>3. **CVS Information – Health & Wellbeing Bulletin, Focus on Funding and Cumbria CVS Newsletter.**<br>4. **Eden Rivers Trust** – bookings information for Supporters' Day**.**<br>5. **Westmorland & Furness Council Event - Waste Services & Engagement Framework.**<br>6. **Information on Cumbria in Bloom – closing date for submitting competition forms was 25th April 2025.**<br>7. **Call for sites - Planting for Pollinators 2025 – 26 information.**<br>8. **Taking Action for Nature in Eden - Webinar and useful information.**<br>9. **NALC - Practitioners Guide, Audit Return Reminder & Data Protection information.**<br>10. **Post Office - Directly Managed Branch Update**<br>11. **Armed Forces Covenant information.**<br>12. **Hesket & Lazonby Place Action Group information.**<br>13. **VE Day Information -** from the Department of Culture, Media and Sport relating to VE Day on 8th May 2025 which may be of interest to those organising VE Day 80th Anniversary Commemorative events.<br><br>**<u>Please Note: This information has been circulated by Email to Councillors.</u>** |
| **34.** | **Agenda Items for Next Month's Agenda.** | **TO CONSIDER** any new agenda items for the June 2025 Parish Council meeting. |
| **35.** | **Date of the Next Meeting.** | **RECOMMENDATION** that the next scheduled meeting will be Lazonby Parish Council Meeting on 4th June 2025, at 7.30 pm, in the Jubilee Room, in the Village Hall. However, this date and venue is still to be confirmed. |

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| **TO RECOMMEND** that members of the public and press who are in attendance withdraw from the meeting at this point due to the confidentiality of the matters to be discussed in the next agenda item. | | |
| **36.** | **Staff Pay scales.** | **TO RECEIVE** an update on the level of the pay scales for the Parish Council Clerk and Financial Officer/Treasurer.<br><br>**PLEASE NOTE** that this is being discussed in the confidential part of the meeting due to the currently confidential financial business to be discussed. However, the decision from this agenda item will be made public at a future meeting of the Parish Council as part of the minutes to be approved. |
| **37.** | **LPC Grant Application Update.** | **TO CONSIDER** the Village Hall Grant Application.<br><br>**PLEASE NOTE** that this is being discussed in the confidential part of the meeting due to the currently confidential financil business to be discussed. However, the decision from this agenda item will be made public at a future meeting of the Parish Council as part of the minutes to be approved. |

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

# LAZONBY PARISH COUNCIL

## AGM Meeting of the Parish Council

## May 2025

## SUPPLEMENTARY APPENDICES

| ITEM NO: (Appendix) | ITEM |
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| **11a.** | **Minutes of the Council Meeting on the 2nd April 2025.** (including the CONFIDENTIAL Minutes). |
| **20a.** | **Financial Report by the Treasurer.** |