

LPC

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 27th January 2017

Dear Sir/Madam,

There will be a Meeting of Lazonby Parish Council on **Wednesday 1st February 2017, in the Jubilee Rooms, Lazonby Village Hall, at 7.30 pm.** The Agenda for the Meeting is enclosed and you are hereby summoned to attend.

The Agenda for the Meeting is set out as below.

Yours faithfully,



Rebecca Wyatt
Clerk to the Council.

AGENDA

| ITEM NO: | ITEM | RECOMMENDATIONS, CONSIDERATIONS & ACTIONS. |
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| 1. | Apologies for absence. | TO RECEIVE any apologies for absence. |
| 2. | Appointment of Chairman of the Council for 2016 - 2017. | TO RECOMMEND that proposals are invited from the floor for a Chair to be appointed for the year 2016 – 2017 from the Council Members. |
| 3. | 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. |
| 4. | 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. <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</i> |

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| | | <p>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.</p> <p><u>A note from the Clerk to the Council.</u> 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.</p> |
| 5. | Matters of Urgency. | <p>TO CONSIDER any matters on grounds of urgency which arrived too late to be otherwise placed on the agenda and/or are determined by certain deadlines.</p> <p><u>Please Note:</u> This item can be used to raise any 'matters of urgency', even if the matter is to be discussed later in the agenda under a related item heading. For example: planning applications which were received after the agenda was issued in order to meet the 21 day deadline. These will then be dealt with in the appropriate agenda item.</p> |
| 6. | Minutes of the Council Meeting of the 14th December 2016. | <p>RECOMMENDATION that the Minutes of the Parish Council meeting on the 14th December 2016 be approved and signed as a true record of those proceedings.</p> <p><u>Note: Please see Appendix 6a.</u></p> |
| 7. | Matters Arising from the Minutes of the Council Meeting of the 14th December 2016. | <p>TO CONSIDER any matters arising from the Minutes of the Council Meeting of the 14th December 2016.</p> |
| | 16/22 - Copper Beech Tree at Croglin Designs. | TO RECEIVE an update about the Copper Beech Tree at Croglin Designs. |
| | 16/60 – Public participation - Maintenance of the War Memorial. | TO RECEIVE an update about the re-pointing of the War Memorial as discussed at the April 2016 meeting of the Parish Council. |
| | 16/112 - Steps to the Railway Station. | <p>TO RECEIVE an update about the steps to the Railway Station.</p> <p><u>Report of the Clerk to Council.</u> The Clerk has spoken to the Mr Walsh of Trust Inns who has said that he is just waiting for approval from Management for the work to be carried out. Once that has been approved the work will commence. Mr Walsh said he would let the Clerk know when the work is too start. He did ask if the Clerk thought that they would need planning permission for the railings. The Clerk told him to ring Eden District Council planning to ask but it was thought unlikely they would.</p> |
| | 16/229 – Public Participation - Retrospective planning | TO RECEIVE an update on the Retrospective planning consent for steps at the Meadows. |

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Report of the Clerk to Council.

An Appeal has now been lodged against the decision reached by Eden District Council to refuse planning permission for the steps at the Meadows, which will be considered on Agenda Item 16 - Planning Applications – New (or Appeal) of this meeting.

16/241 - Tenancy Agreement with Croglin Designs.

TO RECEIVE an update about the Tenancy Agreement for the Old School.

ALSO TO RECEIVE information that in January 2017 the Clerk also received the following request from Joe Butler of Croglin Designs for permission to install a filter box and fan outside, adjacent to the lean-to, as part of his ongoing improvements to the workshop. He wrote: *“As you are all aware I have been making improvements to the workshop to make the building warmer, lighter and a safer working environment. I have to date spent approximately £14,500 on these improvements. The lean-to has a new roof which is weatherproof and insulated unlike the old one, the floor has been resin coated to reduce the damp. The electrics downstairs have all been rewired and tested to the current regulations, and upstairs will be completed in the near future. I have also been working on the extraction system, the aim being to filter the air more effectively and to reduce the noise. I have in effect built an entire new extraction system which is working well and has reduced the noise inside and outside considerably. However, I am unable to get a fine filter system that will fit inside the building. They are usually external for several reasons (including fire risk). I have invested quite a lot of time and money in making it safe for one to be fitted inside; however it is proving impossible to find a unit which can filter enough air and is compact enough to fit inside. This is naturally quite disappointing, however I have had a few conversations with extraction specialists who have assured me an outside unit would be as quiet if not quieter than the indoor system. I have talked to the neighbours behind the workshop (the Boyds and the Barkleys) who are happy for me to place the unit outside as long as it is as quiet or quieter than the current system. So I am asking permission to be able to put the filter box outside (dimensions are 82 cm x 77cm x 3m high) together with the fan which would sit inside an acoustic box (sound reducing cover, specially designed to keep the fan quiet). In order to do this I would need to extend the paved area on the chapel side of the building by a small amount. One added benefit of this is I would be able to reduce the damp coming into the building on that side at the same time. This would be situated in the same location as the ducting I recently removed. I would at the same time suggest building a small wall around the back of the existing flower bed so that the grass is easier to cut, therefore making the whole area look neater (this is far from important but could be done at the same time). I would cover the cost of this. The filter and fan box would be painted a dark green or brown to match that of the existing building. I would also propose to pay for some shuttering around the new unit (in keeping with the looks of the lean to) to reduce the noise further. I would build this so it could be removed in the future if needed. I hope you appreciate I am trying to balance continuing to make the workshop a safe and nice place to work whilst also making sure that as minimal impact is made on the village. Without this fine filter I risk exposing myself and others to unacceptable levels of fine dust which is hazardous in the working environment. As a further issue, I recently took advice on Health and Safety of the workshop and it was raised as an issue that I did not have an asbestos survey, I was wondering if such a test had been carried out. If not I would see to getting one organised and give you a copy of the certificate once completed. I am guessing that there isn't any asbestos but it needs to be certified. If anyone wants to pop by the workshop to discuss any details please do so, I could however do with an answer fairly quickly as I have a*

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| | <p><i>second hand unit which is available and a company who are available to fit it fairly soon. This is pressing as the current system I have is a patch job and is not working at full efficiency/capacity.”</i></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 that the work proposed could be carried out.</p> |
| <p>16/254 - Report from the District Councillor Gordon Nicolson – Keep Britain Tidy Campaign.</p> | <p>TO RECEIVE an update about the Keep Britain Tidy Campaign/ <u>Report of the Clerk to Council.</u> Councillor Gordon Nicolson has informed Eden District Council of the Parish Council’s interest in the Keep Britain Tidy Campaign from 3rd to 5th March 2017, and asked would it be possible to reserve equipment for ten adults and ten children for that weekend. Eden District Council has asked what equipment the Parish Council would like. They have a number of sticks, hoops, high-vis vests and gloves which they can loan out (approx. 50 sets of adult kits and 40 sets of children’s kits); but also to be aware that other groups will probably want to borrow kit as well so it is probably best not to over-estimate what equipment you will need. They will also supply the parish Council with bags and arrange to have the litter collected post-pick.</p> <p>Therefore, the Parish Council need to let Eden District Council know what they need from the following:</p> <ol style="list-style-type: none"> 1. How many kits you require (adult and children). 2. When the pick will be taking place (and areas that the Parish Council intend to cover) – N.B. The kit will be available before and after the week end advertised. 3. Where and when the full bags will be left for collection by Eden District Council (They will try to coincide this with the normal refuse collection) 4. Details of when/where the kit will be delivered to the Parish Council or picked up by the Parish Council and when it can be returned or collected by an Eden District Council Officer. |
| <p>16/265 – New Council Policies.</p> | <p>TO RECEIVE an update on the New Council Policies and to give any final comments before the polices are approved at the March 2017 meeting.</p> <p><u>Report of the Clerk to Council.</u> The Clerk issued the draft Parish Council Policies to the Council Members for comments. Comments have been received. Once the final comments have been made at the February 2017 Meeting of the Parish Council, the Clerk will update the policies and bring them back to the March 2017 meeting of the Parish Council for approval.</p> |
| <p>16/266 - Invitations to Participate - BT Programme of Payphone Removals.</p> | <p>TO RECEIVE an update about the BT Programme of Payphone Removals.</p> <p><u>Report of the Clerk to Council.</u> The Clerk received an update from Eden District Council about the community responses in respect of the consultation period for the BT Programme of Payphone Removals. Their collective response from all affected towns and parishes was sent in December 2016 to the timescale agreed. BT are currently analysing those responses and will advise as soon as decisions are available.</p> |
| <p>8. Public Participation.</p> | <p>TO RECEIVE any contributions from the parishioners relating to:</p> <ol style="list-style-type: none"> a) Any item on the agenda; b) And any other parish-related matter which they may wish to raise. |

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| 9. | Super Fast Broadband. | TO RECEIVE an update regarding Fibre Optic Broadband from Brian Smythe. |
| 10. | Report from the District Councillor Gordon Nicolson. | TO RECEIVE a report from the District Councillor Gordon Nicolson about Eden District Council matters affecting the Parish. |
| 11. | Report from County Councillor Hilary Carrick. | TO RECEIVE a report from County Councillor Hilary Carrick about County Council matters affecting the Parish. |
| 12. | Lazonby Parish Projects: | |
| | a. Registration of Parish Land. | TO RECEIVE an update regarding the registration of Parish land. <u>Report of the Clerk to Council.</u> The documents regarding the transfer of the footpath adjoining the Methodist Church have been sent back to the Solicitors, who will let the Parish Council know when the transfer is completed. |
| | b. Neighbourhood Plan. | TO RECEIVE an update regarding the Neighbourhood Plan. |
| | c. Scaur Close Green. | TO RECEIVE an update regarding the Scaur Close Green triangle project. |
| | d. Community Play Park. | TO RECEIVE an update about the Community Play Park. <u>Report of the Clerk to Council.</u> Councillor Gordon Nicolson gave a draft copy of the proposed funding agreement between Lazonby Parish Council and Lazonby Swimming Pool Association to the Swimming Pool Committee. Councillor Gordon Nicolson also told them that the Parish Council are awaiting information from HMRC about how to treat the payment of VAT by the Association and that this version has not been formally approved by the Parish Council as yet. The Pool Committee has now formally agreed that they will accept the draft of the proposed Service Level Agreement between Lazonby Parish Council and Lazonby & District Swimming Pool Association. They will submit the costs for grass cutting and safety inspections soon. As for the insurance quotes needed, the Committee have now had the Site valued and will be submitting details for the quotes as soon as they have them. |
| | e. Wall at Bank Foot. | TO RECEIVE a report on the collapsed wall at Bank Foot. |
| | f. Contracting a Lengthsman. | TO RECEIVE an update about contracting a Lengthsman. |
| | g. Charity Shop in the Parish. | TO RECEIVE an update the possibilities of setting up a charity shop in the village to raise funds for the local community. |
| 13. | Financial Report by the Treasurer. | TO RECEIVE the Financial Report from the Treasurer. <u>Note: Please see Appendix 13a and b.</u> |
| 14. | Authority for Payments. | TO CONSIDER any requests for payment received by the Treasurer, Clerk or Council Members. <u>Report of the Treasurer to Council.</u> The Council agreed over a year ago that any outstanding repairs to make safe the playground before transfer to the Swimming Pool Committee would be paid by the Parish Council. The invoice has now arrived for payment of £1852.08 including VAT of £308.68. If you refer to the appendix you will |

note that work was undertaken between October 2015 and December 2016, over a year of work and the bill has finally arrived. The most expensive item being the fencing charges/removal which the Treasurer is certain were not in place for any great length of time that he noticed on his walks past and therefore seems excessive. The Wicksteeds portion of the invoice is very small compared to Ameys.

Allocated in the present budget for this expense was £1000, although the Treasurers recommendation was to remove this from the budget for 2017/18 as no invoice had been forthcoming after such a long wait. This was factored into the Parish Council's recent Precept request. However, if the Council agrees that the entire bill is acceptable then the reserves figure will naturally be reduced, yet should make a smaller impact due to savings elsewhere, rental increases and a larger VAT re claim in progress than previously envisaged.

Note: Please see Appendix 14a.

15. Planning Applications – New (or Appeal).

TO CONSIDER any new applications which have been issued for consultation by Eden District Council.

- 1. Planning Application No: 17/0017** - (Full Application) - Rebuilding and extension following fire damage, at Garthside, Scarrows Lane, Lazonby, CA10 1AT.
- 2. Reference no: APP/H0928/W/16/3164864**
Town and County Planning Act 1990 Appeal under Section 78, for Planning Application No: 16/0685 - the Retrospective permission for retention of steps leading to the seating area adjacent to Scaur Lane footway and some privately owned driveways, at land adjacent to Scaur Lane, Lazonby. All representations need to be made by 8th February 2017.

The following planning application has been place on the agenda as it is expected after the Agenda has been issued but could be available for the February 2017 meeting of the Parish Council. If the paperwork has not been received by the February 2017 meeting it will not be considered at the meeting but at a future date.

- 3. Planning Application No: 17/0016** – Proposed Residential Development Scaur Lane Lazonby

Please Note: At the time of this Agenda being issued there were no further Planning Applications received. However, if any New Planning Applications reach the Clerk to the Parish Council between the Agenda being issued and the Meeting itself, then the Clerk and the Chair will consider if it is appropriate to introduce them to the meeting; or if it may be necessary to convene a meeting of the Planning Committee. These will be initially introduced under the 'Matters of Urgency' item on this agenda to then be further discussed in this item of the agenda.

ALSO TO RECEIVE a Planning Application report for approval regarding the following Planning Application, which was considered by the Planning Committee and Members of the Parish Council by Email, with written notification to parishioners via the parish notice boards, in January 2017. The Parish Council gave a **NO COMMENTS** response to the following planning application:

- 1. Planning Application No: 16/1020** - (Full Application) Extending existing structure of decommissioned petrol canopy to form new workshop building, at Edenholme Bakery, Lazonby, Penrith CA10 1BG

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| | | (Lazonby Bells of Lazonby). <u>Note: Please see Appendix 15a.</u> |
| 16. | Planning Applications – Decisions. | TO RECEIVE and be NOTED decisions on Planning Applications which have been issued by Eden District Council. <u>Please Note:</u> At the time of this Agenda being issued there were no Planning Application Decisions received. However, if any Planning Application Decisions reach the Clerk to the Parish Council between the Agenda being issued and the Meeting itself, they will be presented at the Meeting. |
| 17. | Housing issues and Development in the Parish. | TO RECEIVE an update regarding the Barton Dale signs. <u>Report of the Clerk to Council.</u> Chris Mossop, the Architectural Designer for Story Homes, has confirmed that the street signs for Barton Dale have been placed on order as previously discussed and that they are now awaiting delivery. However, there was at the time of this notification no confirmation of proposed instalment dates. It has now been reported that the signs have been installed even though Councillor Carole Taylor, on seeing the work being carried out and the positioning of the signage, had to request that Story Homes review the signage positions. They have taken all the information and given it to Chris Mossop who is responsible for the signage and will get back to the Councillor Carole Taylor with an update. TO CONSIDER any other issues relating to housing issues in the parish. |
| 18. | LPC Cumbria Highways Link Person Report. | TO RECEIVE an update about the barriers at the bottom of Station Road near the Co-op. ALSO TO RECEIVE notice that to enable water supply renewal works (“the Works”) to be carried out, the County Council of Cumbria intends to make an Order the effect of which is to prohibit any vehicle from proceeding along that section of the B6413 South View, Lazonby from its junction with Scaur Lane extending in a south westerly direction for a distance of approximately 200m. The Order will come into operation on 13 th February 2017 and may continue in force for a period of up to eighteen months from that date as and when the relevant traffic signs are displayed, although it is anticipated that it will only be required for 3 days. <u>Note: Please see Appendix 18a.</u> ALSO TO RECEIVE any other reports on other issues that have arisen since the last Council meeting concerning Cumbria Highways. |
| 19. | Grass Cutters and their Storage. | TO RECEIVE a report about the grass cutters and their storage. <u>Report of the Treasurer to Council.</u> Geoff Wilson has now taken the parish grass cutters and trimmers to be serviced. He has informed the Treasurer and an invoice from Penrith Tool Hire will go direct to the Treasurer. Everything is now ready for the next grass-cutting season. However, the storage space at the swimming pool has a broken skylight and it has not been replaced as yet, which means that rain and leaves get in, as well as the usual house martens. Also the sliding wooden door is beginning to fall apart. Geoff Wilson has swept out the part of the shed where the grass cutting equipment is stored and removed the accumulated litter but overall the shed could do with a clear out. Geoff has approached the Swimming Pool Committee and told them about the skylight glass, the door, and the tidying of the shed. The matters will now be raised at the next Swimming Pool Committee meeting. |

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| 20. | Invitations to Participate. | <p>TO CONSIDER if Council Members would like to comment, take part in, attend, or send a representative to the following:</p> <ol style="list-style-type: none"> 1. Community Housing fund - details of the £60m fund announced in the budget to support community-led housing developments in areas where the impact of second homes is particularly acute. Some local authority areas including Northumberland, Cornwall and Devon will receive quite large sums. This may be of interest to Parish Councils as they could potentially be part of a partnership to deliver a project in their area and they may also initiate a project, but they should involve other stakeholders. A colleague from Rural Housing Solutions who sits on the Rural Coalition with NALC advises: "If a Parish Council or the County Association have ideas on how the funding could deliver community led housing or help them deliver it then they need to let their LA know asap as the timescale for submitting proposals is very tight. Their ideas need not be restricted to a parish specific scheme but could also propose ways or request for a mechanism that over the long term would provide communities with the technical advice and support they will need to pursue a CLH scheme. It would also be worth the P&TCs asking the LAs how they could contribute to the discussions that lead to the design of the proposal. Over the next couple of weeks the Community Housing Alliance, currently under the auspices of the BSHF, will be contacting the LAs with an offer of a package of support and named CLH advisers to help LAs put together their proposals. So it would be timely for P&TCs to flag up that they would like to have an input. My understanding of the proposals for years 2- 5 is that P&TCs will have more opportunity to access the CHF for a variety of support, including funding to buy in technical support." 2. Battle's Over – a Nation's Tribute and WWI Beacons of light – 11th November 2018. <p><u>Please Note: This information has already been given out on Email to Councillors.</u></p> |
| 21. | INFORMATION given for reference only. | <p>TO RECEIVE and be NOTED any information that has been given out for reference only:</p> <ol style="list-style-type: none"> 1. Use of Speed Indicating Devices information. 2. SAAA announcement of appointed auditors by county area 2017/18 - 2021/22 - It is important to note that for the financial year 2016/17 there are no changes to Council's existing audit arrangements and they should continue to work with your existing auditors on limited assurance reviews for accounts for the financial year 1st April 2016 -31 March 2017. The new appointments only become effective for the five year period in relation to accounts for the financial year beginning on 1st April 2017. All matters relating to the financial year 2016-17, including the Annual Return for the year 2016-17, should still be sent to the Council's current external auditor. <p><u>Please Note: This information has already been given out on Email to Councillors.</u></p> |
| 22. | Date of the Next Meeting. | <p>RECOMMENDATION that the date of the next scheduled meeting be Wednesday 1st March 2017, in Lazonby Village Hall, at 7.30 pm.</p> |

INFORMATION EXCHANGE:

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

LAZONBY PARISH COUNCIL

February 2017 Meeting of the Parish Council

SUPPLEMENTARY APENDICES

| ITEM NO: (Appendix) | ITEM |
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| 6a. | Minutes of the Council Meeting of the 14 th December 2016. |
| 13a and b. | Financial Report by the Treasurer. |
| 14a. | Authority for Payments. |
| 15a. | Planning Applications – New (or Appeal). |
| 18a. | LPC Cumbria Highways Link Person Report. |