

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 1st December 2017.

Dear Sir/Madam,

There will be a Meeting of Lazonby Parish Council on **Wednesday 6th December 2017, in the Jubilee Room, 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.
1.	Apologies for absence.	TO RECEIVE any apologies for absence.
2.	The filling of Council Member Vacancy.	TO CONSIDER nominations to fill the Council Member vacancy by Co-option following a recent Councillor resignation.
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</i>

		<p><i>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><u>A note from the Clerk to the Council.</u> <i>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.</i></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 1st November 2017.	<p>RECOMMENDATION that the Minutes of the Parish Council meeting on the 1st November 2017 be approved and signed as a true record of those proceedings. <u>Note: Please see Appendix 6a.</u></p>
7.	Progress Reports on Recent Actions - progress reports regarding matters from the Minutes of the 1st November 2017 (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. Lease with Croglin Designs Ltd (Last minute no. 17/153).	TO RECEIVE an update regarding the Lease with Croglin Designs Ltd.
	b. Parish Council Website (Last minute no. 17/190)	TO RECEIVE an update about the Parish Council website.
	c. Footpaths at 'The Meadows' Development (Last minute no. 17/177).	TO RECEIVE an update about the footpaths at 'The Meadows' Development.
	d. Request to put a Memorial Bench in the Village (Last minute no. 17/178).	<p>TO RECEIVE an update about the request to put a memorial bench in the village.</p> <p><u>Report of the Clerk to Council.</u> The Clerk has informed the family that the Council are happy to have a</p>

		wooden memorial bench at Eden Bridge Picnic area as long as the family maintain it. The family have said thank you and that they are going to get in touch with a local company to make the bench. They have also asked if they need to pay the Parish Council to put the bench in the parish. Also once the family have the bench, what would the next steps be? The Clerk has said to the family that a possible on site meeting to decide on the position of the bench may be needed. The family hope to have the bench in place by the summer.
	e. Community Speed watch scheme which Cumbria Police.	TO RECEIVE an update on recruiting volunteers for the Community Speed watch scheme promoted by Cumbria Police.
8.	Public Participation.	TO RECEIVE any contributions from the parishioners relating to: <ul style="list-style-type: none"> • Any item on the agenda; • And any other parish-related matter which they may wish to raise.
9.	Super Fast Broadband.	TO RECEIVE an update regarding Fibre Optic Broadband.
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. Neighbourhood Plan.	TO RECEIVE an update regarding the Neighbourhood Plan.
	b. Will Pool Footpath Project.	TO RECEIVE an update regarding the Will Pool footpath project.
13.	Finance & Budget Committee Matters.	TO RECEIVE and NOTE the draft Minutes of the Finance & Budget Committee Meeting on 8 th November 2017. Note: Please see Appendix 13a. ALSO TO RECEIVE the preliminary Budget for 2018 – 2019. Note: Please see Appendix 13b.
14.	Annual Lazonby Parish Council Grant Applications for 2018 – 2019.	TO CONSIDER the recommendations from the Finance & Budget Committee for the funding applications for 2018/2019. Report of the Clerk to Council. The Finance and Budget Committee met at the beginning of November, in order to discuss grant awards, as well as the budget and precept for 2018/2019. The following grant applications were considered with recommendations of awards to be given at the December 2017 Meeting of the Parish Council, in order for the Council to make their final decisions. The following organizations/groups asked for funding and their requests were discussed by the Finance and Budget Committee. <ol style="list-style-type: none"> 1. Great North Air Ambulance 2. The Fellrunner

		<p>3. Penrith & District Red Squirrel Group (P&DRSG)</p> <p>4. 2nd Eden Valley Scouts</p> <p>5. Lazonby & District Swimming Pool</p> <p>6. Lazonby Bowling Club</p> <p><u>Please Note: This information has already been circulated on Email to Councillors and copies will be available at the meeting to view.</u></p>
15.	Financial Report by the Treasurer.	<p>TO RECEIVE the Financial Report from the Treasurer.</p> <p><u>Note: Please see Appendix 15a.</u></p>
16.	Authority for Payments.	<p>TO CONSIDER any requests for payment received by the Treasurer, Clerk or Council Members.</p> <p>1. To reimburse current webmaster Geoff Bennett the sum of £14.33 for paying the recent annual Domain Renewal for lazonbyparishcouncil.org (05/12/2017 - 04/12/2018).</p>
17.	Planning Applications – New (or Appeal).	<p>TO CONSIDER any new applications which have been issued for consultation by Eden District Council.</p> <p><u>Please Note:</u> 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.</p>
18.	Planning Applications – Decisions.	<p>TO RECEIVE and be NOTED decisions on Planning Applications which have been issued by Eden District Council.</p> <p>1. Planning Application No: 17/0796 (Full Application) Cover over existing agricultural yard and outdoor handling pens, at land known as Scatterbeck, Nr Lazonby, Penrith - GRANTED</p> <p><u>Please Note:</u> 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> <p><u>Please Also Note: This information has already been circulated on Email to Councillors and copies will be available at the meeting to view.</u></p>
19.	LPC Cumbria Highways Link Person Report.	<p>TO RECEIVE any reports on other issues that have arisen since the last Council meeting concerning Cumbria Highways.</p>
20.	Environment and Neighbourhood Committee Matters.	<p>TO RECEIVE an update on issues from the Environment & Neighbourhood Committee.</p> <p>1. Transfer of Assets and Services to the Parish. Both representatives from CALC and Eden District Council are happy to attend the February 2018 Meeting of the Parish Council to further discuss the transfer of Assets and Services.</p>

<p>21.</p>	<p>New General Data Protection Regulations (GDPR) 2018</p>	<p>TO CONSIDER the New General Data Protection Regulations (GDPR) 2018.</p> <p><u>Report of the Clerk to Council.</u></p> <p>CALC in conjunction with NALC (the National Association of Local Councils) attended a workshop on the introduction of the new General Data Protection Regulations (GDPR) and has given Councils several documents of information on this. The GDPR does mean that all organisations, large and small, will have to look again at the way they deal with personal information. This will mean auditing and documenting the information that the council holds and looking at how it is used and shared. Many of the data protection concepts in the new regulations are unchanged from the introduction of the first act in 1984, but this new Act will move what was previously good practice into law. Almost all local councils will be Data Controllers (even if all the data you hold is information on your employee) and will therefore have to register with the Information Commissioner’s Office (ICO) and pay an annual fee - up to £55. All public authorities will have to appoint a Data Protection Officer. Please read both the attached document from CALC and the guidance attached LO4-17 Getting Ready for GDPR and Appointing DPOs. The appointment of a DPO may add to your expenditure for 2018/19 – therefore reflecting both the cost of ICO registration and the cost of hours assigned to the role of Data Protection Officer in your budget for the coming year would be advisable. CALC has arranged two training sessions for members on GDPR delivered by a data protection specialist in March. We are also considering ways of supporting our members with additional workshops to address issues you may have. If your council may be interested in the option of appointing an external Data Protection Officer on a contract basis, we can investigate ways of assisting with this and send out more information.</p> <p style="text-align: right;"><u>Please Note: This information has already been circulated on Email to Councillors and a copy will be available at the meeting to view.</u></p>
<p>22.</p>	<p>Invitations to Participate.</p>	<p>TO CONSIDER 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"> 1. Police and Crime Commissioner Consultation on Council Tax Precept Level – the deadline is Friday 8th December. 2. Proposed Food and Farming Local Development Order Notice under Article 38 of Town and Country Planning (Development Management Procedure) (England) Order 2015 for Local Development Order granting planning permission - Eden District Council has been awarded funding by the Department of Environment, Food and Rural Affairs (DEFRA) to set up one of 17 government-backed Food Enterprise Zones across England. The Food Enterprise Zones will use a planning tool called a Local Development Order to introduce new permitted development rights to streamline the planning process in these areas and support growth for businesses. Eden District Council proposes to make a Local Development Order granting planning permission for the erection of buildings and/or the use of land as part of a Food and Farming Enterprise Zone in accordance with a specified design code on the following sites in Eden: <ul style="list-style-type: none"> • Cross Croft Industrial Estate, Appleby

- Gilwilly Industrial Estate Extension, Penrith
- Kirkby Stephen Business Park
- Newton Rigg Campus, Penrith
- Skirsgill (land to the south of the A66), Penrith
- Skelgillside Workshops, Alston
- The Old Creamery Industrial Estate, Appleby

It is necessary for the Council to consult with those it believes may be affected by this proposal and to ask for any comments they may have.

Any observations you may care to make can be submitted via e-mail to LDO@eden.gov.uk or in writing to the Senior Planning Policy Officer at Mansion House to be received by 5pm on Friday 15 December.

3. Suicide Alertness - Living Matters Training Sessions - Please see attached information for 'Suicide Alertness – Living Matters' training sessions taking place in 2018:

- **Tuesday 6 March 2018, 9:30 am at Penrith Fire HQ**
- **Tuesday 5 June, 9:30 am at Penrith Fire HQ**
- **Tuesday 4 September, 9:30 am at Penrith Fire HQ**

These are free workshops and will cover the facts and figures around suicide; look at why we should talk about suicide; look at what we can do to help prevent suicide; look at the 'signs' that someone may be having thoughts of suicide; look at why it is important to ask directly about suicidal thoughts; and look at what resources are available locally and nationally. Places are limited! To book a place, please contact Amy Frith, Community Development Assistant, Public Health and Communities Team (Eden) at Cumbria County Council: amy.frith@cumbria.gov.uk If you have any concerns or questions about the training prior to the event please contact Juliet from Carlisle Eden Mind on 01228 543 354 or juliet.gray@cemind.org

4. Falmouth Town Council SCA Business Rates & Public Conveniences Proposal Survey – Falmouth Town Council, supported by NALC, would like to submit a proposal under the Sustainable Communities Act for legislative change to grant parish and town councils mandatory 100% business rates relief on public toilets that they own or manage. This follows the passing of a motion from the Norfolk Association of Local Councils at NALC Annual Conference on 30 October 2017 formally endorsing this position and supporting the Falmouth proposal. It is our belief that such a removal of business rates would improve economic, social and environmental wellbeing as they are an unwanted price tag around many assets and liabilities transferred to parishes by principal local authorities unable to run them any longer. Please complete the survey and circulate to all member councils in your areas. The responses to this survey will help support the proposal to be submitted to the Department for Communities and Local Government by around Christmas 2017 under the Act, by Falmouth Town Council. The Government have asked that we support that request with evidence that the change is required. To that end we would ask if you could complete the attached

		<p>short survey by 15 December 2017 (the Town Council hope to submit their proposal to DCLG with their evidence report by Christmas). .</p> <p><u>Please Note: This information has already been circulated on Email to Councillors and copies will be available at the meeting to view.</u></p>
23.	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. Police and Crime Commissioner Newsletter – Autumn 2017. 2. ACT Gazette - Autumn & Winter 2017. 3. NALC’s New legal guidance - NALC has published two new legal briefings: L08-17-Privacy Notices and the Legal Basis for Processing Personal Data explains GDPR’s requirements concerning privacy notices and the criteria to make the processing of personal data lawful; and L09-17-General Data Processing Regulation and Subject Access Requests covers a person’s right to access and modify information about themselves and the need for all local councils to maintain records showing what the power is for the data processing that they are doing and evidence of consent from the people concerned. 4. Police Newsletter – November 2017. 5. Eden Association of Local Councils Annual General Meeting Minutes held on 15th November 2017. 6. External auditor’s charges clarification. <p><u>Please Note: This information has already been circulated on Email to Councillors and a copy will be available at the meeting to view.</u></p>
24.	Date of the Next Meeting.	<p>RECOMMENDATION that the date of the next scheduled meeting be Wednesday 7th February 2018, in the Jubilee Room, Lazonby Village Hall at 7.30pm.</p>

25.	Wall at Bankfoot.	<p>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 matter to be discussed.</p> <p>TO CONSIDER the next course of action regarding the collapsed wall at Bank Foot, Lazonby.</p> <p style="text-align: right;"><u>Note: Please see Appendix 25a.</u></p>
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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

December 2017 Meeting of the Parish Council

SUPPLEMENTARY APENDICES

ITEM NO: (Appendix)	ITEM
6a.	Minutes of the Council Meeting of the 4th October 2017.
13a and b.	Finance & Budget Committee Matters.
15a.	Financial Report by the Treasurer.
25a.	Wall at Bankfoot – Confidential Minute.