

# LPC

## LAZONBY PARISH COUNCIL

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### Minutes

**For the Annual General Meeting (AGM) of Lazonby Parish Council held on Wednesday 2<sup>nd</sup> May 2018, starting at approximately 7.30 p.m, in the Jubilee Rooms, Lazonby Village Hall.**

**Present:** Chair Councillor Chris West.

Councillors John Judson, Chris Hill, Gill Sharples, Gordon Nicolson and Jeff Bellas.

Also in attendance: the Clerk to the Council Rebecca Wyatt, Treasurer to the Council Chris Hoy, Brian Smythe - Broadband Hub Coordinator and two parishioners.

ITEM / MINUTE No.	ITEM	BUSINESS
18/80	<b>Appointment of Chairman of the Council for 2018 - 2019.</b>	<p>The Council considered nominations for the position of Chair of the Council to serve for the 2018 – 2019 municipal year, from the Council Members present. Vice –Chair Councillor Chris West was acting Chair for the purpose of this vote.</p> <p><b>RESOLVED</b> (all in favour) that Councillor Chris West be appointed as Chair of the Council for the 2018 - 2019 Municipal Year.</p> <p><b>ALSO RESOLVED</b> that it be noted that Councillor Chris West signed the Chair's Declaration of Acceptance of Office.</p>
18/81	<b>Appointment of Vice-chairman of the Council for 2018 - 2019.</b>	<p>The Council considered nominations for the position of Vice Chair of the Council to serve for the 2018 – 2019 municipal year, from the Council Members present.</p> <p><b>RESOLVED</b> (all in favour) that Councillor Gill Sharples be appointed as Vice-Chair of the Council for the 2018 - 2019 Municipal Year.</p> <p><b>ALSO RESOLVED</b> that it be noted that Councillor Gill Sharples signed the Vice-Chair's Declaration of Acceptance of Office.</p> <p><b>ALSO RESOLVED</b> that it be noted that Councillor Chris West be thanked for being the Vice Chair over the past year.</p>
18/82	<b>Apologies for absence.</b>	<b>RESOLVED</b> that it be noted that apologies for absence were received from County Councillor Hilary Carrick and Parish Councillor Tim Wright.
18/83	<b>Resignation of Councillor.</b>	<p>The Council received notice of Councillors Virginia and Peter Minihan's resignations from the Council.</p> <p><b>RESOLVED</b> that the resignations be noted and that a letter of thanks be sent to Virginia and Peter Minihan.</p> <p><b>ALSO RESOLVED</b> to notify Eden District Council about Virginia and Peter Minihan's resignation in order to start the 'Notice of Vacancy' process.</p>
18/84	<b>The filling of Council Member Vacancies.</b>	The Council consider possible nominations to fill the Council Member vacancy by Co-option following a recent Councillor resignation. A 'Notice of Vacancy' was issued with the final date of a possible election now passed.

		There were no nominations for election, so now the Council need to look to co-opt.
		<b>RESOLVED</b> that another letter of invitation be sent to residents of the Meadows to see if anyone wishes to join the Parish Council.
18/85	<b>Requests for Dispensations.</b>	<b>RESOLVED</b> that it be noted that no requests were received by the Clerk since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
18/86	<b>Declaration of Interest.</b>	The Chair asked if there were any declarations by Council Members of any Personal or Prejudicial Interests relating to any items on the agenda for this meeting.
		<b>RESOLVED</b> that it be noted that Councillor Gordon Nicolson declared a personal and prejudicial interest in matters concerning Eden District Council; especially in relation to the transfer of assets and services to the Parish, so will abstain from voting on any matters related to this.
18/87	<b>Public Participation.</b>	The Chair asked the parishioners present if they wished to make any contributions relating to any items on the agenda, or any other parish related matter which they may wish to raise.
		<ol style="list-style-type: none"> <li>1. A parishioner expressed their concerns about the footpath at 'The Meadows' and said that he believed that it was not just about disabled access but about basic access for residents, as its not wheelchair or pram friendly. The parishioner expressed his concerns about the bark surface for the path not being good for many reasons such as it getting damp and moldy.</li> <li>2. A parishioner said he was happy to see the parish notice board near the Church being reused and re mounted but please could the stumps of the posts in its old position be leveled off for safety reasons.</li> <li>3. A parishioner living in the vicinity of the old Egg Packing station asked for some feedback about what was happening with the collapsed wall and the land as it was a concern regarding their own property.</li> </ol>
		<b>RESOLVED</b> that Councillor Gordon Nicolson will visit the parishioner and discuss their concerns about the collapsed wall and land at Bankfoot more thoroughly.
18/88	<b>Matters of Urgency.</b>	The Council received the following matters which arrived too late to be otherwise placed on the agenda, or were omitted by mistake, so were introduced in this part of the agenda. These are as follows:
		<ol style="list-style-type: none"> <li>1. The works to Lazonby Bridge were put back to 30<sup>th</sup> April 2018.</li> <li>2. <b>Planning Application No: 18/0327</b> - Proposed 2 Storey dwelling with double garage, at Ingle Neuk, Lazonby, Penrith.</li> </ol>
		<b>RESOLVED</b> that it be noted that the works to Lazonby Bridge were put back to 30 <sup>th</sup> April 2018.
		<b>RESOLVED</b> that Planning Application No: 18/0327 - Proposed 2 Storey dwelling with double garage, at Ingle Neuk, Lazonby, Penrith be considered at Agenda Item 24 - Planning Applications – New (or Appeal) which is Minute No.18/103 of these Minutes.
18/89	<b>Minutes of the Council Meeting of the 4<sup>th</sup> April 2018.</b>	The Minutes of the Council Meeting of the 4 <sup>th</sup> April 2018 were considered.
		<b>RESOLVED</b> that the Minutes of the Council meeting of the 4 <sup>th</sup> April 2018 be approved and signed as a true record of those proceedings.

18/90	<b>Progress Reports on Recent Actions.</b>	The Council received progress reports regarding matters from the Minutes of the 4 <sup>th</sup> April 2018.
	<b>a. Lease with Croglin Designs Ltd (Last minute no. 18/63).</b>	<p>The Council received an update about the lease with Croglin Designs Ltd. The Clerk arranged with Croglin Designs for the Surveyor to visit the school so that he could make his report. The report once written should focus on recording the condition of the property as it is now so that a schedule of condition can be annexed to the lease, and identify wants of repair that will not be addressed by the tenant under the terms of the lease but would still be required in due course. The report is still to be submitted to the Parish Council.</p> <p><b>RESOLVED</b> that the Clerk contact the surveyors chosen to do the work at the Old School to ask for an update on the report and ask when it will be ready.</p>
	<b>b. Footpaths at 'The Meadows' Development (Last minute no. 18/63).</b>	<p>The Council has discussed this in length with parishioners in attendance at this meeting, and the Annual Open Parish meeting held before this meeting.</p> <p><b>RESOLVED</b> that the reports and comments given by parishioners about the footpaths at 'The Meadows' Development be noted, and the agenda item removed as the Council does not believe that they can take this issue any further.</p>
	<b>c. Community Speed watch scheme which Cumbria Police (Last minute no. 18/63).</b>	<p>The Council received an update on the Community Speed watch scheme. It was reported that no speeding was recorded at the latest speed watch session. The mobile speed camera has also visited the village recently.</p> <p><b>RESOLVED</b> that the report from Councillor Gill Sharples be noted with thanks, and now removed from the agenda for the time being.</p>
	<b>d. Transfer of Assets and Service to the Parish (Last minute no. 18/63).</b>	<p>The Council received an update on the 'Transfer of Assets and Services'. CALC has told Parish Councils that they have agreed a new footway lighting contract with Eden District Council and a revised version will be sent out shortly from Eden District Council. They are now happy for Parish Councils to sign the agreement if they wish to adopt the lights in their parish. The deadline of 31<sup>st</sup> May is still applicable for those Councils that wish to sign up to taking on the lights and benefit from the upgrade to LED lighting. The Parish Council discussed the 'Transfer of Assets' further and discussed sending Eden District Council another letter reiterating their 'expression of interest' in taking on the footway lights and the swings at Coronation Gardens in the parish.</p> <p><b>RESOLVED</b> that the Clerk write to Neil Buck of Eden District Council to renew the Parish Council's expression of interest to Eden District Council to acquire footway lights and the swings and bench at Coronation Gardens. As before, the expression of interest covers:</p> <ul style="list-style-type: none"> <li>• Approved footway lights numbers 2, 3, 4, 5, 9, 10, 12, 13, 15, 18, 19, 20, 21, 22, 23, 25, 27, 28, 30, 31, 32, 33, 35, 37, 40, 41, 42 (27 in total).</li> <li>• The swings and bench at Coronation Gardens, Lazonby.</li> </ul> <p>Also as before, in addition to the above lights, Lazonby Parish Council seeks to acquire unapproved lights numbers 7, 14, 24, 26, 29, 43 (6 in total); and to ask for a copy of the contract, recently agreed by Eden District Council and CALC, so that the Parish Council can take a look at it with the intention of approving it and signing it at their next full Parish Council meeting on 6<sup>th</sup> June 2018.</p>

	<p><b>e. Post Office Renovations (Last minute no. 18/63).</b></p>	<p>The Council received an update on the Post Office renovations and the recent Consultation.</p> <p><b>RESOLVED</b> that it be noted that no information regarding the Post Office Renovations and the recent Consultation has been received as yet.</p> <p><b>ALSO RESOLVED</b> to take this item off the agenda as it is not expected that anything else can be done regarding this matter.</p>
	<p><b>f. General Data Protection Regulation (GDPR) (last minute no. 18/63).</b></p>	<p>The Council received an update regarding General Data Protection Regulation (GDPR). The Clerk continues to work towards making the Parish Council GDPR compliant. A new lockable filing cabinet has been ordered, and registration of the Parish Council with the Information Commissioner's Office (ICO) has been completed. However, there are GDPR issues that the Clerk needs help with. The Clerk, having sought advice from CALC, asked the Council if they will set up either a GDPR working group to meet in the very near future or have a Governance Committee meeting to deal with some of the more complex issues to do with GDPR. Originally, it was also said that the Council would need to appoint a Data Protection Officer (DPO); this however is now under review and is expected to not be the case. CALC will inform Parish Councils when they know more.</p> <p><b>RESOLVED</b> that the Council agreed with setting up a GDPR Working Group to deal with some of the more complex issues of GDPR.</p> <p><b>ALSO RESOLVED</b> that Councillor Gordon Nicolson, Councillor Chris West, the Treasurer Chris Hoy and the Clerk Rebecca Wyatt meet as a working group on Wednesday 9<sup>th</sup> May at 7 pm, to discuss issues related to GDPR, and to look at what still needs to be done to make the Parish Council GDPR compliant.</p>
	<p><b>g. Parish Notice Board (last minute no. 18/75).</b></p>	<p>The Council received an update regarding the maintenance of the parish notice board near the Church. Councillors John Judson and Jeff Bellas have moved the notice board to the railings on the other side of the road, opposite the Church. However Cumbria Highways have said they have concerns with it being on the railings so are in negotiations about this with the Parish Council. The glass still needs to be replaced on one of the doors as it has broken. Also the Clerk made the Parish Council aware that the parish notice board at Town Head needed re-varnishing because it has weathered. It has been three years since they were last varnished and the notice board at Town Head is probably more exposed to the elements as the other notice boards are still fine.</p> <p><b>RESOLVED</b> that Councillor Jeff Bellas will re-varnish the parish notice board at Town Head.</p> <p><b>ALSO RESOLVED</b> that the Council wish to thank Councillors John Judson and Jeff Bellas for dealing with the Parish Notice Board near the Church.</p>
<p><b>18/91</b></p>	<p><b>Super fast Broadband.</b></p>	<p>The Council received a verbal report regarding Superfast Broadband from Broadband Hub Coordinator Brian Smythe. Brian has been researching and producing information on all superfast broadband providers' contracts for the area. Brian has already completed one for Kirkoswald, and will be producing one for Lazonby. He hopes to have this document ready to show the Councillors before the next meeting in June 2018. The final and approved document will be put on the Parish Council website.</p> <p><b>RESOLVED</b> that Brian Smythe be thanked for his report about Superfast Broadband, the contents of which were noted.</p>

18/92	<b>Report from the local Community Police.</b>	<b>RESOLVED</b> that it be noted that there was no Police Report given.
18/93	<b>Report from District Councillor Gordon Nicolson.</b>	<p>The Council received a report from District Councillor Gordon Nicolson about Eden District Council matters affecting the Parish.</p> <ol style="list-style-type: none"> <li>1. Eden District Council's Eden Community Fund's next deadline for applications for this round of funding is Friday 4th May 2018.</li> <li>2. Chief Executive Interviews have taken place – Council will be asked to approve the selected candidate on 10 May after which an announcement will be made.</li> <li>3. The extension to the Town Hall will be funded from savings in operational costs and the proceeds from developing the Mansion House site.</li> <li>4. Transfer of Assets – the deadlines for transferring footway lighting and swings has been extended.</li> <li>5. Penrith Industrial Estates Business Improvement District (BID) was approved following a ballot of the businesses on the sites. The money raised will fund improvements to the Gilwilly and Penrith Industrial Estates.</li> <li>6. There is a community event at the Bowling Club on 5<sup>th</sup> May 2018 to thank the community for supporting the improvements at the club.</li> </ol> <p><b>RESOLVED</b> that it be noted that District Councillor Gordon Nicolson reserved the right to request to speak on other issues on the agenda.</p> <p><b>ALSO RESOLVED</b> that District Councillor Gordon Nicolson be thanked for his report, the contents of which were noted.</p>
18/94	<b>Report from County Councillor Hilary Carrick.</b>	<p>The Council received a written report from County Councillor Hilary Carrick about County Council matters affecting the Parish.</p> <p><b>1. Traffic Issues Consultation</b></p> <p>County Councillor Hilary Carrick is in the process of converting the scope of the traffic issues consultation which was agreed by Parish Council at the April 2018 meeting into a questionnaire to be delivered to all residents and put on the Parish Council website. The questionnaire should be complete in the next couple of weeks and Councillor Carrick is happy to email it to Councillors before the next meeting for information.</p> <p><b>2. EALC Workshop</b></p> <p>County Councillor Hilary Carrick attended the Eden Association of Local Councils workshop on 17<sup>th</sup> April. The workshop explained that the County Council is launching a new fund to help build stronger communities by helping to:</p> <ul style="list-style-type: none"> <li>• Establish good neighbours schemes;</li> <li>• Support community driven social eating clubs; or</li> <li>• Encourage Parish Councils to promote local activities on their websites.</li> </ul> <p>To find out more details about how to access the available funding please contact Tracey Moran, The County Council's Community Development Officer by email on <a href="mailto:tracey.moran@cumbria.gov.uk">tracey.moran@cumbria.gov.uk</a> or by telephone on (01768) 812662.</p> <p><b>RESOLVED</b> that County Councillor Hilary Carrick be thanked for her written report, the contents of which were noted.</p>

18/95	<p><b>Review of Standing Orders, Financial Regulations, Terms of Reference for Committees, and other policies and procedures.</b></p>	<p>The Council considered if any amendments should be made to the current Standing Orders, Financial Regulations, Terms of Reference for Committees, and other Parish Council policies and procedures.</p> <p>The Council also received the latest edition of Standing Orders from NALC which will need to be amended and then adopted at a near future meeting.</p> <p>The Council also received the Website Privacy Policy for approval as this will need to be put on the website for General Data Protection Regulations.</p> <p>The Council also received a new Data Protection Policy for approval to meet General Data Protection Regulations.</p> <hr/> <p><b>RESOLVED</b> that the Clerk amend the latest edition of Standing Orders from NALC and bring back to the September 2018 Meeting of the Parish Council for approval and adoption.</p> <p><b>ALSO RESOLVED</b> that the Clerk also look at the Term's of Reference for the Committees in order to amend them to include Deputy Members of Committees and bring back to the September 2018 Meeting of the Parish Council for approval and adoption.</p> <p><b>ALSO RESOLVED</b> that the Council agreed to approve the Website Privacy Policy so it can be put on the website immediately.</p> <p><b>ALSO RESOLVED</b> that the new Data Protection Policy which will need to be amended in line with the new General Data Protection Regulations (GDPR) be discussed further at the GDPR working group meeting.</p>
18/96	<p><b>Schedule of Council Meetings and Venues for 2018 - 2019.</b></p>	<p>The Council considered the schedule for Council Meetings and the venues from June 2018 until May 2019. It was recommended that the following dates be booked, being the first Wednesday of every month. These dates exclude August 2018 and January 2019 as no scheduled Council Meeting is held during those months:</p> <p>Wednesday 6<sup>th</sup> June 2018;  Wednesday 4<sup>th</sup> July 2018;  Wednesday 5<sup>th</sup> September 2018;  Wednesday 3<sup>rd</sup> October 2018;  Wednesday 7<sup>th</sup> November 2018;  Wednesday 5<sup>th</sup> December 2018;  Wednesday 6<sup>th</sup> February 2019;  Wednesday 6<sup>th</sup> March 2019;  Wednesday 3<sup>rd</sup> April 2019;  Wednesday 8<sup>th</sup> May 2019 (<i>this date is currently in on the second Wednesday of the month due to the May 2019 Councillor Elections, however this could still change depending on the date of the elections</i>).</p> <p>However it was decided because of the Councillor Elections in 2019 that the meeting should be put back a further week to the 15<sup>th</sup> May 2019 instead.</p> <hr/> <p><b>RESOLVED</b> that the Parish Council meet on the recommended dates, with such meetings to be held in the Village Hall, when available, starting at 7.30 pm, except for the Open Parish Meeting, now to be booked on the 15<sup>th</sup> May 2019, which will start at 7 pm followed by the Annual General Meeting of the Parish Council.</p> <p><b>ALSO RESOLVED</b> that the Clerk to book these dates with the available venues.</p>

<p>18/97</p>	<p><b>Establishment of Committees and Working Groups 2018 - 2019.</b></p>	<p>The Council considered the re-establishment of existing Committee and Working Groups for 2018 - 2019. The following are the 2017 - 2018 Committees, Members and Deputy Members.</p> <ol style="list-style-type: none"> <li>1. <b>Planning Committee Members 2017 - 2018:</b> Councillors Virginia Minihan, Chris Hill and Gill Sharples; with Councillor Jeff Bellas as the Deputy Member.</li> <li>2. <b>Environment and Neighbourhood Committee Members 2017 – 2018:</b> Councillors Chris Hill, Chris West, John Judson and Gordon Nicolson; with Gill Sharples as the Deputy Member.</li> <li>3. <b>Finance and Budget Committee Members 2017 – 2018:</b> Councillors Peter Minihan, Tim Wright, Jeff Bellas, with Treasurer Chris Hoy in an advisory capacity; with Councillor Virginia Minihan as the Deputy Member.</li> <li>4. <b>Governance Committee Members 2017 - 2018:</b> Councillors Gordon Nicolson, Peter Minihan and Tim Wright; with Councillor Chris Hill as the Deputy Member.</li> </ol> <hr/> <p><b>RESOLVED</b> that the Committee Members for 2018 - 2019 are as follows:</p> <ol style="list-style-type: none"> <li>1. Planning Committee Members 2018 – 2019: Councillors Chris Hill, Gill Sharples and Jeff Bellas.</li> <li>2. Environment and Neighbourhood Committee Members 2018 – 2019: Councillors Chris Hill, Chris West, John Judson and Gordon Nicolson</li> <li>3. Finance and Budget Committee Members 2018 – 2019: Councillors John Judson, Tim Wright, Jeff Bellas with Treasurer Chris Hoy in an advisory capacity.</li> <li>4. Governance Committee Members 2018 - 2019: Councillors Gordon Nicolson, Chris Hill and Tim Wright.</li> </ol> <p><b>ALSO RESOLVED</b> that the Council agreed that all Members of the Council can be a Deputy Member of a Committee if needed.</p> <p><b>ALSO RESOLVED</b> that the Committees Terms of Reference must now be amended to reflect that all Members of the Council can be a deputy Member of a Committee.</p>
<p>18/98</p>	<p><b>Representatives on Outside Bodies 2018 - 2019.</b></p>	<p>The Council considered the appointment of representatives to serve on the following outside bodies for 2018 - 2019. The following are the 2017 - 2018 Parish Council representatives.</p> <ol style="list-style-type: none"> <li>1. Eden Association of Local Councils – Councillor Gordon Nicolson;</li> <li>2. Low Plains Quarry Liaison Forum – Councillor Virginia Minihan;</li> <li>3. Lazonby Village Hall Management Committee – Councillor Chris Hill;</li> <li>4. Lazonby and District Swimming Pool Association Management Committee – Councillor Chris Hill.</li> </ol> <hr/> <p><b>RESOLVED</b> that the following Members to be appointed to represent the Parish Council for 2018- 2019, as indicated:</p> <ol style="list-style-type: none"> <li>1. Eden Association of Local Councils – Councillor Gordon Nicolson;</li> <li>2. Low Plains Quarry Liaison Forum – Councillor Chris West;</li> <li>3. Lazonby Village Hall Management Committee – Councillor Chris Hill.</li> <li>4. Lazonby and District Swimming Pool Association Management Committee – Councillor Chris Hill.</li> </ol>

18/99	<p><b>Lazonby Parish Projects:</b></p>
	<p><b>a. Neighbourhood Plan.</b></p> <p>The Council received an update regarding the Neighbourhood Plan. When the documents were submitted to Eden District Council in January 2018 for the Regulation 16 Consultation to begin, their consultant pointed out that some of the statutory Consultees had been missed, so thirty-nine extra bodies were consulted for another 6 week period; only two replies were received from Network Rail and The Woodland Trust. Amendments were then made to the draft Plan to include these two new replies. All documents have now been submitted to Eden District Council in electronic format along with an updated letter asking for the Regulation 16 Consultation to start. The Parish Council have been given a copy on CD. It was felt that it would be useful to keep a register of housing allocations to help when the Plan is revised in 2029 and to keep track in terms of the 5 year housing supply over the period of the Plan. A grant update was also given regarding expenditure relating to the final stages of the process. More funding can be sought with an application taking about two weeks to process. It was agreed that the grant would be applied for once the Referendum date is known to include printing and publicity costs, room hire for the expected number of meetings, Consultation events if any, and any incidental expenses.</p> <p><b>RESOLVED</b> that the report about the Neighbourhood Plan be noted with thanks to the Neighbourhood Plan Steering Group.</p>
	<p><b>b. Traffic Issues Consultation.</b></p> <p>The Council received an update about the Traffic Issues Consultation. As already reported on County Councillor Hilary Carrick agenda item earlier in the meeting, they are in the process of converting the scope of the traffic issues consultation which was agreed by Parish Council at the April 2018 meeting into a questionnaire to be delivered to all residents and put on the Parish Council website. The questionnaire should be complete in the next couple of weeks and Councillor Carrick is happy to email it to Councillors before the next meeting for information.</p> <p><b>RESOLVED</b> that County Councillor Hilary Carrick be thanked for her written report about the 'Traffic Issues Consultation' which was noted</p>
18/100	<p><b>External Auditing Changes - New Protocol to be Adopted.</b></p> <p>The Council considered the external auditing changes and a new protocol to be adopted. The Smaller Authorities' Audits Appointments Ltd (SAAA) has appointed a new external auditor for Lazonby for 5 years from 2017/18. PKF Littlejohn LLB Ltd based at Canary Wharf has been appointed for Cumbrian Authorities. A significant change has been implemented in the auditing process externally for smaller authorities and takes affect from the 2017/18 financial year. Whereas previously any small authority with any financial activity had to submit an Annual Return complete with an explanation of the financial variances between the past and present Returns. Now this will depend on the turnover of the smaller authority and criteria set out below. A local Council with total gross income below £25,000 and total gross expenditure below £25,000 is eligible to choose to certify itself as exempt from a review by completing a one page form and returning it by the submission date set (via email or post) – there is no review fee chargeable but chaser letters for non-responders will be chargeable. If a local Council below the £25,000 threshold has had a public interest report/statutory recommendation/judicial review/etc (highly unusual occurrences) in the prior year or is less than 3 years old, it may not certify itself as exempt (a limited assurance review must take place at a cost of £200 plus VAT) 'Except for' matters or 'other' matters raised on the prior year external auditor report have no impact on a local council's ability to become exempt from a review All requirements regarding the completion/approval/publication of the Annual Governance and Accountability Return and the provision for the exercise of public rights are still in place and must be adhered to by all local councils</p>



		<p>If a local council below the £25,000 threshold wishes to choose to have a limited assurance review, it should not complete the Certificate of Exemption. A limited assurance review can then take place at a cost of £200 plus VAT.</p> <p>Lazonby Parish Council Accounts for 2017/18 show Gross Income £15,732.48 and Gross Expenditure £18,139.72, meaning that we can be exempt from a review.</p> <p>Therefore the Council needs to decide if a Certificate of Exemption needs to be signed (No Charge) or agree to a voluntary review (£200 plus VAT). Signing the exemption means that an explanation of our financial variances between 2016 - 2018 must still continue and be submitted to our website for public scrutiny by June 4th 2018 (the start of the notice period for exercise for public rights) along with the completed Return/internal auditor review. A random review could be instigated by the external auditor therefore the necessary accounting information under the past system must still be provided. Although this advocates no change in the workload to present the finances for audit it enables the council to certify us exempt to reduce costs and still have public scrutiny. The Notice period for the Exercise of Public Rights – is Monday 4<sup>th</sup> June to Friday 13<sup>th</sup> July - All Accounting Documentation must be published on the Parish Council by 4<sup>th</sup> June.</p> <p><b>RESOLVED</b> that the Annual Governance and Accountability Return 2017/18 has been signed and agreed by the Council who have voted under the new protocol for smaller authorities to sign the Certificate of Exemption and publish all documentation including the internal auditors review on the Parish website to comply with the notice period for the exercise of public rights from June 4<sup>th</sup> to July 13<sup>th</sup></p>
18/101	<b>Financial Report by the Treasurer.</b>	<p>The Council received a report from the Treasurer (please see attached Treasurer's Report).</p> <p><b>RESOLVED</b> that it be noted that David Stevens the internal auditor has signed off the Accounts and has found no reason for any concerns.</p> <p><b>ALSO RESOLVED</b> that the Treasurer be thanked for his report, the contents of which were approved, accepted and noted.</p>
18/102	<b>Authority for Payments.</b>	<p>The Council considered requests for payment received by the Treasurer, Clerk or Council Members.</p> <ol style="list-style-type: none"> <li>1. The Annual Subscription 2018 / 2019 for Cumbria Association of Local Councils (CALC) of £225.</li> <li>2. The Information Commissioner's Office (ICO) registration payment for GDPR of £35.</li> <li>3. The payment of £130 (including VAT) for a new lockable 4 draw filing cabinet.</li> <li>4. Remedial work carried out on the Parish Notice board at a cost of £125.13</li> </ol> <p><b>RESOLVED</b> that the Council agreed to pay the sum of £225 for the Annual Subscription 2018 / 2019 for Cumbria Association of Local Councils (CALC).</p> <p><b>ALSO RESOLVED</b> that the Council agreed to pay the Clerk the sum of £35 for expenses relating to the Information Commissioner's Office (ICO) registration.</p> <p><b>ALSO RESOLVED</b> that the Council agreed to pay the Clerk the sum of £130 for expenses relating to the purchase of a new lockable 4 draw filing cabinet.</p> <p><b>ALSO RESOLVED</b> that the Council agreed to pay the sum of £125.13 for the remedial work carried out on the Parish Notice board</p>

18/103	<b>Planning Applications – New (or Appeal).</b>	<p>The Council considered any new applications which have been issued for consultation by Eden District Council.</p> <ol style="list-style-type: none"> <li><b>Planning Application No: 18/0265</b> - Non material amendment comprising reduction in size forming one bay instead of two bays and associated amendments to external works attached to approval 14/0447, at Edenholme Bakery, Lazonby, Penrith CA10 1BG</li> <li><b>Planning Application No: 18/0313</b> - Proposed Battery Power Storage Facility, at Low Plains Farm. Calthwaite CA11 9RQ</li> <li><b>Planning Application No: 18/0327</b> - Proposed 2 Storey dwelling with double garage, at Ingle Neuk, Lazonby, Penrith.</li> </ol>
		<ol style="list-style-type: none"> <li><b>RESOLVED</b> that the Council have <b>NO COMMENTS</b> to make regarding Planning Application No: 18/0265 - Non material amendment comprising reduction in size forming one bay instead of two bays and associated amendments to external works attached to approval 14/0447, at Edenholme Bakery, Lazonby, Penrith CA10 1BG</li> <li><b>RESOLVED</b> that the Council have <b>NO COMMENTS</b> to make regarding Planning Application No: 18/0313 - Proposed Battery Power Storage Facility, at Low Plains Farm. Calthwaite CA11 9RQ</li> <li><b>RESOLVED</b> that the Council have the following <b>COMMENTS</b> to make regarding Planning Application No: 18/0327 - Proposed 2 Storey dwelling with double garage, at Ingle Neuk, Lazonby, Penrith: <ol style="list-style-type: none"> <li>1) Apparently this planning application does not comply with the emerging Lazonby Neighbourhood Plan in relation to sandstone frontages and window detailing.</li> </ol> </li> </ol>
18/104	<b>Planning Applications – Decisions.</b>	<p><b>RESOLVED</b> that it be noted that the following Planning Application Decisions were received:</p> <ol style="list-style-type: none"> <li>1) Planning Application 18/0171 - (Full Application) single storey rear extension, at Riggindale, Lazonby, Penrith CA10 1AT - <b>GRANTED</b>.</li> </ol>
18/105	<b>LPC Cumbria Highways Link Person Report.</b>	<p>The Council considered a complaint made by a parishioner about traffic mounting pavements on the B6413 near the village hall. This issue was introduced on the Annual Open Parish Meeting Agenda, at that meeting prior to this meeting, and moved to this meeting for discussion because time was over running. The parishioners have explained that they are worried about their property, and problems getting out of their drive when people drive on the path and have had many a near miss. The Council discussed this further.</p> <p><b>RESOLVED</b> that the complaints about the traffic mounting pavements on the B6413 be noted.</p> <p><b>ALSO RESOLVED</b> that it be noted that these issues are going to be looked at as part of the Traffic Issues Consultation in the near future.</p>
18/106	<b>Service Level agreement with Lazonby &amp; District Swimming Pool Committee.</b>	<p>The Council considered the Lazonby &amp; District Swimming Pool Committee Service Level Agreement from April 2018 for the Community Playground. The Committee have submitted their expenses and are requesting an 80% contribution again for this financial year.</p> <p><b>RESOLVED</b> that the Council agree to pay Lazonby &amp; District Swimming Pool Committee Service Level Agreement from April 2018 for the Community Playground, after they have submitted their receipts.</p> <p><b>ALSO RESOLVED</b> that Treasurer Chris Hoy to ask Lazonby &amp; District Swimming Pool Committee for the receipts.</p>

18/107	Invitations to Participate.	<p>The Council considered whether Members would like to take part in, attend, or send a representative to the following:</p> <ol style="list-style-type: none"> <li>1. <b>“What can we do with World Heritage Status?” Event</b> - organised by ACTion with Communities in Cumbria - Friday 11<sup>th</sup> May 2018 in Ambleside and include lunch – book a place by 7<sup>th</sup> May 2018.</li> <li>2. <b>Cumbria Snow Survey</b> - Were you, your community or a community organisation you are involved in affected by the heavy snow at the end of February and beginning of March? If so, Cumbria CVS would like to hear how you feel Cumbria responded to the disruption it caused - what went well, what could have been better, and any changes you would suggest to make the response run more smoothly in future. They will feed the information they gather into the Cumbria Local Resilience Forum's debrief of their response to the snow, so that their planning for future emergencies can be improved. The survey is on line at <a href="https://www.surveymonkey.co.uk/r/CumbriaSnow">https://www.surveymonkey.co.uk/r/CumbriaSnow</a></li> <li>3. <b>Consultation: unauthorised developments and encampments</b> - The deadline for responses to us is 5pm Friday 25<sup>th</sup> May.</li> <li>4. <b>Local Council Review Information from CALC.</b></li> </ol> <p><b>RESOLVED</b> that the Invitations to participate were noted without comment.</p> <p><b>ALSO RESOLVED</b> that the Council did not wish to subscribe to the Local Council Review Information from CALC</p>
18/108	INFORMATION given for reference only.	<p><b>RESOLVED</b> that it be noted that the following information was given to the Council for reference only.</p> <ol style="list-style-type: none"> <li>1. <b>News from Cumbria Community Foundation – Storm Emma Relief Fund.</b></li> <li>2. <b>Fields in Trust £5,000 funding</b> - that allows councils to ensure the safeguarding of their green spaces that have a local link to World War I as it nears the 100<sup>th</sup> anniversary of Armistice.</li> <li>3. <b>NALC Chief Executive's Bulletin 15 - 13 April 2018.</b></li> <li>4. <b>Slimmed down version of the NALC General Data Protection Regulations (GDPR) toolkit</b> - This edited version of the NALC toolkit was requested by a number of members, particularly from smaller councils and parish meetings, who felt that aspects of the longer version were not relevant to them.</li> <li>5. <b>NALC Information on the new National Salary award for 2018/19.</b></li> </ol>
18/109	Date of the Next Meeting.	<p><b>RESOLVED</b> that the date of the next scheduled meeting will be confirmed as Wednesday 6<sup>th</sup> June 2018, at 7.30 pm, in Lazonby Village Hall.</p>

**At this point in the meeting the Chair asked that any members of the public and press who were in attendance withdraw from the meeting at this point due to the confidentiality of the matter to be discussed.**

**RESOLVED** that the Council agreed that members of the public and press who were in attendance withdraw from the meeting at this point due to the confidentiality of the matter to be discussed.

18/110	Wall at Bank Foot.	<p><b>RESOLVED</b> that it be noted that there was nothing further to report regarding the Wall at Bank Foot at present.</p>
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