

Claife Parish Council

**Minutes of Annual Meeting of Claife Parish Council
held in the Braithwaite Village Hall, Far Sawrey at 7.30pm on Tuesday 8th May 2018**

Present: Cllr J Mallett (Acting Chair)
Cllrs –A Brodie, R Bonham & S Hilton.
Cllr Dr C Lane arrived at 8.55pm
Locum Clerk – J Carroll

In attendance: 5 members of the public

Minute Number		Action By
101/2018	Election of Chairman Cllrs deferred the election of a Chairman to enable the Clerk to confirm items that have to be declared by Cllrs.	
102/2018	Vice Chairman Deferred until the next meeting.	
103/2018	Apologies RESOLVED: No apologies received.	
104/2018	Requests for Dispensations No requests received.	
105/2018	Declarations of disclosable pecuniary interests in respect of Agenda items None declared.	
106/2018	Minutes of Meeting 13th March 2018 The Minute Book was with Cllr Dr Lane and so the approval of the minutes was deferred.	
107/2018	Public Participation It was suggested using the microphone at meetings but it was noted the microphone was for the hearing loop.	
108/2018	Ongoing Issues and Actions from Last Meeting <u>To receive an update on the work to be carried out by the Lengthsman</u> Cllr Mallett reported he has been in touch with the Lengthsman and put work on hold for the moment until the financial situation is established. The Lengthsman is contracted on an hourly rate to remove saplings and vegetation on an ad hoc basis. <u>To report on the opening ceremony of the Off-Road Footpath & Cycle Path on 27th April</u> Cllr Brodie reported that it was lovely weather for the ceremony and 34 people attended to walk from Hawkshead to the Tower Bank Arms for a very nice lunch. A vote of thanks was given to Cllr Brodie and Mr Wrobel for their admirable work which was time consuming and involved a lot of their own expense. The footpath is	

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	<p>really appreciated and if it was not for these two people being involved other people would not have been motivated to help.</p> <p>It was noted that a £75,000.00 project involved only £2,500.00 of Parish Council funds. Initially it was daunting knowing where the money was going to come from. Thanks were given to the National Trust.</p> <p><u>To report on the registration of Claife Parish Council land at HM Land Registry</u> The registration of Claife Parish Council land at HM Land Registry is ongoing. Cllrs signed the Client Care letter or the Solicitors.</p> <p><u>To update on the Councillor vacancy</u> This vacancy has previously been advertised.</p>	
109/2018	<p>Planning Applications 7/2018/5208 – High Wray House, High Wray, Ambleside – internal remodelling at ground floor. Removal of internal stud partition between dining room & kitchen. Fitting of new painted timber cupboarding in kitchen & utility, including a new island in the kitchen. Replacing modern window in understair store to allow mechanical ventilation of new laundry RESOLVED: Cllrs had no objections and the Clerk submitted this response prior to the meeting in order to meet the timescale.</p>	
110/2018	<p>7/2018/5147 – Jemima Cottage, Far Sawrey – Proposed extension RESOLVED: Cllrs support the application.</p>	
111/2018	<p>Claife Forest Plan The forest plan outlines how the Forestry Commission intend to manage Claife Forest in the future. There is a questionnaire that can be completed and responses to be given by 23rd May. It was suggested that Councillors should complete the questionnaire as individuals and the details are added to the website.</p>	
112/2018	<p>General Data Protection Regulations The Clerk informed Councillors of the need to be able to show that work was commencing on being compliant with the General Data Protection Regulations before the implementation date of 25th May. The Clerk handed out information on the new legislation. RESOLVED: The Clerk will arrange for the Council to be registered under ICO for Data Protection.</p>	
113/2018	<p>Tree Inspection Reports Cllr Brodie reported that Richard Tanner from the National Trust is happy to advise on tree inspections. Due to the recent work on the footpath there is currently no need for any and it was suggested asking the insurance company how often inspections are required.</p>	
114/2018	<p>Signage at Tarn Hill Playground Car Park There is one sign on the Parish Council railings and several on Tarn Hill playground itself. It was considered putting signage there to indicate the purpose of the car parking spaces is for families to use the playground although whether anyone will take notice is another matter. It was suggested monitoring the revenues the donation boxes receive and asking for a report from the Tarn Hill Trust.</p>	
115/2018	<p>Claife Parish Council Communication Procedures</p>	

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	<p>Agendas and minutes of the Claife Parish Council meetings will be put on the website (www.claifeparishcouncil.org.uk). A new e-mail circulation list will be created for people to receive the agendas and minutes and if anyone would like to be added they should contact the Clerk, details are on the website. Information will also be circulated via the Link and noticeboards.</p> <p>All e-mails sent from the Parish Council will have people copied in by blind carbon copy. Letters sent by the Parish Council should come from the Clerk.</p>	
116/2018	<p>LDNPA & Claife Parish Council – Creation Agreement for Bridleway RESOLVED: Cllrs agreed for the Creation Agreement for the bridleway between LDNPA and Claife Parish Council to be signed.</p>	
117/2018	<p>Clerk’s Position <u>To accept the resignation of Mark Phillips</u> RESOLVED: Cllrs accepted the resignation of Mark Phillips.</p> <p><u>To discuss commencing the process of recruiting a new Clerk</u> RESOLVED: Cllrs will advertise for a new Clerk now.</p> <p><u>To agree to employ a Locum Clerk in the interim period</u> RESOLVED: Cllrs agreed to employ Janette Carroll as Locum Clerk.</p>	
118/2018	<p>Councillor Matters A report has been received from a Parishioner that the white lines are fading in the middle of the road.</p> <p>The Highways priorities that need to be put forward to County Cllr Brereton to take forward are:-</p> <ul style="list-style-type: none"> • Re-painting of white lines in the middle of the road from Far Sawrey to Hawkshead and at passing places in between Near & Far Sawrey along with replacement signs • The ‘Keep Clear’ on the road at Ferry House needs re-painting • Cuckoo Brow Lane needs resurfacing • Stone Lanes needs resurfacing 	
119/2018	<p>Finance & Governance Issues <u>To approve the financial accounts for 2017/18</u> RESOLVED: Cllrs approved the financial accounts for 2017/18.</p> <p>The Clerk produced a separate sheet showing the finances for the footpath. VAT can be reclaimed on these items.</p>	
120/2018	<p><u>To confirm the Asset Register is correct</u> RESOLVED: Following one amendment Cllrs confirmed the Asset Register is correct.</p>	
121/2018	<p><u>To appoint an Internal Auditor</u> RESOLVED: William Marshall has agreed to do the internal audit.</p>	
122/2018	<p><u>To appoint three bank signatories and agree two out of three signatories should sign cheques</u></p>	

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	<p>RESOLVED: Cllrs agreed that Cllr Brodie, Hilton and Mallett would be the three cheque signatories. The form will be completed and returned to Cumberland Building Society.</p>					
123/2018	<p><u>To consider a grant to High Wray Village Hall</u> RESOLVED: Cllrs agreed to give £500.00 for this but will require an invoice for that amount.</p>					
124/2018	<p><u>Receipts</u> RESOLVED: Cllrs noted receipt of the following:-</p> <table data-bbox="359 533 1265 600"> <tr> <td>SLDC Precept</td> <td style="text-align: right;">£5,928.97</td> </tr> <tr> <td>SLDC Grant</td> <td style="text-align: right;">£ 71.03</td> </tr> </table>	SLDC Precept	£5,928.97	SLDC Grant	£ 71.03	
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125/2018	<p><u>Payments</u> RESOLVED: Cllrs authorised payment of the following accounts:-</p> <ul style="list-style-type: none"> • Tower Bank Arms (footpath opening event) £170.00 • CALC annual subscription £137.00 • Mark Phillips (1/2 yearly salary) £750.00 (NB This is not to be paid until an invoice is received) • TT Kirkbride £1,002.00 • Napthens Solicitors £1,000.00 <p>The Council's insurance will need to be checked to ensure that employers liability insurance is also provided for.</p>					
126/2018	<p>Correspondence RESOLVED: Cllrs noted the following e-mails received:</p> <ul style="list-style-type: none"> • CALC – CALC Website; News from Cumbria Community Foundation; Fields in Trust World War I and £5,000 funding projects Council updates; Snow Survey; Consultation: unauthorised developments and encampments; Chief Executive's Bulletin 15 - 13 April 2018; Slimmed down GDPR guide; National Salary Award 2018_19; 2018 Model Standing Orders; Update on GDPR and Data Protection Bill; Update on GDPR and Data Protection Bill • CCC - Local Council Review magazine (LCR) 2018/19 					
127/2018	<p>Next Meeting The next meeting will be on Tuesday 29th May at 7.30pm at Wray Village Hall. The following meeting will be on Tuesday 19th June at 7.30pm at Braithwaite Village Hall.</p>					

Meeting closed 9.10pm

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Signed & Approved by (Chair)

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