

**Claife Parish Council**

**Minutes of Claife Parish Council meeting  
held in the Braithwaite Village Hall, Far Sawrey at 7.30pm on Tuesday 26<sup>th</sup> June 2018**

Present: Cllr (Chair)  
Cllrs –A Brodie, J Mallett, R Bonham & S Hilton.  
Locum Clerk – J Carroll & Clerk – J Heather

In attendance: 5 members of the public and District Cllr T. Coward

Minute Number		Action By
139/2018	<b>1. Election of Chairman</b> <b>RESOLVED:</b> Cllr Bonham proposed Jimmy Mallett; seconded by Cllr Hilton. All voted in favour.	
140/2018	<b>2. Vice Chairman</b> <b>RESOLVED:</b> Chair proposed Cllr Bonham; seconded by Cllr Brodie. All voted in favour.	
141/2018	<b>3. Apologies</b> <b>RESOLVED:</b> No apologies received.	
142/2018	<b>4. Requests for Dispensations</b> No requests received.	
143/2018	<b>5. Declarations of disclosable pecuniary interests in respect of Agenda items</b> Cllr Bonham declared an interest in the Planning Application to be presented by Stuart Woodall during Public Participation (145/2018) as he is a Trustee of the Lakeland Housing Trust.	
144/2018	<b>6. Minutes of Meetings 13<sup>th</sup> March, 8<sup>th</sup> May &amp; 29<sup>th</sup> May 2018</b> <b>RESOLVED:</b> Cllrs approved the minutes of 8 <sup>th</sup> May & 29 <sup>th</sup> May and the Chair signed both as a true record.  Approval of the minutes for the 13 <sup>th</sup> March were deferred to the next meeting to allow Cllrs to review the minutes. Two amendments were discussed: 1) to state that Joanne Heather was not to be a Councillor; and 2) to note the following omission: that in the meeting the Clerk stated he would resign if the Council pursued registration of the parish land at Waterside. Cllrs will review the minutes before the next meeting and agree on wording of amendments.	All
145/2018	<b>7. Public Participation</b> A <u>police report</u> was received and reported to the meeting by the Chair. Amongst other incidents, there were 3 incidents of theft at boats on the lakeshore. The police would like to remind the public to ensure boats and associated equipment are secured.  <u>Stuart Woodall</u> presented the upcoming planning application for Lakefield Cottage, Near Sawrey which is being redeveloped as a family-size cottage for local occupancy (Council are awaiting formal notification of this from LDNPA). The Chair commented that despite local housing being welcomed, the council had opposed a previous planning application on the other side of the road due to the view being considered a local "iconic" view. Cllr Brodie expressed concern that one parking space per property would be insufficient for a family with more than one driving adult as each adult is	

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	<p>likely to have a car given the local lack of public transport. Cllr Bonham advised that applicants will be considered in terms of number of car parking spaces that would be needed. Chair - Council will review formal planning application when seconded (should this be received) from LDNPA; an extraordinary meeting may be needed.</p> <p><u>District Councillor</u> – Tracy Coward - introduced herself as one of the new district councillors. She will endeavour to attend or send in a report to every meeting. If there is a particular issue that the council wants her to address, she will try to attend. SDLC's priorities are: local housing; improving health; green issues (recycling etc) and playgrounds. Cllr Brodie asked if SLDC could help in the Windermere Ferry discussions, and the District Councillor responded that they would add their support for service to be resumed as soon as possible.</p> <p><u>Paul Wrobel (Off-Road Footpath &amp; CyclePath)</u> reported that the next step is to invite the National Trust (NT) to submit their final invoice. Ideally the VAT return will have been received by then, so that the final NT bill can be paid knowing all finances are complete.</p> <p><u>John Moffat (NT)</u> – apologised for absence and sent a report. 1 NT cottage currently vacant and should be available soon; another larger cottage is coming available but will take longer to turnaround. Visitor numbers at Hill Top are down vs last year due to the Ferry not running but possibly also other issues. Have stopped large coaches coming to HillTop (Cllrs observed that local observations would suggest otherwise, larger coaches have recently been parked in the layby). Wray Castle doing well due to good weather.</p>	All
146/2018	<p><b>8. Update on Ongoing Issues and Actions from Last Meeting</b></p> <p><u>To report on the registration of Claife Parish Council land at HM Land Registry</u> Cllr Bonham reported that all paperwork needed is ready to be lodged with the Land Registry, but Cumbria County Council Archives office is closed until November. The solicitor has paperwork on Ash Landing and after this will focus on the registration of Lake Bank. Cllrs commented that the council should also register the parish council land at Tarn Hill and at Chapel Cottage. Cllr Bonham will continue to lead contact with the solicitor. RESOLVED: to pay solicitor's request for VAT and expenses of £212.00</p> <p><u>To update on the Councillor vacancy</u> Nothing further to report. Cllrs were asked to bring forward suggestions at the next meeting.</p>	RB  All
147/2018	<p><b>9. Planning Applications</b> No planning applications received.</p>	
148/2018	<p><b>10. Highways Matters</b></p> <p><b>RESOLVED:</b> Clerk will write to Highways directly regarding traffic management between Near Sawrey and Hawkshead; Locum Clerk has previously contacted County Cllr Brereton about the council list of priority Highways issues (see Minute No 118/2018) but has not yet received anything in response.</p>	Clerk

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149/2018	<p><b>11. General Data Protection Regulations</b>  <u>To confirm registration of Claife Parish Council with Information Commissioners Office</u>  <b>RESOLVED:</b> Confirmed by Locum Clerk</p> <p><u>To note the GDPR report prepared by the Clerk</u>  <b>RESOLVED:</b> Cllrs noted the report.</p> <p><u>To approve the General Privacy Policy, Privacy Policy for the Website &amp; Privacy Policy for Councillors</u>  <b>RESOLVED:</b> Cllrs approved the Policies.</p>	
150/2018	<p><b>12. Living Lakes – Local Plan Review</b>  To comment on the consultation by LDPNA Living Lakes  Cllr Bonham and Cllr Brodie volunteered to review and comment on behalf of CPC.  Since deadline for comments is June 29<sup>th</sup>, Cllr Brodie offered to email LDNPA requesting an extension.</p>	AB RB
151/2018	<p><b>13. Resignation of Councillor Dr Chris Lane</b>  <b>RESOLVED:</b> Cllrs accepted the resignation as Councillor from Dr Chris Lane.  Clerk to write a thank you letter for his services and wish him the best going forward. A Member of the Public asked if he would receive a thank you gift from the Council – this will be added to the Agenda of a future meeting.</p> <p><u>To update on the process of recruiting a new Councillor to replace Dr Lane.</u>  SLDC will update on the position after 28th June as to whether it can be filled by co-option or election.</p>	Clerk
152/2018	<p><b>14. Claife Parish Council Policies</b>  <b>RESOLVED:</b> The following policies were approved:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Document Retention Policy</li> <li>• Code of Conduct</li> <li>• Risk Assessment</li> </ul>	
153/2018	<p><b>15. Clerk’s Position</b>  <b>RESOLVED:</b> To confirm the appointment of the new Clerk &amp; Responsible Financial Officer, Joanne Heather. Thanks were given to locum Clerk Janette Carroll for stepping in and sorting things out at a difficult time.</p>	
154/2018	<p><b>16. Windermere Ferry</b>  Cllr Brodie reported on discussions with Matt Brereton (CCC), Stephen Hall (Ferry &amp; Sth Lakes officer) and Keith Little (CCC Transport). Considerations are repairs, timing of return to service, and compensation for contract holders and business owners.</p> <p>Cllr Brereton recommended setting up a "Ferry Users Group" to meet 4 times a year (led by Stephen Hall). Status of repairs: Engine has been taken up to Scotland for assessment of repair vs renewal - could be 15 weeks before return of service.</p> <p>Business impact: Hilltop’s car park is full sooner in the day; but lower numbers means its manageable. Tower Bank Arms is seeing little impact as it always receives overspill from Hilltop. Businesses in Far Sawrey down to Ferry House have been significantly affected: these include the Cuckoo Brow Inn, the Claife Station Café, and the Ferry</p>	

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	House Café. Residents and contract holders all incurring additional cost and time having to drive around the lake.	
155/2018	<b>17. Councillor Matters</b> Cllr Brodie asked to add the snowplough to the next agenda. Cllr Hilton reported that there should be some plans for Braithwaite Hall shed by next meeting.	
156/2018	<b>18. Financial</b> To agree the final payment due to Mark Phillips (former Clerk) <b>RESOLVED:</b> The council will pay Mark Phillips £750 for his final half-year salary and £49.26 expenses.	Clerk
157/2018	To renew the Claife Parish Council insurance: Zurich (current) - £268.80 1 yr; 3 yrs £258.16/yr Came & Company £344.74 1 yr <b>RESOLVED:</b> Cllrs agreed to a 3 year insurance contract with Zurich. Clerk to put in place.	Clerk
158/2018	To note receipt of the following:- • National Trust (contribution towards new signs for Lake Shore track) £86.80	
159/2018	To authorise payment of the following accounts:- <b>RESOLVED: Cheques were signed for the following:</b> • Locum Clerk's Salary £403.20 • Locum Clerk's Expenses £64.44 • HMRC – PAYE (Locum Clerk) £100.80 • High Wray Village Hall £500.00 (heating)	
160/2018	To note the financial summary <b>RESOLVED:</b> Cllrs will review financial summary. Clerk will prepare budget summary of ongoing expenses and any additional as needed to assess financial position.	Clerk
161/2018	<b>19. Correspondence</b> <b>RESOLVED:</b> Cllrs noted the following e-mails received since the last meeting:- • CALC – The Great Cumbrian Litter Pick; Supporting Vulnerable People during Emergencies; June edition of the CALC Newsletter; Remembrance Day Silhouette Installation Grants • LDNPA – Creation of Bridleway 510040, Boat House to Larch Cottage, Claife Parish • SLDC - Declaration of Interest Review • Hawkshead Parish Council – minutes 15 <sup>th</sup> May, agenda 5 <sup>th</sup> June; minutes 5 <sup>th</sup> June; agenda 19 <sup>th</sup> June • Windermere Ferry Operations	
162/2018	<b>20. Next Meeting</b> The next meeting will be on Tuesday 31st July at 7.30pm at Wray Village Hall. Future dates agreed: Tuesday 18th September at Braithwaite Village Hall.	

Meeting closed 20.53pm

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Signed & Approved by (Chair)  
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