

# **DRAFT MINUTES**

## **Parton Parish Council**

### **Minutes of The Council Meeting**

**Held on 21<sup>st</sup> July 2021 at 7.30pm in Parton Village Hall**

Meeting Opened: 7.33pm

Present: Cllr S Tumelty (Chair), Cllr A Barton, Cllr L McKee, Cllr W Morton, Cllr M Ryden, Cllr R Sinar, Cllr J Williamson.

Clerk: Mrs J Colman

Members of the public: 4

The Chair thanked everybody for attending and said that it had been a long time since we'd had a face-to-face meeting. He declared the meeting open at 7.33pm.

**038/2021/22 Apologies.** Apologies were received and accepted, without objection, from Cllr H Elliott who had work commitments, Ward Cllr J Bowman who had family commitments and Cllrs A Armstrong, M Rogan and Ward Cllr D Banks who were all self-isolating.

**039/2021/22 Election of Vice Chair.** There were no nominations or volunteers. Passed over until the next meeting.

**040/2021/22 Approval of Minutes from the annual meeting, 5<sup>th</sup> May 2021. Resolved:** To approve the minutes. Proposed RS Seconded AB. Carried.

**041/2021/22 Exclusion of Press and Public.** The Chair said that there would be an exclusion of the press and public under the Public Bodies Act 1960, where the public would be asked to leave and it would be at the end of the meeting. The Clerk confirmed that item 19 involved a confidential matter so would need to be heard at the end of the meeting after the exclusion of press and public. There were no objections.

**042/2021/22 Declarations of Interest.** None

**043/2021/22 Reports from Ward or County Councillors.** Ward Councillor Banks had submitted a written update as he was unable to attend which the clerk read to the meeting:

**Beach contamination** - Heavy staining of beach at outflow - Environment Agency say its heavy in iron but not hazardous. The outfall takes surface water from Bank End Rd, but also is the drainage level for the coal mine known locally in the past as "black bank" because it was also a coal depot. It is now known as Queenies. I'd guess that a blockage had allowed a build-up of water which eventually gave way. The outflow is also restricted by a build up of beach shingle, which restricts outflow. Someone in the last fortnight, has cut a trench to help outflow. The stain is Iron sulphide, known as "canker water" by miners and comes from a seam known as the Brassy Seam.

**Wagon Road cliffs issue** - after much deliberation, it appears nobody is listed as owning the land, but as Northern Rail fitted the now damaged netting, they have agreed to look at what can be done.

**On Cllr Williamson's issues** - Queenies is owned by CCC, and under the edict of Copeland's Mayor, CBC will not maintain what is not theirs, although under his commercialisation policy CBC will carry out paid work. The same applies to the roads, The lack of a wall or Armco barrier on the road above Queenies, is also CCC's issue as it is the divider of their land from the road.

**044/2021/22 Police Matters.** A printout of the latest crime report had been circulated. This showed that in May 2021 four crimes were reported in total. Two violence and sexual offences, one criminal damage and arson, and one other uncategorised.

**045/2021/22 Public Participation.**

- A member of the public asked what was happening with the bus stop as there were about 3 drivers on the route that were very rude and refused to stop for people at the point that was supposed to be a temporary stop. The clerk said that she had chased the issue about two weeks ago, but would follow it up.
- A member of the public asked if the public participation section would be better at the end so that people could

say when they did not agree with a decision. AB said that it used to be at the end but was moved to the beginning, possibly because not everybody wanted to stay until the end. The clerk said that a good reason to have this at the start, rather than the end of the meeting was that once a decision was taken, public comments could not overturn the decision, having it at the beginning gave the public the opportunity to make their views known to the councillors before a decision was made.

- A member of the public asked how a double decker school bus could get through Criffel Road but the single decker Stagecoach bus could not. The Chair said that Council had asked the question of Stagecoach but had not received a satisfactory answer.

**046/2021/22 To Consider any Planning Applications.** No planning applications had been received.

**047/2021/22 Review of Standing Orders.** AB proposed option B with an amendment to f) vii) that the word Procedure be replaced with Policies. The amendment was seconded by LM. **Resolved to adopt revised standing orders option B with the amendment.**

**048/2021/22 Review of the Complaints Procedure.** The clerk pointed out that one section contradicted another and people may be confused as to which process would apply. An amendment to alter the line “details of the complaint about the council or clerk” to read “details of the complaint” was proposed by RS and seconded by LM. **Resolved to adopt revised complaints procedure option B with the amendment.**

**049/2021/22 Review of the Procedure for Handling Freedom of Information and Data Protection Act Requests.** AB proposed to keep the existing policy, seconded by JW. **Resolved to retain the existing policy unchanged.**

**050/2021/22 Review of the Press & Media Policy.** There was one option, which RS proposed to accept, seconded by LM **Resolved to adopt the Press and Media Policy.**

**051/2021/22 To consider the maintenance schedule.** AB said that he wanted the schedule to be adopted and start immediately but the clerk said that there were not sufficient funds in the budget. The spreadsheet had been given to councillors at the last meeting for them to consider which parts could be afforded within the budget and to bring their suggestions back to this meeting. AB asked what could be afforded and the clerk said only what had been budgeted for, but she could use the maintenance schedule as a basis for the budget for next year. ST asked about extra cuts for the football field and the clerk confirmed that there was £500 set aside in the budget for this year which would pay for three cuts. ST proposed a cut immediately but said that they needed to cut it properly, they had only done the middle and left the edges of the area. LM asked if the quote included for the filling of the holes etc and the clerk advised that Cllr Elliott had been discussing with one of their friends, who had the necessary equipment, the possibility of them rolling the field, but unfortunately she wasn't present to update council this evening. RS asked if the budget was always short and we struggled to pay for things and ST said we could only pay for what was in the budget. The clerk said that the books had to be balanced at the end of the day and if we did everything that we would like to do people would have to pay more council tax and would not be happy. The clerk asked for guidance on when cuts would be required for the football field and it was agreed that one would be requested immediately and a second for around the beginning of September. AB said that work for the war memorial needed to be prioritised and the clerk said that there was a total of £750 in the budget for the war memorial which included funds for planting. The initial quotes for cleaning and repainting of the memorial had been in excess of £2000. AB proposed that the maintenance schedule be accepted and included in the future budget, seconded JW. **Resolved to adopt the maintenance schedule.**

**052/2021/22 Play Bark or Chip.** The clerk read through the various options and costing. She advised that we would need volunteers to rake up and break up the existing bark and again, volunteers to spread the new bark or chip. For safety the play park would need to be closed for the two days. AB said that the retaining boards had rotted and needed to be replaced so the clerk agreed to look into this. Proposed by AB and seconded MR **Resolved to order 15m3 of play chip and vire £200 from the general play area maintenance budget to cover the deficit.**

**053/2021/22 Litter Bins.** The clerk explained that the cost of emptying the bins from CBC had increased by around 900% in less than 18 months. There was an option to remove the bin on the foreshore completely or to get a trade waste bin and use that to empty the bins ourselves through volunteers. This trade waste bin would then be emptied monthly by a licenced waste carrier. LM suggested a rota of willing people and JW requested gloves be provided. JW proposed to accept the suggestion of the trade waste bin, seconded by LM. **Resolved to arrange for the trade waste bin for emptying the council's own bins.**

**054/2021/22 Garages.** The clerk had received complaints about the area in front of the garages being cordoned off and trailer loads of rubbish being brought to the area again. Two tenants had not paid for this year yet, so the clerk

would chase for payment. Only one tenant had signed and returned the tenancy agreement form. One tenant had queried the terms of the agreement and the clerk had sent an explanation letter, but had received no response. A number of other councillors had also received complaints. ST proposed that the clerk reissue the agreement to the people that had not responded and give them until 21<sup>st</sup> August to respond and to inform them that a number of complaints had been received. If they had objections to the agreement, they should make them known in writing, otherwise failure to return the signed agreement may result in the loss of their tenancy. ST asked the clerk to include an SAE. **Resolved the clerk to write to the tenants as suggested.**

**055/2021/22 Bus Shelter.** The Chair said that it did not look likely that the bus route would be reinstated through Criffel Road so a decision needed to be taken on the purchase. There was a provision of £2700 in the budget for the shelter which included installation. The clerk said that Ramsay Drive had been suggested as the location, but asked if there were any alternative locations for the bus shelter that could be considered as suitable. If there were, the service users should be consulted for their preference. There were no other suitable locations suggested, so the clerk would look for any funding or sponsorship that could be applied for towards the cost and would also obtain a number of quotes before the next meeting. She would approach the relevant authorities to apply for any permissions required. Proposed by RS, seconded LM. **Resolved to agree to the purchase and installation of a new bus shelter.**

**056/2021/22 Clerk's Updates – delivered as a report as below:**

- Insurance  
The Insurance renewal was circulated to all members and as no objection or comments were received, the clerk in consultation with the chair accepted the renewal from BHIB. Their invoice is included in the items for payment.
- Annual Return & Publication  
The exemption certificate was filed with PKF Littlejohn and all documents required to be published and made available are on the website.
- Play Area Inspection  
Open spaces have not provided a quote for the regular play area inspections. Open Spaces have been short staffed with people having to isolate so they are behind on a number of projects. I will look for inspection check lists which I believe can be found online and investigate if this is something that can be done by a competent person rather than requiring certification.
- Parker's Steps  
Still remains as "further assessment within 4 weeks" on CCC's old system, however reporting on their new system says that it is the responsibility of CBC. I emailed CBC who confirm that it's CCC and supplied me with the land registry title deed as proof of that, so I have emailed CCC to point out that it is their land and CBC have no interest. Awaiting response.
- Bus Route  
Neither myself or CCC have managed to get a response from Home Group. We are going to write to their head office because communication with the local management is impossible.
- St Bridget's Church Footpath  
We are still awaiting documents from the landowner's solicitor to clarify what the agreement was regarding maintenance. In the meantime, out of safety concerns, we have agreed to split the cost of an emergency cut with Lowca who will bill us in due course, but this is done without accepting any liability.
- Groundworks  
I have made contact with the relevant person at HMP Haverigg about a team of people to help with Queenies, Ghyll Steps, Football field and other areas. I'll update you when I have an answer.
- Play equipment on the old bowling green  
CBC have deemed the equipment beyond economic repair and are arranging for its removal.
- A595 Improvements  
I have found the report of a consultation carried out in 2018 and published in November 2019, but it made no specific mention of plans that I can see. There were broad suggestions in non-specific terms with another consultation planned for the future so I am waiting for Highways England to update me on the latest news.
- War Memorial  
The response to the pre-application for the grant was favourable, although they are being quite specific about the elements that can and can't be funded. I'm gathering quotes now. The response from Moresby was that they couldn't commit to sharing costs until they knew

how much it might be – which is fair enough – but they said that didn't mean “no” to the idea.

- Memorial Bench Application

I have received an application to put a bench in the memorial garden. Unfortunately it came too late to make the agenda for this meeting, but I will circulate it to all members and include it in the agenda for the next meeting.

**Resolved to accept clerk's updates**

**057/2021/22      Payments for Approval.**

Cheque	Payee	Details	Amount
101333	Lowca Parish Council	Half footbridge insurance	106.22
101334	CALC	2 x effective councillor sessions x 3 attendees	120.00
101335	BHIB	Annual Insurance	307.89
101336	J Coltman	Salary	388.56
101337	HMRC	Tax	97.20
101338	J Coltman	Expenses	55.88

**Resolved to approve payments.**

**058/2021/22      Finance Report. Resolved to agree the financial statement.**

				Item	Total
				£	£
<b>Bank Reconciliation</b>					
<b>Bank Statement 12/04/21</b>					9999.42
					9999.42
<b>Cheques Cleared</b>					
101332	Coltman	034/2021/22		-676.29	
101330	Coltman	034/2021/22		-225.84	
101328	Airey	034/2021/22		-50.00	
101331	HMRC	034/2021/22		-56.40	
					-1008.53
<b>Receipts Banked</b>					
12/04/21	Garage rent			100.00	
20/04/21	Garage rent			75.00	
26/04/21	Garage rent			50.00	
30/04/21	Precept			13348.00	
					13573.00
<b>Bank Statement 12/06/21</b>					22563.89
<b>Cheques Outstanding for Clearance</b>					
101329	CALC	034/2021/22		-210.36	
					-210.36
<b>Receipts Outstanding for Clearance</b>					
					0.00
<b>Balance after all cleared</b>					22353.53
<b>Ledger Balance</b>					22353.53
<b>Variance</b>					0

**059/2021/22 Parish Councillor Matters.**

- LM asked if the swings on the bowling green could be replaced. He was asked to put this forward as a motion for the next agenda.
- RS said there was a bad odour from the water treatment works. The clerk was asked to write to United Utilities to complain.
- AB said that the swing on the play park had started to crack.
- MR asked if anything had been done about the Japanese Knotweed and the Clerk said that Ward councillor Banks was looking into the matter.
- WM asked what was happening with the goalposts. The clerk said that she had been chasing CBC who said that they would not replace them, but the clerk replied to them that they needed removing as a matter of safety. ST said to put this as an item on the next agenda to look at acquiring funding to purchase new ones.

**060/2021/22 Date of the next meeting.** Confirmed as September 8th.

The public left the meeting and the last item was a confidential matter heard in the absence of press and public.

**061/2021/22 Consideration was given to a number of historic matters.** There remained uncertainty over some of the matters and whether further action and investigation was necessary. WM proposed that an independent third party be brought in to look at the matters and advise the Council, seconded by JW. AB proposed an amendment that the proposal does not stand, but there was no seconder so the amendment fell. **Resolved the clerk to contact CALC or CBC for independent advice.**

The chair thanked everyone for their attendance and closed the meeting at 9.52pm

Minutes approved as a true and accurate record.

Chair Presiding..... Date.....

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