

# Lamplugh Parish Council

Parish Clerk; John Sloan, High Mill Cottage, High Lorton, Cockermouth. CA13 9UB (0190085833)

## **Minutes of The Annual General Meeting and Parish Council Meeting (No 317) of Lamplugh Parish Council held on Wednesday 17th May 2017 at 7:00 pm in Lamplugh Village Hall**

Parish Councillors required to attend ;

Sandy Roberts (Chair), Roger Braithwaite (vice chair) , Philip Wilson, Richard Wilson, Pauline Benn-Cross, David Lawrence, John Sloan (Clerk).

Also Invited: John Dirom (Borough Councillor).

Present; Sandy Roberts (Chair), Roger Braithwaite (vice chair) , Philip Wilson, David Lawrence, John Sloan (Clerk), John Dirom (Borough Councillor).

### **AGM MINUTES**

1. Election of Chair; Sandy Roberts was proposed by David Lawrence and seconded by Philip Wilson. No other nominations were forthcoming and Sandy Roberts was duly re-elected as the Chair.
2. The new chair and clerk signed the Declaration of Acceptance of Office.
3. Apologies for absence; Pauline Benn Cross, Richard Wilson, Arthur Lamb (County Cllr).
4. Minutes of the last Annual general/parish council meeting held on 18/05/16 were accepted and had been signed at the July meeting in 2016.
5. Resignations from 2016-2017 and co-options for 2017-18; Josephine Hornell stepped down from the parish council towards the end of 2016-17. There are currently 5 vacancies on the parish council available for co-option. Two prospective new members, Michael Watts and Richard Hodgson were present and both gave some background as to why they wished to join the parish council. Both candidates were welcomed and unanimously coopted onto the parish council.
6. Election of the Vice Chair; Roger Braithwaite was nominated by Philip Wilson, seconded by David Lawrence and elected without contest.
7. The Vice Chair and clerk signed the Declaration of Acceptance of Office.
8. The appointment to the following committees/groups was agreed:
  - a. Allotments Committee; Sandy Roberts. It was decided to roll this item into the Annual parish meeting in the future and for an inspection to take place before that meeting.
  - b. Lamplugh Parish Land Management Group; this group was not active at present but would be invited to the next PC meeting to see what work was needed/planned for the future. Again it was felt that this could be rolled into the Annual parish meeting for reporting purposes.

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9. The appointment as Trustees/Representatives to the following trusts/charities were agreed:
  - a. Florence Exhibition Trust; Chris Spencer. This trust deals with small grants for further educational study available to parishioners. The clerk will request a written update regarding the current and future grantees.
  - b. Memorial Houses; Chris Spencer. This trust looks at the upkeep and management of the memorial houses. Again an update will be requested and confirmation that Chris Spencer wishes to continue in both roles.
  - c. Lamplugh School Governors; Josie Hornell was the parish council representative. The chair will check on the current status regarding the need for a PC representative. This will be reviewed later in the year when the number of parish councillors is more certain.
  - d. Dr John Sherwen Charity; currently there is no representative for this group which provides small grants to parishioners in need. The clerk has handed to the Chair a letter from the charity asking for a representative to be nominated and attend the next/annual meeting later in the year.
  - e. Copeland CALC; Sandy Roberts and the clerk.
  - f. Eskett Quarry Local Liaison Committee; Richard Wilson.
  - g. Regeneration NE Copeland; Sandy Roberts.
  - h. Lamplugh Village Hall committee; Sandy Roberts, one other person to be nominated at the next PC meeting in July.
10. Appointment of Internal Auditor; Joanne Price has agreed to act as internal auditor.
11. The budget summary for financial year 2016/17 and the coming financial year 01/04/17 to 31/03/18 was briefly reviewed.
12. Dates for Council meetings in 2017/2018 were noted. There was discussion regarding the frequency of meetings (currently every other month), it was felt that the gap between meetings was too large and if a councillor missed two meetings in a row then they could/should be expelled from the council as they will not have attended a meeting for six months. An additional meeting in June will be put in the calendar by the clerk if the LVH is free. A change to meetings every six weeks was suggested which seemed like a good way forward. The Chair will review the need to change the standing orders and this will then be changed formally at the meeting in July. It was also suggested that the council looks at ways to shorten the meetings and remove/reduce minor items eg correspondence lists. Councillors are tasked with communicating the necessary changes to the clerk at the issue of the next full agenda.

<b>Parish Council Meeting</b>	<b>19<sup>th</sup> July 2017</b>
<b>Parish Council Meeting</b>	<b>20<sup>th</sup> Sept 2017</b>
<b>Parish Council Meeting</b>	<b>15<sup>th</sup> Nov 2017</b>
<b>Parish Council Meeting</b>	<b>17<sup>th</sup> Jan 2018</b>
<b>Parish Council Meeting</b>	<b>21<sup>st</sup> Mar 2018</b>
<b>Annual Parish Meeting</b>	<b>2<sup>nd</sup> May 2018</b>
<b>Parish Council Meeting and AGM</b>	<b>16<sup>th</sup> May 2018</b>

Closure of AGM at 19:40.

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## Minutes of Parish Council Meeting (No 317) of Lamplugh Parish Council held on Wednesday 17th May 2017 at 7:00 pm in Lamplugh Village Hall

Parish Councillors required to attend ;

Sandy Roberts (Chair), Roger Braithwaite (vice chair) , Philip Wilson, Richard Wilson, Pauline Benn-Cross, David Lawrence, John Sloan (Clerk).

Also Invited: John Dirom (Borough Councillor).

Present; Sandy Roberts (Chair), Roger Braithwaite (vice chair), Philip Wilson, David Lawrence, John Sloan (Clerk), John Dirom (Borough Councillor).

### Parish Council Meeting Minutes (317) 17th May 2017

1. Apologies for absence were received from Pauline Benn Cross, Richard Wilson, Arthur Lamb (newly elected County Cllr). Richard Hodgson and Michael Watts were present and asked to be coopted as parish councillors. Each gave detail of their background and why they wished to become members of the parish council. The current councillors voted unanimously to elect both candidates (Michael Watts Proposed by Philip Wilson and seconded by David Lawrence and Richard Hodgson proposed by David Lawrence and seconded by Philip Wilson). There were three declarations of conflict of interest where Sandy Roberts declared an interest in the grant application for the Lamplugh village hall as she is a committee member and both new members Richard Hodgson and Michael Watts declared an interest in the grant application for the grass cutting at the church (both being members of the ecumenical church council).
2. Minutes of the last parish council meeting (316) held on 15<sup>th</sup> March were reviewed and accepted as true and signed by the Chair.
3. Tasks arising from the Council meeting (316) held on 15<sup>th</sup> March were reviewed and the current status noted. In an effort to speed up the proceedings in future this item will be categorised as 'to be noted' unless there is an item for actual discussion.
4. Correspondence to 17th May 2017 was reviewed; significant items received between meetings became separate items for the agenda. In an effort to speed up the proceedings in future this item will be categorised as 'to be noted' unless there is an item for actual discussion.
5. Finance Matters:
  - a. The balance held in the bank as of 17/05/2017;

	15 <sup>th</sup> March 2017	17 <sup>th</sup> May 2017
<b>Current A/C</b>	<b>£12,454.84</b>	<b>£22,591.74</b>

Values were confirmed with a copy of the online statement.

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Income and expenditure details (on spreadsheets) covering the end of the last financial year (end of March 2017) and for the new financial year starting the 1<sup>st</sup> April 2017 up to the 17<sup>th</sup> May were reviewed and data agreed.

The clerk noted that the balance at the end of the financial year (end of March) was £12,455 and the council had received income of £10,322 as parish precept for the coming year.

- b. After the parish grants were discussed and allocated (5.g) 10 cheques totalling some £3,760 were presented for approval and signature, two cheques having been signed between meetings (one to Copeland BC for the first quarter maintenance and one for the internal auditor honorarium); SLCC annual subs, CALC annual subs, Zurich insurance, Clerks salary to end of June, Clerks expenses for previous six months, Kirkland mission room rental plus the following grants; Lamplugh village hall (£500), First responders (£200), Lamplugh sports committee (£400), Kirkland childrens playground (deferred until a full explanation of the status is received), Lamplugh and Ennerdale PCC (£300), and Lamplugh over 60s club (£300). The summary table for the schedule of payments and receipts was reviewed and duly signed by the Chair.
- c. The quarterly audit for the third and fourth quarters to the end of the financial year had been carried out by the internal auditor Joanne Price. Joanne also carried out the internal auditor role for completion of the external audit documents.  
Joanne Price will carry on as internal auditor role for the new financial year.
- d. The Clerk/responsible financial officer provided the completed documents for submission for the annual review by the external auditor (BDO). Statements of fact from the document were read out to the councillors for their agreement relating to the parish finances for the previous year. The Clerk/RFO and Chair then signed the documents. As this will be the last year of inspection by an external auditor the Parish council will need to issue financial documents onto its web site as this year progresses to enable it to comply with new inspection regulations.
- e. The Clerk/RFO then presented the parish ledger for review by the councillors. This was also signed by the Clerk/RFO and Chair as being a correct set of accounts for the past year.
- f. Current status of banking; the clerk/RFO has been in contact with the Nat West bank on two further occasions and on each occasion they promised to call him at home in each case no one bothered to call back. Due to the imminent closure of the Cockermouth branch and the seeming lack of care on the part of the Nat West at both Cockermouth and Whitehaven the councillors instructed the Clerk to progress with opening a new account with the Cumberland building society. The clerk will contact the Cockermouth branch and report back to councillors how to open the account. The PC will continue with the Nat West account until the Cumberland BC one is up and running.
- g. The parish council reviewed all of the grant applications from parish groups; the Village hall committee was awarded £500 towards insurance and licensing charges, Lamplugh and Ennerdale Parochial church council were awarded £300 towards the costs of grass cutting and equipment maintenance at Lamplugh church yard, Lamplugh sports committee was awarded £400 towards insurance costs and provision of medals, Arlecdon and District first responders were awarded £200 towards the cost of Airwave pager rental, and Lamplugh Over 60s club were awarded £300 towards the Xmas party and the bus trip. Kirkland

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children's playground committee requested £695 towards the cost of insurance and inspection of the play area. The committee were struggling for members and also asked if the parish council could take over responsibility for the playground. Councillors needed more information regarding the ownership of the land and responsibility for its upkeep before agreeing to any such take over. It was likely that the precept would need to be raised to cover additional costs. Councillors felt that they did not have enough information from the playground committee to make any decision and asked the clerk to invite representatives to attend the next full PC meeting and convey their thoughts/information in writing prior to the meeting. Additionally the Playground committee has in the past made efforts to generate funds by holding fund raising events but this does not seem to have been the case over the past 12 months, this may be due to the lack of committee members. Payment was deferred.

6. Public Participation Slot; two members of the public present.
7. Lengthman scheme; the lengthsman had been requested by the clerk to remove some rubbish fly tipped on the Kirkland/Croasdale road. This had been removed recently.
8. Update on 217 bus service; the Clerk attends meetings on behalf of the PC and David Lawrence will become the PC signatory for the bus service account. The bus runs at about two thirds full on average and is now running the twice a Wednesday service. New timetables will be distributed by the clerk.
9. Planning matters; many households had received a leaflet relating to the erection of over 20 'executive homes' within the parish. A couple of Parishioners had contacted the council regarding the leaflet but the parish council has not been approached by the developer and can only act once a formal planning application has been received. If an application for such a large development is received it is likely that a separate meeting will be necessary for the council and parishioners to discuss the application.  
It was felt by the Chair that the parish councillors should actively respond to any requests by the clerk for comments on planning matters so that he can then make a response on behalf of the whole council to Copeland BC planning department.
10. Current fly tipping problems within the parish; one issue had been dealt with by the Lengthsmen. The status of the extensive tipping at Winder is at present unknown. Richard Wilson to report at next meeting. Fly tipping close to the Snary beck had been reported by parishioners and this was passed on to Copeland BC. As the material was tipped over the wall at the Snary bridge Copeland BC cannot collect the material and then consider it the responsibility of the landowners concerned.
11. Review Forestry Commission proposals for the future of Cogra Moss plantations, installation of amenity paths and possible sources of grant funding. David Lawrence has been discussion and meeting with the Forestry commission and LDNPA regarding the plans. Grant funding from United Utilities may be possible. The car park exit at Fell Dyke has been levelled with road planeings but these have not been compacted and may well be washed onto the road at the next heavy rainfall. It is not clear if this work has been carried out by the LDNPA or the owners of the Bunkhouse in the field. DL to check with LDNPA.

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12. Parish website; the PC needs a simple working web site to comply with the future financial reporting requirements. The clerk had been in contact with CALC who are able to develop such a web site at a low cost. The clerk will progress this with the assistance of Rodger Braithwaite to develop a new site for the PC.
13. Parish broadband; Roger Braithwaite reported that this project had run its course and will be removed from future agendas.
14. Newsletter; the newsletter will be started up once the new cooptees are settled in to the PC and copy will be generated by all councillors. Similarly the distribution lists will be reviewed to include new councillors to balance the loads.
15. Upcoming Meetings/Meetings attended; the clerk will continue to attend the Lengthsmans meetings and 217 bus service meetings. Sandy Roberts will attend the RNEC and Village hall meetings.
16. Items for next agenda; banking changes, Kirkland playground future, review standing orders for meeting frequency changes and general update, review how planning applications are dealt with.

The next **Parish Council meeting** will be held on the **19<sup>th</sup> July 2017 in the Lamplugh Village Hall**. An additional meeting may be included in mid/late June depending on availability of hall and receipt of any significant planning applications.

Closure of Council Meeting at 10:00pm.

Dates for Council meetings in 2017;

**Parish Council Meeting**  
**Parish Council Meeting**  
**Parish Council Meeting**

**19<sup>th</sup> July 2017**  
**20th Sept 2017**  
**15<sup>th</sup> Nov 2017**