

Minutes of the meeting of Crosthwaite and Lyth Parish Council
ANNUAL MEETING including the ELECTION OF OFFICERS

held in the Memorial Hall, Crosthwaite on Tuesday 18 May 2021 at 7.00pm

MEMBERS PRESENT

Lisa Bibby, Matthew Dobson, Angela Dobson, Robert Sykes, Edward Sharp,
Mary Harkness, Andrew Metcalfe (Joined after item 3)

Roger Smith (resigning Chair) acted as Chair for Item 1 then handed over to the appointed Chair.

Roger Smith thanked all the candidates for standing in the recent election and congratulated the councillors on being elected. He also wished them well in working for the benefit of the community.

1. Election of Chairman

- a. Proposals and seconds
 - i. Cllr Matthew Dobson proposed Cllr Mary Harkness to be Chair, seconded by Cllr Robert Sykes
- b. Vote
 - i. 5 in favour
- c. Acceptance of office
 - i. Cllr Mary Harkness accepted the position and took the Chair thanking Roger Smith for his work as Chairman and as a councillor in recent years. Cllr Harkness congratulated the councillors for their success at the election, the first since 2012, and reminded everyone of their responsibilities to the community.

2. Apologies

- a. None

3. Election of Vice Chairman

- a. Proposals and seconds
 - i. Cllr Robert Sykes proposed Cllr Angela Dobson to be Vice Chair, seconded by Cllr Edward Sharp
- b. Vote
 - i. 5 in favour
- c. Acceptance of office
 - i. Cllr Angela Dobson accepted the position as Vice Chair

4. Procedures and Working Committees

- a. Off Road Walkway Working Committee
 - i. It is **proposed** to continue with this Working Committee and that the Council select a Councillor to take on responsibility, liaising with Roger Smith. Cllr Mary Harkness briefly updated the Council on the situation to date and that Roger Smith had confirmed that he will continue with the project.
 - ii. The Council **RESOLVED** to accept the proposal and that Cllr Andrew Metcalfe will liaise with Roger Smith who has agreed to continue working on the project.
- b. Neighbourhood Plan Steering Group
 - i. It is **proposed** that this advisory working group continues

Cllr Mary Harkness outlined the importance of the Neighbourhood Plan along with a requirement for a constructive relationship; that all councillors should be engaged and fully informed with work done to date in order to comment on the way forward.

- ii. The Council **RESOLVED** to defer a decision on this proposal until all councillors had received an update from the NPSG. It was **agreed** that the Clerk should arrange a training meeting with a presentation from the NPSG and that Peter Clark from Heversham Parish Council is invited to join the session
- c. No other Working Committees
 - i. It is **proposed** that there are no other working committees at this time and that all matters come before the Council
 - ii. The Council **RESOLVED** to accept this proposal

5. Councillors remuneration

- a. To discuss and vote on payment of Councillors expenses
 - i. It is **proposed** that councillors may claim reasonable expenses for attending courses, but not for attending Council meetings.
 - ii. The Council **RESOLVED** to accept this proposal

6. Property

- a. The Quarries
 - i. The Clerk listed the quarries
- b. The Parish Rooms
- c. Land for the Memorial Hall
 - i. The Council has been informed they are Custodians of this land.

7. Planning

- a. It is **proposed** that that all planning applications come before the Council; and that in the instance of applications, where comments due date do not meet council meetings then the decision is delegated to the Chairman **and** Vice Chairman, after **written** (email accepted) consultation with all **available** councillors, and then notified to the Clerk.
- b. After changes (highlighted) to the original motion the Council **RESOLVED** to accept this proposal.

8. Standing Orders and Financial Regulations

- a. It is **proposed** that the Standing Orders and Financial Regulations, which have been circulated to councillors prior to this meeting, are accepted,
- b. The Council **RESOLVED** to accept the proposal with the proviso that meetings should not last longer than 2.5 hours.

9. Insurance

- a. The Council confirms that there is adequate insurance cover in place for the coming year

10. Risk Assessment

- a. It is **proposed** that the risk assessment, as circulated to councillors prior to this meeting, is accepted
- b. The Council **RESOLVED** to accept the proposal

11. Freedom of Information Statement

- a. It is **proposed** to accept the Freedom of Information Statement already circulated to Councillors
- b. The Council **RESOLVED** to accept the proposal

12. GDPR

- a. It is **proposed** that the Clerk continues at the Data Protection Officer and that updates will be provided to the Council throughout the year.
- b. The Council **RESOLVED** to accept the proposal

13. Complaints Procedure

- a. It is **proposed** to accept the Complaints Procedure already circulated to Councillors
- b. The Council **RESOLVED** to accept the proposal

14. Bank Signatories

- a. The current Barclays Bank signatories are Roger Smith, Robert Sykes, Mathew Dobson, and Martin French
- b. It is **proposed** that Roger Smith is removed as a signatory and that another councillor is nominated.
- c. The Council **RESOLVED** to accept the proposal and that the additional signatory should be Cllr Mary Harkness

15. To appoint Trustees for Charities

- a. To nominate two trustees for :
 - i. High Birks Quarry (Charity No 517507)
 - ii. Savin Hill & Wood side Quarry (Charity No 512040)
 - iii. Tarnside Quarry (Charity No 701543)
- b. It was **proposed** that Cllr Matthew Dobson and Cllr Robert Sykes be elected as trustees of these charities.
- c. The Council **RESOLVED** to accept this proposal

16. Proposed meeting dates for 2021/22

- a. Tuesday 01 June
- b. Tuesday 06 July
- c. Tuesday 07 September
- d. Tuesday 05 October
- e. Tuesday 02 November
- f. Tuesday 07 December
- g. Tuesday 01 February 2022
- h. Tuesday 01 March
- i. Tuesday 05 April
- j. Tuesday 03 May

..... Cllr Mary Harkness (Chair)

Dated :- 01 June 2021