

**Minutes of Crosthwaite and Lyth Parish Council Meeting**  
**held online on Tuesday 01 September 2020 at 7.30pm**

MEMBERS PRESENT

Cllr Roger Smith (Chairman) (\*)      Cllr Robert Sykes (Vice Chairman) (\*)  
Cllr Evelyn Brookes, Cllr Matthew Dobson (\*), Cllr Alan Gerrard, Cllr Tracy Johnson, Cllr Andrew Metcalfe

**Invited :**

Cllr John Holmes - District Council Representative  
3 members of the public

**MINUTES**

**1. Apologies**

CCllr Jim Bland

**2. Declaration of interest**

None

**3. Dispensations**

None

**4. Minutes of the previous meeting held on 07 July 2020**

Minutes for the meeting held on 07 July had been circulated to all councillors prior to the meeting and it was **proposed** that they are a true and accurate record of the meeting.

The Council **RESOLVED** to accept the proposal and that the Chairman should sign the minutes.

• **Action**

- Clerk to post onto the web site

**MF**

**5. Items carried forward from the previous meeting but not covered on this agenda**

- a. The Council thanked Jim Bland for helping sort out the matter of access on C5029 to A5074

**6. Chairman's Announcements**

- a. South Cumbria River Trust has completed work on footpath to Mill Lane
- b. Rvrd Woodcock is asking for contributions to an archive on Corvid 19 lockdown
- c. There will be a leaflet drop from the School in September relating to B4RN
- d. the Chairman proposed that the council writes to Martin Douglas, expressing its sympathy over the loss of his wife and expressing its thanks for her work as the Westmorland Gazette correspondent; she was an asset to the village.

• **Action**

- Clerk to write to Mr Douglas

**MF**

**7. Open Session**

- a. As part of the Great British Clean Up Crosthwaite will have a Litter Pick w/c 12 October. Please can volunteers contact Eve Brookes [evebrookes1944@gmail.com](mailto:evebrookes1944@gmail.com)

• **Action**

- Clerk to add to Newsletter and Parish News

**MF**

**8. Reports**

- a. County Councillor Jim Bland

- None
- b. District Councillor John Holmes  
SLDC Councillor John Holmes had circulated a report prior to the meeting which included :-  
Local Plan Review consultation  
Climate Change Action Plan  
Business Support Grants relating to Corvid 19  
Council Tax Hardship Fund  
Possible changes to Local Government  
Bowland Bridge Pay phone removal  
Update of Electoral Roll  
Great British Clean up  
He also raise the matter of :-  
B4RN consultation by the School  
Highways England meeting on 07 Sept relating to A590  
Lyth Valley pumps are due to be switched on in January 2021
- c. Police  
None

## 9. Planning

- a. 7/2020/5456  
Location : Orchard Cottage. Lyth. LA8 8DD  
Proposal : Proposed window changes in first floor SE elevation gable wall and proposed garden room in orchard/wildflower meadow

It was **proposed** (RSy prop AG sec) that the Council has no objection to this planning application.

The Council **RESOLVED** to accept the proposal

## 10. Finance

- |  |                                      |
|--|--------------------------------------|
| a. Bank balance at 24 July   | £16,865.42 Business account          |
|  | £ 11,337.94 Business Premium Account |
| b. Martin French (Wages)   | £ 232.15 (35 hours)                  |
| c. HMR&C   | £ 58.00                              |
| d. Julie Hartley   | £ 75.00 (Internal Audit)             |
| e. NPower  | £ 16.10 (01-30 June)                 |
| f. Chris Smith (Lengthsman – ? Hours)  | £ 104.00 (6 ½ hours)                 |
| g. Chris Smith (expenses)  | £ 132.50 (insurance)                 |
| h. Eden District Council   | £ 696.00 (Housing Needs Survey)      |
| i. M French (expenses)   | £ 89.94 (Web site hosting)           |
| j. NPower  | £ 17.88 (01 to 31 July)              |
| k. It is <b>proposed</b> (RSm prop AG sec) that above payments are made, and receipts recorded |                                      |

The Council **RESOLVED** to accept the proposal

### • Action

- Clerk to record and pay accounts **MF**

## 11. To report on Quarry inspections

Cllr Alan Gerrard thanked Cllr Matthew Dobson for taking him and Cllr Andrew Metcalfe round the quarry sites. The only point of concern was some overhanging trees at Mearsons (Far Fell). AG has recorded comments and site locations of all quarries.

### • Action

- Clerk to contact Derek Wilson regarding overhanging branches **MF**

## 12. To report the review of the Risk assessment

Cllr Roger Smith has reviewed the Risk Assessment and highlighted items that need to be checked and confirmed. A further report will be made to the October meeting.

- **Action**

- Clerk to amend Risk Assessment and forward to Councillor-review items that have been highlighted **MF**

## 13. To report on the review of the Complaints Procedure

The Clerk has done some work on the Complaints Procedure and contacted SLDC. SLDC Cllr John Holmes recommended that the Clerk contacts Linda Fisher at SLDC

- **Action**

- Clerk to write to Linda Fisher **MF**

## 14. To report on the review of the Lengthsman's work

Cllr Roger Smith has spoken with Chris Smith (Lengthsman) and reviewed the Job Description. Communication with the Lengthsman will be via the Chairman or the Clerk with regard to work matters. Councillors agreed to continue with the current arrangements for a further year.

## 15. Planning for the Future – consultation

- a. To consider a Council response  
After some discussion it was **proposed** that no response is made at this time because it was felt that the document had no firm proposals.

The Council **RESOLVED** to accept the proposal

## 16. Local Government reorganisation in Cumbria - CALC

- a. To consider a Council response  
It was **proposed** (RSm prop RSy sec) that the Council did not wish to see a change to the current structure. The council, currently, has a good working relationship with SLDC and LDNP. This may deteriorate if we have to deal with a single unitary authority.

The Council **RESOLVED** to accept the proposal (6 for 1 against)

## 17. Land to the east of the clapper bridge near Jubilee Wood – AG

It was **agreed** that the area needs attention and that Cllr Andrew Metcalfe will co-ordinate the work any volunteers to contact Andrew on [andrewmetcalfe1980@hotmail.co.uk](mailto:andrewmetcalfe1980@hotmail.co.uk)

- **Action**

- Clerk to ask for volunteers via the Newsletter and Parish Magazine **MF**
- Cllr Andrew Metcalfe to co-ordinate the work **AM**

## 18. To respond to reply from David McGowan dated 01 July 2020.

- a. It is **proposed** that the Council should respond in the manner set out by Cllr Alan Gerrard and circulated to all councillors.

The Council **RESOLVED** to accept the proposal and asked Cllr Alan Gerrard to draft a letter for councillors to view prior to the Clerk sending to Mr McGovern.

- **Action**

- Letter to be drafted and circulated **AG**

- Councillors to confirm acceptance
- Letter to be sent

All Cllrs  
MF

**19. Lakes and Lyth Community Bus Service**

- a. It is **proposed** (RSm prop RSy sec) that Mary Harkness continues as the representative for the Parish Council

The Council **RESOLVED** to accept the proposal

- **Action**

- Clerk to write to Mary Harkness

MF

**20. To nominate a member of the Parish Council to sit on the Committee for the Memorial Hall**

It was **proposed** that Cllr Tracy Johnson act as the Council representative on the Village Hall Committee

The Council **RESOLVED** to accept the proposal

- **Action**

- Clerk to contact VH Committee

MF

**21. Steering Group for Neighbourhood Plan – Cllr Robert Sykes**

- a. Report by Simon Johnson circulated to Councillors prior to the meeting
- b. To review and agree the proposed Questionnaire and Letter supplied by the NPSG

It was **proposed** (RSm prop AG sec) that the Questionnaire and Letter, already circulated to councillors, are accepted for the NPSG to continue with the Housing Needs Survey.

The Council **RESOLVED** to accept the proposal ensuring that the letter and any promotion of the survey stress the confidentiality and anonymity of participants.

- c. To agree ways of support for the Housing Needs Survey

It was **proposed** that the Council supports promotion of the Housing Needs Survey via the Newsletter, Parish News, and Community Web site.

The Council **RESOLVED** to accept the proposal and Cllr Roger Smith thanked the NOSG for the work they are doing.

- **Action**

- Clerk to communicate accordingly

MF

**22. To review virtual meetings**

It was **agreed** to continue with virtual meetings for the next two months and that the council will review the matter again.

**23. BT consultation on the removal of payphone at Bowland Bridge**

It was **proposed** (RSm prop AG sec) that Council has no objection to the removal of this pay phone box

The Council **RESOLVED** to accept the proposal

- **Action**

- Clerk to respond to consultation

MF

**24. Lease for Cowmire Hall Quarry**

The lease for Cowmire Hall (Low Fell) is available and will be advertised for discussion at the October meeting.

- **Action**

- Clerk to advertise

**MF**

**25. Village Walkway**

- a. Consultation and related costs

Cllr Roger Smith has spoken with Matthew Jessop (Head Teacher) with a view to sharing costs on a leaflet mail drop to consult on the Walkway and Road Safety matters. There is a residual of an earlier grant of approximately £400 available.

It was **proposed** that a Walkway and Road Safety consultation leaflet is printed and that the Council coordinates with the School to share leaflet distribution with their consultation relating to B4RN

The Council **RESOLVED** to accept the proposal

- **Action**

- Cllr Roger Smith to arrange for printed matter and co-ordination

**RSm**

**26. Communications**

From these minutes :- lease of Cowmire Hall Quarry, The Lengthsman's duties, Housing Needs Survey, removal of Payphone, Litter Pick and Clean up, Virtual meetings. Mary Harkness will represent the council for the Community Bus. Virtual meetings are to continue in the short term.

- **Action**

- Clerk to write Newsletter etc.

**MF**

**27. Date of Next Meeting**

- a. Parish Council Meeting Tuesday 06 October 2020 on line starting at 7:30pm

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Cllr Roger Smith (Chairman)

Dated:- 06 October 2020