

**Minutes of Crosthwaite and Lyth Parish Council Meeting**  
**held online on Tuesday 07 April 2020 at 7.30pm**

MEMBERS PRESENT

Cllr Robert Sykes (Chairman)                      Cllr Bruce Worsley (Vice Chairman) (\*)  
Cllr Evelyn Brookes                                      Cllr Roger Smith

**Invited :**

6 members of the public present

**MINUTES**

**1. Council process and temporary change to Standing Orders**

- a. In light of the current situation it is **proposed** (RSm prop, BW sec) that for this agenda the Council does not meet in person, but parishioners comments and Council decisions will be made at a meeting by Webinar for discussion.

The Council **RESOLVED** to accept the proposal

- b. In the event that the full council is not available for the May meeting, or that decisions are needed urgently it is **proposed** (RSM prop, BW sec) that powers are delegated to the Chairman and Vice Chairman to make the necessary decisions.

The Council **RESOLVED** to accept the proposal

- c. It was **proposed** (RSy prop, BW sec) that the Council adopts the Local Authorities and Police and Crime Panels (Corona virus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 and the necessary parts added to the Standing Orders.

The Council **RESOLVED** to accept the proposal

**2. Apologies**

Cllr Matthew Dobson, Cllr Tracy Johnson

**3. Declaration of interest**

Cllr Bruce Worsley, Item 13b (personal interest)

**4. Minutes of the previous meeting held on 03 March 2020**

The Clerk was asked to rewrite item 8a to be more in line with the letter sent which more accurately set out the position of the Council, and that the new wording is sent to councillors for approval.

It was **proposed** (RSy prop, BW sec) that once agreed by e-mail the minutes will be signed by the Chairman.

The Council **RESOLVED** to accept the proposal

• **Action**

- The clerk to revise the minutes and forward for agreement
- Minutes then to be signed and posted to community web site

**5. Chairman's Announcements**

None

**6. Open Session**

- Alan Gerrard asked to hear the response from Me McGowan regarding a meeting. The Clerk read the e-mail received on 06 April.
- Martin Casson had emailed saying how sad it was to hear about Peter Sherrrat and asked the Council to join with him in 'recording the enormous contribution he had made to our community'.
- Cllr Robert Sykes took the opportunity to support the comments regarding Peter Sherrrat and what an enormous contribution he made to the community. He also wished a speedy recovery to John Holmes and asked the Clerk to write to Mrs Sherrrat and Mrs Holmes accordingly

- **Action**

- the Clerk to write both letters to forward to Cllr Sykes

## 7. Reports in writing only

- County Councillor Jim Bland  
None
- District Councillor John Holmes  
None

## 8. Planning

- 7/2020/5154  
Location : 7 Oak Fold, Crosthwaite  
Proposal : construction of a 4 x 3m garden shed behind existing closed boarded fence  
Comments : by 20 April 2020

It was **proposed** that the Council has no objection to this planning application.

The Council **RESOLVED** to accept this proposal

- **Action**

- The Clerk to inform LDNPA

## 9. Finance

- Cash Book, and Income and Expenses accounts circulated questions by e-mail.
- Bank balance at 26 March  
£ 8,409.79 Business account  
£ 11,334.90 Business Premium Account
- Martin French (Wages) £ 132.60 (20 hours)
- HMR&C £ 33.20
- Groundworks £ 3302.00 (repay NP Grant)
- Chris Smith (Lengthsman – ? Hours) £ 72.00 (4½ hours)
- Chris Smith (expenses) £ nil
- It is **proposed** that above payments are made, and receipts recorded

The Council **RESOLVED** to accept this proposal

- **Action**

- The Clerk to draw cheques, post to signatories for signing

## 10. Bank Mandate

- It is **proposed** that Robert Sykes is added to the Bank Mandate at this time and that Roger Smith is added in May

The Council **RESOLVED** to accept this proposal

- The Clerk to write to the bank deleting Mary Harkness from the mandate
- The Clerk to forward mandate forms to Cllr Sykes and Cllr Smith

- The Clerk to forward forms to Barclays

#### 11. Annual Audit

- a. It is **proposed** that Julia Hartley acts at the Internal Auditor for the Council

The Council **RESOLVED** to accept the proposal

- **Action**

- The clerk to forward files when ready for audit
- b. At this time the Internal and External Audit timetable remains in place

#### 12. Corvid -19 – Parish issues

- a. Issues  
Further to an e-mail regarding Open Access land the Council has no authority in this matter
- b. Communication  
The Council wish to thank Rev Michael Woodcock and his volunteers for setting up the Support Group

#### 13. E-mail resignations received

- a. Cllr Mary Harkenss – with immediate effect from 16 March  
The Clerk was asked to write to Mary Harkness thanking her for the years of service and dedication given to the community through the Parish Council
- b. Cllr Bruce Worsley – after the May meeting  
The Clerk was asked to write in May to Cllr Bruce Worsley thanking him for the years of service and dedication given to the community through the Parish Council
- c. It is **proposed** that the clerk advises SLDC of the vacancies, seeking advice before posting the vacancy notices to the Notice Boards, and Web Site.

The Council **RESOLVED** to accept the proposal

In light of the current situation Cllr Roger Smith wished to withdraw his resignation made at the March meeting and confirmed he was content to remain on the Council until May 2021

#### 14. Co-option of councillors

- a. It is **proposed** that the council starts the process of co-opting two councillors

The Council **RESOLVED** to accept the proposal

#### 15. Annual Parish Meeting

- a. It is **proposed** that the Annual Parish Meeting is postponed

The Council **RESOLVED** to accept the proposal

#### 16. Litter Pick

Cllr Eve Brooke said that some picking had been done but that it has stopped now until the crisis is over.

- **Action**

- Clerk to put a note in the Newsletter

#### 17. Steering Group for Neighbourhood Plan (NPSG)

- a. Report provided by Simon Johnson, Chair of the NPSG
- b. Neighbourhood Plan Budget for 2020/21  
Please see report dated 07 April 2020

The revised budget of £9182.83 will be used to apply for an additional grant of £7214.83 after 20 April and that this takes into account sufficient funds to have a Housing Needs Survey.

It is **proposed** that the Council accepts the budget for year 20/21 subject to receipt of a grant to cover the costs.

The Council **RESOLVED** to accept the proposal

- **Action**

- Clerk to apply for a grant on or after 20 April 202 to the value of £7214.83
- Clerk to confirm this process with the NPSG

#### **18. Village Walkway – to review the current position**

- a. It is **proposed** that Cllr Roger Smith provides the clerk with files to add to the community web site and linked to the Newsletter to ask for the views of parishioners

The Council **RESOLVED** to accept this proposal and that comments on the plans should be made to the Clerk

#### **19. Speed Restrictions and Road Safety**

- a. It is **proposed** that Cllr Roger Smith provides the clerk with files to add to the community web site and linked to the Newsletter to ask for the views of parishioners

The Council **RESOLVED** to accept the proposal and that comments on the plans should be made to the Clerk

- **Action**

- Clerk to post plans accordingly

#### **20. Communications**

Details of these minutes will be communicated to the Westmorland Gazette, the Newsletter, the Web Site, and the Two Valleys News

#### **21. Date of Next Meeting**

- a. Parish Council Meeting Tuesday 05 May 2020 'on line' start 7:30pm
- b. The on line link will be forwarded via the Newsletter. Please contact the Clerk if you wish to receive the Newsletter.

..... Cllr Robert Sykes (Chairman)

Dated:- 05 May 2020