

## Hawkshead Parish Council

Minutes of Correspondence Actions taken since lockdown via email communication

Week commencing 20<sup>th</sup> April 2020 – week ending 10<sup>th</sup> May 2020

### 55/2020 Councillor Vacancy

As per Minutes of 17<sup>th</sup> March 2020 (Minute no 51/2020) the Clerk organised an electronic vote, emailing the information provided by each candidate to the Councillors and asking them to vote for their preferred candidate . As a result the Councillors are pleased to welcome Evonne Bremner to the Parish Council.

### 56/2020 Accounts 2019/2020

On 22<sup>nd</sup> April the Clerk circulated the Parish Councils final accounts for 2019/20 for their information and also an initial list of payments which have normally have been paid at the April meeting.

### 57/2020 Activation of High Consequence Infectious Disease Policy

On the 23<sup>rd</sup> April an email was circulated to all Councillors suggesting with a build up of invoices to be paid that the High Consequence Infectious Disease Policy should now be activated. Activation was agreed by Cllrs Maclennan, Spedding and Brown to the Chair. Activation of the Policy complete.

### 58/2020 Payments due

24<sup>th</sup> April a list of all payments due to be made was sent to all Councillors – Cllrs Maclennan, Moulton, Brown and Spedding agreed and authorised these payments.

SLDC Rates Old Police Car Park	£1561.60
SLDC Rates Main Street Car Park	£2794.40
Patsy Haddow – Payroll Services	£ 120.00
Tracey Thornley – Clerk wages	£ 350.80
Tim Brown – Lengthsman duties	£ 58.50
R G Parkins & Partners Ltd Squares project plans	£1020.00
CALC membership	£ 161.54

Cllrs Moulton, Spedding and Brown are all willing to sign the cheques Clerk will organise posting them for signature.

### 59/2020 Old Police Car Park Permits

27<sup>th</sup> April an email was sent to all Councillors from the Clerk regarding arrangements for Permits for the Old Police Car Park she highlighted that the £2 admin fee for change of vehicle doesn't now cover the cost of materials and time.

It was agreed that the £25 annual fee will remain unchanged and the system for renewal will remain unchanged. The admin fee to increase to £4 for changes in vehicles during the year.

Agreed by Cllrs Brown, Maclennan, Woodhouse, Moulton and Fordham

Signed ..... Date .....

60/2020 Internal Auditor

Mr Vaughan had been in touch with the Clerk to ask if the Parish Council would like him to audit the accounts again this year. The Clerk emailed all Councillors 1<sup>st</sup> May to ask if anyone had any objections to this. No objections were received responses from Cllrs Fordham, Spedding, Moulton and Brown, phone response for Cllr Woodhouse. Clerk to prepare and deliver the accounts for David Vaughan.

61/2020 Planning

7/2020/5131 – High Cross, Hawkshead, Ambleside, LA22 0QB - Replacement of old timber shed with log lap finish summerhouse. Emailed to all Councillors 27<sup>th</sup> April for a response as a result of the activation of the Policy. 4 responses received with no objections received from all respondents. Planning notified of the decision on 6<sup>th</sup> May.

62/2020 Hawkshead Squares Project

Specification plans have now been drawn up and advice is being received on the tendering process.

63/2020 Correspondence Received by email from 11 March 2020 – 1 May 2020

CALC – Important Coronavirus Update; Action for Health and Mental Health Provider Forum Bulletin 11/3; VE Day; Weblinks NALC meeting with Transport Planning Society; Vacancy CALC Trainer; LDNPA Parish Elections South District Area; Climate change event cancelled; Contingency Planning – Cemeteries; NALC Coronavirus advice; LDNPA Partnership Management Plan Consultation; CALC update on Coronavirus; 18 March Coronavirus Update; Parish Elections to the LDNPA 2020; Covid 19 Parish/Town Councils Intelligence; Action for Health and Mental Health Provider Forum Bulletin; Changes to Bus Services across Cumbria; Coronavirus Communities and Community Buildings Guidance; An update for voluntary organisations/Volunteer Managers; Updated Coronavirus Communities and Community Buildings; Action for Health Network and Mental Health provider Bulletin 24/3; Guidance for volunteers and community groups; Covid 19 Government Support for Employers; Covid19 Survey for voluntary, community and social enterprise sector organisations; Covid 19 Response Fund – latest information and guidance; New emergency support line launched for vulnerable; Updated changes to Bus services across Cumbria; Cumbria in Bloom update; Information to Volunteer groups during lockdown; Action for Health & Mental Health provider forum bulletin 1/4; Closure of Cemeteries; Government Guidance for car of deceased with suspected or confirmed Covid 19; Communications Resources for Emergency Support Line and Safeguarding; Flexibility of meetings; SL Community Resilience Group; NALC Covid19 Information; Help to keep Cumbria Safe at Easter; HUB update shielding NHS, Volunteers; Action for Health & Mental Health Provider Forum Bulletin 9/4; Covid19 do you need volunteers; External Audit 19/20; Guide on Funerals; Action for Health & Mental Health Provider Forum Bulletin 14/4 – Wellbeing and Mental Health Prevention Network; CALC Newsletter April/May; Cumbria Community Foundation Response to Covid 19; Infection Prevention Guidance for Volunteers; Plunkett Webinar – Public Works Loans Board Loans 29/4; Cumbria in Bloom update; Info New Community Pack; Planning in the park during lockdown; Guidance on homeworking payments; ECP Monthly update; CALC Subscription 20/21; ACT news update; Action for Health & Mental Health Provider Forum Bulletin; NALC funding bulletin; CALC update 24/4; Action for Health & Mental Health Provider Forum bulletin 29/4; Scam resources and further info; CALC update 30<sup>th</sup> April – virtual meetings.

PCSO Ross – March Report

Cllr Brodie – Ferry Advisory Group March 2020; Windermere Ferry; Windermere Ferry Covid 19; Windermere Ferry Update

Planning – 7/2020/5076 Moss Beck Outgate – inform of decision; 7/2020/5131 High Cross, Hawkshead; 7/2020/5234 Woodlands, Roger Ground

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SLDC – Drop in Events – South Lakeland Local Plan cancelled; May 2020 elections cancelled; Parish Clerks update; Coronavirus briefing; Coronavirus Community Resilience Sub-group Information; Council committed to maintaining essential services; Community Litter picks & Coronavirus update; Parish Council Green funding; Covid 19 Community Group Support; Council announces new measures in virus fight; Free parking for key workers and volunteers; Local plan review – additional material; Green waste collections suspended; Coronavirus briefing 25/3; SLDC invites business support grant applications; Coordination hubs; Emergency phonenumber launched; Zoom call with Parish/Town Councils 1/4/20; First £1 million of business grants payments; Covid19 briefing 31/3; Volunteering Guidance; Cumbria Police – additional bed capacity created for Cumbrian Hospitals; SLDC update 1/4; South Lakeland Areas Support Newsletter; Community Support Newsletter 1; More than £25 million of business support grant funding processed; Covid19 Briefing update 9/4; SL Newsletter issue 2; Recovery Centres – briefing note; Emergency Support Helpline – leaflet and Promotion; Call for more businesses to apply for support grants; Coronavirus Briefing update 17/4; Newsletter issue 3; Coronavirus briefing update 20/4; Meeting online Coronavirus update; Look after mental and physical health during lockdown; Covid19 update 24/4; Notes of the update meeting; Remittance note for Precept; Green bin waste collection reintroduced; Millions of pounds worth of business support grants unclaimed; Businesses urged to call on expert help; Covid19 Briefing update 1 May.

Claife PC – Agenda extraordinary meeting 18/3/20

Cllr Wharton – Monthly Newsletter; Coronavirus self help groups; LDNPA Press Release – national park calls for people to stay at home, Protect the NHS; Volunteers – organisations.

Member of Public – A Boards in the village

Rural Services Network – Rural Bulletin 17/3; Rural Bulletin 7/4; Rural Bulletin 15/4; Rural Bulletin 21/4.

TTRO – Emergency Road Closure A593 Coniston; Reactivation Road Closure C5026 Lakeside; Urgent Road Closure C5019 Hawkshead Hill; Reactivation Road Closure C5026 Lakeside 30/4.

LDNPA – Car Park Hawkshead; LDNPA Update

Member of the Public – Councillor position

Burnetts Business Law Team – InfoLaw update - March 2020; £350 billion action to ease pressure on businesses; Employment and HR Resources Newsletter March 20; InfoLaw update – April 2020; Employment and HR Resources Newsletter April 20

Member of the Public – Councillor position

Member of the public – correspondence enquiry

CCC – Coronavirus update

Lakeland Trails – postponed to 15 August

SGT R Johnston – Police attendance at Town/Parish Councils

Powerforpeople. Org – Local Electricity bill

PKF Littlejohn – 19/20 AGAR – instructions delayed pending clarity over Covid19 implications; Audit instructions 22/4; 2019/20 Limited Assurance reporting season.

J Moffat, National Trust – Update

J Cunningham – Self Isolators information sheet; Info sheet 2/4; Info sheet 9/4; Info sheet 19/4; Hot meals; Info Sheet 23/4 and 29/4

Summit Computers – Computer services

Cllr Hall – Local Affordable Housing

R Warwick – Squares Project plans; Gateway; Village Entrance Design

NHS – Community Vulnerable List

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