

**Minutes of the meeting of Hawkshead Parish Council**  
**held in the Lower Market Hall, Hawkshead on Tuesday 19<sup>th</sup> March 2019 7.30 pm**

Present: Cllr Woodhouse - Chair  
 Cllr Wood, Moulton, Spedding, Fordham, Larkin  
 Clerk – Tracey Thornley

In attendance: District Cllr Hall, 1 member of Claife Parish Council, 2 members of the public

Minute Number		Action By
37/2019	<b>Apologies</b> RESOLVED: Cllr Brown, Cllr Brereton	
38/2019	<b>Requests for Dispensations</b> No requests received	
39/2019	<b>Declarations of disclosable pecuniary interests in respect of Agenda items</b> A declaration of interest received from Cllr Spedding who declared an interest in the planning application 7/2019/5156 5,6,7 Limetree Cottages, Hawkshead, LA22 0NS.	
40/2019	<b>Minutes of Meetings held on 19<sup>th</sup> February 2019</b> RESOLVED the Minutes of the meeting held on 19 <sup>th</sup> February 2019 were signed by the Chair as a true record.	
41/2019	<b>Police and Public Participation</b> <u>Police</u> PCSO Ross sent her apologies and a report as follows:- There were 2 calls for service during the period 19 <sup>th</sup> Feb to 16 <sup>th</sup> March 2019. These break down as:-  1 Highway disruption due to a fallen tree 1 Crime of public order in Hawkshead  The next Police Desk will be held in the Hawkshead Store on Tuesday 16 <sup>th</sup> April 2019. She also reported that she will be taking part in a litter pick in the village as part of the Great British Spring Clean with children from the Primary School on Monday 25 <sup>th</sup> March.	
42/2019	<u>District Councillor</u> Cllr Hall brought her copy of the budget agenda with her for anyone who wanted to see it Cllr Wood has taken it to have a detailed look. She ran briefly through how the money has been budgeted.  She reported that someone attended their last meeting and gave a talk about climate change, something which they are taking very seriously, lots of things are being done, the Agenda identifies that less money is being collected from recycling. South Lakes is good in its recycling, other areas are not so good. A member of public raised issues about no recycling in their areas. Cllr Hall is going to look into this with Sue Scott.  They are also looking at private water supplies where previously the water would have to be tested with 5-6 bottles private supplies will now be required to test 15 bottles.  A member of public raised concern why it appears that larger towns and areas are receiving funding but smaller areas are not seemingly getting any help	
43/2019	<u>Cumbria County Councillor</u> Cllr Brereton sent his apologies - he sent an email with a progress report. He talked about signage to Hawkshead Cllrs are keen that signage needs to be permanent especially with the ferry having an impact on fewer people accessing the area. Clerk to ask what does the Council perceive the financial impact in our area due to the ferry holding less vehicles?  He also mentioned that he has a meeting with Gill Haigh of Cumbria Tourism, to help promote Hawkshead and surrounding areas. Clerk to contact Cllr Brereton to ask if Cumbria Tourism would help financially with the production of a leaflet that the businesses are starting	TT

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<p>44/2019</p>	<p>to put together promoting the area. Andrew Wilson from the Chocolate Factory is working in conjunction with Hawkshead PC to produce this marketing tool many businesses in the area have already provided funding for this. It would also be useful if he could find out the estimated spend for each person who comes into the Lake District.</p> <p><u>Public Participation</u></p> <p>Member of public – raised street lighting concerns and reported the new lights have been installed all over the county. They had discovered Alston have put new street lights with lanterns which are more like the lanterns we had before they were replaced with the LEDs. They continue to be concerned for the welfare of the older generation who can't see on dark nights and will now not leave their houses because of this. The member of the public had done a significant amount of research, Lanterns are still in production and with LEDs can be purchased. The LEDs don't shine across the ground they don't have the wash of the old street lights. Clerk to contact Alston PC and ask whether the lights they have provide sufficient light. Then contact the County Council with paperwork provided by the member of public about different street lighting to ask the Council about having this as it is a severe health and safety issue for elderly in our village. Several complaints have been received.</p> <p>A member of the public asked why there has been an increase in the Parish Council rates the Chair replied so that the PC can afford to have a Lengthsman.</p> <p>Member of the public asked if the drain in the Main Street Car Park could be unblocked. Cllr Fordham will ask the Lengthsman to have a look at this.</p> <p>Member of Claife PC – reported that their main issues have been the Ferry and trying to get an advisory committee started they don't seem to want to start it. It was suggested that it may be worth contacting the LDNPA waterfront project as this is one of the major links to the area and the ferry is now a third smaller with the load it can carry, can they provide another link to get the deficit across.</p> <p>He also reported that they are also having the collection of recycling issues and vans getting down lanes, they are putting an ad in the link to ask who is having recycling problems.</p> <p>They also feel that the Police reports don't tell us anything, he plans to see the PCSO at the next Police Desk to ask if there can be information provided this could be of benefit to them.</p> <p>A member of the public asked for it to be minuted that Cllr Brown is not related to the Lengthsman, Tim Brown.</p>	<p>TT</p> <p>TT</p> <p>KF</p>
<p>45/2019</p>	<p><b>Action Results</b></p> <p>UNRESOLVED LDNPA Communities fund for marketing Hawkshead – Cllr Wood completed the form max we can get £500 waiting to hear from Sara Spicer. £400 has already been raised from local businesses Andrew Wilson is working on a flyer to market the area.</p> <p>RESOLVED Satterthwaite PC removal of branches – Satterthwaite have been back in touch to confirm which areas are clear for the Snowplough and they are working on finding out who the landowners are for the other road. Snowplough will just go on the clear roads for now.</p> <p>UNRESOLVED update regarding the Private sign on the Old Police Car Park the sign has been ordered.</p> <p>UNRESOLVED To update on lighting on the edge of the car park near the access to the Doctors surgery – ongoing being looked at as above in Public Participation</p> <p>RESOLVED/UNRESOLVED To update on how long the Lengthsman feels it would take to cut back the hedges in the LDNPA Car Park re funding for this and bin emptying on the Recreation Park from Simon Hill, LDNPA. – the Lengthsman doesn't feel he can do the extra but he felt it would be better to do it with machine with a tractor and hedge cutting machine. Discussion took place it was felt that the internal Beech hedge couldn't be done by a tractor. Cllr Fordham to ask if Tim would be able to do internal beech hedges and provide a price. Action to find someone who can do the outside hedges and provide a price, before the end of next week.</p> <p>UNRESOLVED To update on progress with Environment Agency re keys and contact names and numbers for Beck watch - Craig Noble happy to help Cllr Larkin will let the Clerk have his number, Ed Johnson at the Kings Arms, Mark from Gable Cottage agreed to help</p>	<p>DS</p> <p>KF/ALL</p> <p>LL/IM/</p>

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	Cllr Moulton to get a contact number. When the clerk has received these to send onto to the Environment Agency who will then provide the keys. RESOLVED To update on the Locality funding application – grant has been received.	TT								
46/2019	<p><b>Highways Issues</b></p> <p><b><u>To note Highways issues in the Parish -</u></b></p> <p>UNRESOLVED issues at Roger Ground with the kerbside, pothole, drains and gullies and a grit bin (W171448319) (W1880934417) Clerk report again</p> <p>UNRESOLVED blocked gully Hawksgarth (W172926780)(W18800922238)(W1880934420) – unchanged – Clerk to report again</p> <p>RESOLVED Outgate quarry contaminated road gravel - a response has been resolved.</p> <p>UNRESOLVED To update on the blocked drain outside back entrance to the Kings Arms (W1980958314) Clerk to continue to chase</p> <p>UNRESOLVED To update on the query regarding change of street lighting to LED lights producing insufficient light onto the streets – as per public participation above</p> <p>UNRESOLVED To update on query with Highways regarding lack of notification regarding recent road closure.</p>	TT TT TT TT TT								
47/2019	<p><b>Finance and Governance Issues</b></p> <p>RESOLVED Councillors to authorised payment of the following accounts:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Tracey Thornley – Clerk wages</td> <td style="text-align: right;">£ 294.16</td> </tr> <tr> <td style="padding-left: 40px;">Tim Brown – Lengthsman duties</td> <td style="text-align: right;">£ 182.00</td> </tr> </table> <p>RESOLVED Councillors acknowledge receipt of the following payments:-</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Old Police Car Park Permits 1 x new 3 x change of vehicle</td> <td style="text-align: right;">£ 31.00</td> </tr> <tr> <td style="padding-left: 40px;">SLDC – Cllr Coward Locality fund</td> <td style="text-align: right;">£150.00</td> </tr> </table>	Tracey Thornley – Clerk wages	£ 294.16	Tim Brown – Lengthsman duties	£ 182.00	Old Police Car Park Permits 1 x new 3 x change of vehicle	£ 31.00	SLDC – Cllr Coward Locality fund	£150.00	
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48/2019	<p><b>Planning</b></p> <p>The Councillors considered planning application and formulated comments to the planning Authority:-</p> <p style="padding-left: 40px;">T/2019/0032 St Michaels &amp; All Angels Church, Hawkshead, LA22 0PQ – Fell clump of small ash and an elder stems &amp; fell small lawson- Cllrs viewed the plans and had no objections Clerk to notify Planning</p> <p style="padding-left: 40px;">7/2019/5156 5,6,7 Limetree Cottages, Hawkshead, LA22 0NS – Three new terrace, three bedroom cottages for local occupancy, demolition of existing workshop and garages. Cllr Spedding did not participate in these discussions. Cllrs viewed the plans and had no objections Clerk to notify Planning</p>	TT TT								
49/2019	<p><b>Review of Financial Regulations and Standing Orders</b></p> <p>The Financial Regulations and Standing Orders were circulated and Cllr Fordham explained that a member of the public had questioned items within the Financial Regulations and Standing Orders. Time had been spent checking through these and clarification on issues were discussed and agreed.</p> <p><u>Financial Regulations</u></p> <p>Clarification that Tracey Thornley is the Responsible Financial Officer (RFO).</p> <p>2.2 Quarterly reconciliation of the Accounts – it was agreed that Cllr Fordham will be the nominated Councillor to do this role.</p> <p>2.6 Internal Auditor needs to be appointed Cllrs discussed who we could ask who is an independent Auditor it was suggested to ask David Vaughan or if anyone has someone they would like to nominate. Cllrs will ask David this will be an agenda item for the next meeting.</p> <p>3.1 Budget proposals to be presented by the end of November each year.</p> <p>3.2 RFO prepare detailed estimates of receipts and payments by December each year.</p> <p>4.1 Clerk and Chair can authorise items below £500.</p> <p>4.5 In cases of extreme risk to the delivery of council services the Clerk may authorise expenditure subject to the limit of £500.</p> <p>6.4 Bank signatories should be aware of not signing cheques where the beneficiary may have connection by virtue of family or business.</p> <p>6.11 Clerk to put the computer passwords into an envelope and give to the Chair to store in his safe.</p> <p>10.3 and 10.4 Reminder to Councillors</p> <p>11.1 Councillors were reminded of the procedures for contracts</p>									

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	<p>RESOLVED Cllr Fordham proposed the Financial Records Cllr Moulton seconded this, all Councillors agreed and the Chair signed as a true record. Clerk to put the amended and signed Financial Regulations on the website.</p> <p><u>Standing Orders</u> Standing Orders had been reviewed and sections highlighted in yellow were reminders or where decisions needed to be made, altered or noted included:</p> <p>3. (i) Chairman happy for a person to be permitted to remain seated when speaking. (v) A reminder that one third of members of the Council should be present for business to be transacted, no less than a quorum of a meeting be less of 3. (x) Meeting will not exceed 2 and a half hours. Other highlighted areas included 6. (d), 7 (a), 9 (b) and (d), 12 (d) 16 a Standby appointee to take on the role of Responsible Financial Officer it was agreed that Cllr Larkin will cover in the RFOs absence. 21. Cllr Moulton, as agreed previously is our Data Protection Officer</p> <p>RESOLVED Cllr Fordham Proposed that these changes and revised Standing Orders were adopted and thank the Members of the Public for pointing out the discrepancies. All Councillors agreed and the Chair signed them as a true record. Clerk to put a copy of the signed and amended Standing Orders on the Parish Council website.</p> <p>The Chair thanked Cllr Fordham for his hard work.</p>	TT
50/2019	<p><b>Hawkshead Project</b> – it appears that we are able to keep the LIP money, the forms just need to be completed. We received a drawing from Helen its not up to any specification but if everyone is happy to go ahead with the draft plans. The next step will be a meeting for the public to see what we are thinking of doing at that end of the village and check that everyone is happy with these plans. Then asking the Council to sort the next steps. Cllr Wood reported that the Squares Project is being pushed by LDNPA in distinctive areas to get the project moving.</p>	
51/2019	<p><b>Contract/Tender for Mowing of Hawkshead Village and the Old Police Car Park for Groundwork</b> 3 Tenders had been received these were circulated to Councillors on Monday. Discussion then took place.</p> <p>One of the tenders, Andrew Thompson currently mows the Recreation Ground and Councillors on the Recreation Committee are more than happy with the work that he does.</p> <p>RESOLVED Cllr Fordham proposed Andrew Thompson and Cllr Spedding seconded this, all Councillors agreed to proceed with this. Clerk to notify tenders and send contract to Andrew to also inform Andrew if he would like to meet a Councillor before he starts to let the Clerk know.</p>	TT
52/2019	<p><b>Councillors Matters</b> None</p>	
53/2019	<p><b>Correspondence</b> RESOLVED: T Brown – Invoice and photos of work completed February Highways – Urgent Closure B5286 Nr Clappersgate SLDC – List 03 11/2/19: List 04 4/3/19 T Coward – Locality Budget K Dockery – Pool Bridge B5285 Junc Colthouse SLDC – SLDC Agenda 26/2/19 PCSO Ross – Monthly Police Report SLDC – Request for Topics for consideration by SLDC overview and scrutiny committee 2019/20 Satterthwaite PC – Branches re Snowplough/Gritter M Brereton – Ferry 5 yearly inspection Hawkshead Link Community Circulars:- Concert/First Responders AGM/4x4s and Motor Bikes Green Roads; Various Items; No Ferry for 3 weeks – Rusland Horizons skill needs you; Climate Change; Tenders CALC:- Final Paperwork for District Association meeting on Thursday 7<sup>th</sup> March; Local Committee – Working together – further information; Coastal Community input into the NW</p>	

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	<p>Marine Plan; Tour of Cumbria event notification; Newquay Town Council National Parking Enforcement Survey; Friday Roundup; Experience of Online Tool – contract finder; March Newsletter</p> <p>Rural Services Network – The Rural Bulletin – 26/2/19; The Rural Bulletin – 5/3/19; RSN Rural Funding Digest – March 2019 Edition</p> <p>R Machin – Appleby Fair draft strategy consultation</p> <p>Planning – T/2019/0032 St Michaels and All Angels Church, Hawkshead</p> <p>Member of the Public – Financial Regulations <i>Clerk to write to the member of the public and thank them for their observations.</i></p> <p>Elections – CGR Consultation</p> <p>Claife PC – Agenda 12/3/19</p> <p>Member Services – Homeless Strategy Consultation Draft</p> <p>H Karaaslan – Drawings</p> <p>Community Grants – LIPs Grant Funding</p> <p>Planning – 7/2019/5156 – 5,6,7 Limetree Cottages, Hawkshead.</p> <p>Highways – Contaminated Gravel, Outgate</p> <p>T Brown – Lengthsman Invoice and Photos of work</p> <p>Planning – Planning decisions notifications</p> <p>LDNPA – Lake District Communities Fund</p> <p>Member of the Public – AWAZ Cumbria – Volunteer Information Services</p>	TT
54/2019	<p><b>Next Meeting</b></p> <p>The next meeting will be on Tuesday 16<sup>th</sup> April 2019 at 7.30 pm in the Lower Market Hall, Hawkshead</p>	

Meeting closed 21.07 pm

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Date

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Signed & Approved by (Chair)

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