

## Ennerdale & Kinniside Parish Council

Clerk to the Council: Susan Denham-Smith, Routen Farm, Ennerdale, Cleator, Cumbria, CA23 3AU.  
Tel: 01946 861270

### Minutes of the meeting held on Wednesday 10 May 2017 in St Mary's Church Ennerdale Bridge

#### Present

Cllrs Denham-Smith (MD-S) – Chairman

#### Councillors

Ian Topping (IT), Ric Outhwaite (RO), Chris Ayling (CA), Bridget Johns (BJ), Cath Mc Mullen (CM),  
Muir Lachlan (ML)

#### Also in attendance

Rev. Ian Parker (IP), Susan Denham-Smith –Clerk (SDS), Mike Blackhurst (Public),  
Sue Roberts (SR – UU Liaison Committee)

Minute Number	Item	ACTION
007/05/17	<b>Apologies for Absence</b> <b>Resolved</b> – No apologies received.	
008/05/17	<b>Declarations of Interest</b> <b>Resolved</b> that the following Declarations of Interest were disclosed: Cllr MD-S - the Clerk's employment. Pay and expenses. Cllrs MDS, CA and SDS – Ennerdale School Cllrs ML, CA, The Gather/Hub	
009/05/17	<b>Minutes of the Parish Council Meeting Held on 8 March 2017</b> <b>Resolved:</b> that the minutes of the meeting of Ennerdale and Kinniside Parish Council held on 8 March be confirmed as a true record and signed by the Chairman. The Chairman noted an acknowledgement of comments made by Rachel Oakley by Email on 6/5/17. However, the Minutes remained un-amended	
010/05/17	<b>Co-Option of new Councillor</b> Mike Blackhurst of Ennerdale Bridge attended the meeting as a member of the public to observe the proceedings with a view to apply to become a Councillor if he felt it was an appropriate role for him  <b>Resolved:</b> The Clerk to discuss the position of Councillor and being Co-opted onto the Council with Mr Blackhurst.	SDS
011/05/17	<b>Public Participation</b>  A member of the public raised concern about the safety of the road between Ehen Garth and The Gather and suggested that the Parish Council consider increasing the precept to install a footpath themselves.  Councillors confirmed it was a valid idea and that it had been raised with the	

	<p>LDNPA who had also raised it with the Highways Authority. United Utilities have in the past promised funding for this project</p> <p>Cllr ML offered to take this up with Kevin Thompson and the Clerk to do an E-check of the minutes to see when United Utilities agreed to fund this project</p> <p>A member of the public commented that, at the Lamplugh Annual Parish Meeting, The Head Forester for this region used a PDF version of the management plan of Cogra Moss, which was a standard proforma for the country and asked if the PC were aware of anything similar for Ennerdale.</p> <p>Councillors replied that the Parish council were involved in the Forestry Commission's Stewardship plan, which was available on the Wild Ennerdale Web site, but that it should be read with caution as due to the problems with Ash Die Back and other diseases committing money is an issue so the plan is not set in concrete.</p> <p><b>Cllr Dirom (CBC)</b> introduced himself and apologised for not attending for many meetings.</p> <p>He spoke of building land supply and how CBC had not hit its 5 year supply target for last 2 years and was now having to look again at areas that are not so desirable to be included for development. This may affect how they react to planning and planning appeals</p> <p>A Councillor asked – "What is CBC's attitude to REGEN Copeland regarding the loss of supporting staff?" Cllr Dirom replied that because REGEN Copeland did not have a cause they had lost funding to supply support staff.</p>	ML/SDS																		
012/05/17	<p style="text-align: center;"><b>Progress Reports</b></p> <p><b>A: Clerk's Update</b>  <b>Resolved</b> that the Clerk's Report be accepted with the following actions to be completed:</p> <p>130/03/17</p> <ul style="list-style-type: none"> <li>Cumbria Dyslexia funding request – no funding granted  <b>Clerk to Reply</b></li> </ul> <p>137/03/17</p> <ul style="list-style-type: none"> <li>Health and Safety Policies up-dated Grammar  <b>(Cllr Topping to action)</b></li> </ul> <table border="1" data-bbox="331 1711 1321 2042"> <thead> <tr> <th>Date</th> <th>Correspondence</th> <th>For action</th> </tr> </thead> <tbody> <tr> <td>22/3/17</td> <td>BDO – Audit documents (see separate item)</td> <td>X</td> </tr> <tr> <td>22/3/17</td> <td>AON Insurance renewal (see Council Finances)</td> <td>X</td> </tr> <tr> <td>22/4/17</td> <td>Ennerdale School request for funding for National Lego League Final</td> <td>X</td> </tr> <tr> <td>26/4/17</td> <td>Calc subscription Invoice (see Council Finances)</td> <td>X</td> </tr> <tr> <td>2/5/17</td> <td>Invoice for Notice Board keys (see Council</td> <td>X</td> </tr> </tbody> </table>	Date	Correspondence	For action	22/3/17	BDO – Audit documents (see separate item)	X	22/3/17	AON Insurance renewal (see Council Finances)	X	22/4/17	Ennerdale School request for funding for National Lego League Final	X	26/4/17	Calc subscription Invoice (see Council Finances)	X	2/5/17	Invoice for Notice Board keys (see Council	X	SDS  IT
Date	Correspondence	For action																		
22/3/17	BDO – Audit documents (see separate item)	X																		
22/3/17	AON Insurance renewal (see Council Finances)	X																		
22/4/17	Ennerdale School request for funding for National Lego League Final	X																		
26/4/17	Calc subscription Invoice (see Council Finances)	X																		
2/5/17	Invoice for Notice Board keys (see Council	X																		

**Resolved:**

- Accept appointment of Internal Auditor Chapel Consultants - fee £36 (other items regarding the Audit covered in Financial Matters)
- To Renew Insurance with existing Insurer by 1 June 2017
- To support the Ennerdale School Lego League Team in the International Final with a donation of £500
- To rejoin CALC 2017
- To pay invoice for new noticeboard keys

All actions  
SDS

**Planning:** New planning applications to consider.

Correspondence received between meetings:

**Planning Applications,**

Reference: 7/2017/4009  
 Location: Field number 8356 Kinniside, Cleator Moor, CA23 AG  
 Proposal: Agricultural Implement Building  
 Replied "No Objections"

Reference: 7/2017/4032  
 Location: Ehenside, Ennerdale, Cleator CA23 3AR  
 Proposal: Demolition of Conservatory and Erection of Garden room  
 Replied "No Objections"

**Notice of Grant of Planning Permission**

Reference - LDNPA - 7/2017/4016  
 Location - Swinside End, Kinniside, Cleator, CA23 3AQ,  
 Proposal - Barn Conversion to form Agricultural worker's dwelling  
 variation from 7/2008/4003

**Additional Duties**

**Review of Risk Register**

**Resolved:** to be accepted by the Parish Council as it has been currently updated but to be reviewed annually

**Review of Asset Register**

**Resolved:**

- to accept changes as recommended in the previous year's Audit (31/3/2016) to list all assets valued at cost, and to structure the Asset Register according to the NALC guidelines for Governance and Accountability for Smaller Authorities (5.57).
- Cllr MD-S to be responsible for the Asset Register and to clarify the Parish Council's position with regard to the quarries, the oak tree and the value of the bus shelter.

MDS

	<p><b>Review of Practices</b> to back up the Annual Governance Statement (Audit Form)  <b>Resolved: to accept the suggestions made by the Clerk</b></p> <p><b>Broken bench outside school</b>  <b>Resolved:</b> that Cllr MD-S together with The Clerk will pursue the insurance claim and source replacement</p> <p><b>Insurance and the MUGA Issues for clarification</b> – the MUGA is not currently insured under the Parish Council’s current insurance due to a lack of clarity about who owns/manages the facility and the level of cover it requires  <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• that Cllr CA will correspond with AON the insurers to clarify the situation/negotiate appropriate insurance.</li> <li>• Cllr CA will inform the members of ECRAG of the situation. The Head at Ennerdale School has been informed.</li> <li>• Cllr CA to send the Clerk a copy of the ECRAG constitution.</li> </ul> <p><b>Mobile Post office - Julie Walton.</b> (Clerk Spoke to JW parked in van on the road)  The current location is not suitable for publicity or safety of either the manager of the facility or members of the public  <b>Resolved:</b> Cllr ML will speak to the area manager to try and find a more suitable location in the village</p>	<p>MDS/SDS</p> <p>CA</p> <p>CA</p> <p>CA</p> <p>ML</p>
013/05/17	<p><b>B: Defibrillator Project</b> - including actions from 131/03/17</p> <p>Following advice from David Smith former Clerk the idea that BT might provide a defibrillator in the phone box has been negated as the one in question was a pilot study. There is no question of the phone being sacrificed for the Defibrillator.</p> <p>Cllr Johns reported that there is money available from Awards for All but the benefit to the community involvement would be needed to be demonstrated. She also suggested that the First Responders need to be involved in the project and funding applications.</p> <p><b>Resolved:</b> Cllr RO would assist in the project and The First Responders Team contacted to start to make a plan for costings and project management</p>	<p>RO/BJ</p>
014/05/17	<p><b>C: Community Led Plan</b></p> <p>Cllr MD-S presented the Councillors with a copy of the draft, final version of the Community Led Plan.</p> <p>After the Councillors have agreed the final version it has to be forwarded to the Planning group, followed by LDNPA, CBC, and CCC</p>	<p>BJ/MDS</p>

	<b>Resolution:</b> <ul style="list-style-type: none"> <li>• Cllrs to read and comment on the report by 26<sup>th</sup> May 2017.</li> <li>• Report then to be forwarded to other groups and agencies.</li> </ul>	ALL BJ
015/05/17	<b>D: National Grid (North West Coast Connections – NWCC) Cllr Denham-Smith</b> Nothing currently to report	
016/05/17	<b>E: Grant Application Form – Cllr Denham-Smith</b>  <b>Resolved:</b> to accept the final version of the form and make it available on the website	SDS/IT
017/05/17	<b>F: Cold Fell Action - (Cllr McMullen)</b>  The new Fell Road Code to be published soon. There will be leaflets and it will be published on othe Sellafield Intranet. This is not a Sellafield initiative but that of the Cold Fell Action Group.  Cllr Lachlan commented that CCC took up the last Fell Road Code as a code of practice for all fell road driving and that it had formed part of induction for all contractors. It was requested that Sellafield be asked that contractors should be encouraged not to use use the fell road.  <b>Resolution:</b> For the Cold Fell Action Group to revisit the request to Sellafield for contractors to avoid using the Fell Road and ensure it is part of the induction.  Cllr McMullen was congratulated by the Chairman for her hard work.  Cllr Lachlan commented that the warning signs have disappeared from the Ennerdale Bridge of the Cold Fell road and the Road Closed warning signs are often left in place when the road is open again.  <b>Resolution:</b> for Cllr Lachan to ask Kevin Cosgrove (Highways) to deal with actively moving / removing the signs when they are not in use.  <b>The first A595 Group meeting</b> has taken place. Cllr McMullen attended – see 025/05/17 below.	CM       ML
018/05/17	<b>G: Wild Ennerdale, West Coast Travel Plan, Off-Road Footpath (Cllr. Outhwaite)</b>  <b>Wild Ennerdale</b> - the next meeting is 19 June 2017, so nothing to report from WE meetings however, Cllr Outhwaite reported an informal discussion with Rachel Oakley. Regarding the West Coast Travel Plan and the Off-road Footpath. There is a delay in progress on the Off-Road Footpath pending the drainage survey, which is currently being assessed before more this project can advance.  Cllr Lachlan reported there had been a few complaints about the Off-road Footpath. There was a report about the trees planted by Diane	

	<p>O'Leary's team (Rivers Trust - sponsored by UU), in the field behind Braemar Cottages. The planting of trees assisted with the privacy issues reported by the resident caused by the creation of the Off-road Footpath, however the planting did not seem to fit in with an ordered plan.</p> <p><b>Resolution:</b> Cllr Outhwaite to follow up with the UU Liaison group regarding the drainage issues on the off-road footpath and will also look at the longer management plan regarding tree planting</p>	RO
019/05/17	<p><b>H: United Utilities Liaison Group - report from meeting 4/6/17 and report by Sue Roberts</b></p> <p>This report was given by Sue Roberts of the UU Liaison Group as she has been studying the difficulties caused by the acquisition of land by UU and the resultant cessation of agriculture at Low Moore End and The Mill.</p> <p>SR has written a paper to present at a meeting with Stuart Mounsey (Environment Agency), United Utilities, Natural England and the United Utilities Liaison Group.</p> <p>SR gave a summary report of the group's activities to the Ennerdale Parish Council as the full written paper was not yet available.</p> <p>She expressed that due to difficulties with engaging with UU the group had been in touch with The Mayor Mike Starkie, who has expressed an interest in supporting and encouraging sustainable, working landscapes and sought the Parish Council's support in engaging with Mayor Starkie in order to assist with communication with United Utilities regarding the issues of land management.</p> <p><b>Resolution:</b> for Councillor Lachlan and Sue Roberts on behalf of the United Utilities Liaison Group to approach Mike Starkey for an initial meeting, followed by further meetings through the minuted process of the Liaison Group, which will then be reported back to The Parish Council</p>	SR/ML/U ULG
020/05/17	<p><b>I: Neighbourhood Watch (Cllr Topping)</b></p> <p>Reported that the Newsletter Is regularly sent out. There have been 2 major incidents reported:</p> <ul style="list-style-type: none"> <li>• Anti social behaviour in Vicarage Lane in March.</li> <li>• Assault at Bowness Knott.</li> </ul>	
021/05/17	<p><b>Arrangements for The Annual Parish or Town Meeting</b></p> <p>The Clerk explained it is not a council meeting.</p> <p><i>"It is a meeting of the parish or town electors taking place between 1 March and 1 June and forms part of the Council's Statutory duties. Electors can contribute to the agenda and in practice these meetings often celebrate local activities and debate current issues in the community. The chairman of the council, any two councillors or any six electors can call the Annual Parish or Town Meeting. The Chairman, if present, will chair the meeting. It is best practice</i></p>	

	<p><i>to hold the Annual Meeting of the Council and the Annual Parish Meeting on different occasions to avoid confusion”.</i> <i>(see the Good Councillor Guide p32)</i></p> <p>Due to the short time-scale left to arrange the meeting the date of the 31<sup>st</sup> was agreed and would include planning the agenda for a future meeting in July so that it could be better publicised.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• to hold the Annual Parish Meeting on 31<sup>st</sup> May at 7:30 in the Community Rooms.</li> <li>• To arrange a Public Meeting in July to discuss the issues of concern and roll out the CLP</li> <li>• That in future years the Annual Parish Meeting should be diarised and planned at the January meeting</li> </ul>	<p>MDS/IT</p> <p>ALL</p> <p>SDS</p>
022/05/17	<p style="text-align: center;"><b>Parish Council Newsletter</b></p> <p>Discussion about format and content of the newsletter.</p> <p>It had previously been agreed that following the AGM we need to send out details of the Councillors to the electorate. In the past, 2 newsletters were sent out per year - July (planned at the May meeting and January planned in the November meeting)</p> <p><b>Resolution:.</b></p> <ul style="list-style-type: none"> <li>• The Clerk to circulate electronic version of the old format of the newsletter.</li> <li>• New format and content to be agreed by Councillors.</li> <li>• Content to be provided by each Councillor according to their portfolio/responsibilities.</li> <li>• Clerk to Typeset.</li> <li>• Editor to be appointed</li> </ul> <p>Cllr Topping suggested that creating a Twitter account would help with communication.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• Cllr Topping to create a Twitter account</li> <li>• Cllr Topping to curate the Twitter account</li> <li>• Social Media Policy to be drafted and agreed</li> </ul>	<p>SDS</p> <p>ALL</p> <p>ALL</p> <p>SDS</p> <p>MDS</p> <p>IT</p> <p>IT</p> <p>SDS/ALL</p>
023/53/17	<p style="text-align: center;"><b>Highways Issues</b></p> <p>To consider and raise issues of concern regarding highways and footpath maintenance and road safety concerns.</p> <p>Cllr Lachlan provided a report prior to the meeting. The following items were discussed:</p> <p>Cllr Lachlan explained that the white-lining was not quite finished due to bad weather. Cllr McMullen questioned about the missing Give Way lines at the bridge and all Councillors agreed it was essential and</p>	

	<p>a legal requirement that they are reinstated.</p> <p><b>Resolution:</b> Cllr Lachlan to discuss the Give Way white lines with The Highways.</p>	ML																																																
024/05/17	<p style="text-align: center;"><b>Council Finance</b></p> <p>To consider any payments and/or grants to be made and receive and an updated bank reconciliation to be presented.</p> <p>Cllr Denham-Smith has requested that Nat West send statements to The Clerk on 25<sup>th</sup> of the month to ensure enough time for bank reconciliations to take place before meeting dates.</p> <p><b>Resolve:</b> to make the following payments:</p> <table border="1" data-bbox="331 629 1321 1498"> <thead> <tr> <th>Date</th> <th>V No</th> <th>Payee</th> <th>Description</th> <th>Amount</th> <th>Ch No</th> </tr> </thead> <tbody> <tr> <td>10/05/2017</td> <td>002</td> <td>Invoice for JD Crozier</td> <td>Hedge cutting</td> <td>£211.20</td> <td>000500</td> </tr> <tr> <td>10/05/2017</td> <td>003</td> <td>Notice it notice board keys</td> <td>Notice board Keys</td> <td>£6.50</td> <td>000502</td> </tr> <tr> <td>10/05/2017</td> <td>004</td> <td>Calc Subscription</td> <td>Annual Subscription 2017/8</td> <td>£132.60</td> <td>000501</td> </tr> <tr> <td>10/05/2017</td> <td>005</td> <td>Aon Insurance</td> <td>PL Insurance 2017/8</td> <td>£358.01</td> <td>00049</td> </tr> <tr> <td>10/05/2017</td> <td>006</td> <td>Chapel Consultants (Internal Audit)</td> <td>Internal Auditor</td> <td>£36.00</td> <td>00503</td> </tr> <tr> <td>10/05/2017</td> <td>007</td> <td>Ennerdale School</td> <td>Lego League Grant</td> <td>£500.00</td> <td>000504</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>TOTAL</b></td> <td><b>£1,244.31</b></td> <td></td> </tr> </tbody> </table>	Date	V No	Payee	Description	Amount	Ch No	10/05/2017	002	Invoice for JD Crozier	Hedge cutting	£211.20	000500	10/05/2017	003	Notice it notice board keys	Notice board Keys	£6.50	000502	10/05/2017	004	Calc Subscription	Annual Subscription 2017/8	£132.60	000501	10/05/2017	005	Aon Insurance	PL Insurance 2017/8	£358.01	00049	10/05/2017	006	Chapel Consultants (Internal Audit)	Internal Auditor	£36.00	00503	10/05/2017	007	Ennerdale School	Lego League Grant	£500.00	000504				<b>TOTAL</b>	<b>£1,244.31</b>		
Date	V No	Payee	Description	Amount	Ch No																																													
10/05/2017	002	Invoice for JD Crozier	Hedge cutting	£211.20	000500																																													
10/05/2017	003	Notice it notice board keys	Notice board Keys	£6.50	000502																																													
10/05/2017	004	Calc Subscription	Annual Subscription 2017/8	£132.60	000501																																													
10/05/2017	005	Aon Insurance	PL Insurance 2017/8	£358.01	00049																																													
10/05/2017	006	Chapel Consultants (Internal Audit)	Internal Auditor	£36.00	00503																																													
10/05/2017	007	Ennerdale School	Lego League Grant	£500.00	000504																																													
			<b>TOTAL</b>	<b>£1,244.31</b>																																														
	<p><b>Resolved:</b> to accept the Bank Reconciliation dated 10 May 2017, current account balance £7,453.08. This represents an uncleared balance of £10,489.42 made up of: £1244.01. spend agreed at this meeting and £4280.35 uncleared cheques paid <b>IN</b> to the account (The Precept - £3,746.40 and The Transparency Fund – £533.95). The reconciliation was against “Account Transaction Detail” printed at the bank on 24/4/2017.</p> <p><b>Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Asset Register and Risk register resolved above 012/05/2017</li> <li>• Annual Governance Statement and Audited Accounts 06/05/17 (AGM)</li> </ul>																																																	



025/05/17	<p style="text-align: center;"><b>Councillor Matters</b></p> <p>Feedback from other meetings attended: not covered by other agenda items.</p> <ul style="list-style-type: none"> <li>• <b>A595 Meeting</b> . The police are launching an initiative to make the A595 route of choice too and from Sellafield. Next meeting is 30 May at 17:30 Beckermet is too early for Cllr McMullen. Cllr Lachlan to deputise.</li> <li>• Contact Allan Willison PCSO for speedwatch to do testing before 31<sup>st</sup> May</li> </ul>	<p style="text-align: center;">ML</p> <p style="text-align: center;">IT</p>
026/05/17	<p><b>Items for the next meeting:</b> for Councillors to suggest items for the next agenda:</p> <ul style="list-style-type: none"> <li>• No Items suggested</li> </ul> <p><b>Date of the next meeting:</b></p> <p><b><u>Wednesday 12 July 2017 at 7.00pm</u></b></p> <p><b>Dates for future meetings</b>  September 13<sup>th</sup> 2017  November 8<sup>th</sup> 2017  January 10<sup>th</sup> 2018  March 14<sup>th</sup> 2018  May 9<sup>th</sup> 2018 (Meeting and AGM)  Annual Parish Meeting TBC - between 1 March and 1 June 2018</p> <p><b>Meeting Closed at 21:45</b></p> <p><b>Chairman.....</b></p> <p><b>Date.....</b></p>	