

Ennerdale & Kinniside Parish Council

Clerk to the Council: Susan Denham-Smith, Routen Farm, Ennerdale, Cleator, Cumbria, CA23 3AU.
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Minutes of the meeting held on Wednesday 11 January 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)

Also in attendance

Rev. Ian Parker (IP), Susan Denham-Smith –Clerk (SDS), Muir Lachlan (ML)

Minute Number	Item	ACTION
107/01/17	<p style="text-align: center;">Apologies for Absence</p> <p>Resolved that apologies from Councillor Cath McMullen be received and the reasons noted.</p>	
108/01/17	<p style="text-align: center;">Declarations of Interest</p> <p>Resolved: that Cllr MD-S declared an interest in the Clerk's employment and expenses negotiations.</p>	
109/01/17	<p style="text-align: center;">Minutes of the Parish Council Meeting Held on 11 January 2017</p> <p>Resolved: that the minutes of the meeting of Ennerdale and Kinniside Parish Council held on 14 September 2016 be confirmed as a true record and signed by the Chairman.</p>	
110/01/17	<p style="text-align: center;">Co-Option of new Councillor</p> <p>The Council has vacancies for 2 councillors, (6 instead of 8). Discussion was made of the possibility of reducing the official numbers of Councillors by 1 so there is only 1 vacancy to fill.</p> <p>Resolved: Muir Lachlan agreed to stand as Councillor again. MDS investigate the option of reducing the required number of councillors(CALC/CBC), by 1 to 7.</p>	SDS MDS
111/01/17	<p style="text-align: center;">Public Participation</p> <p>A query was made about whether the PC had knowledge of planning permission for the new fence at the property "Lillyhall". Cllr RO commented that planning was not required and all Councillors agreed they were aware of the construction.</p>	
112/01/17	<p style="text-align: center;">Progress reports</p> <p>A: Clerk's Update</p> <p>Resolved that the Clerk's Report be accepted with the following actions to be completed:</p> <ul style="list-style-type: none"> • Payment of £111.15 will be made to the 217 Group, which is to be accepted as our full and final obligation to this bus service. • Grant request accepted and payment of £300 to be made to Michael Watts for upkeep of St Mary's Church grounds 	SDS

	<p>maintenance</p> <ul style="list-style-type: none"> • Email BT/CBC to reiterate the PC's position regarding retention of the Phone box and include public comments received • Declination of invitation to the Buckingham Palace Garden party after our suggested candidate declined the offer. • Remain in contact with Cllr Knowles and follow up on his provision of an update report, regarding research into road use on the Cold Fell route • Contact David Bechelli to put the offer of sand and flood bags on hold. • The Community Led Plan Group to look into the requirement for a sandbag store as part of their recommendation on how to take the Resilience Planning forward onto a formal footing. • To review the Clerk's average hours worked in June 2017 at the annual review with an agreement, that if the hours are more than contracted they will be paid at the standard rate and the contract adjusted to reflect the actual hours worked annually. • To accept the purchase of Norton anti-virus to protect the recently acquired lap-top. • To formalise the system of application for grant support from the Parish Council using the Lamplugh PC format as a model to create an application form. Cllr Denham-Smith to draft a pro-forma for consideration by all other councillors. 	<p>SDS SDS SDS SDS SDS BJ IT MDS</p>
113/01/17	<p>B: Defibrillator Project (Cllr Johns) Reported that Awards for All would potentially provide funds if training was given as part of the project. Chris Abbott had already indicated that the First Responders group would provide training session. There are no First Responders in Ennerdale Village and this project may be a chance to recruit some. Resolved:</p> <ul style="list-style-type: none"> • to confirm the exact costs of the project • to confirm the exact grant monies required • to approach BT to confirm if their offer of a donation of Defibrillator unit still stands from an offer made 12-24 months ago • that the Defibrillator unit will not be placed in the phone box at the expense of losing the telephone 	<p>BJ BJ BJ/IT/ML</p>
114/01/17	<p>C: Community Led Planning Draft Issues and Aims document (Cllr Johns) Reported that the draft had come together well but there were still some gaps. The Community Profile provided by support organisation ACT (Action in the community) is very different to what we know as true so cannot be relied upon so has held a few areas up. Cllr Johns also tabled an email from Neighbourhood Watch regarding emergency planning and training Resolved:</p> <ul style="list-style-type: none"> • that the Working Group with relevant knowledge needed to complete the action to show how progress has been made from the plan 10 years ago • To keep the contact details for the Neighbourhood Watch Emergency Planning and training support for use in conjunction with the Resilience Plan 	<p>BJ/MDS/S R/ML BJ</p>
115/01/17	<p>D: National Grid (North West Coast Connections – NWCC) Cllr Denham-Smith</p>	

	Nothing further to report	
116/01/17	<p>E: Wild Ennerdale, West Coast Travel Plan, United Utilities Liaison Group, Off-Road Footpath (Cllr. Outhwaite)</p> <p>Wild Ennerdale: Cllr Outhwaite reported that Forest and Stewardship plan need to make clear indications of their intentions available to the PC. Next WE meeting is 7 March 2017. :</p> <p>Resolved:</p> <ul style="list-style-type: none"> • that any issues regarding Wild Ennerdale should be forwarded to Cllr Outhwaite before 7/3/17 <p>WCTP – the meeting in Dec was cancelled as The Chair could not make it. A revised date is awaited</p> <p>UULG – The following items are reported to have been progressed with the UULG:</p> <ul style="list-style-type: none"> ➤ ecology report has been received, ➤ Off road footpath – The Forestry Commission are doing work, evidenced by the tape in the trees marking the route to Sawdust Lonning. Funding is being looked by UU. ➤ The need for a safe link from the school to the play area and the path from The Hub to Ehengarth at the back of the Fox and Hounds land has been raised with the Highways. In addition the proposal of the footpath to Cleator Moor has been tabled. ➤ Cllr Outhwaite explained that UU were aware of the dissatisfaction with the signs on the bridge before Bleach Green Car Park. ML explained that an engineer at the meeting said the drains will be looked at in Spring, which will hopefully then negate the need for the signs – which function as barrier to stop silt and wash from the road entering the river. <p>and Resolved that:</p> <ul style="list-style-type: none"> ➤ the Statement of Intent written by Cllr Outhwaite for the proposal of the off-road footpath (Sawdust Lonning) be agreed and accepted. 	ALL
117/01/17	<p>F: Neighbourhood Watch (Cllr Topping)</p> <p>Reported that the police no longer sent Neighbourhood Watch reports but they could be found on their website if you search for them yourself. Cllr Topping and Rev IP have been going door to door to visit existing and potential new sign-ups for the Neighbourhood Watch scheme. The Database currently has a membership of 40.</p>	
118/01/17	<p>G: Clerk Contract of Employment to include adopting: Grievance Procedure, Health and Safety and Equal Opportunities Policies.(Cllr Topping)</p> <p>The Clerk reported that a draft Contract of Employment had been drafted between her and the PC using the CALC template and assistance from their personnel expert (Sonia Hutchinson)Cllr Topping reported that as a result of drafting the contract it had become clear the PC did not have Grievance Procedure, Health and Safety and Equal Opportunities Policies in place. Cllr Topping recommended that the PC adopt the 3 policies using templates available from CALC with the specific change to the grievance procedure to reflect the Chair's Conflict of interest in the current set up (The Clerk and Chair are related by marriage)</p> <p>Resolved: (over the page)</p>	

	<ul style="list-style-type: none"> that all Councillors look at the: Contract of Employment Grievance Procedure Health and Safety and Equal opportunities Policies <p>and make recommendations for change to them with a view to adopting all 4 at the March meeting.</p>	ALL
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118/01/17	<p>Highways Issues: to consider and raise issues of concern regarding highways and footpath maintenance and road safety concerns. ML circulate a report of the matters he had discussed with the Highways reps since the November meeting (report attached) Of note were item 4 re action to alleviate flooding at Low Waterside and the closure of Kirkland Road from 9 March for 8 days.</p> <p>Resolved:</p> <ul style="list-style-type: none"> that the details of the road closure to be displayed on the web site and inform Neighbourhood Watch informed MDS to email concerns to Kevin Cosgrove (Highways) that a formal discussion to be proposed for the next meeting regarding erection of Brown and White tourist signs near the village ML to send the report electronically to the Clerk 	IT MDS ML
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119/01/17	<p>Council Finance: to consider any payments and/or grants to be made and receive and an updated bank reconciliation to be presented.</p> <p>The following payments were made:</p>	
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Payee	Their Reference	Description	Amount	Cheque number
Ennerdale and Kinnside Community Centre	Invoice 166	Room Hire	£ 24.00	000487
217 Group		Contribution to 217 service as agreed	£ 111.15	000488
CALC	TR1309	Clerk Induction	£ 55.00	000489
CALC	TR1321	LCFinance course	£ 35.00	000489
CALC	TR1322	New Chair Course	£ 35.00	000489
CPSL	SI-2841	Payroll 3rd quarter	£ 16.80	000490
The Ennerdale Hub Ltd	GEN004	Room Hire Connecting Cumbria	£ 20.00	000491
Clerk Mileage claim			£ 84.50) 000492
Clerk			£) 000492

	Expenses			24.00		
	Clerk Salary			£ 356.40	000493	
	Mark Denham-Smith John Lewis		Lap top	£595.88	000494	
			Scanner			
			Microsoft Software			
			TOTAL	£ 1,357.73		
	<p>£75 payment received from Smeatons in acknowledgement of work carried out to stop the spread of Japanese Knotweed at property Dalegarth in Ennerdale village.</p> <p>Resolved:</p> <ul style="list-style-type: none"> • Payment to Cumbria Payroll Services to be made at each quarterly meeting until 1 April 2017 and then annually in advance. • Clerk to make application to Transparency Fund to reclaim cost of Laptop, Scanner/printer and software as agreed with CALC and look into possibility of reclaiming Web site costs. 					SDS/IT
120/01/17	<p>Councillor Matters: Feedback from other meetings attended: not covered by other agenda items.</p> <p>The following items were tabled for information :</p> <ul style="list-style-type: none"> • Copeland Budget Meeting next is on Tuesday 17 January • Connecting Cumbria (Fibre Broadband) Councillors were asked to keep encouraging people to take up the Superfast Fibre Broadband service as the greater the uptake the sooner funding will become available to extending the service to outer-lying areas. 					ALL
	<p>Items for the next meeting: for councillors to suggest items for the next agenda:</p> <ul style="list-style-type: none"> • Street signage, for Forestry Houses and Church Cottages • H&S, Grievance and Equal Opportunities procedures. • Brown Tourist Signs <p>Date of the next meeting: <u>Wednesday 8 March 2017 at 7.00pm</u></p>					