

Ennerdale & Kinniside Parish Council

Clerk to the Council: Susan Denham-Smith, Routen Farm, Ennerdale, Cleator, Cumbria, CA23 3AU.
Tel: 09946 861270

Minutes of the meeting held on Wednesday 12 September 2018 in St Mary's Church Ennerdale Bridge at 7pm

Present

Cllrs Denham-Smith (MD-S) – Chairman

Councillors

Bridget Johns (BJ), Muir Lachlan (ML), Chris Ayling (CA) Ric Outhwaite (RO)

Also in attendance

Susan Denham-Smith – Clerk (SDS),
Rachel Oakley (ROY)
Arthur Lamb - CCC -(AL)
Rev Ian Parker, Richard Taylor (Public)

Minute Number	Item	ACTION
187/09/18	Apologies for Absence No Apologies	
188/09/18	Declarations of Interest Resolved: <ul style="list-style-type: none"> • that councillors had all signed and updated the Declarations of Interest sheet dated 12 September 2018 in the Declaration of Interest Folder. 	
189/09/18	Minutes of the Parish Council Meeting Held on 11 July 2018 Resolved: that the minutes of the meeting of Ennerdale and Kinniside Parish Council held on 11 July 2018 be signed as a true record by the Chairman.	
190/09/18	Co-option of new Councillor Richard Taylor of Longmoor has volunteered to be co-opted as Councillor. Resolved: The Clerk was satisfied Mr Taylor qualified as a candidate with regards to being resident in the parish for at least 12 months. The Clerk will send Mr Taylor the relevant paperwork to familiarise himself with the procedures and expectations of the Council. Mr Taylor will be co-opted onto the Parish Council in November. The Council still has one vacancy for a new Councillor, and this remains advertised on the noticeboard, newsletter and website.	Clerk All
191/09/18	Public Participation No comments from the public	
192/09/18	County and Borough Council Updates Cllr Lamb (CCC)	

	<p>Traffic Surveys There have been 3 surveys of the traffic passing through the village in recent months:</p> <ol style="list-style-type: none"> 1. was related to safety around schools and to review speed limits in these locations with a view to providing crossing patrols. 2. was a private survey by a local resident which was required to submit a planning proposal. The results of this survey were kindly shared with the Parish Council. 3. was carried out as part of the CCC Speed Limit Review and will be reviewed by the Highways Working Group in December with a view to recommendations being presented for discussion/resolution by the Local Committee in January or February. There has been a delay in the recommendations being ready for presentation to the Local Committee due to staff being tied up on other projects. The data from the results of the initial survey (March) were published in minutes at the time. <p>Flooding Tom Butt Cottages Cllr Lamb had received a phone call of the owner of The Cloggers, Tom Butt Cottages (Mr Whitfield-Bott), regarding the problem with flooding. Cllr Lamb reported that the remedial works have been referred back to the company who carried out the works that changed the camber of the road and at a meeting on 11 September it was agreed that the work will be carried out w/b 31 October 2018.</p> <p>Car Park/Park and Ride Cleator The proposed parking/park and ride for Cleator may reduce traffic crossing Cold Fell and therefore through Ennerdale Bridge travelling to the Sellafield site. Discussion was made of the “Fell Road Code of Practice”, which used to be given out to all new starters on site at their induction. The Councillors felt this should be looked into, in order to find out if it could be reintroduced.</p>	
193/09/18	<p style="text-align: center;">Planning Application 11 Dwellings, Kirkland Road, Ennerdale Bridge</p> <p>The Highways Dept are still waiting for a reply from Consulting Engineers, White Young Green with regard to the drainage and road layout. Further details are in the Highways Report.</p>	
194/09/18	<p style="text-align: center;">Progress Reports</p> <p>A: Clerk’s report (incl. outstanding actions, correspondence and planning) The full clerk’s report is issued to Councillors prior to the meeting detailing all outstanding actions and correspondence received, including planning applications.</p> <p>The following correspondence was received and is to be considered by Councillors for comment or action.</p> <p>It was resolved that: the Clerk’s Report be accepted with the following actions to be completed.</p>	

Date	Correspondence	Actions and Resolutions
17/7/18	Copy of letter sent from S Guise to Genesis Homes regarding 11 home development	No Action
31/7/18	Tree Health advice in dry weather CALC	G Bruce is assessing the health and safety of the Beech Tree on Cold Fell Road previously mentioned in minute no 102/01/18. Action to be decided based on his assessment.
1/8/18	K Park – results of ATC Traffic Survey	No Action Required
2/8/18	L Rawling – emailed the Clerk with concern for walkers being forced to walk on the road as the off-road footpath is overgrown	See Progress Report D: Village Open Spaces Maintenance
13/8/18	M Watts – thank you for grant for St Mary's Grounds Maintenance	No Action Required
23/8/18	Three Tier Meeting 13 th September, Egremont	No Cllr available to attend
5/9/18	CALC - Nominations for CALC Exec Committee	No Action Taken
11/9/18	Rivers Trust invitation to evening walk 21 September 2018	Cllr MDS and other Cllrs to attend
<p>Planning Applications</p> <p><u>Planning:</u></p> <p>Correspondence or applications received between meetings:</p> <p><u>Parish Consultation – no reply necessary</u></p> <p>Reference: 7/2018/4072 Location: Cathowe, Kinniside, Cleator, CA23 3AG (map) Proposal: Replacement Concrete Yard</p> <p>permitted 31/8/2018</p> <p><u>Additional Duties</u></p> <p>Web Site - updating web site.</p>		
195/09/18	<p style="text-align: center;">Progress Reports</p> <p>B: Defibrillator Project – (Cllrs Outhwaite/Johns)</p> <p>A cabinet has been donated. Cllr MD-S has spoken to Keith (landlord of The Shepherds Arms) and requested for him to provide quotes to fit/install the cabinet. The defibrillator will be fitted in the outside porch of the main door of the Shepherds Arms. CCC can provide signs in the village to describe the location of the defibrillator</p>	

	<p>Resolved:</p> <ul style="list-style-type: none"> • Quotes to be provided by Keith (Shepherds) for fitting the defib and cabinet • Cllr Outhwaite to look into the exact costs and procedure for applying for the signage. 	Keith RO
196/9/18	<p>C:GDPR (Cllr Denham-Smith)</p> <p>Resolved to: continue taking the actions recommended in the NALC Toolkit:</p> <ul style="list-style-type: none"> • Cllr Denham-Smith to Carry out Data Audit and recommend actions based on those findings. 	MDS
197/9/18	<p>D: Village Open Spaces Maintenance (Cllrs Outhwaite/Lachlan/D-Smith)</p> <p>Resolved:</p> <ul style="list-style-type: none"> • Cllr Lachlan to provide map of land owned by Parish council and therefore responsible for maintenance. • Cllr Denham-Smith to request quotations for work from Mr Crozier and Stuart Kenyon for the work to trim the hedges inside and out at the correct frequency and time of year. 	ML MDS
198/9/18	<p>E: Wild Ennerdale update Rachel Oakley (Cllr Outhwaite)</p> <p>Footpath Grant Application - East (From Braemar Cottages to the Lake) Rachel has been working with Cllr Outhwaite who submitted the bid. to develop a footpath to develop better links from the village to the lake. The application was with the Rural Development Programme (RDPE – LEADER), and sent in with a letter of support from National Trust through Tom Burditt, who will underwrite the payments for the project until the grant money is paid through in arrears. The grant is for £105,000.</p> <p>Cllr Outhwaite – commented that following a meeting in May, attended by Adrian Jones (FC), Phil Clague (LDNPA) and Rachel Oakley (WE) there was an agreement on the proposed footpath and Phil Clague was to work up the costings for it. In addition Rachel was to draw up a project brief for a car park to enable wider consultation.</p> <p>Stewardship Plan The draft Stewardship plan for Wild Ennerdale was sent out for public consultation in April. The draft plan was available on the Wild Ennerdale web site as well as being sent to email groups, stakeholders and local government representatives. They also held community drop-in sessions and volunteer meetings.</p> <p>The feedback was collated and evaluated and a generic summary response generated as well as responding directly to points raised by respondents and stake-holders. The plan was amended where appropriate, particularly with regard to additions to “natural processes” and the impact of World Heritage status.</p> <p>The final sign-off by Forestry Services for the plan to go on the public register, is expected to be by the 22nd September 2018. Once signed-</p>	ROY

	<p>Trudy Harrison to look into conveying this back to Sellafeld Ltd to request that it to be reinstated and for contractors to make it a term of their contracts. Paul Turner (CCC/LDNP) will attend the Cold Fell Action Group. CFAG will reinvigorate the campaign to stop the contractors and crew busses driving the cold fell in an inconsiderate manner.</p> <p>Temporary closures for the last sections of work on Cold Fell have recently caused problems.</p>	
201/09/18	<p>H: West Coast Travel Plan, Off-Road Footpath/Cycleway - West (between Ennerdale Bridge and Cleator Moor) Cllr. Outhwaite reported from Bob Metcalfe Regen NW that the Highways Dept are considering carrying out the feasibility study.</p>	
202/09/18	<p>I: United Utilities Liaison Group – (Cllr Outhwaite/Cllr Lachlan)</p> <p>Cllr Denham-Smith was contacted by Sue Roberts and Cllr Johns had received a report from Sue Roberts, requesting it be included as part of the newsletter for Contact regarding United Utilities.</p> <p>The report will be circulated amongst the Councillors for comment. Clarification was made of the fact that the Parish Council is now adequately represented by Cllrs Lachlan and Outhwaite on the UU liaison group and Ms Roberts did not represent the Parish Council.</p> <p>There is a walk and talk advertised on 21st September led by Diane O’Leary Rivers Trust and there was interest among Councillors to attend (Denham-Smith, Outhwaite, Lachlan)</p>	<p>BJ</p> <p>ALL</p>
203/09/18	<p>J: Newsletter (Cllr Johns)</p> <p>Cllr Johns had circulated a draft newsletter. Comments from Cllrs Outhwaite, Lachlan had already been incorporated and a suggestion that the HIMS system contact details, mention of the Annual Parish Meeting and Grant Application Form link were added.</p> <p>Resolved:</p> <p>Final version of the newsletter to be circulated to all before submission to Mike Watts (Contact) for inclusion in the October edition.</p>	<p>All BJ</p>
204/09/18	<p>K:Clerk Professional Development Review (Cllr Johns)</p> <p>Matters arising from the review regarding emails and excessive bureaucracy.</p> <p>The Clerk explained her position with regards to the volume of emails and commented on the reasons for forwarding more emails than may be considered required:</p> <ol style="list-style-type: none"> 1. it is difficult to judge objectively whether emails will be of interest to each individual councillor 2. if she read every report in detail to make this judgement her hours would spiral. 3. often she is surprised by a positive reaction to emails she thinks will not be of interest and vice versa. <p>Cllr Ayling wanted to know if the Clerk felt her hours would continue to grow.</p>	

Susan did not think that this was likely as many of the changes which have affected all Clerks (and particularly those new in the role) in the last 4 years ie pension changes, payroll, GDPR, initial training, Transparency Code (and associated setting up hard and software and learning how to run a web site), Audit procedures and then changes to Audit, and updating many systems, which were not up to current standards (ie Risk and Asset Register, Cash Book, Planning Log) are all now in place.

It was agreed that any extra hours should be declared quarterly and discussed at those intervals.

A full report of the PDR produced by Cllr Johns and back pay, holiday pay and adjustments have been made as 183/07/18

Resolved:

- For the Clerk to continue sending out emails as previously
- To keep the Clerk's hours as they are (12 per month) and review quarterly or when exceptional events happen ie extra meetings/training courses.

Agenda Item
November
Meeting

205/09/18

Council Finance

To consider any payments and/or grants to be made and receive an updated bank reconciliation.

Resolved: to make the following payments:

Date	Voucher Number	Payee	Description	Amount	Cheque number
12/09/2018	0051	Susan Denham-Smith	Clerk Salary (Qtr 2 July, Aug Sept)	-£ 394.20	000533
12/09/2018	0052	Susan Denham-Smith	Office Costs	-£ 24.00) Ch 00534
12/09/2018	0053	Susan Denham-Smith	Holiday Pay (Qtr 2 July, Aug Sept)	-£ 43.80) total £67.80 Holiday Pay and Expenses paid together on 1 cheque.
12/09/2018	0054	Susan Denham-Smith	Backpay and Adjustments	-£ 1,148.40	000536
			Total	-£ 1,610.40	

Total spend this meeting £1610.40

Made up of:

- £1148.40 of adjustments for Additional Hours Worked and Holiday Pay not Paid, over the period from the Clerk's commencement of duties on 14th July, 2016, up to 30th June, 2018, as agreed, following the Clerk's PDR Review carried out on 1st June, 2018 - which is due to be paid now, and:-
- £462.00 for the Clerk's Salary, Holiday Pay and Expenses, on the newly agreed terms following the PDR, over the current 3-

	<p>month period from 1st July to 30 September, 2018 - which is not due to be paid until the end of September 2018.</p> <p>Resolved:</p> <ul style="list-style-type: none"> to accept the Bank Reconciliation dated 12 September 2018, of a current account balance of £9,741.67. This represents an uncleared balance of £8,131.27 made up of the cleared balance minus £1,610.40 spend agreed at this meeting. The reconciliation was against Bank Statement 223 dated 23/08/18. <p>The Clerk confirmed that all previous cheques had cleared confirming that the recent changes to the signatories had cleared at the bank.</p>	
206/09/18	<p style="text-align: center;">Councillor Matters</p> <p>Councillor Matters: Feedback from other meetings attended: not covered by other agenda items.</p> <p>The cattle gates are being replaced on Longmoor. Mike Robinson Field Officer - Highways. has this in hand. The road will be shut for two weeks when work takes place.</p>	
207/09/18	<p>Items for the next meeting: for Councillors to suggest items for the next agenda:</p> <ul style="list-style-type: none"> Budget 2019/20 <p>Date of the next meeting: <u>Wednesday 14 November 7:00pm</u></p> <p>Meeting Closed at 20:30hrs</p> <p>Chairman.....</p> <p>Date.....</p>	