

Soulby Parish Council

Minutes from the Parish Council Meeting held on Monday 30th July 2018 at 7.30pm at Soulby Village Hall.

PRESENT

Harold Birkbeck (HB) – Chairman

COUNCILLORS

Jonny Dinsdale (JD)

Barry Westgarth (BW)

Georgina Hurcombe (GH)

Mark Bainbridge (MB)

ALSO PRESENT – Caroline Fennell (CF) Clerk

<p>1. APOLOGIES FOR ABSENCE Phil Dew (PD)</p> <p>2. DECLARATIONS OF INTEREST None</p> <p>3. MINUTES Minutes of the meeting held on the 31st May were signed by the chairman as a true and correct record.</p> <p>4. PUBLIC PARTICIPATION/OPEN SESSION – It was highlighted that the recycling centre was at times left in a very untidy state. BW stated that Paul Emerson from EDC was arranging for it to be cleaned thoroughly in the near future. CF to put notice out for village newsletter reminding people to use the centre properly, keeping it tidy.</p> <p>5. APPLICATIONS FOR DEVELOPMENT <i>18/0473 – Chapel Cottage, Soulby – Demolition of existing porch and formation of new porch – NO OBJECTIONS</i></p> <p>6. DEVOLUTION & TRANSFER OF ASSETS</p> <ul style="list-style-type: none">• Play Area – Councillors discussed the draft contract received from EDC regarding taking ownership of the play area. CF has spoken to insurers who confirm that to add the play area on to the public liability insurance would add at present £79.70 to the premium for this year. It was highlighted by CF that there was nothing in the contract regarding the snagging list that was compiled following a meeting with Paul Emerson. Councillors want written confirmation that this will be	
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completed prior to taking ownership. GH also highlighted that the boundary fence was not mentioned in the contract, only the play equipment. CF to follow up on these and providing these areas are addressed, CF will request hard copies of contract to sign at the next meeting. Maintenance was considered – CF to confirm basic requirements with insurers prior to agreeing any maintenance contract with EDC

- **Footway Lighting** – CF confirmed to councillors that a decision needs to be given to EDC on footway lighting by 30/09/18. All agreed footway lights that the council wishes to take ownership of will be transferred to LED lights which will need a 6 yearly electrical check. EDC will offer a maintenance and electricity contract however CF highlighted that the maintenance contract may not be needed due to the fact lights will be brand new and have a certificate in place for 6 years – in theory there should be little if no maintenance. After a discussion with CALC, CF confirmed that they are in talks with CCC to provide these services in the future. Councillors discussed the lights of which there are only 2 agreed lights. It was felt that of the two lights, in relation to the cost, only light 5, outside South View was beneficial to the village. As such councillors unanimously agreed to just take ownership of the one light from EDC. CF to contact EDC and confirm. Councillors discussed looking in to alternative solar lighting in the village moving forward.

7. **FINANCIAL RECORDS**

The following accounts were authorised for payment

i.	£23.00	Website Fees
ii.	£495.04	Clerks Salary*
iii.	103.65	Clerks Expenses
iv.	£337.40	Caretaker salary/expenses*
v.	£100.00	Red Squirrel Road Signs
vi.	£30.00	Village Hall Hire
vii.	£20.00	Cumbria County Council Annual Rent

(*Clerks salary and Caretaker salary have previously been paid quarterly. This year they will be paid bi-monthly at each meeting. As no payment was made at the May meeting, two payments have been made this time, hence these figures are larger than they would be usually)

There have been no receipts since the last meeting

The bank reconciliation was noted to be correct and signed by the Chairman

<p>8.</p>	<p>APPLEBY FAIR</p> <p>It was agreed by councillors that on the whole there were no issues reported in the village regarding Appleby Fair. Restrictions were in place and were effective and these were well supported by the police. A small number of Bow Tops stayed in the village at varying points throughout the run up to and over the Fair. It was agreed to keep restrictions in place again next year.</p> <p>CF read an email out from Phil Dew (CCC) highlighting the lack of community representation on MASCG despite there being representation from the travelling community. PD has asked parish councils to write to MASCG in support of him being given a seat on that body in order to represent the local community. This was forwarded by GH and seconded by JD.</p>	
<p>9.</p>	<p>VILLAGE ISSUES</p> <ul style="list-style-type: none"> • Garden Waste Skip – a discussion was held regarding the garden waste scheme and GH confirmed that despite Soulby not having a skip, EDC refuse to provide garden waste bins. GH confirmed that only a quarter of parish councils have taken on the garden waste skip scheme. • Telephone Box – GH confirmed that the telephone no longer works and that the box is falling in to a state of disrepair. There are signs within the phone box from BT offering the phone box to the parish for the cost of £1. Councillors agreed that this is not something the parish council would wish to take on but may be of interest to another community group such as the WI • Red Squirrel Signs – these have now arrived. Discussion was held regarding the placing of the signs and it was agreed to have one on each road entering the village. BW to look in to fixing the signs • Village Newsletter – leaflets were placed in the village newsletter by CF regarding dog fouling and use of the recycling centre • Tree Pruning – ENW will be coming to prune trees on parish council land although no date has been fixed as yet. Discussion was held regarding the large trees on the village green. CF to contact Rob Sim at EDC to discuss the health of the trees and if any work needs undertaking • Graveyard – no further progress regarding proposed placing of a headstone 	
<p>10.</p>	<p>GENERAL DATA PROTECTION REGULATIONS</p> <p>CF confirmed that the council were now fully in compliance with GDPR. A disclaimer was present on emails regarding use of data. Councillors unanimously agreed to adopt the Data Protection Policy</p>	

CF has registered the parish council with the Information Commissioners Office. Direct Debit mandate was authorised and signed to allow annual payment to be taken directly for this.

11. EDEN LOCAL PLAN

GH gave an update reading the ELP training session attended. The ELP is not yet in force and has been put back due to some further consultations being carried out

12. POLICIES

It was unanimously agreed by all councillors to adopt the following policies:

- Standing Orders
- Asset Register
- Risk Assessment
- Financial Risk Management Protocol

13. SCHEDULES OF CORRESPONDENCE, NOTICES & PUBLICATIONS

All correspondence circulated to councillors

14. COUNCILLOR MATTERS

HB brought to the attention of the councillors trees at Rose Cottage that are growing well in to the road, obstructing visibility. CF to contact occupiers and Highways

DATE OF THE NEXT MEETING – To be confirmed.

Meeting closed at 8.40pm

Signed Chairman

Date