

# TEMPLE SOWERBY PARISH COUNCIL

A meeting of the Parish Council was held on Tuesday 8<sup>th</sup> May 2018 in the Victory Hall. This commenced at 7.20pm following the Annual Parish Council Meeting.

Present were Councillors Kevin Overs (KO), Angela Mathers (AM), Martyn Cannon (MC), Jonathan Richardson (JR) and District Councillor Sawrey-Cookson (HSC). Also present was Caroline Fennell (Clerk) together with 4 parishioners.

**Item 1 – Apologies** – Caryl Varty (CV), Will Cleasby, Trustee to Parish Houses

**Item 2 – Minutes**

It was resolved that the minutes of the meeting held on 6<sup>th</sup> March 2018 be confirmed as a true record and signed by AM who was Acting Chair for the last meeting.

**Item 3 – Requests for Dispensation** – None

**Declarations of Interests** – None

**Item 4 – Adjournment of Meeting**

A parishioner and churchwarden shared that the Rev Sarah Lunn of the Appleby benefice is leaving and as such an invitation has been extended to any non-church important people from the community to attend a Non-Eucharist service at St Lawrence's Church, Appleby on 27<sup>th</sup> May at 7pm, followed by refreshments in the Market Hall.

The same parishioner also shared that in her position as a volunteer for Penrith Remembers, a community-based exhibition is being organised in Temple Sowerby to commemorate the centenary of the end of World War 1. The exhibitions will include the stories of local people who were involved in the war along with family memorabilia from residents of the village, and will include the church, school and Victory Hall. The exhibition will be a two-day event held on 29<sup>th</sup> & 30<sup>th</sup> September, with a church service being held on Sunday 30<sup>th</sup> September. Teas and lunches will also be provided and it is hoped there will be the possibility of a concert on the Saturday evening. It was asked if the parish council would consider contributing towards any of the costs, which include the hire of the Victory Hall, a slight amendment to the memorial, and also the provision of refreshments for the event. The Parish Council agreed to meet the cost of the hall hire, which amounts to £120.

## **Item 5 – Chairman will report on matters from last minutes, not listed on agenda.**

- Update on Planning Application 17/0519 – Access across the Village Green.  
JR has not as yet had the opportunity to contact Open Spaces for any legal advice concerning this matter however will endeavour to do this. No further communication has been received from the applicants or their representatives. A parishioner questioned the parish council's objections to crossing the green to which a lengthy discussion followed with JR making it clear that there is no legal right of way and it is the responsibility of the agents of the landowner to contact the parish council directly to discuss this matter further.
- The application to the Land Registry regarding the Village Green is ongoing

## **Item 6 – Devolution of Assets & Community Governance Review**

### **I. Community Governance Review**

- Proposed merger with Brougham Parish Council – Following Stage 1 of the Community Governance Review, Brougham Parish Council had expressed an interest in merging with another parish council. Due to ward boundaries, Temple Sowerby was the only parish council that could be merged. Representatives from EDC attended the last parish council meeting, and following this, AM and CV met with representatives from Brougham Parish Council. It was agreed by both Temple Sowerby and Brougham representatives that the needs and issues as parish councils are very different and that a merger would not be in favour. AM proposed a vote. Councillors unanimously agreed to decline the proposed merger.
- Proposed change in parish boundary with Kirkby Thore at Low Moor – one house at Low Moor lies within the Temple Sowerby boundary, whilst the remaining houses fall within the Kirkby Thore boundary. The proposal was to place all properties within the Kirkby Thore boundary. KO has spoken to the occupant of the property that lies within Temple Sowerby. The resident feels very strongly that he would like to remain within Temple Sowerby. Temple Sowerby Parish Council do not wish to take on all the properties at Low Moor within the Temple Sowerby boundary as it is felt that they are much better suited to Kirkby Thore due to their geographical location. As such it was agreed that the council would propose no change to the boundary.
- Proposed change in parish boundary with Kirkby Thore at Priest Lane – similarly, one property on Priest lane falls within Temple Sowerby whilst the other two fall within Kirkby Thore. Representatives from Kirkby Thore were going to canvas the residents of the properties that fall in their boundary to find out their views. Geographically Priest lane is much closer to Temple Sowerby and as such the parish council are happy for all three properties to fall within the Temple Sowerby boundary if Kirkby Thore and the residents are happy with this.

CF to respond to EDC with these decisions.

### **II. Footway Lighting**

A discussion was held about the future of footway lighting in the village in relation to the devolution of assets by EDC. JR felt that there is a responsibility to provide light in the village

and that this is a legitimate cost to pass on to parishioners. Councillors discussed the viability and cost implications of taking on the 'agreed' lights and also of replacing lights as and when needed. One of the main issues is that the 5 'agreed' lights from EDC will not provide sufficient light over the whole village, with them being weighted around the Croft Place area. CALC have confirmed that a contract has been agreed with EDC with a deadline of 31/05/18 to receive the full funding, however no contract has been sent to councils as yet. No decision has been made. CF to chase CALC regarding the contract.

## **Item 7 – Parish Houses**

It was agreed that a transfer of £5000 should be made to the Parish Houses Account.

The issue of Energy Performance Certificates (EPC) was raised. From 2020, all rented properties will require an EPC in place; earlier if there is a change in tenancy. CF to price EPC for the properties and notify residents that this may be happening in the future.

## **Item 8 – Planning Matters**

- Planning Application 18/0159 – *Temple Sowerby Cricket Club – proposed replacement of cricket pavilion - GRANTED*
- Planning Application 18/0034 – *Land to rear of temple Sowerby Medical Centre – siting of temporary sales cabin – GRANTED on condition cabin is removed within 6 months of siting*
- Planning Application 18/0104 – *3 Templars Court – retrospective application for retention of flue to north west gable - GRANTED*
- Planning Application 18/0114 – *2 Templars Court – retrospective application for retention of flue to south east gable – GRANTED*

## **Item 9 – Village Greens, Play area, Trees, etc.**

- It was agreed for councillors to have a walk around the village to identify any areas of issue regarding the Village Green and parking etc. This was agreed for Wednesday 27<sup>th</sup> June 2018.
- Despite numerous attempts, CF confirmed it has been impossible to contact Orchard Tree Services, the company that were contracted for the tree works on the Village Green. As such, a letter will be sent cancelling any proposed works and an alternative contractor approached. After reviewing the quotes obtained, it was agreed to contact SWH Tree Services to see if they could complete the work.

Tree 45 has brought a dry stone wall down on a land boundary. The landowners have offered to fell the tree in order to repair the wall. JR has no objection to this, providing it is agreed it is at their own risk. Resolved to allow the landowners to fell the tree providing sufficient evidence of insurance cover for injury sustained and any third party claims. CF to contact.

- MC has pinned the loose matting in the playarea however feels this may need replacing when the playarea is next inspected.

- Scaffolding is now outside Counting House to replace the roof. It is on the Village Green but appears tidy and well kept.

## Item 10 – Accounts and Financial Report

<b>Income:</b>	1 Crossfell View – March & April	£ 540.00
	2 Crossfell View – March & April	£ 640.00
	3 Crossfell View – March & April	£ 411.68
	TOTAL	£ 1591.68
<b>Expenses:</b>	C Fennell – open Spaces membership	£ 45.00
	Countrywide (February & March)	£ 440.00
	Clerks expenses	£ 70.02
	A Mathers – defibrillator pads	£ 47.88
<b>Balances at</b>		
30/04/2018:	Community Account	£ 13,273.24
	Business Money Manager Account	£ 4,799.91
	Penrith Building Society (Maypole Account)	£ 1,174.76
	Penrith Building Society (Parish Houses Account)	£ 7,113.67

### Cheques to authorise:

Clerks salary	£ 307.50
Countrywide (April & May)	£ 594.00
Clerks expenses	£ 108.00
Internal Auditor	£ 50.00

- Clerk is now operating payroll using HMRC Basic PAYE Tools, although some details are still needed by HMRC to complete this setup. A letter needs to be signed for HSBC to set up a standing order for clerk's monthly salary.
- The annual pay review for the clerk was agreed in line with the National Salary Award 2018/19
- The precept for 2018/19 has been received from EDC
- The internal audit was completed last week and the annual return was signed off

## Item 11 – Policies and Standing Orders

- The Code of Conduct and Financial Regulations were placed before councillors. These were adopted for 2018/19. Due to amendments made to the Standing Orders it was proposed by the clerk to put these before councillors at the next meeting.
- The wording of 'Item 3 – Interests & Dispensations' was discussed. It was felt by AM that this was a lengthy item to read out in full and it was queried as to whether the full wording needed to be read or whether this could be condensed. After looking at other parish

councils it was found that the wording differed considerably. CF to contact CALC for further clarification as to whether amendments may be made.

**Item 12 – General Data Protection Regulations**

The new general data Protection regulations come in to force on 25<sup>th</sup> May 2018. Whilst parish councils no longer need to have a named data protection officer, they do need to be seen to be adhering to the regulations. In the first instance, an audit needs to be completed to identify what personal data the parish council holds and what measures are in place to protect this. It was agreed that CF and AM would arrange to undertake the audit and feed back to councillors.

**Item 13 - Correspondence**

The insurance renewal has been received for the forthcoming year. This is £973.45 which is a slight increase on last year. It was agreed by councillors to go ahead with the renewal.

All other correspondence received since the last meeting has been circulated.

The Chair thanked those present and announced that the next meeting of the Parish Council will be on Monday 9<sup>th</sup> July 2018 at 7pm.

Meeting closed at 9.30pm

Signed ..... Date .....