

## HEVERSHAM PARISH COUNCIL

Unconfirmed Minutes of the Annual Meeting of the Parish Council which was held on  
**Thursday 18 May 2017** at 7.30pm in the Athenaeum, Leasgill

**Present** – Cllrs. Adrian Bland (Chairman), Peter Clarke, Gordon Capstick, Tom Grindey, Iain Richards (arrived at 7.45pm) and Adele Shepherd; County Cllr. Roger Bingham (arrived at 8.10pm); District Cllr. Annie Rawlinson; the Clerk; and no members of the public

### **66/17 Election of Chairman**

Cllr. Clarke proposed and Cllr. Capstick seconded Cllr. Bland to be the Chairman for 2017/18. There were no other nominations and the proposal was carried unanimously.

### **67/17 Declaration of Acceptance**

A Declaration of Acceptance of Office form for 2017/18 was signed by Cllr. Bland and witnessed by the Clerk.

### **68/17 Election of Vice-Chairman**

It was proposed by Cllr. Grindey and seconded by Cllr. Bland that Cllr. Clarke be the Vice-Chairman for 2017/18 and the proposal was carried unanimously.

### **69/17 Apologies**

Apologies were received from Cllr. Brian Rendell (reasons noted); Cllr. Richards who would be arriving late; and PCSO 5251 Martin Boak.

### **70/17 Declarations of Interest**

Cllr. Capstick declared an interest with regard to planning application SL/2017/0290.

### **71/17 Minutes**

**Resolved** that the minutes of the meeting held on 4 April 2017 be confirmed as a true record and signed by the Chairman.

### **72/17 Community Infrastructure Levy**

Alastair McNeill (Development Plans manager) from SLDC gave an informative explanation of the workings of the Community Infrastructure Levy (CIL). SLDC levies CIL on certain new development and the Parish Council will receive 25% of the amount levied (increased from 15% because there is an adopted Neighbourhood Plan) to spend on infrastructure and/or the support of development. It was noted that no CIL has been levied to date in Heversham but Cllr. Clarke drew attention to the note in the Community Objectives paper (see minute 79/17) that SLDC have agreed that the balance of the grant that was made available for the undertaking of the Neighbourhood Plan (£7500) will be available for bids to be made by the Parish Council relating specifically to the Community Objectives on projects which are supported by both Heversham and Hincaster.

### **73/17 Ongoing Items (Matters Arising from Previous Minutes)**

- Old Railway Line Footpath: Cllr. Clarke reported that the tree work had been completed at a cost of £350 plus VAT; that Dallam Tower had no objection to the path down to the lane being made navigable to push-chairs and wheelchairs; and that more stone would be available. Cllr. Capstick reported that the cost of disabled access would be in excess of £3000 and it was **resolved** to make a path that was navigable to push-chairs. This was estimated to cost a maximum of £800 which would give a total project cost slightly in excess of the grant offered by the Rhoda Thompson Trust. Cllr. Capstick undertook to contact the contractor re the digging out of the path. Cllr. Richards declared that he had removed some of the cut down trees for firewood and it was agreed that the payment he had made of £29.38 for the broadband deposit be treated as payment for the firewood.
- Cumbria County Council to repaint the signpost at the bottom of Woodhouse Lane: County Cllr. Bingham reported that CCC had forgotten about it but that he had ensured that it was now on the schedule of work.
- £330 SLDC Flower Bed Grant: The Clerk reported that the grant had been received. It was thought that raised beds should be put at the north end of the village and that a final proposal should be discussed at the next meeting.
- Cost of Providing Broadband for the Athenaeum: Cllr. Richards had signed a 12 month contract with Plusnet and paid a deposit of £29.38 including VAT of £4.90. The monthly cost would be £19.49 plus VAT. Broadband was now up and running and Cllr. Richards was thanked for the successful conclusion to this matter.

### **74/17 Public Participation**

There were no members of the public present.

### **75/17 Reports**

- i) A report on behalf of Kendal Neighbourhood Policing Team had been received and circulated before the meeting.
- ii) District Cllr. Rawlinson had nothing to report.
- iii) County Cllr. Bingham was congratulated on his re-election as County Councillor. He reported that the county council election had resulted in no clear majority to one party and that a coalition was banned during the general election period.
- iv) The Athenaeum: It was noted that the financial report for the third quarter ending 30 April 2017 of the financial year 2016/17 had been received and emailed to Cllrs. on 8/5/17. Cllr. Grindey reported that there was to be an Open Church Day on 9 July. The Barbecue was arranged for 17 June and there was to be a bake-off later in the year.

#### **76/17 Planning**

It was noted that the following planning application had been submitted to SLDC since the last meeting with a consultation deadline before this meeting. The Clerk had consulted with each member of the Council individually and the Council has **no objection** to the application:

##### **SL/2017/0263 Little Depthwaite Farm, Woodhouse**

Erection of polytunnel for shelter for livestock

Cllr. Capstick withdrew from the meeting for the following item.

**Resolved** that **no objection** be made to the following planning application which had been submitted to SLDC and circulated to the members of the Council since the last meeting:

##### **SL/2017/0290 Park House Farm, Heversham**

Additional use of barn to provide flexible wedding and conferencing facilities

#### **77/17 Highways/Footpaths**

- i) The Footpath Survey is to be part of the Community Objectives (see minute 79/17).
- ii) The fallen road sign on the west side of the A6 as you approach Heversham from Milnthorpe had now been replaced, together with the other fallen road signs in the village but the open manhole on Princes Way still needed attention.

#### **78/17 Playground Report**

Cllr. Rendell had inspected the playground since the last meeting. The Clerk read an email from Cllr. Rendell stating that the main apparatus and the gates had been cleaned and that a tree in a poor state had been felled. The SLDC annual inspection report had been received stating that some fence posts were rotten and needed to be replaced.

Cllr. Bland offered to supply the necessary posts. The inspections until the next meeting were to be carried out by Cllr. Rendell.

#### **79/17 Neighbourhood Plan**

The paper prepared by Cllr. Clarke and emailed to Cllrs. on 11/5/17 with regard to the sections of the Plan's Community Objectives which were identified for action at this meeting was discussed. The position with regard to CIL and the £7500 remaining from the Neighbourhood Plan grant is detailed in minute 72/17; the Council approved the terms of reference of an affordable housing Working Group with Cllr. Clarke as Chairman with membership of the Working Group to be confirmed by the Council at its next meeting; councillors were asked to identify persons who may be interested in joining a footpaths and tracks Working Group; and broadband is considered in minute 81/17.

#### **80/17 Parking near Crow Wood and Old School**

This matter was ongoing.

#### **81/17 B4RN**

Cllr. Richards confirmed that the leaflets were ready for distribution with replies requested by the end of May. It was agreed that a digital inclusion event was not appropriate.

#### **82/17 Community Defibrillator**

It was confirmed that the Athenaeum committee were to locate a defibrillator in the Athenaeum. Contact was to be made with Dallam School with regard to potential assistance in funding from the Leasgill Quarry Fund for one at Tristrams playing field.

#### **83/17 Parish Land**

Cllr. Bland reported that Tim Thacker would continue to be the tenant at a rent of £380.

#### **84/17 Appointment of Representatives**

Representatives were appointed as follows for the following outside bodies and Working Groups:

Heversham Playground (one representative) – Brian Rendell

Leasgill Quarry Fund (three representatives) – Adrian Bland, Adele Shepherd and Peter Clarke

South Westmorland Local Area Partnership (representative and deputy representative) – Peter Clarke and Tom Grindey

Athenaeum Committee (two representatives) – Tom Grindey and Adele Shepherd

Broadband Champion (one representative) – Brian Rendell

#### **85/17 Policies and Procedures**

The existing Standing Orders, Financial Regulations, Complaints Procedure, Press/Media Policy, Code of Conduct and the Procedures for handling requests made under the Freedom of Information Act 2005 were noted.

#### **86/17 Finance**

- a) The following receipts were noted:  
Precept £9051.78 and Transparency Fund grant re new website £556.45
- b) The following payments were approved:  
SLDC – Annual playground inspection - £159.60 –cheque 290  
S P Walker – Fell trees on old railway line - £420.00 - cheque 291  
Absolute Digital – Printing B4RN leaflet - £114.00 –cheque 292  
The Athenaeum – Hire of hall - £80.00 –cheque 293  
A Hartley – Internal audit - £50.00 – cheque 294  
Dallam School Charitable Trust – Playground rent - £1.00 – cheque 295  
CALC – Annual subscription - £218.28 – cheque 296  
CALC – Clerk network meeting - £5.00 – cheque 297

M R Richardson – Salary, expenses & new website - £1334.57 – cheque 298

HMRC – PAYE re M R Richardson - £291.00 – cheque 299

Zurich Municipal Insurance – Renewal premium - £476.41 - cheque 300 – after reviewing the cover and considering it to be adequate

- c) The Clerk had received confirmation from HSBC that the mandates were now in operation.
- d) The Clerk was asked to write to SLDC with regard to the cost of street lighting.
- e) It was decided not to make a grant to support the North West Ambulance Charity as councillors had made and would continue to make individual donations.
- f) The request to support Heversham Village Sports Day had been withdrawn.
- g) It was noted that the internal audit report had been completed and signed by Alan Hartley.
- h) The Annual Governance Statement 2016/17 (section 1 of the Annual Return) was approved and signed.
- i) The Accounting Statements 2016/17 (section 2 of the Annual Return) were approved and signed.

#### **87/17 Correspondence**

The following correspondence received and not included as an item on this agenda was noted:

- a) CALC- Latest News from the Cumbria Local Enterprise Partnership (emailed to Cllrs.4/4/17)
- b) CALC - Chairman's Update from the Cumbria Leader's Board (emailed to Cllrs.4/4/17)
- c) CALC – April 2017 Circular and NALC letter re precepts (emailed to Cllrs.5/4/17)
- d) SLDC – Older Person's Housing Strategy (emailed to Cllrs.26/4/17)
- e) Natural England – Classification of the Morecambe Bay and Duddon Estuary potential Special Protection Area (emailed to Cllrs.26/4/17)
- f) CALC – Paperwork for next District Association meeting on 15/6/17 (emailed to Cllrs.26/4/17)
- g) CALC – 2017 Edition of the Good Councillor Guide (emailed to Cllrs.26/4/17)
- h) CALC – Guidance on “purdah” (emailed to Cllrs.26/4/17)
- i) Heversham St Peter's Primary School – Invitation to open celebration meeting on 11/5/17 (emailed to Cllrs.28/4/17). It was reported that there was to be an Open Day and Church Service at the end of term when the school is to close
- j) CALC - Chief Executive's Bulletin (emailed to Cllrs.2/5/17)
- k) CCC - Celebrate Local History Month (emailed to Cllrs.4/5/17)
- l) SLDC - Annual Council Meeting 17/5/17 (emailed to Cllrs.10/5/17)
- m) Environment Agency – Change of dates for flood risk meetings (emailed to Cllrs.11/5/17)
- n) SLDC – South Westmorland LAP 28/3/17 minutes (emailed to Cllrs.12/5/17)
- o) CALC – May 2017 Circular (emailed to Cllrs.12/5/17)

#### **88/17 Westmorland Gazette** – Matters from this meeting to be reported for the Westmorland Gazette:

- Annual meeting – Chairman and vice-chairman
- Representatives
- B4RN
- Neighbourhood Plan Community Objectives

#### **89/17 Items for Information-** *no decisions or action permitted*

- None

#### **90/17 Items for consideration for a future agenda**

- Playground Financing
- Battle's Over - A Nation's Tribute and WWI Beacons of Light 11/11/18
- Fancy Dress Barn Dance at Park House Farm on 10/11/18 – Next meeting
- Monument – the bench and the paving around the plinth need attention – Next meeting
- Wheelchair access to pavements in the village
- Plaque for Grievegate milestone – Next meeting
- Risks associated with Council owned land

#### **91/17 Date of next meeting**

The next meeting of the Parish Council will be held on 15 June 2017 and will commence at 7.30pm in the Athenaeum, Leasgill.

The meeting closed at 9.45pm

**Malcolm Richardson**  
Clerk to the Council



# Community Engagement Report

Community Group or Meeting  
Heversham Parish Council

Date  
18<sup>th</sup> May 2017

Report Time Scale  
One month

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### **Key Crime**

Since the last Parish meeting there have been 41 incidents reported within the area the Heversham Parish falls, from these ten crimes have been recorded, none relate directly to the parish but from these incidents

24<sup>th</sup> April, a quantity of diesel fuel stolen from a lorry parked at Sandside.

6<sup>th</sup> May, six solar powered garden lights reported stolen from a property in Milnthorpe.

16<sup>th</sup> May, a vehicle parked in Milnthorpe suffered two slashed tyres.

A number of crimes of shoplifting also reported in Milnthorpe, relating to the same male who has been identified, and is being dealt with.

### **Scam Phone calls**

Police have received several reports recently about phone calls allegedly from Her Majesty's Revenue and Customs informing them that there were proceedings being taken against them, these calls are a scam that is currently doing the rounds, HMRC would not contact you in this manner and if you receive such a call please do not divulge any personal information.

### **Suspicious Incident / People / Vehicles**

As always please report any suspicious persons or vehicles to police on 101.