

# Tebay Parish Council

Clerk: Kimberley Lawson, 3 Low House Farm Barns, Bowscar, Penrith, CA11 9NZ

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Chairman: Adrian Todd, Honeypot House, Gaisgill

## Ordinary Meeting of Tebay Parish Council

held on

Wednesday 29<sup>th</sup> March 2017 in the Methodist Hall, Tebay at 7.30pm

### Present:

Cllr Adrian Todd, Chairman; Cllr Keith Kelly; Cllr Gary Murphy; Cllr Joanne Nugent; Cllr Angela Meadowcroft; Cllr Kevin Wharton

### Also Present:

Cumbria County Councillor Libby Bateman  
Clerk, Kimberley Lawson  
2 members of the public

## MINUTES

### 1 Apologies

To receive and consider apologies for absence.

Apologies were received from Cllr David Morland

### 2 Declarations of Interest & Dispensations

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

None

### 3 Minutes of the Parish Council Meeting held on 25<sup>th</sup> January 2017

**Resolved:** to accept the minutes of the Ordinary Parish Council meeting held on 25<sup>th</sup> January 2017 as a true record. The minutes were signed by the Chairman.

### 4 Public Participation

A member of public reported that the entrance to the playground car park at North Terrace is frequently blocked by vehicles parked outside the Eden Housing Association housing properties. It was noted that the car park is for play area use only.

**Action:** Cllr Wharton will spray yellow hatched area over entrance. Clerk to look into charging residents to park in it.

Cllr Bateman reported on progress with the 106 Partnership and highlighted the importance of residents using the service. This is her last parish council meeting as she is standing down as a county councillor, and she thanked the parish council for having her.

### 5 To receive information from Suzy Hankin, LDNP authority, regarding the action plan for Rights of Way improvements in the national park extension.

Suzy reported on the 3-year programme of footpath maintenance and repair identified by LDNPA in last year's survey.

### 6 Progress Reports

6.1 To receive an update progress on existing issues:

a) Tennis court & MUGA

No update. **Action:** Cllr Todd to chase Paul Park for a quote.

b) Playground facilities

It was agreed to remove this item from the agenda until the conclusion of the devolution process.

c) Damage to Tebay sign entering south end of village

A new sign has been ordered.

- d) BT reinstatement  
The Councillors are happy with the work done and this item will be removed from the agenda.
- e) New bench to be placed opposite the Cross Keys public house  
This has been installed.
- f) YDNP Signage at Gaisgill  
The Clerk reported that planning approval has been received from Cumbria County Council and Steve Hastie of YDNPA will have the sign installed during the spring.
- g) Emergency planning & sandbag storage  
Cllr Murphy has agreement from a local resident that bulk sand may be stored in his yard as long as it is on pallets. The yard is locked so there would need to be an agreement in place to unlock it if flooding is likely.
- h) WWI Centenary Beacon Lighting  
The Clerk reported that Lonsdale Estates have agreed to the parish council lighting a beacon.

Cllr Hodgson joined the meeting

- i) Digital Inclusion Event  
The Clerk reported that Connecting Cumbria cannot guarantee a go-live date for the new cabinet at North Terrace and it was agreed to wait until this work has taken place before fixing a date.
- a) Street Lighting  
It was agreed to remove this item from the agenda until the conclusion of the devolution process.
- b) Drains on Lonsdale Land  
The Clerk has provided John Turner of Lonsdale Estates with the information requested but has received no further update.
- c) Proposed footpath on A685  
The Clerk has received no further update from Lonsdale Estates regarding the footpath.

## 7 Reports from attendance at outside bodies

None

## 8 To receive a report on the meeting regarding devolution of services from Eden District Council

Cllr Todd reported on the meeting with Sonia Hutchinson of CALC regarding devolution of services. EDC has been asked to provide clarification on a number of points before the next meeting with Sonia.

## 9 Planning

- 9.1 To note any planning applications  
None

- 9.2 To receive a report on the meeting with Kevin Hutchinson regarding Eden District Council Local Plan  
Cllrs Todd, Murphy, Morland and Nugent reported on their meeting with Kevin Hutchinson of EDC. The point was made that Tebay is unusual in that it does not require any more affordable housing. Kevin Hutchinson has recommended that the parish council creates a Neighbourhood Plan for the parish to reflect this and to influence future planning in the parish.

**Action:** Clerk to email links to Neighbourhood Planning information to all the councillors.

- 9.3 Any other planning matters arising  
None

## 10 Highways

- 10.1 To receive progress reports on existing issues:

- a) M6/A685 roundabout sponsored landscaping  
Cllr Hodgson reported that EDC has agreed to grant planning permission for this scheme.  
**Action:** Cllr Hodgson to check that all sponsors are still on board & email the Clerk with costings. The Clerk will complete the planning applications. Planning fees will be £55 each and the Clerk will invoice the sponsors.
  - b) Parking at Old School Tea Room junction  
The lines agreed have not been painted and parking continues to be an issue in this area. **Action:** Cllr Bateman agreed to email Daniel Evans at CCC & cc the Clerk.
  - c) Footpath gates  
Cllr Hodgson has quotes for the work.  
**Action:** Cllr Hogson to send the quotes to the Clerk. The Clerk to add consideration of the quotes to the May agenda.
  - d) Gully sucker  
**Action:** Cllrs Murphy and Wharton will arrange to meet Bob Dow on site.
  - e) "No Footpath" sign  
A new sign has been ordered.
  - f) Weeds on A685 bridge  
These have not been cleared.
  - g) Crash barrier on A685 at Grayrigg Hawes  
**Action:** Clerk to chase Highways for a response
  - h) Speeding on A685  
The Clerk has heard from the police that they are to monitor the speed through the village.  
**Action:** The Clerk to ask if the speed monitoring can be between the school & Barnaby Rudge.
  - i) Parking on the A685 by the Barnaby Rudge  
The Clerk has raised this with the police.  
**Action:** the Clerk to follow this up.
- 10.2** To discuss any other Highways matters arising  
None

## 11 Defibrillators

- a) To discuss possible sites in Gaisgill and Roundthwaite  
No progress.  
**Action:** Cllr Todd will keep trying to identify suitable sites.
- b) To consider the purchase from Community Heartbeat Trust of suitable cabinets for the three defibrillators going into BT kiosks.  
**Resolved:** to accept CHT's proposal to swap the cabinets.  
**Action:** Clerk to speak to Margaret - parish clerk at Orton find out if CHT clean the cabinet
- c) To consider the proposal from Community Heartbeat Trust for the installation and management of five defibrillators. (Appendix 1)  
**Resolved:** to accept the proposal.  
It was noted that each defibrillator will need to be checked weekly and the check reported on CHT's Webnos system. Cllr Hodgson agreed to check the defibrillator in the Cross Keys kiosk.

## 12 Internal Procedures

- 12.1** To receive an update regarding the parish council website  
The Clerk reported that the Parish Council website is live and that the parish council is now fulfilling the requirements of the Transparency Code.
- 12.2** To consider the following new policies and procedures:  
**Resolved:** to approve the following documents:
  - a) Freedom of Information (Appendix 2)

- b) Data Protection (Appendix 3)
- c) Health & Safety (Appendix 4)
- d) Complaints procedure (Appendix 5)
- e) Grants Policy (Appendix 6)
- f) Clerk's Contract (Appendix A: Confidential)

### 13 Finance

13.1 The following receipt was noted:

03/03/2017 RN005 Transparency Fund Grant £450.34

13.2 **Resolved:** To authorise the payments detailed in the schedule (Appendix 7)

13.3 To receive an update on bank signatories

The Clerk reported that she is still working on getting the mandate updated and hopes that this will soon be resolved.

### 14 Internal Audit for the Financial Year 2016-2017

14.1 **Resolved:** To approve the Terms of Reference for the internal audit (Appendix 8)

14.2 **Resolved:** To appoint Michelle Brunskill as the internal auditor

### 15 Annual Parish Meeting

It was agreed to include a public meeting regarding playground adoption, a presentation by the 106 Partnership and, if appropriate, some information regarding the defibrillators, along with the Chairman's report.

### 16 Correspondence & Consultations

16.1 To discuss the Eden Scrutiny Consultation (previously circulated)

The parish council wishes to highlight the following issues: Street cleaning and drains. Planning – scrutinise if affordable housing proposals are appropriate for Tebay. Proper audit of contractors who repair & maintain playgrounds.

**Action:** Clerk to respond to the Scrutiny Consultation.

16.2 To discuss a response on Community Resilience information from ACT (previously circulated)

The parish council did not have a specific response.

**Action:** the Clerk to keep in touch with ACT and any further developments.

16.3 The correspondence list was noted. There were no specific responses needed.

### 17 Dates of next meetings

Next ordinary meeting and AGM will be on Wednesday 24<sup>th</sup> May 2017 at 7.30pm.

Meeting closed at 9.13pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date