

Tebay Parish Council

DRAFT Minutes of the Annual Parish Council meeting held on 25th May 2016 in the Methodist Hall, Tebay at 7.30pm

Present: Cllrs Adrian Todd (Chairman), Steve Hodgson, Keith Kelly, Becky Wolstenholme; Emma Greenshaw (Clerk)

Members of the public present: County Councillor Libby Bateman

Election of Chairman

1/16 **Resolved** that Cllr Todd be elected as chairman for 2016-17 (prop. Cllr Kelly, sec. Cllr Hodgson).

2/16 Cllr Todd signed a Declaration of Acceptance of Office

Election of Vice-Chairman

3/16 **Resolved** that Cllr Kelly be elected as Vice-Chairman (prop. Cllr Todd, sec. Cllr Hodgson)

Apologies for absence

4/16 **Resolved** that apologies from Cllr Morland (work), Cllr Wharton (football club commitment), Cllr Murphy (holiday) and Cllr Meadowcroft (convalescing) and the reasons provided, be accepted.

Minutes

5/16 **Resolved** that the Chairman be authorised to sign the minutes of the meeting held on 27th April as a true record.

Declarations of interest

6/16 None

Public Participation

7/16 Nothing raised.

Annual subscriptions

8/16 **Resolved** that CALC membership be renewed at a cost of £177.00

Planning

9/16 No applications or decisions had been received.

Highways

10/16 Progress on existing issues:

- a) M6/A685 roundabout landscaping: Cllr Hodgson had not received confirmation from Highways that the revised sign proposals were acceptable. **Action:** Cllr Bateman to follow up with David Spence.
- b) Parking at Old School Tearoom junction: Cllr Bateman advised that she had challenged the need for a variation order for double yellow lines as it should exist already. The highways department have been asked to consolidate orders for parking restrictions and if one is needed here the next one will go through in the autumn. **Action:** Cllr Bateman to follow up.

11/16 Cllr Todd asked that grass clippings are not put into the gutter in Old Tebay following residents concerns about blocking drains.

Issues and Projects

12/16 Progress on existing issues:

- a) J38 Services boundary: no further progress to clear trees. **Resolved** that the clerk contact John France direct
- b) Sports & playground facilities: A meeting had been held with EDCs Ian Parker. He suggested it was better to combine both facilities (tennis court and MUGA at the Sports & Social Club) to ensure funding is spent to best effect. S&S Club had no objection to this. Ways to upgrade the MUGA were discussed including new surface and fencing which would allow it to be used mainly for tennis in the summer and football in the winter. Funding sources will be investigated once costs are obtained. **Resolved** that the Council focus on improvements to the MUGA. **Action:** Clerk to draw up specification for review by Cllrs Kelly & Wolstenholme; Cllr Todd to contact two contractors to visit the site. **Resolved** that the Council offer its support the group raising funds to improve the playground and to suggest the Councils banking arrangements are used to manage their funds to save on administration and VAT costs for the group. **Action:** Cllr Todd to provide contact details for Neil Buck and Clerk to pass on photos.
- c) Lowther Estates drains: the agent asked if photos of blocked drains could be provided. **Action:** Cllr Todd to email photos
- d) Playground brambles: Cllr Todd visited site. **Action:** Cllr Hodgson was asked to cut back brambles to 1m clear of playground boundary
- e) Litter pick equipment: SWH Tree Services kindly supplied a set of 'Parish Council' hi-vis vests. Cllr Hodgson provided quote for litter pick equipment. **Resolved** that 8 litter pickers and hoops be purchased.
- f) Low Lane to Churchyard footpath: Clerk had reported fence.
- g) Tebay sign: No progress to report on replacement as Cllr Murphy was absent.
- h) Old Tebay swings: work to replace fence has been completed.
- i) Grass verges: a letter sent to the person responsible appears to have resolved the issue.
- j) BT reinstatement: The Clerk has been advised that the reinstatement is only temporary and that further underground work is required before final reinstatement.

13/16 Cllr Bateman provided an update on the 106 Partnership. The bus service is running 5 days a week. Funds will be re-assessed later in the year as income is likely to be greater in the summer months although expenditure is all year round so may need additional funding.

Internal Procedures

14/16 **Resolved** that revised Standing Orders 2016-17 be adopted

15/16 **Resolved** that the Risk Register 2016 be adopted

16/16 **Resolved** that the Councils updated procedures under the Freedom of Information Act 2000 and the Data Protection Act be adopted. The Clerk advised that work to update the website is now urgent. **Action:** Cllr Todd to contact Jane Dolan.

Finance

17/16 **Resolved** that the following receipts be noted:

EDC Precept and CTRS £11,000

18/16 **Resolved** that the following payments be approved:

Zurich Municipal: insurance premium	£394.26
Clerk's expenses	£46.53
SWH Tree Services	£1,365.00
Tennis court rates (EDC)	£72.60

Annual Audit

19/16 The Clerk advised that the internal audit would be carried out by Michelle Brunskill on Thursday 26th May.

Correspondence & Consultations

20/16 **Resolved** that the correspondence list be noted, no further action required.

Clerk/RFO's position

21/16 The Clerk advised she had tendered her resignation. An advert would be placed in the C&W Herald and with CALC.

Date of next meetings

22/16 **Resolved** that the meetings for the year be held on Wednesdays 27th July, 28th September, 30th November, 25th January 2017, 29th March, and 31st May at Tebay Methodist Hall, 7.30pm.

Meeting closed at 8.55pm

Signed (Chairman)

Date:.....