

TEBAY PARISH COUNCIL

MINUTES OF A MEETING HELD ON Thursday 25th June 2026 AT THE METHODIST HALL, TEBAY AT 7.30PM

DATE: 18th July 2026

Full Council Attendance

Attended to transact the business as specified in the agenda.

MEMBERS OF THE FULL COUNCIL

Cllr Adrian Todd, **Chair**

Cllr Sophie Ainsworth Hammond, **Vice Chair**

Cllr Mel Brown

Cllr Brian Kipling

Cllr Angela Meadowcroft

Cllr Dennis Nelson

Cllr Sandra Redwood



Mrs J. Brimble, Clerk to Council

TEBAY PARISH COUNCIL

AGENDA

FULL COUNCIL Thursday 25th June 2026

Part 1

1. Apologies

Receive Apologies for Absence.

2. Declarations of Interest

Members to declare any interests, including disclosable pecuniary interests they may have in agenda items that accord with the requirements of the Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

3. Minutes

Minutes from the previous meeting held on 27th May 2026 approved as a correct record of the meeting.

4. Election of Vice Chairperson for 2026/2027

Members considered and voted for the election of the Vice Chairperson of the Council.

5. Annual Internal Audit, Governance Statement and Accounting Statement

a) Clerk presented the Annual Internal Audit, Governance Statement, Accounting Statement, Explanation of Variance and Bank Reconciliation 2025/2026 which were considered and approved by the Council.

6. Outstanding Business

Consider progress from resolutions of previous meetings:

- a) Council noted that the Clerk had sent a follow up email to Crime Commissioner David Allen to invite to attend next council meeting, as on annual leave in June, sent July date, awaiting a response.
- b) Council noted the Clerk's further reminder for remaining Cllrs who have not done so yet to set up council domain email addresses to comply with Assertion 10.
- c) Council noted that two additional streetlights on Whinfell Terrace and at the rear of Ashton Gardens now in place. Council to further consider applying to Scott McLaughlan at W and F Council for additional streetlights, eg Church Street if this is declined consideration to be given to supplying solar lights from Amazon x2 £203.
- d) Chair to check if abandoned car still on the hardstanding.
- e) Council noted that Arb Landscapes who were not registered for VAT, have now changed to Brooks Siblings Ltd, all existing pricing arrangements to be honoured, but as they are VAT registered, VAT will be added to future invoices.
- f) Council noted awaiting outcome of reporting and submitting photographs of potholes in the road at Roundthwaite to Westmorland and Furness Council, Cllr Redwood to follow up.

TEBAY PARISH COUNCIL

- g) Council noted that the Chair had attended the Shap Parish Council Meeting last week where the situation with the 106 bus was discussed. Cllr Murray to refer to Cllr Waite regarding Council's preference for days of week for provision of service.
- h) Council noted that there had been no election following advertisement of Notice of Vacancy, clerk has placed posters advertising position in village noticeboards and placed the advert in the July edition of The Parish magazine, the Link.
- i) Council to consider further action to be taken regarding J Nugent cllrs position following Chair's report after home visit.

7. Defibs

- a) Cllr Ainsworth Hammond confirmed all defibs is working order. However, there is a need to replace x2 defibs in the winter months. Clerk to check prices with Peter Bond. Cllr Meadowcroft to investigate potential grant of £500. From Stuart Cheeseman.

8. Correspondence

Consider the following matters:

- a). Council noted the draft Stakeholder Group Communications Framework received regarding the M6 Lune Gorge. Still awaiting decision outcome.
- b). Council noted Bus Reform Pilot to explore whether new approaches to planning and delivering bus services could help improve public transport across Cumbria.

9. Planning

Consider planning applications:

10. Finance:

- a) Chair to obtain alternative quotation for a fire safe for storage of archive documents to ensure business continuity and GDPR compliancy.
- b) Council considered and approved the additions to the Asset Register of two items previously not included, of tennis court £15000 and Speed sign £9000.
- c) Council considered and approved the following payments:

Salary Jenny Brimble, Clerk	£1050.30
Mrs J Brimble – Stationery - black/colour toner £61.05, paper £6.99, Stamps £12.40, Mileage £4.68	£85.12
Cumbria Payroll Services	£20.40
Brooks Sibling Ltd – Grass cutting £684.00 & £414.00	£1098.00
Jean Airey – Internal Auditor	£130.60
Gallagher Insurance Brokers – Annual Insurance	£2137.22

11. Governance:

- a) Consideration and approval that the following governance matters as identified within the annual review of assets, risks and internal controls be included for the next scheduled meeting of the council to be undertaken in July's meeting:
- Standing Orders
 - Financial Regulations
 - Publication Scheme and Freedom of Information Policy.

TEBAY PARISH COUNCIL

- Health and Safety Policy

The following documents to be reviewed and completed in July's meeting:

- b) Cllrs to sign GDPR Briefing (April's Meeting)
- c) Cllrs to sign Conduct of Conduct sign off sheet (Policy Emailed to Cllrs 23/05/26)
- c) Cllrs to complete Declaration of Acceptance of Office
- d) Cllrs to complete Declaration of Interests (Emailed to Cllrs 26/05/26)

12. Reports from Members

Members of the council brought the following matters of interest to the attention of the Council for information or future discussion:

- a). Cllr Brown advised residents on South and Whinfell Terraces had been given no notice of road closure and further drains works, also refuse not being collected. Cllr Waite to investigate.
- b) Cllr Nelson advised that the drain still need clearing opposite the Chapel, Chair confirmed this had been already been reported.
- c) Cllr Redwood advised of the damaged noticeboard at Roundthwaite which needs replacing, Chair advised all noticeboards to be reviewed.
- d) Cllr Kipling advised liner from red bin by the Recreation Gound is missing, Chair to check.
- e) Chair advised TPC has received several complaints about the grass cutting and he is liaising with the contractors.
- f) Chair advised the speed sign is not working, to be returned to Truvelo workshop for investigation and repair. Clerk to check with Truvelo if it is still under warranty and advise them that it has recently had a new battery.

13. Reports from Westmorland and Furness Council

Receive written or oral reports from W&FC Councillors.

- a). Cllr Murray advised there has been a good sign-up rate for green bins, sticker to arrive 2-3 weeks after signing up.
- b). Cllr Murray and Cllr Waite have access to Community Group grants in the sum of £1000 or x2 £500, for Sports Clubs etc, for the council's consideration.

14. Public Participation

Receive questions or representations from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit written comments which will be read out at the meeting. Members of the public may receive a written response from the Council after the meeting.

15. Next Meeting

Council noted that the next meeting of the Full Parish Council is scheduled for Wednesday 29th July at Tebay Methodist Hall at 7.30pm

Part 2

Private Section

The following matter is considered exempt from information as it includes personal sensitive information related to a member of staff.

TEBAY PARISH COUNCIL

1) Clerks Additional Hours

a) Council considered and approved the payment of clerk's additional hours worked in May/June for work related to end of year accounts and governance and approved clerk to request for payment from Cumbria Payroll.

FOR THE ATTENTION OF

ALL MEMBERS OF THE COUNCIL

Access to Information

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Council website:

<https://tebaypc.org.uk/agendas/>

A handwritten signature in black ink, appearing to be 'GAD', is written over the URL.