

TEBAY PARISH COUNCIL

MINUTES OF A MEETING HELD ON WEDNESDAY 27th May 2026 AT THE METHODIST HALL, TEBAY AT 7.00PM

DATE: 10th June 2026

Full Council Attendance

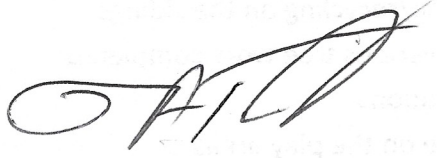
Attended to transact the business as specified in the agenda.

MEMBERS OF THE FULL COUNCIL

Cllr Adrian Todd, Chair

Cllr Brian Kipling

Cllr Angela Meadowcroft


J. Brimble

Mrs J. Brimble, Clerk to Council

TEBAY PARISH COUNCIL

MINUTES of ANNUAL PARISH COUNCIL

27th May 2026 7.00pm

1 Welcome

Introduction from the Chairman of Tebay Parish Council, Adrian Todd.

2 Apologies

Apologies received for Absence from Cllr Sophie Hammond and Cllr Sandra Redwood.

3 Minutes

Cllrs Angela Meadowcroft and Brian Kipling approved as a correct record the minutes of the previous Annual General Meeting held on 28th May 2025

4 Civic Year 2025-2026

Chairman Adrian Todd provided an overview of Parish Council matters:

- Planning of various housing/recycling on the sidings
- Grass cutting to contract, various tree work completed
- Fencing repairs to two locations
- Repairs to swings and slide on the play areas
- 106 bus, which was to be taken over by Westmorland and Furness Council, has not happened yet
- Westmorland and Furness Council took back the responsibility of the street lights
- M6 bridge works are ongoing

5 Questions from the Public

No questions were submitted by the public.

6 Close of Meeting

Chairman Adrian Todd gave thanks to all members of Tebay for attending the meetings over the last 12 months and to retiring clerk, Margaret Longworth, for her efforts over the last 9 years.

TEBAY PARISH COUNCIL

MINUTES of FULL COUNCIL MEETING

27th May 2026 7.30pm

Part 1

1. Apologies

Apologies received for Absence from Cllr Sophie Hammond and Cllr Sandra Redwood

2. Declarations of Interest

Members did not 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

It was resolved that the Chair be authorised to sign, as a correct record, the minutes of the meetings of Full Council held on:

Full Council Monday 29th April 2026.

4. Election of Chairperson for 2026-2027

Members considered and voted for the election of the Chair of the Council.

5. Election of Vice Chairperson for 2026/2027

Election of Vice Chairperson to be decided in June's meeting as existing Vice Chairperson had given her apologies for not attending May's meeting.

6. Annual Internal Audit, Governance Statement and Accounting Statement

a) As the appointed Internal Auditor Mark Renwick Smith had Covid and was not available to assist with the new Clerk's first end of year accounts, it was proposed and approved that an alternative Internal Auditor Georgina Airey was to be appointed.

b) The Annual Internal Audit, Governance Statement and Accounting Statement is to be presented for consideration and approval in the next Parish Council Meeting in June.

7. Outstanding Business

Consider progress from resolutions of previous meetings:

a) Clerk to email Crime Commissioner David Allen again as he did not respond to original email to attend next council meeting.

b) Cllrs to set up council domain email addresses to comply with Assertion 10.

c) Consideration was given to applying to Scott McLaughlan at W and F Council following the Chair's review of current streetlighting and identification of x4 areas for new streetlights, if this is declined consideration to be given to supplying solar lights from Amazon x2 £203. No further action at this time.

d) Chair confirmed one abandoned vehicle on the hardstanding had been removed already, await to see if second is removed before any further action.

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- e) Chair had called Libby at Fibrus to discuss issue of BT Openreach digging up the road in Old Tebay without prior notice, notices were in place, no further action.
- f) Council noted that Arb Landscapes has 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. Clerk to check previous invoices.
- g) Cllr Redwood photographs of the potholes in the road at Roundthwaite have been sent direct to Westmorland and Furness Council, await feedback.
- h) Cllr Waite advised no exceptional levels of pollution were identified at Junction 38/Old Tebay, Chair to write to parishioner.
- i) Cllr Waite (as the new cabinet member for transport and overseeing buses) addressed the issues around 106 buses being late, not turning up and breaking down. He advised that due to legal matters, tenders are due in September, meanwhile the charity to continue. Cllr Alan Sowerby from Shap Parish Council advised the issue is to be raised at their next Parish Council Meeting, Chair of Tebay Parish Council to attend next week.
- j) Council noted that there had been no election following Notice of Vacancy, clerk to put advertisement of vacancy in the Link Parish Magazine.
- k) Chair to make home visit to Cllr J Nugent to see if still wanting to continue as a cllr.
- l) Chair completed a site visit to Roundthwaite to review the issue of how refuse wagons access properties, Cllr Waite advised exceptional arrangements are to be considered by Westmorland and Furness Council for properties with access difficulties, if still an issue with wheelie bins may resort back to issue and collection of blue bags.

8. Defibs

Chair confirmed all defibs are in good working order, heat pads to be ordered for the defibs at Cross Keys and Roundthwaite for the winter, clerk to update The Circuit.

9. Correspondence

Consideration was given to the following matters:

- a) Cllrs signed GDPR Training Brief sign off sheet.

10. Training Courses

- a) The Council noted that the Clerk has attended the following training courses in April/May:

- New Clerk Training, Module 1 and 2
- Finance
- End of Year Accounts

11. Planning

Consider planning applications:

12. Finance:

- a) Consideration was given to the quotations for a replacement laptop and affiliated support services and approval made to proceed with purchase.
- b) Consideration was given to the quotations for a fire safe for storage of archive documents to ensure business continuity and GDPR compliancy, Chair to obtain further quotations.
- c) Consideration was given and approval made for the following payments:

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Salary Jenny Brimble, Clerk	£394.33
Cumbria Payroll Services	£20.40
Everything Arb and Landscapes Ltd - Grass strimming	£270.00
Brooks Sibling Ltd – Grass cutting	£414.00
CALC – Training Courses for Clerk - New Clerk Training	
Module 1 and 2, Finance Training, and End of Year Accounts	£125.00
Mrs J Brimble – Stationery (Black/colour toner £61.20 & Mileage £38.25)	£99.45

13. Governance/Policy Review

a) The following reviewed policies were considered and approved:

- IT Policy/Assertion 10 Statement with supporting data audit for GDPR compliance and the Annual Return/Co-option Policy/Code of Conduct/Scheme of Delegation

b) Consideration given and approved that the following governance matters as identified withing the annual review of assets, risks and internal controls be included for the next scheduled meeting of the council:

- Standing Orders/Financial Regulations/Publication Scheme and Freedom of Information Policy/Health and Safety Policy

14. Reports from Members

Receive reports from Councillors: an opportunity for Members to bring matters of interest to the attention of the Council for information or future discussion.

15. Reports from Westmorland and Furness Council – see email to AT

Receive written or oral reports from W&FC Councillors.

a) Consider questions raised by Cllr Adrian Waite regarding highway maintenance issues.

16. Public Participation

a) Len Clarke advised that he has reported the very rough condition of the road due to increased traffic from M6 works along Church Street to Westmoland and Furness Council x3 times. Cllr Waite advised that the outcome of the latest Junction 38 meeting was that they are reconsidering all options, have given assurances that they will consult in a more meaningful way, hopefully the end result will be to keep it open, there is a possibility they will not keep to original timetable

Speed machine is not working, clerk confirmed she has reported it to Truvelo, awaiting engineer visit.

b) Cllr Kipling advised the cattle grid past the Old School has still not been emptied, Cllr Waite to raise at Westmorland and Furness Council.

c) Cllr Meadowcroft enquire why Tebay had been turned down for a Zebra Crossing when other areas such as Barrow had been provided with one, Cllr Waite to investigate why Tebay had been declined.

d) Gary Murphy raised the following issues resulting from the actions taken by Mr Jackson in the field adjacent to his house:

- installation of a cabin in the field adjacent to Gary Murphy's property without planning permission, why has a x28 day order not been issued by the W and F Council?

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- broken into the sewer and connected the cabin himself & installation of the new driveway and kerbs at the entrance to his field, as a result of which the culverts near Mr Murphy's property are flooding (causing £80-100000 damage to the gable end of his property) and as a result surface water is also entering the sewer
 - connected himself to the electricity supply
 - planted x20 Leylandii trees one evening at 10pm along the perimeter of his field without planning permission
- Cllr Waite to arrange for the drains to be cleared and to investigate the issues surrounding planning permission and drainage

17. Meeting Dates for 2026-2027

It was resolved that the schedule of ordinary meetings of the Council for the year be agreed.

18. Next Meeting

It was resolved that the next meeting of Full Council is scheduled for Thursday 25th June 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.

- a) Consideration given and approved to issue a retrospective Contract of Employment for the new Clerk appointed on 1/03/26, Chair to assist with completion.
- b) Consideration given for payment of new clerk's additional hours worked in the first x3 months in role and approval for the clerk to request payment from Cumbria Payroll.

CHAIR:

See Joint

DATE:

**FOR THE ATTENTION FOR ALL
MEMBERS OF THE PARISH 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 Parish Council website:

www.tebayparishcouncil.gov.uk