

CROSTHWAITE AND LYTH PARISH COUNCIL

DRAFT Minutes of the Ordinary Meeting of the Parish Council

held on Monday 02 June 2025 at 7.30 p.m. in the Parish Room, Crosthwaite

Present: Cllrs A. Dobson, D. Atkinson, E. Cartmell, J. Perry, E. Sharp, H. Young

In Attendance: Cllr. S. Bavin (Westmorland & Furness Co.), Martin Curry (Clerk), Malcolm Richardson (Responsible Finance Officer [RFO]) and 9 members of the public.

25/25 Apologies: Cllr. Harnby had submitted written apologies.

26/25 Minutes of the meeting held on the 12 May 2025: It was **Resolved** that the Minutes of the meeting held on 12 May 2025 be signed by the Chair as a true record.

27/25 Declarations of Interest:

Councillors noted the following Declarations of Interest:

- a) Cllr. E. Sharp in respect of item 8(a)(i) – Planning Application 7/2025/5283: Flodder Hall

28/25 Requests for Dispensation: No Requests for Dispensation had been submitted.

29/25 Chair's Announcements: The Chair welcomed the members of the public to the meeting.

30/25 CALC AGM: The Chair asked Councillors to note that the CALC AGM is to be held on 04 October at the Braithwaite Institute.

31/25 Public Participation: As representative of several members of the public present, a local resident stood to advise the Parish Council of a situation regarding an unadopted road at Row which had become the subject of a local dispute about access. Councillors heard that the road surface had been improved at residents' own expense in March 2025, but one resident had objected to the work, which it was claimed, encroached onto their property and they were now impeding access along the road. The Chair thanked the Parishioner and confirmed that the matter would be considered under the Correspondence Received item of the Agenda.

32/25 Reports:

- a) **Reports from Councillors attending meetings:** No meetings had been attended.
- b) **Westmorland & Furness Council (W&FC):** Cllr. Bavin reported as follows:
 - i) There have been a number of road works recently including at Hubbersty Head and Crosthwaite Green. Further patching work is planned – the pothole at Crosthwaite House was noted as particularly bad and in need of attention. BT are undertaking various works and are to close the Underbarrow Road on June 17/18.
 - ii) He promoted Rural Wheels which is a pre-booked transport service for people who don't have access to public or volunteer transport. It can be used for most trips where no other options exist, such as shopping, visits to doctors, dentists or opticians, visiting friends or family or making connections with buses or trains. Users may have to be flexible about travel time and/or be asked to share, but the fare is at a lower rate than taxis. Further details from W&FC on 01539 713350 or on its website.
- c) **Police:** The Clerk reported that there was nothing in recent Police Focus Newsletters of direct relevance to Crosthwaite and Lyth.

33/25 Planning

- a) Applications received and circulated to Councillors: Councillors noted the following planning application received from LDNPA since the last meeting:
 - i) 7/2025/5283: **Flodder Hall, Lyth LA8 8DG** – Erection of Slurry Tower. Forwarded to Councillors 19/05/2025. Having declared an interest in this application, Cllr. Sharp left the room whilst Councillors discussed the matter. As a result of discussion, it was **Resolved** that the Parish Council would submit **No Objection** to the application and Cllr. Sharp rejoined the meeting.
- b) Applications received since publishing the Agenda: Councillors noted that no further planning applications had been received since publishing the Agenda.
- c) Responses submitted: Councillors noted that no responses on planning applications had been submitted to LDNPA since the last meeting.
- d) Decisions Notified: Councillors noted the decision on the following planning application since the last meeting:
 - i) 7/2025/5096: **Mireside Farm, Crosthwaite, LA8 8BT**: Approval of Reserved Matters (Construction Method Statement). Determined (approved) on 22/05/2025
- e) To note any other Planning Matters:

- i) Enforcement Case E/2024/0236 at Starnthwaite: Update on representations to LDNPA. Following a reminder to LDNPA, the Clerk reported that he has been advised that the matter has been referred to a Planning Officer for consideration.
- ii) Enforcement Case E/2024/0041, 4 Oak Fold, Crosthwaite: Councillors noted that it appears that the current occupant is vacating the property in the near future. The Clerk will write to Castles and Coast for confirmation and request an update on plans for future occupation.

34/25 Highways and Footpaths

- a) **Highways matters:** Other than matters raised in Cllr. Bavin's earlier report there were no other Highways matters raised.
- b) **Footpaths / Tracks Matters:** It was noted that the footpath from the Church to Mill Lane has been cleared and is now passable. Grass cutting at Jubilee Wood has also been done. Cllr. Perry will attend to the internal verge on the Parish Walkway.

35/25 Trees, Woods, Hedges and Grass: The following matters were noted:

- a) Ash trees showing signs of dieback on Parish property adjoining roads should be identified and advised to Cllr. Bavin. Leases will be checked to confirm maintenance responsibilities.
- b) Trees growing through BT cables at Scale Hill had been noted and will be reported to Open Reach.
- c) It was noted that ENWL had not yet attended to overhanging trees as previously notified.
- d) Plans for the Community Orchard will be discussed at the meeting in July.
- e) Cllr. Cartmell reported that several roadside hedges have been cut by W&FC. It was **Agreed** that cutting this early wasn't appropriate unless there was a clear safety issue. Cllr Bavin undertook to investigate the origin of this work.

36/25 Parish Land

- a) **Tour of Properties:** Councillors agreed that the tour of parish properties held on 28 May had been very useful and raised awareness. It was noted that the Parish Room and the Parish Walkway needed adding to the property schedule. The Clerk will now make proposals for valuations and the review of leases.
- b) **Maintenance of Parish assets:** It was **Agreed** that assets requiring maintenance should be identified by reference to the Asset Register and a Maintenance Schedule prepared. The bench on the Parish Walkway would probably benefit from re-treatment. It was suggested that the single plank seats in Jubilee Wood might be replaced by benches and that the window frames at the Parish Room were in need of painting.
- c) **Wi-fi in the Parish Room:** This remains work in progress.

37/25 Other Land: Martin Casson reported on the successful bid at auction for the land adjacent to the Recreation Field with an anticipated completion date of 17 June. The price was within the amount the Landowners of Crosthwaite and Lyth had been willing to pay. Furthermore, the land is subject to an agri-environment agreement via the RPA until Spring 2028 and the Landowners felt that the conditions of the scheme would be best met by letting out to a grazier until the expiry date. On behalf of the Landowners, Martin expressed appreciation for the financial support that the Parish Council had offered but that the Landowners now felt that the simplest outcome would be for them to retain ownership and hold the land for the long-term benefit of the community. The period between purchase and the expiry of the RPA scheme would allow for planning for future use and deciding on how management of the land would be delivered. Councillors were delighted that the land had been secured for the benefit of the local community and congratulated the Landowners on the successful purchase. They accepted the conclusion on ownership and looked forward to working as partners on the development of plans for use and management models.

38/25 Neighbourhood Plan: The Clerk reported that over 70 comments had been received during the period of informal consultation. These had been collated and sent on to Louise Kirkup who had prepared a further draft that took account of the responses. This had been circulated to Councillors, and it was **Agreed** that observations would be notified to the Clerk by Friday 06 June. Once received, the Clerk would confirm the draft with Louise in preparation for the next stage. LDNPA comments on the Design Code had been sent to AECOM for inclusion in the final document. The End of Grant Report had been prepared for Groundwork UK and initial estimate was that a figure of £6,575.28 would be repaid. It was **Agreed** to await confirmation of the figure and approve the final sum at the July meeting.

39/25 Environmental Initiatives: CLEAN continues its work locally but there were no new initiatives to note.

40/25 Finance: Councillors noted the following report submitted by the Responsible Finance Officer:

- a) **Receipts:** It was noted that there had been no receipts other than investment income since the last meeting.
- b) **Receipts since publishing the Agenda:** There had been no receipts since publishing the Agenda.
- c) **Npower payment:** The Npower payment for April 2025 is: £ 37.29

- d) **Payments:** The following payments were **Approved**:
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| i) M R Curry – Salary and expenses May 2025: | £ 447.37 |
| ii) M R Curry - Land Registry fees (Agenda figure of £26.00 amended to £20.00): | £ 20.00 |
| iii) HMRC – PAYE and NIC on above salary: | £ 181.61 |
- e) **Payments notified since publishing the agenda:** The following payments notified since publishing the agenda were **Approved**:
- J. Airey - Internal Audit: £ 93.00
 - Cllr. H. Young – Reimbursement of costs of window cleaning at the Parish Room: £ 12.00
 - Argles Memorial Hall: Costs of Room Hire for the Neighbourhood Plan Drop-in event: £ 40.00
- f) **Annual Internal Audit Report:** The RFO presented the Internal Auditor's Report for 2024-25 which noted a high standard of record keeping and confirmed a true and accurate account of the Council's finance and governance records. The Internal Audit Report was **Approved**.
- g) **Certificate of Exemption 2024/25:** The RFO confirmed that the annual figures for both income and expenditure for the year fell below the threshold for a Limited Assurance Review thereby enabling the Council to submit a Certificate of Exemption. The RFO presented the Certificate and Councillors **Resolved** that it be submitted. The Certificate was duly signed by the RFO and the Chair.
- h) **Annual Governance Statement 2024/25:** The RFO presented the Annual Governance Statement for 2024-25 which recorded the satisfactory discharge of governance requirements as confirmed by the Internal Audit Report. Councillors **Approved** the Statement which was signed by the Clerk and Chair.
- i) **Accounting Statements 2024/25:** The RFO presented the Accounting Statement for 2024/25 which he had signed, and which were **Approved** by Councillors and signed by the Chair.
- j) **Notice of the period for the Exercise of Public Rights:** Councillors received and **Approved** the Notice of the period for the Exercise of Public Rights which will run from the 04 June to the 15 July 2025. The Notice will be published on the website and noticeboard.
- k) **Bank Balance at 31 May 2025:** The bank balance at 31 May 2025 was £36,128.09p and the Chair was authorised to countersign the bank statement.

41/25 Policies and Procedures

- a) Draft Policies on Sexual Harassment and Bullying and Harassment, together with a draft Job Description for the Chair had been circulated and will be considered for approval at the July meeting.
- b) The Clerk advised that W&FC had requested amendments to several Declarations of Interest, and these were duly completed for return.

42/25 Correspondence:

- a) Updates from CALC and other Agencies: Councillors noted that these had been circulated as appropriate.
- b) Specific items of correspondence: The following items were considered:
 - i) An email from a resident regarding the unadopted road at Row which had been the subject of representation under Public Participation earlier in the meeting. Having heard the representation, the Chair concluded that the matter focused on an unadopted private road and appeared to be more of a neighbour dispute. Councillors **Agreed** that this is not a matter the Parish Council would normally become involved but made a number of suggestions that might be of help to those who are negatively impacted by the development.
 - ii) The RFO advised that the 2025 edition of the Practitioners' Guide (which updates matters of compliance and good practice) has been published. It confirms that every authority must now have a generic email account hosted on an authority owned domain, e.g. clerk@abcparishcouncil.org.uk rather than abcparishclerk@hotmail.co.uk. He is in touch with an IT practitioner who will provide advice on this and the RFO was authorised to explore mechanisms
 - iii) No further correspondence had been received since publishing the Agenda.

43/25 Items 'for Information': The RFO reported that in liaison with with Barclays Bank plc he is progressing with the move to internet banking. The likely outcome is that he will be the Administrator and payments will require sign off by two Councillors. He will update with further detail as this initiative progresses.

44/25 Councillors' Issues to be Raised: No additional issues were raised.

Date of the next meeting: It was confirmed that the next meeting of the Parish Council will be on 07 July 2025

The meeting finished at 8.52 p.m.

Signed as a correct record:

(Chair)

Date: