

CROSTHWAITE & LYTH PARISH COUNCIL

Neighbourhood Plan – Clerk’s Report to the Parish Council on 07 November 2022

This Report is compiled on the basis of the Next Steps proposals submitted to the Parish Council in a verbal report to its meeting on 03 October 2022. Next Steps and progress are as follows:

- 1. Amend the Terms of Reference** to recognise the respective roles of the Clerk and Responsible Finance Officer. Amendments proposed:
Clause 6: Budgets and all expenditure are to be approved by the Parish Council prior to actual costs being incurred. All items of engagement, contracts and costings must be agreed after scrutiny by the Clerk, *the Responsible Finance Officer* and the Parish Council. *The Responsible Finance Officer* is the legal and financial officer tasked with the stewardship of public money. No costs must be incurred without a properly tabled proposal on the Parish Council Agenda and a subsequent vote to approve them.
Clause 7: Criteria for Group Membership: **ADD:** *The Group will appoint a Secretary from within its number or as an additional non-participating attendee to publicise meeting, take notes and produce Minutes.*
- 2. Maintain liaison with Kirkwells** and instruct them to provide a revised fee proposal by 17 October. I tried but was unable to have a conversation with Louise Kirkup before 17 October. I have subsequently had a conversation and she is aware of the current situation. She has undertaken to provide a new fee proposal, however this will be generic in the first instance pending additional detail on the proposed scope of the revised Plan.
- 3. Continue work on a new grant application.** A new grant application is under construction and has been taken as far as possible pending a new fee proposal. In order to secure grant funding for the rest of this financial year - which must be spent this financial year, a fee proposal is required and this is awaited as reported above. The application made to date has been saved and will be completed when the additional information is received. A caveat on funding is in relation to the current economic situation and the availability of funding for work in the next financial year. There is no guarantee that this funding stream will continue into 2023/24.
- 4. The PC to agree Councillors to be appointed to a Neighbourhood Planning Working Group (NPWG):** Clause 7 of the Terms of Reference (ToR) allows for a minimum of 7 Members and a maximum of 11 (not including the Chairman who will be a de facto member - total 12 Members). The ToR says that *at least* 3 Members shall be Parish Councillors. It has been proposed that all Parish Councillors should be Members **and this requires formal approval**. Taking into account the Chairman’s place this allows up to a further 5 places which may be filled. This will be subject to further agreement and approval and this should be a key decision at the first meeting of the new NPWG.
- 5. Call for volunteers:** The first 7 places are filled subject to formal approval and as above; additional spaces will be allocated as decided by the NPWG.
- 6. Meetings with external advisers:** The most significant discussions have been:
 - Dave McGowan was until recently Head of Development Management at LDNPA and is now working as a freelance consultant. He attended (without charge) an informal Q&A session of the Parish Council meeting as a working group 31/10/22. Aspects of that meeting were recorded in informal notes. In summary, DMG made the case for a NP and advised how it might be structured appropriate for this locality. I have asked Dave if he is willing to provide external support for managing the process and he is considering what help he may best be able / willing to provide.
 - As reported above, I have been in touch with Louise Kirkup of Kirkwells, primarily to update her on the current position and to request a revised fee proposal which she has undertaken to provide.

- I have also been in touch with an adviser at Locality UK (a national membership network supporting local community organisations and tied in to the process for securing grant funding for Neighbourhood Planning). One of their advisers has been allocated to this case and has been in touch to receive an update on the current position. Locality will assist with any technical queries on the application for grant funding.
7. The report to the last meeting was added as a formal part of the Minutes of the meeting on 03 October and added to the NP page of the website.
 8. This Report to be a formal paper on the Agenda of the meeting for 07 November and has been added as such.
 9. **The NPWG should now agree to meet to take matters forward.**
 10. As Clerk, I will offer to provide administrative support unless or until such time as I feel unable to be able to do so.

Report prepared by
Martin Curry
Clerk
Crosthwaite & Lyth Parish Council

07/11/2022