

ROCKCLIFFE PARISH COUNCIL

**Minutes of the Meeting of Rockcliffe Parish Council held on
Monday 16th September 2013 in Rockcliffe Community Centre at 7:30 p.m.**

RO 1/9/13 Apologies for absence

Cllr J Shaw.

RO 2/9/13 Present

The Chairman, Cllr J Harper, Cllrs I Alecock, C Graham, H Graham, M Irving, J McCormick, G Mounsey-Heysham & R Park.

RO 3/9/13 In Attendance

Two members of the public.

Apologies received from County Cllr V Tarbitt & City Cllr R Bloxam, due to attendance at other meetings.

The Clerk was requested to minute that this was the third meeting where no representatives from the City or County Council had attended.

RO 4/9/13 Declarations of Interest

Cllr G Mounsey-Heysham declared an interest in item 7.3 – Carlisle & District Local Plan due to being the landowner of two sites identified in the document for future possible development. Also, item 8 - Correspondence from Brampton & District Red Squirrel group, due to being a trustee.

RO 5/9/13 Minutes of the meeting of the Parish Council held on 15th July & 5th August 2013

The minutes of the meeting of the Parish Council held on the 15th July & 5th August were approved and signed by the Chairman.

RO 6/9/13 Public Participation

No matters were raised for the Councils attention.

RO 7/9/13 Appointment of Clerk

A meeting had been held, prior to the monthly meeting to agree the Contract of Employment and terms and conditions for the appointment of Clerk/Responsible Financial Officer. Policy's also considered (alongside the contract) were the introduction of a discipline, grievance and health & safety policy

Resolved: Mrs A McCallum appointed from the 1st September 2013, position to be 16 hours/month at NALC salary scale LC1 - SCP19. Contract of Employment to be prepared and signed by both parties. Policies for discipline, grievance and health & safety were also agreed and adopted by the Council.

A McCallum was welcomed to her first meeting of the Council.

JH/AM

RO 8/9/13 Matters Arising

The Chairman reviewed the matters arising from the meeting held on the 15th July. These included:-

Blencarn Park Registration of the Green

Advised that this was nearly complete.

Road Matters - Wetherhill

Drains reported as being cleared and no further flooding had been witnessed, to date.

Grass Cutting

Chairman reported that the contractor had been completing cuts within seven days of being requested and cuts were being undertaken satisfactorily. It was commented that

when the grass is shorter, people had been witnessed picnicking on the green. Arrangements for next year's contract will need to be considered in the near future.
Agreed: Chairman to contact the current contractor to determine if they are interested in extending the contract for the 2014/15 season.

JH

Subsidence on Cliff Road

Reported that some highways improvement work had been undertaken on the road but this was considered insufficient and evidence of subsidence had been noted.

Agreed: Clerk to arrange further meeting with Highways Officers.

AM

Retirement of Clerk

Consideration was given to arrangements concerning the retirement of the Clerk and how appreciation of his service could be made.

Agreed: Chairman to make arrangements for this, on behalf of the Council.

JH

Pollution of Stream

Reported that pollution is still being witnessed, it being thought that by the time the Environment Agency & Environmental Health Department staff visit the site that it is too late to be witnessed.

Agreed: Clerk to press for an update from the Environment Agency & Environmental Health Department.

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Lady Lonning Footpath

Cllr McCormick enquired as to who is the owner of the land on which the footpath is situated. Advised by Cllr G Mounsey-Heysham that three owners own the land, these including himself and Castletown Estates. Cllr further advised that he considered that the Lady Lonning footpath was a definitive footpath and would bring evidence of this to the November meeting.

JM

Fly Problems

Advised that the situation was being monitored but thought would now lessen with the on-set of Autumn.

Shapwath - Deterioration of Road

Reported that highways work had again been undertaken. However, it was noted that the signpost had not been replaced, as yet.

Agreed: Clerk to pursue the re-instatement of the signpost.

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Wild Garden - Centre of Blencarn Park

It was reported that Carlisle City Council staff had cut this area when butterflies were in proliferation and this was considered detrimental to wildlife.

RO 9/9/13 Road Matters

9.1 Rockcliffe Village - Introduction of 7.5 Tonne Weight Limit

Consideration was given to previously received correspondence on the introduction of a weight limit restriction throughout the village. This included:-

- Cumbria County Council advising that it had no record of a weight limit having been agreed to be implemented once the CNDR was opened and even if so, this would always be subject to an "accept for access" cause;
- Carlisle City Council Planning Officers having advised that a check of the BSW lorry log had indicated that no vehicles had been found to be operating outside of permitted hours.

A Cllr then advised that he thought that a restriction had been incorporated within the planning permission for the BSW site and that the permission notice should be checked.

Agreed: Clerk/Chair to investigate if this was included in the original permission notice.

A Cllr also queried as to if something had been agreed with Kingmoor Parish Council on

AM/JH

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the issue of wagons delivering/collecting from BSW?

Agreed: Clerk to investigate this with Kingmoor Parish Council.

Resolved: Clerk to request that County Cllr V Tarbitt progress this issue on behalf of the Parish Council.

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AM

Other highways matters reported and **Agreed** to be actioned by the Clerk included:-

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- Demesne to Rockcliffe Cross Road - road surface deterioration. Cllr advised that this road was on the list of roads to be upgraded by Highways in 2011. However, no repairs had been undertaken to date.
- Harker Bridge Road - flooding reported, thought to be attributed to a blocked highway drain adjacent to Harker Farm.

RO 10/9/13 Planning Matters

10.1 Applications

1/13/9021 Hespın Wood Resource Park & Landfill Site, Todhills – Additional extension to the permitted materials recycling building.

Resolved: that "no observations" be made.

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13/0591 Land Adjacent to Ghyll Bank Caravan Site, Low Harker, Carlisle - Variation of condition 2 (approved documents) of previously approved application 12/0722.

Resolved: that "no observations" be made.

AM

Permissions

1/13/9008 Kingmoor Marshalling Yard - Retention and use of mobile re-cycling equipment for disposal of spent ballast and concrete sleepers from railway network - granted.

1.13/9011 Hespın Wood Resource Park and Landfill Site, Todhills - Section 73 application to amend planning condition 18 of planning permission 1/08/9023 to increase size of MRF building - granted.

10.2 Carlisle District Local Plan 2015/2030 - Preferred Options Consultation

The submission of Parish Council comments on the draft plan was considered. Clerk advised that the plan sets out the long-term vision and policy framework of development for the Carlisle district for the next 15 years. The following items were raised and considered:-

Employment & Commercial Growth Map 4 - Land at Harker North of J44 of the M6 (pg. 50)

Queried what the designation of this area is - as no legend was visible on the map for the colour purple. This area also being included as a site identified as an alternative option for preferred housing - Site OC23 - Harker (pg. 274).

Resolved: Clerk to determine what the designation of the area is, this being felt unclear.

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Preferred Housing Allocations - Carlisle North - Site CA50 & CA22 (pg. 252)

Resolved: To object to the site due to :-

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- concerns over road infrastructure;
- the scale of site and the likely high density of housing on the site being considered too large; another large development recently being undertaken within a one mile radius;
- the lack of availability of school places;
- the visual impact on the area. This site being situated in open countryside and visible from the wider area.

Cllr G Mounsey-Heysham, as the landowner of sites ROCK1 & RO01 was then granted a verbal dispensation permitting him to speak, before leaving the room when a decision was made.

Preferred Housing Allocation -ROCK1: Rockcliffe East - Site capacity 20 houses

Cllr G Mounsey-Heysham advised that planning permission would be applied for in the near-future to build approximately six properties on this site. Consultants had been employed by Cllr G Mounsey-Heysham to undertake a traffic survey, the results of which had highlighted problems with the Lonning Foot junction, this limiting the amount of properties that could be possibly built on the site.

Preferred Housing Allocation - Alternative Option -RO001

Cllr G Mounsey-Heysham distributed a conceptual drawing of a possible development planned for the area. Highways had also indicated that a development on the south side of the village would negate additional traffic from the development from travelling through the village. Cllr G Mounsey-Heysham advised that a public consultation may be held in the future.

Cllr G Mounsey-Heysham then left the room at 9:10 p.m.

Preferred Housing Allocation -ROCK1: Rockcliffe East - Site capacity 20 houses

Resolved: To support the development of area ROCK1. However, the following comments and reservations to be noted:

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- the planned density of this site (twenty properties) is considered too high;
- the availability of school places provision must be determined and addressed, prior to the development being built;
- no mains foul drainage system is available;
- concerns over the existing road infrastructure and its ability to take additional traffic;
- flooding in this area is of concern and mitigating features would need to be incorporated in the design so that other existing properties are not adversely affected;
- it is requested that the incorporation of bungalows is considered, an identified housing need of the village.

Preferred Housing Allocation - Alternative Option - RO004

Resolved: To object to the development of this site, the following to be submitted as supporting comments:-

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- concerns over the existing road infrastructure, access to the site being considered dangerous;
- flooding and drainage problems are experienced in this area;

Preferred Housing Allocation - Alternative Option -RO001

Resolved: To object to the development of this site, the following to be submitted as supporting comments:-

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- concerns over the existing road infrastructure, possible access from and to the highway from the site being considered dangerous;
- flooding and drainage problems are experienced in this area;

A Cllr raised that the public consultation on the Local Plan ended on the day of this meeting - 16th September. Clerk advised that Parish Councils had been allowed an extension to this date. It was queried if residents could still respond after this date and if the Parish Council had a responsibility to make residents aware of the plan.

Agreed: Clerk to determine if an extension on the consultation was available to residents. If so, information in the form of a letter to be distributed to residents informing them of their ability to submit comments to Carlisle City Council.

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Cllr G Mounsey-Heysham re-entered the room at 9:55 p.m.

10.3 Rockcliffe Rural Masterplan

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Consideration was given to a method of public consultation to be employed, to gather resident views on the Masterplan. Methods suggested being to hold a public meeting or information leaflet to be circulation for comments, etc.

Resolved: Clerk to advise Rural Development Officer that the leaflet method is to be progressed and a timescale for its delivery determined.

AM

RO 11/9/13 Schedule of Correspondence, notices and publications

A schedule of correspondence, notices and publications received since the last meeting was received and noted. This included:-

- A request for a donation of £100 towards Cumbria County Council's Chairman's Appeal - 100 defibrillators in 100 days.

Resolved: donation of £100 to be made.

- Brampton & District Red Squirrel Group - request for volunteers & donation.

Resolved: no donation to be made.

AM

RO 12/9/13 Financial Matters

12.1 Resolved that the following payments be approved:-

<i>Envirocare - Ground Maintenance July 2013</i>	<i>72.00</i>
<i>HMRC - PAYE to September 2013</i>	<i>112.4</i>
	<i>0</i>
<i>S Bell - Mileage/travel re-imburement</i>	<i>24.00</i>
<i>K Bell - Clerks salary</i>	<i>400.0</i>
	<i>0</i>
<i>S Bell - RFO salary</i>	<i>107.6</i>
	<i>0</i>
<i>Envirocare - Ground Maintenance August 2013</i>	<i>72.00</i>

Clerk advised that she was in the process of changing the bank account administrator contact details.

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12.2 Payroll Administration

Clerk advised that in her opinion, it was more time, cost and audit compliance effective for payroll to be contracted out to an external provider. A recommended provider charging £50/annum for this service.

Resolved: Payroll for Clerk/RFO to be contracted out to an external provider at a cost of £50/annum.

12.3 Financial Statement

A financial statement for the period 1st April to 31st August (prepared by S Bell) had been circulated alongside the agenda. It was noted that an additional £1 expenditure to Armeria UK LLP appeared to be missing from the statement. Clerk to further determine.

Resolved: Financial statement approved.

RO 13/9/13 Administration Matters

13.1 Parish Council Photocopier

Disposal of the photocopier was considered, the new Clerk advising that she did wish to take over this item of equipment.

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Resolved: Photocopier to be offered to previous Clerk.

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13.2 Cumbria Association of Local Council Membership

This item to be considered at the November meeting, due to time constraints.

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13.3 Rockcliffe Parish Council Website

Consideration was given to a Parish Council web site. Clerk advised that she recommended the use of a template design web site, that she currently used for other Parish Councils. This would be at a one-off cost of £150 for set-up and an annual hosting and maintenance charge of £100/yr. This would enable residents to view information e.g. meeting dates, agendas, minutes, planning applications to be considered and Cllr & Clerk's contact details.

Resolved: Clerk to instigate web site at a cost of £250.00. Clerk to also apply for grant funding from Neighbourhood Forum and any other likely sources.

AM

RO 14/9/13 Councillor Matters

Lights - it was reported that foliage was hindering the effectiveness of some of the street lights in the area. Cllr Mounsey-Heysham advised that he would deal with this.

GMH

RO 15/9/13 Date of Next Meeting The next meeting will be held on Monday 18th November 2013 at 7.30pm in Rockcliffe Community Centre.

The meeting closed at 10:22 p.m.