

ROCKCLIFFE PARISH COUNCIL

**Minutes of the Meeting of Rockcliffe Parish Council held on
Monday 20th January 2014 in Rockcliffe Community Centre at 7:30 p.m.**

RO 30/1/14 Apologies for absence

Cllr J Shaw.

RO 31/1/14 Present

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

RO 32/1/14 In Attendance

No members of the public.
County Cllrs V Tarbitt & J Mallinson. City Cllr R Bloxam.

RO 33/1/14 Declarations of Interest

Cllr C Graham declared a personal interest in item 8.6 CPCA Parish Council grants - her husband having submitted an estimate for the supply of a notice board.

RO 34/1/14 Minutes of the meeting of the Parish Council held on 18th November 2013

The minutes of the meeting of the Parish Council held on the 18th November were approved and signed by the Chairman subject to the following amendments requested by Mr P Slegg, Carlisle City Council:-

- 21/11/13 - The Government *expects* [deleting - allocated targets] Carlisle City Council to achieve growth in these areas *where there is proven need* [insert]. Advised that *the housing* [deleting - these] figures had been increased since the plan was produced.
- 21/11/13 - Twenty *two* [insert] settlements in the Carlisle area have or are in the process of completing Masterplans.

RO 35/1/14 Public Participation

No members of the public were in attendance.

RO 36/1/14 Clerks Report

Carlisle District Local Plan 2015/30

Clerk advised that Mr P Slegg, Investment & Policy Manager, Carlisle City Council had forwarded the Cumbria Gypsy & Traveler Accommodation Assessment for Cumbria, as agreed at the November meeting. Clerk determined from the document that:-

- Carlisle currently has a supply of 84 pitches and it is determined that an additional 15 pitches will be required in the Carlisle area, in the period of the Local Plan (2015-30);
- a councils obligation to provide gypsy & traveler sites was abolished in 1994;
- document advises that smaller, permanent sites of 6-12 pitches are considered more appropriate than large sites;
- Carlisle area to get 5-8 pitches over the next 5 years. These are considered to be needed in the central Carlisle area, based on the level and locations of unauthorised encampment activity;
- recommendations on future provision include that the Local Authorities should review if current sites can be made bigger; determine if Local Authority Land is available and considered suitable for new sites; approach local landowners and to investigate the formation of community land trusts with the aim of creating privately owned sites.

City Cllr R Bloxam advised that he considered the document to be bias, the findings and recommendations being based on interviews undertaken with gypsies and travellers from across the County and he would writing to Carlisle City Council to advise them of this. Also advised that no sites are currently situated or planned for the South Lakes area of the County. Cllr Bloxam

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recommended that Cllrs read the assessment and request, via the Chair of the Scrutiny Committee, Carlisle City Council, that the PC is given the opportunity to make a representation on the report. Cllr R Bloxham to forward a e-mail copy of the report to the Clerk for distribution to members.

RB/AM

Highway Matters

- *Shapwath Damaged Cast Iron Signpost* - advised by Cllrs that this had not been replaced as yet. **Agreed:** Clerk to pursue its re-instatement. AM
- *Subsidence of Cliff Road* - Highways officers advised that this area is on the list for a detailed geological survey and is being regularly monitored for further deterioration.
- *Demesne to Rockcliffe Road* - Highways aware that drainage issues exist on this section that would need to be resolved before any surface treatment works were undertaken. Cllr G Mounsey-Heysham having forwarded photographs to the Clerk. **Agreed:** Clerk to progress. AM
- *Harker Bridge Road* - blocked drain near Harker Farm. Highways advised that this issue had been resolved. Cllrs advised that this road was currently under repair.
- *Clearance of village green* - Chairman advised that he had requested that the village green was cleared of tidal rubbish, the request being made to the Highways Department. Advised that this was now a Carlisle City Council street cleaning responsibility.
- *Blocked Highway Pavement*. Cllr advised that vehicles were being parked on the pavement near to the school and causing an obstruction, forcing children on their way to school to walk on the road. **Agreed:** Chairman to report this issue to the area Police Community Support Officer (PCSO). JH
- *BSW Timber Wagons* - Cllr advised on a complaint received from a resident, concerning a BSW Wagon that when turning right on leaving the depot had forced her vehicle off the road. Cllr R Bloxham advised that if residents managed to note the registration number of vehicles, this could be reported to the police. Cllr also reported that HGV's had been witnessed entering/leaving the depot after 6:00 pm in the evening. **Agreed:** Chairman to draft an article for the Edenlyne News, advising road users to report highway incidents concerning HGV's to the police. JH

Pollution of Stream

Cllr V Tarbitt advised that a response on this issue was still awaited from the Environment Agency.

Rockcliffe Village - Introduction of 7.5 Tonne Weight Limit

Cllr V Tarbitt advised that this item was currently under consideration by the Highways & Transport working group and further information should be available within the next two weeks.

Parish Council Meeting Dates

Clerk advised that Bewcastle had agreed to move their January and November meetings so as not to co-inside with Rockcliffe. However, they had been unable to move the March, May & September meetings. Cllr V Tarbitt tendered her apologies to Rockcliffe for the March meeting, due to this. Arthuret Parish Council also agreed to move their meetings back to the second Monday of the month, so no conflict of interest would be caused for City & County Cllrs attendance.

Grass Cutting Contract 2014/15

Chairman reported that the current contractor was willing to undertake the contract for 2014/5. An increase of £2.50/cut however, being necessary.

Leaves on Road - Todhills

Clerk advised that this had been reported to Carlisle City Council - after being advised by Highways that road sweeping is now their responsibility. Cllr advised that this had now been completed.

Hespin Wood - road sweeping and manhole cover

Clerk advised that Metcalfe's had been advised, a response received advising that all drivers had been informed that the cover must be replaced every time the hydrant is used. Cllr reported that the cover had been witnessed to still be left open. Clerk requested that if the cover is left open,

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Cllrs to obtain photographic evidence, note the time and date and the Clerk would write again to Metcalfe's.

Lady Lonning Footpath

Clerk advised that maps of land ownership obtained from the Land Registry had determined that the land on which the footpath is situated has four title registrations, these being registered to ARMERIA (UK) LLP, G Mounsey-Heysham & Ms G Mounsey-Heysham, D Bliss & E Andrewes.

Rockcliffe Primary School - Appointment of Governor

Cllr V Tarbitt advised that she had now been appointed as a Governor at Rockcliffe school.

RO 37/1/14 Planning Matters

37.1 Applications

None received.

37.2 Permissions

13/0793 **Castletown Estate Yard, Rockcliffe** - Erection of farm implement store.

13/0823 **Crookdyke Farm, Harker** - Erection of agricultural building.

13/0872 **All purpose road at Todhills Junction adjacent M6** - Proposed access on to all purpose road.

1/13/9021 **Hespin Wood Resource Park & Landfill Site, Todhills** - additional extension to the permitted materials recycling facility building.

37.3 **13/0776 Land north of Rockcliffe School, Rockcliffe** - Residential development.

Consideration was given to PC representation at the site visit and the Development Control meeting.

Agreed: Cllr R Park to attend the site visit on the 29th January. City Cllr R Bloxham to make Carlisle City Cllrs aware of the submitted PC response, due to the unavailability of any PC Cllrs being available to attend the meeting on the 31st January.

RP/RB

RO 38/1/14 Schedule of Correspondence, notices and publications

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

- Letter of thanks from Keith Bell, previous Clerk, for the gifts received upon his retirement.

RO 39/1/14 Financial Matters

39.1 Resolved that the following payments be approved:-

A McCallum - Salary of £239.24 & re-imbursments of £71.60	310.84
HMRC - PAYE - Oct to Dec	119.60
D Malley - Payroll services to 31st March 2014	18.75
CALC - Annual subscription Dec to March 2014	<u>67.00</u>
Total	<u>516.19</u>

39.2 Financial Statement

A financial statement for the period 1st April to 13th December 2013 was received and approved:-

Opening balance 1st April 2013	5045.15
Income to 13th December 2013	3210.24
Expenditure to 13th December 2013	2330.27

39.3 Quarterly Monitoring Report

A report of income and expenditure for the period 1st April to 13th December 2013 had been circulated, alongside the agenda.

Resolved: Approved.

39.4 Budget & Precept 2014/15

A report had been circulated alongside the agenda containing forecasted income and expenditure for 2013/14; the proposed budget for 2014/15 and estimated levels of financial reserves to be held on the 1st April 2014.

Resolved: to accept the proposed budget for 2014/15. Precept to be set at £3,000.

AM

39.5 Parish Council Investments

Clerk advised that the Skipton Building Society bond was due to mature on the 15th February 2014, the amount at maturity being £13,294. The Council was asked to determine how it wished to re-invest these funds. Cllr G Mounsey-Heysham advised on a fund that was considered low risk, at a 5% interest rate. However, it was queried as to if the risk-level of the fund was considered acceptable for the investment of public funds.

Resolved: Clerk to determine and re-invest the funds in a product determined to be considered at 'no-risk', for a period of 12 months. Advice to be gained from the Cumbria Association of Local Councils and Carlisle City Council on suitable products and return rates.

AM

39.6 Carlisle City Council/CPCA Parish Council & Village Hall Grants

Consideration was given to the submission of a grant for a new oak, lockable, covered notice board for Rockcliffe, an estimate for £298 having been received. Advised that grants are payable for up to 75% of total capital costs, the PC being required to contribute 25%.

Resolved: Clerk to apply for a grant for two notice boards for Rockcliffe village and Harker Park.

AM

Clerk also raised that there was currently a village hall grant outstanding on behalf of the Community Centre for £2,000 and advised that this would need to be claimed before mid-March. Cllr G Mounsey-Heysham advised that he would contact the secretary of the committee on the matter.

GMH

39.7 Projector & Screen

Clerk advised on an application submitted to obtain funding for up to £150 for the purchase of a projector and screen for the display of planning applications. Advised that estimates obtained for the purchase of a quality projector and screen were in the region of £1,000.

Agreed: not to progress the purchase due to a lap-top being required to display downloaded details; requirement of PC to print out paper copies at own expense for reference, these no-longer being made available from Carlisle City Council as part of the grant conditions; time spent by the Clerk to download and set-up projector at meetings; balance of funds for purchase being required from PC.

County Cllr V Tarbitt advised that funds may still be available to PC's for the financial year 2013/14 and advised that she would forward details of how to apply, to the Clerk.

VT

39.8 Bank Account

Clerk advised that she had obtained forms to open an account with the Cumberland Building Society, the Clerk to be the administrator of the account and four Cllr required to be nominated as signatories.

Resolved: Account to be opened with the Cumberland Building Society, Clerk as administrator. Cheque signatories to be Chairman, Cllr J Harper & Cllr M Irving,

AM

I Alecock & H Graham.

39.9 Parish Council Website

Clerk advised on problems on progressing the website, advising that due to a lack of response to phone calls and e-mails that the original website design company approached to design the web site was thought to be no-longer in business. Other estimates had been obtained from other recommended providers, the cheapest quote being £450 for the design and development of the site. Also advised that unlike other companies, an annual hosting and maintenance charge is not required, any updates required being chargeable on an hourly rate. Other alternate quotes received were in the region of £520 - £800 for design and development and maintenance/hosting charges of £240-£480/annum.

Resolved: to progress the development of the web site at a cost of £450.00

AM

39.10 Churchyard Grant

Consideration was given to the payment of a grant of £350 towards grass cutting.

Resolved: payment of grant for £350 to be made.

AM

39.11 Cumbria County Council Budget Consultation

Consideration was given to the submission of a PC response. Draft responses having been circulated to Cllrs, prior to the meeting. The response protesting on the proposal to remove subsidised bus service No. 101, leaving the villages of Rockcliffe & Cargo with no public transport. Also requesting that dialogue and partnership working is entered into alongside the PC and local community.

City Cllr R Bloxham also advised to mention that the village has a thriving primary school and that this should be taken into consideration.

County Cllr V Tarbitt advised on the proposed withdrawal of post-16 transport grants, this being considered detrimental to students and their families, particularly in rural areas and urged individuals to also respond personally.

Resolved: Clerk to submit response on behalf of Council

AM

RO 40/1/14 Administration Matters

40.1 Model Standing Orders 2013

Draft model Standing Orders had been circulated to Cllrs alongside the agenda and members were asked if they wished to adopt the model.

Resolved: Standing orders adopted.

Cllrs were then advised to keep a copy for future reference.

ALL

Part B Item

This item is considered confidential and exclusion of the public and press is permitted under the Local Government Act 1972.

Clerk left the meeting at 9:15 p.m.

Cllrs R Bloxham, V Tarbitt and J Mallinson left the meeting at 9:15 p.m.

40.2 Employment of Clerk

A review of the Clerks employment was undertaken, following the completion of the agreed 13 week probationary period.

Resolved: members of the Council advised that they were impressed with the pleasant and efficient manner in which the new Clerk had carried out her duties and had no hesitation in asking her to remain permanently in the position.

Clerk re-entered the room at 9:20 p.m.

RO 41/1/14 Councillor Matters

Cllr G Mounsey-Heysham advised on the results of the public consultation undertaken on the 28th November, concerning proposed future housing developments in Rockcliffe. Advised that 35 residents had attended and feedback received as a result of the consultation was circulated to Cllrs for information purposes.

Cllr J Harper advised that deposits from the dog waste bin situated on the village green had been washed out at high tide.

It was also requested that it should be investigated if an additional dog waste bin could be sited at the top of Redhills. Clerk to pursue this with Carlisle City Council.

Reported that responses from the Rockcliffe Rural Masterplan had been forwarded to Carlisle City Council for analysis.

RO 41/1/14 Date of Next Meeting The next meeting will be held on Monday 17th March 2014 at 7.30pm in Rockcliffe Community Centre.

The meeting closed at 9:30 p.m.

AM