

## Skelton Parish Council

**Clerk:** Mrs R E Kelly, 29 Greystoke Park Avenue, Penrith, CA11 9DB – clerk2skeltonparishcouncil@outlook.com; 01768 863900  
**Chair:** Mrs Stacey Creighton, Linton Ghyll, Ivegill, Cumbria, CA11 9QF – stacey.kane@virgin.net; 016974 75710

### **Minutes of the Annual General Meeting of Skelton Parish Council held at Skelton Toppin Memorial, on Tuesday 9 May 2017 at 7.10pm**

Present: Cllr Stacey Creighton chaired the meeting with Cllr Colin Atkinson, Cllr Anita Lyons, Cllr Nicky Higgins, Cllr Bernard Parker, Cllr William Armstrong, Cllr William Pearson, Cllr Alan Dickinson, Cllr Bunty Wright Cllr Martin Squires, Cllr Craig Pollock, Cllr Bob Towers and Cllr Kevin Beaty (EDC)

#### Members of Public

None

#### **17/1 Election of Officers**

In line with standing orders the first item on the agenda was the election of Chairperson. The current Chairperson asked if anyone else wished to take the position, and Colin Atkinson proposed Stacey Creighton continue as Chair, this was seconded by William Pearson. This was agreed by all.

The Chairperson asked for a Vice Chairperson, Colin Atkinson was proposed by Stacey Creighton, seconded by Bob Towers, and agreed by all.

**Resolved:** Stacey Creighton was voted Chairperson and Colin Atkinson Vice Chair, they duly signed the Declaration of Office.

#### **17/2 Apologies for Absence**

The chairperson asked if there were any apologies for absence.

**Resolved:** The Chair said she had apologies from Cllr Tom Wentworth-Waites.

#### **17/3 Declaration of Interest**

The Chairperson asked if there were any Declarations of Interest

**Resolved:** Cllr Craig Pollock & Cllr Martin Squires– Item 17/23 – 17/0252

#### **17/4 Minutes**

The Chairperson asked if she could sign the minutes of the meeting held on Tuesday 14 March 2017 as a true record of those meetings.

**Resolved:** The minutes were agreed and signed by the Chairperson.

#### **17/5 Exclusion of Press & Public (Public Bodies Admission to Meetings Act 1960)**

Not applicable to any agenda items.

#### **17/6 Democratic Half Hour / Public Question Time**

None

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### **17/7 Vacancies**

The Parish Council discussed the vacancy, and agreed for the time being for the vacancy to be left open.

### **17/8 Reports**

#### **To hear the following reports:**

a) From Cumbria County Council.

None

The Clerk to contact Tom about 4g and mobile signal.

b) from Eden District Council

Cllr Kevin Beaty attended the meeting and spoke about devolution to parishes and the plans of the Heart of Cumbria company.

### **17/9 Footway lighting**

The update from EDC was discussed, and it was agreed for the Clerk to contact EDC to:

- Request updates for the full parish
- Request that the light at Briarsgate be reconsidered.

### **17/10 Older Persons Housing Strategy**

Due to the questionnaire arriving in between meetings, and needing completing before this meeting, it was not possible to complete the questionnaire on behalf of SPC. It was therefore agreed that in the future if any questionnaires arrive between meetings a parish councillor will take responsibility for completing on behalf of SPC, for ratifying at the next SPC meeting.

### **17/11 Broadband for Village Halls**

Due to EDC's plans to go digital, it is possible that village halls may need broadband, however Skelton Toppin Memorial Hall have a possible solution. A subsidised alternative technology broadband installation is available if you cannot currently access a broadband service with a speed of at least 2 Mb per second by any other means. Further details can be found at <http://www.connectingcumbria.org.uk/BDUK-Better-Broadband.asp>.

### **17/12 Eden District Council's decision to digitalise records**

Cllr Bob Towers attended the CALC meeting regarding EDC's plans to put the planning online only, and advised that while it is not happening imminently it will be in the future.

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### **17/13 Notice Boards**

Cllr Stacey Creighton to contact the contractor to get a progress update on the works.

It was agreed that the following Councillors take responsibility for placing notices on the notice boards as follows:

Notice Board	Councillor
Ellonby	Cllr Bunty Wright
Lamonby	Cllr Rob McSkimming
Ivegill	Cllr Anita Lyons
Skelton – at Toppin Memorial Hall	Cllr Colin Atkinson
Skelton - Opposite Dog & Gun	Cllr Nicky Higgins
Unthank	Cllr Bob towers
Hutton End	Cllrs Alan Dickinson & Stacey Creighton
Laithes	Cllr William Pearson

### **17/14 Grant**

St Michael's Church, Skelton sent their thanks for the grant.

The request for a grant from Hutton in the Forest Church was discussed, and it was agreed to grant £400.00

### **17/15 Community Action Plan**

Cllr Bob Towers gave an update, please see the report attached to these minutes.

### **17/16 Defibrillators**

The maintenance charges etc. relating to defibrillators were discussed and noted.

The Clerk to request it be clarified who checks the expiry dates on the pads/battery.

### **17/17 Steps to stepping stones across the river at play area in Laithes**

The Steps to stepping stones across the river at play area in Laithes were discussed, and it was agreed for the Clerk to contact CCC, and also request signs for the footpath.

### **17/18 Play area at Laithes – seat**

The seat at the play area in Laithes has been removed, and presumed stolen.

The Clerk to contact United utilities regarding their earlier promise of monies towards the play area at Laithes.

The Clerk to gain quotes for a replacement bench.

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### 17/19 Policies

As the Standing Orders state, the adoption of the following policies were considered, and it was agreed by all to adopt the following:

- Standing Orders
- Complaints Procedure
- Financial Regulations
- Freedom of Information Policy & Publications Scheme
- Asset Register
- Risk Management Policy & Protocol
- Press and Social Media Policy, inc. Guide for press/public attending meetings

### 17/20 Governance and Accountability for Smaller Authorities

It was agreed to adopt the above.

### 17/21 Accounts

- The monies received and paid out since the last meeting were noted as below:

<u>DATE</u>	<u>DESCRIPTION</u>	<u>EXPENDITURE</u>	<u>INCOME</u>
12/04/2017	EDC - Precept & CTRS Grant		£13,609.00
09/05/2017	CALC	£218.28	
09/05/2017	R Kelly Wages	£410.38	
09/05/2017	R Kelly Expenses	£154.55	
09/05/2017	HMRC	£2.00	
09/05/2017	Keswick Accountants	£200.00	
09/05/2017	AON	£1,030.04	
09/05/2017	St James Church	£400.00	

- The payments required at the meeting were authorised
- The Cash book to date was signed
- The Chairman was authorised to sign the Annual Governance Statement and Audited Accounts
- The insurance renewal was discussed and agreed
- To CALC annual Subscription was discussed and agreed.

### 17/22 Highways

New system online for reporting highways faults.

The Clerk to contact Cllr tom Wentworth-Waites about the line marking and signs near to Brairsgate

The condition of the road at Pennine View was discussed, and it was agreed for the Clerk to contact Eden Housing Association

The Clerk to contact CCC about a Give Way sign near to the BBC mast.

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### 17/23 Planning

The following planning application were discussed:

<u>Application Number</u>	<u>Location</u>	<u>Description</u>	<u>Decision</u>
17/0252	Braithwaite Mill, Low, Braithwaite Ivegill, Carlisle, CA4 0NG	Change of use of 12 stables to dog boarding kennels, tack room into feed store and boot room into grooming room.	No comments
17/0298	Chapel Cottage, Skelton, Penrith, CA11 9TE	Alterations to garden including addition of summerhouse, shed, 1.2m high fence and 1.8m high gate.	No comments

The Clerk to contact EDC with the above.

### 17/24 Correspondence

EDC – Garden Waste Skip agreement in place

Flower Festival – Cllr Stacey Creighton to arrange a display from SPC.

### 17/25 Meeting Venues & Dates

It was agreed for 3 meetings to be at Skelton Toppin Memorial Hall and 3 Meetings to be at Hutton End Village Hall, Ivegill Village Hall is not available due to other bookings.

<u>Date</u>	<u>Venue</u>
11 July 2017	Hutton End Village Hall
12 September 2017	Hutton End Village Hall
14 November 2017	Hutton End Village Hall
9 January 2017	Skelton Toppin Memorial Hall
13 March 2017	Skelton Toppin Memorial Hall
8 May 2017	Skelton Toppin Memorial Hall

### 17/26 Date of Next Meeting

The next Parish Council Meeting will be Tuesday 11 July 2017, at 7.30pm, at Hutton End Village Hall.

The meeting was closed at 8.45pm.

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### **17/15 Community Action Plan**

#### **Skelton Parish Led Action Plan Report to Parish Council 9 May 2017.**

The Action Committee has met on numerous occasions and has now reached the point where:-

- The household questionnaire word document has been compiled and tested and is ready to be submitted to the printers ( Badger Press Bowness)
- This questionnaire is very comprehensive and takes about 30 minutes to complete. It has been based on previous surveys and builds on the first Skelton Parish Action Plan 2011-16. It contains a lot of information and encourages people to sign up as volunteers to help play a part in making the Action Plan a reality.
- The on line version is being completed by William Pearson who has done a tremendous job in getting to grips with the system. Every effort will be made to encourage people to complete the survey on line to help with collating the information which the Action Plan Committee and any helpers will have to do.
- Arrangements have been made for the word document to be circulated by the Parish Notes deliverers with the June Parish Notes and collected when the July Parish Notes are delivered.
- Additional collection points have been agreed with Skelton and Ivegill Schools for parents only, Skelton and Ivegill Village Halls and the Dog and Gun Inn.
- In addition a final collection, promotion and publicity event is planned by taking a Stand at the Skelton Show on 1 July in the name of the Parish Council.
- The deadline for the completion of the word and electronic versions of the questionnaire is 7 July 2017.
- In accordance with the wishes of the Parish Council there will be a prize draw of £50, £30 and £20. The cost of this will be off set by a donation towards the cost of printing by Babcock's of £100.
- The finances are on target but will need to go through the Parish Council books in order to reclaim the VAT and cover any additional expenses until we complete our grant funding applications.

I would like to thank all those who have made a tremendous effort to get the Action Plan this far and to encourage all Parish Councillors to complete the questionnaire on line if possible and encourage everyone they meet to do the same.

Bob Towers  
Chair of Action Plan Committee.