

**DRAFT MINUTES OF LOWER HOLKER PARISH COUNCIL MEETING HELD AT
FLOOKBURGH VILLAGE HALL AT 7.30PM ON FRIDAY 5TH APRIL 2013**

PRESENT

Parish Councillors R Airey (Vice Chairman), G Gardner, M Keith, S Rawsthorn, J Ryland, T Wilson, County Councillor R Wilson, Parish Clerk L Prescott, Mrs J Carr, Mrs S Thompson.

13/1 Apologies for Absence

Apologies from Councillor Rowlandson and PCSO Firth were received and accepted.

13/2 Requests For Dispensations

None.

13/3 Declarations Of Interest

None.

13/4 Minutes of the Last Meeting

The acceptance of the minutes of the Meeting of the Parish Council held on Friday 1st March 2013 was proposed by Councillor Ryland, seconded by Councillor Airey and accepted unanimously and signed by the Chairman.

13/5 Public Participation (at the Chairman's discretion)

The Chairman authorised Mrs Carr to speak regarding Item 13/14.

13/6 Police

No report received.

13/7 District and County Councillors

a) District Councillor Gardner reported that she has organised a meeting regarding Dog Fouling at 6.30 pm on 17th April at Flookburgh Village Hall. The SLDC modified Local Plan is to go back to the Inspector. SLDC Overview and Policy are to be made more efficient and the pay policy statement was noted.

b) County Councillor Wilson reported that

i) Correspondence received has reduced in the run up to the County Councillor elections.

ii) Broadband - not yet officially signed but BT are undergoing preparation work for a 2 year programme.

iii) White lines - list requiring refreshing provided by the Clerk has been forwarded to Victoria Upton.

iv) Library Review – contact has been made with the Flookburgh Village Hall Library as to whether they would like to be included in outreach from Cumbria Library service.

v) Local Area Partnership Heritage Project – to prepare walks leaflets and may later include information boards.

13/8 Planning Applications

None

13/9 Planning Decisions

The following Planning Decisions were noted:

a) SL/2013/0039 Change Of Use And Alterations From Public Toilets To Hairdressing Salon, Moor Lane Flookburgh LA11 7LP – Granted with conditions regarding opening times ie within 8.00am - 7.00pm on Monday to Friday and 8.00am and 5.00pm on Saturday and not on Sundays or Bank Holidays

b) SL/2013/0051 Single Storey Extension, 31 Station Road, Flookburgh LA11 7JY - Granted

- c) SL/2013/0054 Single Storey Side Extension, 106 Main Street, Flookburgh LA11 7LB – Granted.

13/10 **Financial Report**

The Financial Report as at 24th March 2013 was received and accepted and there are no deviations from the budget.

13/11 **Review of Risk Assessment Document.**

The Risk Assessment and Management (financial) for period 1st April 2012 to 31st March 2013 were distributed and explained to the Council by the Clerk. This has been amended to remove the item “Self employed status challenged” as this is no longer relevant.

Resolved That the amended Risk Assessment be accepted.

13/12 **Review of Effectiveness of Internal Audit**

The following documents were distributed and explained to the Council by the Clerk:

- a) Review of Effectiveness of Internal Audit – unamended from 2011/12.
- b) An Asset register – amended due to disposal of 2 drawer filing cabinet, purchase of 4 drawer filing cabinet and purchase of bench for Flookburgh Square.
- a) Proposed Scope of Internal Audit – unamended from 2011/12.

Resolved That these documents be accepted.

13/13 **Payment of Accounts**

The following payments were authorised:

Clerk’s Salary March 2013	£201.60
HM Revenue & Customs PAYE re March Clerk’s Salary	£50.40
South Lakes Services (Toilet Cleaning) February 2013 (SO)	£247.26
United Utilities Toilets water (5/12/2012-18/3/2013) DD	£80.66
E.on Street Lighting 1/2/2013-28/2/2013 (DD)	£18.17
P Dalton Engineering (Flookburgh Square Bench)	£1416.00
John Gilmore (Toilets roof cleaning, gutterguard fitting & 50% of Noticeboard refurbishment)	£70.00

13/14 **Fairfield Doctor’s Surgery**

Jane Carr has been in contact with Fairfield Surgery with concerns regarding changes including prescriptions not being processed in 48 hours; restricted opening hours extra demand in summer months due to visitors; blood test problems; no clinics for preventative measures; increased waiting times and lack of information leaflets. Councillors added their experiences particularly regarding waiting times and repeat prescriptions only being issued after GP appointments. **Resolved that** the Parish Clerk and County Councillor Wilson prepare a letter to the Practice Manager requesting that the concerns be raised with the Practice Partners.

13/15 **Sewage leakage**

The Clerk she had reported the issues to the Environment Agency and United Utilities and received details from Mrs Klyn. The Clerk and Councillor Keith walked along the River Eea and visited the pumping station behind Cark Railway Station, where contractors were installing a new screen to stop solid waste being released into the River. The Clerk has also viewed the outfall into the River Eea and the Manholes in the adjoining field with Mrs Klynn. The Environment Agency has responded advising they are aware of the problems and outlined the current actions being taken (replacement screen) and installing more Air Valves between Cark and Grange. Long term solutions being considered are reducing the infiltration of groundwater and improvement works at Cark pumping station, both of which would involve long major investment for which the earliest start date would be 2015. No reply has been received from United Utilities. **Resolved that** the Environment Agency and United Utilities representatives be invited to a future meeting. The Environment Agency be

asked for a contact at United Utilities and enquires made as to the responsibility for the maintenance of the River Eea where it has become overgrown and narrowed and the responsibility for the maintenance of the various damaged walls on the side of the River Eea.

13/16 Salt bin – Nursery Fold

A range of bins were considered and purchase of a bin agreed in principle. **Resolved that** Cumbria Highways be contacted in relation to location and whether they would purchase on the Parish Council's behalf as they may be able to purchase at a more cost-effective price.

13/17 Parish Review

The Clerk reported that Lower Allithwaite Parish Council would like to meet with Lower Holker Parish Council to consider changes to the boundaries between the two parishes. The area under consideration is Cark Airfield which is currently split between the parishes and Lakeland Leisure Caravan Park which is in Lower Allithwaite but the access is through Flookburgh which is in Lower Holker. **Resolved that** a meeting be arranged with Lower Allithwaite Parish Council to consider the parish boundaries.

13/18 Public Toilets

The Clerk reported that the gutter guards have been fitted and the roof cleared of moss.

13/19 Flookburgh & District Charitable Trust

Gill Gardner is undertaking a Triathlon to fundraise and sponsor forms are available plus it is on the Just Giving website. Funds have been received from the Local Area Partnership. She is in contact with the Freda Scott Trust

13/20 Cumbria Association of Local Councils

The Clerk reported that the District meeting of CALC included details of the SLDC Parish Boundary Review and a speaker from Arnside Parish Council outlined problems they have experienced due to a resident refusing to comply with their requests in relation to their activities on their Playing Fields and subsequent repeated Freedom of Information Requests to the Parish Council resulting in Councillors leaving the Parish Council.

13/21 Cark Station Meeting

Councillors Gardner and County Councillor Wilson attended this meeting with Jim Trotman Community Rail Partnership, Roy Greenhalgh of Network Rail and Kelly Alty of Cumbria County Council (Area Engagement Officer). Network Rail owns the building which are leased by Northern Rail, who are responsible for their upkeep. Northern Rail and Cumbria Tourism plan to improve the Station to provide a gateway to Cartmel peninsula. The Barrow-side shelter will be refurbished and raised flower beds installed. Next year electronic boards will be installed to provide train notifications. The possibility of additional safe walking routes and clearance of trees along the Station approach was also considered. The relocation of the recycling bins to the Lancaster side was suggested. **Resolved That** the Parish Council write to Network Rail and advise they would agree to the transfer of the Recycling to the Lancaster side, but only if hard standing and lighting was provided and there was in place arrangements for cleaning up around the Recycling containers of any dumped rubbish and that the Parish Council is unable to take responsibility for this.

13/22 CiLCA

The Clerk advised that she has attended 3 training sessions and will now be working towards the qualification over the next year or so. Due to what she has learned on this training there will be some administrative and procedural changes taking place.

13/23 Training

The Clerk advised that the training will start at 6.30 pm on 23rd April and 14th May at Lower Holker Village Hall. Councillors from Ulverston and Broughton East will be attending. Councillors were provided with copies of The Good Councillors Guide.

13/24 Correspondence

The following Correspondence was noted:

- a Cumbria County Council
Notice of election of County Councillors
Third Sector Survey
Trading Standards information re Nominated Neighbour Scheme & Buy with Confidence Scheme.
- b South Lakeland District Council
Standards Committee meeting 9th April Agenda, previous meeting Minutes, Guide for Councillors on Personal Interests & Monitoring Officer Protocols.
Council meeting notification
Non-Domestic Rate Bill (Toilets) 2013-2014 with SBR Relief £0.00.
- c Cumbria Association for Local Councils (CALC)
Request for information on Parish Council contact with the Police
March Newsletter
Notification of staffing, address and telephone number changes
- d Cumbria Voluntary Service (CVS)
March Bulletin with events and training
- e Neighbourhood Alerts
Preparing for emergencies booklets
Reminder to check smoke alarms
Recall Bodum Fyrkat Charcoal Grills 10630 & 11421 – risk of fire
Recall Costmad and Advanced Accessories Travel Plugs – risk of electrocution
- f Planning Inspectorate
Notification of Development Consent for Heysham M6 Link Road
- h University of Cumbria
Whole Valley Planning Toolkit
- i BDO
Audit Briefing 2013 & Notice of Annual Audit 2013
- j Morecambe Bay Health Trust
Morecambe Bay Area Health Survey (until 19th April)
- k Dong Energy
Project design update.
- l Plantscape and Online Playgrounds brochures.

13/25 Forthcoming Events

Local Area Partnership Meeting, 6.30 pm, 9th April, High Newton, Councillor Airey to attend.
Councillor Training, 6.30 pm, 23rd April, Lower Holker Village Hall, all Councillors to attend.

Date of Next meeting: To note that the Annual General Meeting and Council Meeting of the Parish Council will be held on Friday, 3rd May 2013 at Lower Holker Village Hall at 7.00 pm

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