

**MINUTES OF LOWER HOLKER PARISH COUNCIL MEETING HELD AT LOWER HOLKER  
VILLAGE HALL ON WEDNESDAY 4<sup>TH</sup> APRIL 2018**

**PRESENT**

Parish Councillors R Airey, M Keith, S Rawsthorn, J Ryland, T Wilson (Chairman), Parish Clerk L Prescott, PCSOs H Firth and J Gios and Mr T Owen.

**18/001 Apologies for Absence**

Apologies for absence were received and accepted from Parish Councillor B Dawson and Parish & District Councillor G Gardner.

**18/002 Requests for Dispensations**

None.

**18/003 Declarations of Interest**

None.

**18.004 Minutes of the Last Meeting**

**Resolved**

The acceptance of the Minutes of the Council meeting held on Wednesday 7<sup>th</sup> March 2018 was proposed by Councillor Airey, seconded by Councillor Rawsthorn, agreed unanimously and signed by the Chairman.

**18/005 Public Participation (at the Chairman's discretion)**

None.

**18/006 Police**

PCSO H Firth introduced his colleague, PCSO Johnny Gios. PCSO Firth reported the following calls for Police Services over the past 30 days:  
Flookburgh: 3 Assaults, 1 Sudden Death, 1 Drugs Offence, 1 Concern for Welfare, 1 Road Traffic Collision & 1 Fraud.

Cark: Antisocial Behaviour (children on railway tracks) & Antisocial behaviour (personal). The Councillors requested that more frequent patrols of the Station area were undertaken and this was agreed by PCSO Firth. PCSO Gios advised that he visits Cartmel Priory School each week and he can show the British Transport Police film in Schools in the area to warn young people of the dangers of walking on railway tracks. PCSOs and Councillors discussed the limited activities and locations for youngsters to congregate within the Parish.

**18/007 District and County Councillors**

a) County Councillor Sue Sanderson reported:

- i) The County Council Plan includes modernising their IT systems and becoming a more customer-facing organisation. Adult Social Care is a large part of the council and Cumbria Care (in house service) is being retained.
- ii) She is in charge of Schools and Learning and there are funding issues for children in care and with special needs. There are increasing numbers in care due to financial and other issues at home and a rise in excluded children, partly due to the more academic curriculum which doesn't suit all children. She spoke to the OFSTED inspector who had graded 3 Cumbria schools as Good, but they all had very high exclusion levels. The County Council has to provide for excluded children so this results in more demands on Council resources.
- iii) The District Council elections are on 3<sup>rd</sup> May, there will be 2 Councillors appointed for the new district (now called Cartmel) so each person will have 2 votes. She is not standing as her area has been split between the new wards.

18/008 **Planning Applications**

The following Planning Applications were considered.

a) SL/2018/0170. Caton Lane House, Cark In Cartmel LA11 7NZ. Installation of 8 replacement windows and 2 external doors.

**Resolved** To support this application as the replacement doors and windows are in keeping with the building.

b) SL/2018/0231. Greenacres, Green Lane, Flookburgh LA11 7JT. Single storey extension and raised terrace.

**Resolved** To support this application as it would not have a detrimental effect on neighbouring properties.

18/009 **Planning Decision**

The following Planning Decisions were noted:

a) SL/2018/0064. Cark House Cark-In-Cartmel LA11 7PE Application of paint to external lime rendered walls. Granted with condition relating to colour.

b) CU/2018/0004. 13 Market Street Flookburgh LA11 7JU. Change of use from a shop (Class A1) to a Dwellinghouse (Class C3). Granted with conditions relating to matching external surfaces and submitted plans.

18/010 **Financial Report**

**Resolved** The Financial report, including budget comparison and bank reconciliation as at 24 March 2018, was accepted unanimously.

18/011 **Payment of Accounts**

**Resolved** The authorisation of the following payments was agreed unanimously:

Clerk's Salary (March 2018)	£289.20
PAYE for Clerk's Salary (March 2018)	£72.30
South Lakes Services – Toilets Cleaning (March 2018) SO	£259.20
N Power (Electricity – Toilets) (1/2/18-1/3/18) DD	£31.05
Waterplus (Water & Waste Water – Toilets) (10/12/2017-9/3/2018) DD	£59.17
E.On (Electricity – Street Lighting) (1/2/18-28/2/18) DD	£41.36
Kompan (Moor Lane Playground Invoice 4 – balance of Junior works)	£19,357.66
CALC: Data Protection Course	£70.00
Information Commissioner's Office – Registration as Data Controller	£35.00

18/012 **Highways**

The following Highways matters were considered:

a) Reports requiring Highways Maintenance

Councillor Keith reported that an AA sign for Caravan Sales has been installed at head height on Flookburgh Square, creating a hazard and blocking light for a resident. Councillor Keith reported that only some of the pot holes on Low Row have been filled. Councillor Rawsthorn reported that her water main on Low Row has been tarmacked over during these works.

**Resolved** to investigate with the AA about the sign and report pot hole issues to Cumbria Highways.

b) Highways matters in process with Cumbria County Council

The Clerk reported that street lighting near the Croft has been fixed.

c) Overhanging hedges/trees

No response has been received.

d) Damaged wall outside Engine Inn, Cark

The Clerk reported she has written to the current Landlord of the Engine Inn at Cark about the damaged wall adjoining the river at the front of the property. He has responded advising that as he only took over the lease in 2017 he does not consider he is responsible for this however he has forwarded the Parish Council letter to the owners of the Engine Inn and will advise their response.

- e) Re-location of 30mph signs near Cark  
An email has been received from a Cark resident who is concerned about speeding on the approach to Cark from Cartmel, within Cark and on the road between Cark and The Green. She has requested that the 30 mph signs near Cark Hall and by the bridge opposite are moved further out from the village to encourage drivers to slow down. Councillor Wilson reported that the process to move signs is complicated and expensive (around £10,000). The Parish Council is now using the speed gun around the Parish to encourage drivers to slow down.  
**Resolved** To advise the resident of the difficulties in moving signs and that at present the speed gun is now being used to encourage drivers to slow down.

18/013 **Cark Railway Station**

Mr T Owen reported that the Friends of Cark Station have been in existence for a year and comprise 6 local residents. Most of the stations along the Furness Line now have Friends groups. The group is working on maintaining and improving the Station and its appearance. The tree cutting by Network Rail on Station Approach was in response to concerns by local residents, the Friends groups hadn't been notified in advance but are working to ensure that the site is tidied up properly by Network Rail, who are also to plant some small trees, though they will assist. One of the Friends has prepared a plan for wildlife/horticulture on the site and they will receive free wildlife flower seeds from Kew Gardens through their affiliation to the Association of Community Rail Partnerships. A ticket machine will be installed at the station and additional CCTV will be installed at the same time. There have been recent incidents of vandalism, including setting fire to bin bags causing damage to a noticeboard and the departure/arrival indicator. A group of around 20 young people were partying on the Station two weeks ago and some went on the railway tracks. British Transport Police and Cumbria Police attended.

18/014 **Litter**

The Clerk reported that a resident has complained about the amount of litter in and around the Parish. District Councillor Gardner has been advised, she has reported the litter on the Moss Road (B5278) to South Lakeland District Council for action, has already organised a litter pick and will organise further litter picks within the parish.

18/015 **General Data Protection Regulations (GDPR)**

- a) GDPR training event  
The Clerk reported that she attended the full day training event to learn about the new regulations which will apply from 25 May 2018. The requirements include an Information audit, privacy notices, data retention, consent, access, lawful basis, security & Data Protection Officers. The specifics as to who can be a Data Protection Officer for Parish Councils is still under discussion so it might be the Clerk or a paid external expert. As part of this process an information audit has been undertaken, registration with the Information Commissioners Office is underway and new policies have been prepared. Further actions will need to be undertaken to fully comply.
- b) Privacy Policy  
The Clerk outlined the new Privacy Policies in relation to the public, staff and councillors. They have been prepared based on NALC templates.  
**Resolved** to approve the Privacy Policies.
- c) Document Retention & Disposal Policy  
The Clerk outlined a new Document Retention and Disposal Policy which relates to what information is held by the Parish Council and when it should be disposed of. This has been prepared based on CALC guidance.  
**Resolved** to approve the Document Retention & Disposal Policy.

- 18/016 **Consultation - South Lakeland District Council Draft Parish Charter**  
The Draft charter was considered and found to be very useful in terms of contact details.  
**Resolved** To support the draft charter and display within the Parish Noticeboards and online.
- 18/017 **Speed Gun**  
The Clerk reported that six volunteers have done several sessions of speed monitoring within the Parish within 30 mph zones. The highest speed recorded was 50 mph. Eight locations within the Parish have been approved for speed monitoring by the Police and the gun is to be used alternately with Lower Allithwaite Parish.
- 18/018 **Public Toilets**  
Nothing to report.
- 18/019 **Flookburgh & District Recreational Charity**  
The Clerk reported that there are still some outstanding snagging works to be completed on the playground and the sign to be completed plus gates and a height barrier to be fitted. Some drainage issues have been reported with water going onto the Cartmel Sticky Toffee Pudding site, this is being investigated.
- 18/020 **Cumbria Association of Local Councils**  
The Clerk reported at the recent District meeting there was a presentation by South Cumbria Rivers Trust on the work they are doing in relation to flood prevention and improving the health of the rivers. There was suggestion by CALC that each Parish Council nominates a Councillor to attend CALC District meetings (4 a year).
- 18/021 **Grange Community Wellbeing Group**  
The Clerk reported that the Group has identified 3 priorities for the Cartmel Peninsula: mental health, alcohol/drug abuse and loneliness. At the last meeting it was agreed to circulate a survey around the peninsula to ask what people's priorities were in relation to health, the survey will take place in May 2018, with return points throughout the peninsula. They also agreed to purchase a set of teen mental health books for Grange Library so local teenagers more easily access them as they are only available locally in Kendal Library.
- 18/022 **Correspondence**  
The following correspondence was noted:
- a) South Lakeland District Council  
Draft Parish Charter  
Notification of Submission of South Lakeland Development Management Policies DPD to Secretary of State.  
Notice of District Election.  
Stakeholder Consultation: Review on Local Government Ethical Standards (by 28 March)
  - b) Cumbria Association of Local Councils (CALC)  
Bay Health & Care Partners Engagement – various dates including Morrisons in Kendal on 9<sup>th</sup> March from 1 to 4 pm.  
General Data Protection Regulations information  
2017/18 Audit information  
Monthly newsletter and training including Bullying and Harassment session for clerks.  
CALC District Meeting – 14<sup>th</sup> June – suggestion to nominate a Councillor to attend.  
New Legal Guidance for Charitable Trustees (NALC)  
NALC Legal briefing  
Consultation: Review of Local Government Ethical Standards
  - c) PKF Littlejohn  
Notification from external auditors regarding arrangements for 2017/18 Audit.

- d) Neighbourhood Watch  
Warnings re rogue doorstep fish sellers, vehicle thefts, false Telephone Preference calls, thefts of HGV loads and fuel.
- e) Cumbria ACT  
What can we do with World Heritage Status – 11<sup>th</sup> May in Ambleside
- f) Cumbria CVS  
Volunteer opportunities with Kendal Torchlight Procession
- g) Resident  
Email regarding road safety, road signs location and litter.

18/023 **Date of Next meeting**

The following meeting was noted:

7 pm on Wednesday 2nd May 2018 in Flookburgh Village Hall. This will be the Annual General Meeting, Annual Parish Meeting and Ordinary Parish Council Meeting.

Clerk to the Council: - Lyn Prescott, 13 Church Walk, Flookburgh, Grange-over-Sands, Cumbria LA11 7JX