

**MINUTES OF LOWER HOLKER PARISH COUNCIL MEETING HELD REMOTELY ON WEDNESDAY 3rd
JUNE 2020**

PRESENT

Parish Councillors R Airey, B Dawson, M Keith, J Ryland & T Wilson, District Councillor M Cornah & Parish Clerk L Prescott.

20/030 Apologies for Absence

Apologies were received and accepted from Parish Councillors G Gardner (and District Councillor) and S Rawsthorn and County Councillor S Sanderson.

20/031 Requests for Dispensations

None.

20/032 Declarations of Interest

None.

20/033 Minutes of the Last Meeting

Resolved Approved unanimously. To be signed by the Chairman in due course.

20/034 Public Participation

Councillor Keith reported that works are taking place in Cark Manor grounds which she understands are to provide a wedding venue.

20/035 Police

No Police in attendance and no report received.

20/036 District and County Councillors

a) District Councillor S Cornah reported:

- i) District Meetings are taking place using Microsoft Teams. The first Planning Meeting since February took place last week and the next one will be next week.
- ii) He has received a call from a Station Road resident advising that a holiday home next to him is being occupied. The resident was referred to the County Council.

b) County Councillor S Sanderson was absent but sent the following report:

- i) She has spent the last ten weeks socially isolating.
- ii) As Cabinet member for schools and learning dealing with the pandemic it has been very busy. She has attended many virtual meetings through Skype, Zoom externally, and now Microsoft Teams. The County Council has transferred totally to Microsoft Teams as Skype was more limited and Zoom has security issues. They have also had conference calls through a Local Government/BT system. She mentions all this because people may not appreciate socially isolating does not mean you are isolated and relaxed in fact it has been exhausting especially as difficult decisions have had to be made and the news coming in was not good especially from the care homes, the coalition of Labour and Lib Dems have worked very well together and we brief the Conservative shadow Cabinet members regularly and the Leaders have met weekly and with the M.P.s weekly. In Cumbria we are used to crises and the organisation involving all partners works well.
- iii) The schools have been a particular issue especially this week. In Cumbria they took the decision to run Hub schools from the beginning as it made protection easier and met need more efficiently, it matched the context of Cumbria. In addition to new schools opening we are also transferring children to their normal school all of which takes time. The Heads and governors made the decision and we said we would support them whatever the outcome.
- iv) Locally she has been in touch with Victoria Upton re: her members funding confirming the widening of the footpath down to the playground. The County Council would like some contribution from the Parish any donation would be helpful.
- v) She understands Cartmel races will go ahead but as a closed meeting so hopefully there will no one ending up at Cark station after the trains have gone.

20/037 **Annual General Meeting and Annual Meeting**

Noted the new L01-20 | The Local Authorities and Police and Crime Panels Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England And Wales) Regulations 2020:

- a) Regulation 4 provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current Chairman and Vice Chairman of the Council and the representative on the Cartmel Grammar School Foundation will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.
- b) Regulation 5 – this permits the holding of remote meetings. The effect of the Regulation is that persons attending a local council meeting do not need to be in the same place. “Place” means more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- c) Regulation 6 – confirms that being present at a local council meeting includes being present through remote attendance. The Regulation also disapplies paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a parish council to hold its annual meeting although a council may do so if they so choose.

20/038 **Planning Applications**

None.

20/039 **Planning Decisions**

The following Planning Decisions were noted:

- a) SL/2020/0055. Former Duckys Park Farm caravan site Moor Lane, Flookburgh LA11 7LS. Variation of condition 3 (no more than 10 caravans) attached to planning permission SL/2012/0025 (Relocation of touring caravan pitches approved under 5/03/0605). Granted permission for 20 caravans, with conditions relating to plans, resident register, limited to holiday use, planting and construction hours.
- b) SL/2020/0220. 17 Somme Avenue Ravenstown LA11 7LJ. Single storey side extension forming garage, shower and utility room. Granted with conditions relating to plans and materials.

20/040 **Audit 2019/20**

- a) The Clerk reported that as the Income and the Expenditure were both under £25,000 the Parish Council qualifies for a Certificate of Exemption, to be submitted to the External Auditors.
Resolved The Certificate of Exemption 2019/20 was approved unanimously and will be signed by the Vice Chairman and Responsible Financial Officer (Parish Clerk) prior to submission to the External Auditors.
- b) The Clerk reported that the Internal Auditor has approved the Parish Council Accounts for 2019/20. This will be published on the website.
- c) The Annual Governance Statement 2019/20 was outlined by the Parish Clerk and examined by the Parish Councillors.
Resolved The Annual Governance Statement 2019/20 for Lower Holker Parish Council was approved unanimously and will be signed by the Vice Chairman and the Responsible Financial Officer (Parish Clerk) on Page 5 prior to being published on the website.
- d) The Accounting Statements 19/20 was outlined by the Parish Clerk and examined by the Councillors.
Resolved The Accounting Statements 2019/20 for Lower Holker Parish Council were approved unanimously and will be signed by the Vice Chairman and the Responsible Financial Officer (Parish Clerk) on Page 6 prior to being published on the website.

20/041 **Financial Reports**

The Clerk reported on the Parish Council Finances, including budget comparison and bank reconciliation as at 24 May 2020.

Resolved Accepted unanimously. Financial Report and Bank Statement to be signed by the Chairman in due course.

20/042 **Payment of Accounts**

Resolved The authorisation of the following payments was agreed unanimously:	
Clerk's Salary (May 2020)	£313.60
PAYE for Clerk's Salary (May 2020)	£78.40
Npower (Electricity – Toilets) (2/4/2020 – 1/5/2020) DD	£34.40
SSE (Electricity – Street Lighting) (2/4/2020 – 1/5/2020) DD	£48.15
T Owen (2019/20 Internal Audit)	£70.00
Viking (Printer paper, envelopes & postage stamps)	£35.24
Skype Credit (teleconferencing)	£25.00

20/043 **Standing Order Cancellation**

The Clerk reported that although SLS have withdrawn their services in cleaning the toilets, the Standing Order is still being paid, so needs to be cancelled as no service is being supplied.

Resolved To cancel the Standing Order payable to SLS.

20/044 **Flookburgh Community Playground**

Noted that the Playground remains closed in line with Government guidelines. Tape and signs have been refreshed and the regular equipment safety checks have been cancelled until further notice. Public queries regarding re-opening have been directed to current Government guidelines regarding playgrounds remaining closed.

20/045 **Car Park Toilets**

To note that the Toilets remain open and are being disinfected twice daily. A delivery driver has expressed her thanks for the Council keeping the toilets open. The dryer in the gents toilets was defective and a local electrician has replaced it, the invoice will be submitted to the next meeting. A new sign has been installed with the agreement of South Lakeland District Council to remind drivers that the parking space between the toilets and park/playground is for short term parking (1 hour) for users of the toilets and park/playground only. Notices have been placed on vehicles from a local business parked in this area for several hours, but they have not complied with the signage.

20/046 **Correspondence**

The following correspondence was noted:

- a) Cumbria County Council
Updates and information on support available.
- b) South Lakeland District Council
Review of South Lakeland Local Plan response extended to 17th July.
Notification of opening of Household Waste Recycling Centres.
- c) Cumbria Association of Local Councils
Updates and Coronavirus information
- d) Cumbria Voluntary Service
Information on Advice and support available.
- e) Cumbria Community Foundation
Updates including funding available

20/047 **Date of Next meeting**

Noted that the next meeting will be held at 7pm on Wednesday 1st July 2020.

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