

**MINUTES OF LOWER HOLKER PARISH COUNCIL MEETING HELD AT FLOOKBURGH
VILLAGE HALL ON WEDNESDAY 7TH MARCH 2018**

PRESENT

Parish Councillors B Dawson, G Gardner (and District Councillor), M Keith, S Rawsthorn, T Wilson (Chairman) and Parish Clerk L Prescott.

17/248 Apologies for Absence

Apologies for absence were received and accepted from Parish Councillors R Airey and J Ryland, County Councillor S Sanderson and PCSO H Firth.

17/249 Requests for Dispensations

None.

17/250 Declarations of Interest

None.

17/251 Minutes of the Last Meeting

Resolved

The acceptance of the Minutes of the Council meeting held on Wednesday 7th February 2018 was proposed by Councillor Rawsthorn, seconded by Councillor Dawson, agreed unanimously and signed by the Chairman.

17/252 Public Participation (at the Chairman's discretion)

None.

17/253 Police

PCSO H Firth was absent but sent a written report of the calls for Police Services over the past 30 days:

Flookburgh: 1 suspicious incident, 2 Road Traffic Collisions, 1 Highway disruption, 2 Assaults.

Cark: 1 Theft, 1 Domestic, 1 Highway disruption.

17/254 District and County Councillors

a) District Councillor Gill Gardner reported:

i) She has been chasing the issue of parking at Field Head.

ii) She is trying to contact the Love Flookburgh Group about litter picking, or if they aren't planning to litter pick will organise one herself.

iii) She advised that no planning permission is needed for the trees to be cut down at Cark Station Approach.

b) County Councillor Sue Sanderson was absent and has not sent a report.

17/255 Planning Applications

The following Planning Applications were considered.

a) CU/2018/0004. 13 Market Street, Flookburgh LA111 7JU. Change of use from a shop (class A1) to a Dwellinghouse (Class C3).

Resolved to support this application for change of use of this empty building.

b) SL/2018/0105. 92 Main Street, Flookburgh LA11 7LB. Change timber framed conservatory to PVC, with slate roof and 2 velux windows.

Resolved to support this application.

c) SL/2018/0132 Cark Manor, Cark-In-Cartmel LA11 7PG. Complaint about a high hedge.

Resolved to support this application and for the hedge to be taken down to a reasonable height.

17/256 **Planning Decision**

The following Planning Decision was noted:

a) L/2017/0883. Lakeland Leisure Park, Moor Lane, Flookburgh LA11 7LT Installation of 85 hardstanding bases (for 85 static caravans) with associated infrastructure (above and below ground), new internal access road, pedestrian footpaths and landscaping. Granted with 14 conditions including landscaping, screening, materials, as holiday occupation only, drainage, ecology, Construction Vehicle Management Plan, Flood risk, water, highway improvements on Moor Lane and maximum of 993 static caravans onsite.

17/257 **Complaints Procedure**

The Clerk reported that the Parish Council does not currently have an adopted Complaints Procedure. The draft was outlined based on the CALC-recommended procedure.

Resolved To adopt the Complaints Procedure.

17/258 **2017/18 Audit**

The Clerk reported that 2017/18 is the first financial year with the new arrangements for External Audit. Councils with a turnover above £25,000 (which this year includes Lower Holker Parish Council) will still need to be externally audited and the external auditor for this will be PKF Littlejohn. The forms will be received electronically.

17/259 **Review of Effectiveness of Internal Audit**

The Review of Effectiveness of Internal Audit 2017/18 and Scope of Internal Audit was outlined by the Parish Clerk.

Resolved The Review of the Effectiveness of Internal Audit and Scope of Internal Audit were approved.

17/260 **Review of Risk Assessment Document.**

The Risk Assessment and Management (financial) for period 1st April 2017 to 31st March 2018 were distributed and explained to the Council by the Clerk. No amendments have been made from the previous year.

Resolved The Risk Assessment was approved.

17/261 **Review of Asset Register**

The Asset Register as at 7 March 2018 was reviewed.

Resolved To approve the Asset Register.

17/262 **Financial Report**

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

17/263 **Payment of Accounts**

Resolved The authorisation of the following payments was agreed unanimously:

Clerk's Salary (February 2018)	£289.20
PAYE for Clerk's Salary (February 2018)	£72.30
South Lakes Services – Toilets Cleaning (February 2018) SO	£259.20
N Power (Electricity – Toilets) (1/1/18-1/2/18) DD	£31.35
E.On (Electricity – Street Lighting) (1/1/18-31/1/18) DD	£45.79

17/264 **Grants**

a) Flookburgh Village Hall requested a grant towards the replacement of a rotting side door on the Hall where they want to install a more accessible double door.

b) Lower Holker Village Hall requested a grant towards garage roof repairs which is affecting the storage of equipment.

Resolved To grant £300 to each Village Hall.

17/265 **Highways**

The following Highways matters were considered:

a) Road maintenance.

The Clerk reported that matters reported to the last meeting have been reported to Cumbria Highways.

Councillor Keith reported she had spoken to the new Landlord (Jonathan Farrar) at the Engine Inn, Cark about the damaged wall in their car park adjoining the bridge over the river. He has placed a table in front of the hole so that it is safer for vehicles going to the Inn and will try to attend the next Parish Council meeting.

Resolved To write to Mr Farrar to outline the Parish Council's concerns.

Councillor Keith also reported that the wall underpinning Sunny Bank Road continues to deteriorate. This has previously been reported to Cumbria Highways.

Resolved To report the deterioration to Cumbria Highways.

b) Highways matters in process with Cumbria County Council

Cumbria Highways have reported that potholes have been filled on Flookburgh Square and by Flookburgh Village Hall and the hedge cut back near the Rose & Crown.

c) Overhanging hedges/trees

The Clerk reported no responses or action following correspondence to landowners.

17/266 **Speed Gun**

The Clerk & Councillor Dawson reported that Speed Gun training on 25th February was attended by 5 volunteers, a rota established and the first monitoring has taken place and been forwarded to the Police. The Speed Gun will be operated alternate months by Lower Holker and Lower Allithwaite Parish Councils. The Police advise that they will send a warning letter to drivers over the limit and if speeding is identified as a problem in a location they will attend to monitor and fine the drivers. This approach has proved very successful in Endmoor and Milnthorpe. The Police advised that no additional road signs are required for monitoring. Councillor Gardner asked to be included in the rota and the Clerk advised she would contact her with the dates.

17/267 **Public Toilets**

Nothing to report.

17/268 **Flookburgh & District Recreational Charity**

The Clerk reported that there are still some outstanding snagging works to be completed on the park and the sign to be completed. Two final invoices are yet to be paid.

17/269 **Correspondence**

The following correspondence was noted:

a) Cumbria County Council

b) South Lakeland District Council

Environment Agency launch of 'Floods Destroy' awareness campaign.

Planning Applications.

District Council Meeting Agenda.

Register of Electors.

c) Cumbria Association of Local Councils (CALC)

Household Emergency Planning Leaflet

NALC Data Protection Toolkit re GDPR

Monthly newsletter and training courses.

LCR survey re Code of Conduct

NHS Public Consultation re over the counter medicines.

Dog fouling – how to stop (query from Dent Parish Council)

Cumbria in Bloom 2018

- d) Neighbourhood Watch
Flight Ticket Fraud Alert (website bookings – Africa & Middle East); Telephone Fraud – man posing as Police Officer re forged notes. Calls posing at Telephone Preference Service. Doorstep cold callers selling left over tarmac.
- e) Resident
Complaint received from resident re Parish Councillor’s usage of social media. The Clerk responded advised the procedures in relation to conduct and complaints and took advice from SLDC regarding the complaints procedures which they manage for parish and district councils.
- f) Churches in the Cartmel Peninsula
Drinks Reception invitation to meet Rt Revd Libby Lane on Friday, 9th March 2018.
- g) Morecambe Bay Partnership
Events programme.
- h) Utilities Priority Services Register
Trial of joint United Utilities and Electricity North West Priority Services Register for 12 weeks from 5 February 2018.

17/270 **Forthcoming Events**

Daytime on 8th March CALC training on the new GDPR (General Data Protection Regulations)
7pm 8th March, CALC Southern District meeting at Gilpin Bridge Inn.

17/271 **Date of Next meeting**

The following meeting was noted:
7 pm on Wednesday 4th April 2018 in Lower Holker Village Hall.

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