

**SHAP PARISH COUNCIL**

**Minutes of the Ordinary Meeting  
Tuesday 3<sup>rd</sup> October 2011 at 7.30 pm  
Venue: Market Cross**

**Attendance:**

|                      |   |
|----------------------|---|
| Chairman:            | Mrs J Jackson   |
| Councillors:         | Mrs A Bindloss, Miss N. Brass, Mr E. Hodgson, Mr W. Jones,<br>Mr D Mallinson, Mr A Sowerby, Mr W Warburg. |
| District Councillor: | Mr N. Hughes  |
| County Councillor    | Mr T. Lowther   |
| Police               | None  |
| Clerk                | Mrs J. Scott-Smith  |
| Public:              | None  |

**103/10/11 Apologies for Absence. Apologies for absence were received from Cllr D. Newsome.**

**104/10/11 The Minutes of the Ordinary Meeting held on 5<sup>th</sup> September 2011 were signed as a true and accurate record.**

**105/10/11 Declarations of interest.**

105/10/111 Cllr Jackson declared an interest in item 9.

**106/10/11 Finance**

106/10/111 Council RESOLVED to approve the statement of accounts to 30<sup>th</sup> September 2011. *Proposed Cllr Warburg, seconded Cllr Sowerby.*

106/10/112 Council RESOLVED to authorise payment of the following accounts:  
Payment between meetings:

|         |  |                  |
|---------|--|------------------|
| £424.20 | Wages – 3 <sup>rd</sup> Oct to 31 <sup>st</sup> Oct 2011 [Litter Act 1983, s5; Public Health Act 1987, s144] |                  |
|         | Clerk's Salary September 2011  | £265.57          |
|         | Clerk's expenses – September 2011  | £26.49           |
|         | Eden Gardening Services  | £120.00          |
|         | Bramley's Garden Centre  | £175.44          |
|         | <b>Total</b>   | <b>£1,011.70</b> |

*Proposed Cllr Hodgson , seconded Cllr Mallinson*

**107/10/11 Planning applications**

107/10/111 **Notice of Planning committee meeting** to discuss Application 11/0472 – joinery shop at Home-Lea, Shap to be held on Thursday 15<sup>th</sup> September.

107/10/112 It is known that this application was approved, but no formal notice has been received by the Parish Council to date.

107/10/113 **Planning Application 11/0721 (Listed Building)** – Internal and external alterations to form boiler room and installation of stainless steel flue – New Ing Lodge, Shap for Mr J. Newburn.

107/10/114 The plans were viewed and there were no comments except perhaps the finish of the flue.

107/10/115 Cllr Lowther handed the Chairman a notice about an Eastern Distinctive Areas Parish Tour looking at environmental issues to be held at Askham on 6<sup>th</sup> October; notification had not been received by Shap parish Council and it was now too late to attend.

**108/10/11 Vacancy**

108/10/111 Vacancy of Rural Councillor (Minute ref 66/8/11, 92/9/11)

108/10/112 The Chairman said that there had been correspondence with Paul Foote from Eden District Council regarding the possibility of changing the ratio of councillors (Minute ref: 116/10/10; 92/9/11:92.5)

108/10/113 The response based on the Community Governance review was couched in classical legal terms.

108/10/114 Eden District Council can carry out a review at any time.

108/10/115 If 250 electors sign a petition requesting a change then Eden District Council would have to do it.

Signed .....(as a true record)

Date .....

- 108/10/116 There is no reason why Eden District Council could not make the changes without a petition if asked to do so.
- 108/10/117 Eden District Council has the power to make the changes, but this would take a considerable time as the procedure is formal.
- 108/10/118 To clarify the conditions for an election; ten people need to request an election and then one would have to be held. However if no request for an election was not made, the Parish Council are empowered to co-opt a new councillor even in the case of multiple nominations.
- 108/10/119 It was suggested that the boundaries might be redrawn to make the Rural parish larger.
- 108/10/1110 EDC Cllr Hughes said that Eden District Council are carrying out their own review of ward boundaries with the Boundary Commission and the working group are doing a preliminary review.
- 108/10/1111 Council RESOLVED to go ahead and advertise the vacancy for Shap Rural in the normal way and the vacancy be filled by election or co-option, and that the matter of wards be proceeded with as an ongoing issue. *Proposed Cllr Warburg; seconded Cllr Mallinson*. All were in favour.
- 108/10/1112 The vacancy will be advertised on the local notice boards, on the website and in Shap Today – December January issue.
- 108/10/1113 The clerk will arrange for Eden District Council to prepare a notice for display advising of the vacancy.

### 109/10/11 Other issues

- 109/10/111 As Cllr Lowther had another appointment, the Chairman invited him to address the meeting on several issues.
- 109/10/112 Cllr Lowther reported that the Broadband project was ongoing.
- 109/10/113 Highways department seemed to have contacts at Shap Parish Council that were out of date, and he would ensure that they were given the correct ones.
- 109/10/114 The lay-by opposite the Cemetery; it has been discovered that the drain does not go under the gateway as previously believed and more investigation needs to be done.
- 109/10/115 Cllr Lowther would like to arrange a workshop-seminar at Shap when representatives of all local organisations would be invited, and he hoped to get Public Services and the County Council property department to attend.
- 109/10/116 Concern was expressed about a report that an ambulance called to attend an incident in Bampton had been instructed to travel via Knipe which has a gated road instead of the better route via Askham and Helton. Although the driver knew of the better route they did not dare go against instructions in case of disciplinary action.
- 109/10/117 A councillor said that any of the Rural Parish would be likely to be accessed by the same route, and was concerned that this could mean that the ambulance arrived too late to help the patient. A request was made that the clerk write to express concern.
- 109/10/118 Cllr Lowther said that he was aware of the incident and would supply to clerk with contact details.
- 109/10/119 Cllr Lowther left the meeting at 8p.m.

### 110/10/11 Budget

- 110/10/111 Arrangements were made to hold a sub committee meeting to discuss the budget for the 2012/13 precept. This will be held on Monday 10<sup>th</sup> October at 7:30p.m. in the Market Cross.

### 111/10/11 Highways

- 111/10/111 The clerk had reported potholes on Skew Bridge and had received a reply of immediate action.
- 111/10/112 Clerk also reported erosion of the road surface adjacent to the church gates, and had enquired about the lay-by opposite the cemetery and the commencement of resurfacing work between Stonecroft and Green Croft originally scheduled for August/September.

### 112/10/11 St. Michael's Church

- 112/10/111 The Chairman said that the price for the alarm system was £1,660 plus VAT; and this was scheduled to be installed the following week.
- 112/10/112 Since it would not be possible to reclaim the VAT, Councillors agreed that the full grant of £1,700 be paid to St. Michael's (Minute ref 73/8/11, 94/9/11).

### 113/10/11 Grants Policy

- 113/10/111 The Clerk had compiled a draft policy working from three separate examples.
- 113/10/112 All Councillors had received a copy to read prior to the meeting, and be prepared to discuss the proposed document.
- 113/10/113 There were several sections that need to be changed.
- 113/10/114 The clerk will make the suggested changes and submit a second proof to councillors for the next meeting.

### 114/10/11 Shap the Way Forward.

- 114/10/111 **Sports facilities**
- 114/10/112 The Chairman reported that Sport England had grants available under *Places People Play* to support facilities. Grants range from £20,000 to £50,000.

Signed .....(as a true record)

Date .....

- 114/10/113 The chairman suggested that a group be formed to discuss the Kickwall and surface on the court. Mrs Helen Warburg has offered to help with the application.
- 114/10/114 The next funding round will be 1<sup>st</sup> February to 2<sup>nd</sup> April 2012.
- 114/10/115 Cllrs Bindloss, Brass, Mallinson and Sowerby expressed interest in attending an initial meeting.
- 114/10/116 The meeting would be held in an evening, and a date set in consultation with Mrs Warburg.
- 114/10/117 **Concrete Road:**
- 114/10/118 Following the initial report by the Clerk regarding the cattle grid near to the bridge at Kemp Howe, more bars have come loose and moved, this is now dangerous. The Clerk has now contacted United Utilities twice to report the situation.
- 114/10/119 **Public Toilets**
- 114/10/1110 Cllr Hughes reported that all toilets run by Eden District Council are to be retained, as they are vital to tourists and passing trade.

### 115/10/11 Footpaths

- 115/10/111 The Chairman reported that the work for the footpath alongside the Sports Hall had been allocated there was still no start date.
- 115/10/112 The report last month (Minute ref: 101/9/11:101.1) about walls that had rushed alongside the Coast to Coast footpath on Sandy Lane had been checked by a councillor who had established ownership of the damaged walls. The owners had been contacted and asked to carry out repairs. The situation was deemed not to be as bad as first anticipated, and access along the lane was acceptable.

### 116/10/11 CALC

- 116/10/111 CALC are still requesting a Broadband Champion for the Parish. No councillors were willing to take on this role, but a name was mentioned, and that person will be contacted.

### 117/10/11 CALC – CiLCA

- 117/10/111 The Clerk reported on the CiLCA (Certificate in Local Council Administration) course being run in Penrith.
- 117/10/112 She expressed concern about the cost; as there was a registration fee of £150 in addition to the fees for the course sessions.
- 117/10/113 The clerk said that there were grants and bursaries available for specific aspects of the course and these could be applied for.
- 117/10/114 She also expressed her dismay at learning that there was a high level of failure on first submission, and this had made her have grave doubts about continuing with the course.
- 117/10/115 The Chairman said that having a clerk with CiLCA qualification would be of benefit to the Parish Council, and said that the cost should not be a determining factor.
- 117/10/116 The Clerk was asked if she was prepared to continue with the course, and she indicated that she was.
- 117/10/117 Council RESOLVED that the Parish Council support and fund the Clerk's CiLCA course. *Proposed Cllr Warburg; seconded Cllr Sowerby.* All were in agreement.

### 118/10/11 Correspondence

- 118/10/111 Cumbria Police Authority re: appointment of Independent Custody Visitors, this is a scheme whereby independent members of the local community are able to visit police stations unannounced to check and report on the welfare of people in police custody..
- 118/10/112 A reply had been received from Mr Milne the grass cutting contractor following a letter sent from the Parish Council regarding issues raised at the last meeting (Minute ref: 101/9/11: 101.9) The letter was read to the meeting.
- 118/10/113 Eden District Recycling, notice of credits due for period April to June. The amount has again fallen, and the Clerk had compiled a table showing tonnage and credits for the past year.
- 118/10/114 The greatest drop was in paper, and the clerk commented that people perhaps were cutting back on the number of papers and magazine they were buying.
- 118/10/115 Councillors asked if information could be requested regarding the frequency of collections. The Clerk will contact Eden Recycling.
- 118/10/116 CALC a letter encouraging the council to remind them that their Clerk was not a member of the Society of Local Council Clerks – this letter was received after the clerk had embarked upon the CiLCA course.
- 118/10/117 EALC notice of joint meeting with Eden District Council on 16<sup>th</sup> November in Penrith Town Hall.
- 118/10/118 CALC Notice of the Annual General Meeting on 12<sup>th</sup> November t castle Green Hotel, Kendal (£10 per head including buffet lunch). Booking form available.
- 118/10/119 Cllr Warburg reported that he now holds positions on both EALC and CALC Executive Committees.
- 118/10/1110 Information from the Boundary Commission. This is with regard to parliamentary boundaries and it is proposed to reduce the number of constituencies in Cumbria from six to five. Two of the constituencies under review are Penrith and the Borders and Westmorland and Lonsdale which would affect Shap.
- 118/10/1111 Hospice at Home – newsletter.

### 119/10/11 Matters for report

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Date .....

- 119/10/111 Cllr Jones Reported that there was till a hole in the football pitch that had not been filled in, and that two of the dead tress recorded on the Parish Walk had still not been removed.
- 119/10/112 The clerk will write to the football club about the hole, and the Chairman will contact Mr Hudson about removing the two trees.
- 119/10/113 Cllr Sowerby had measured the car park, and the Clerk had the details. The clerk will write to Hanson regarding a supply of tarmac for resurfacing the car park next year.
- 119/10/114 Cllr Sowerby also reported that the Bowling Club may need to dig into the car park for a drain.
- 119/10/115 The Chairman reported that there had been a leak at the memorial hall, and that a new supply may have to be laid across the car park.
- 119/10/116 Cllr Bindloss enquired whether the Parish Council planned a memorial for the late Cllr Weightman, possibly a seat. This will be included on the next Agenda.
- 119/10/117 Cllr Bindloss requested contact details for the footpath contractor.
- 119/10/118 The Chairman asked whether the Parish Council wished to organise anything for the Queen's Diamond Jubilee celebrations next year.
- 119/10/119 The Clerk reported that the Audit return had been received and that the invoice was for £372.00 compared with £137.00 last year. She had contacted BDO and had been informed that the income had taken the Parish Council into the next income band. This was due to grants received added to the precept. The Parish Council needs to be aware of this consequence when applying for grants. The legal notice will be displayed on the notice board then any members of the public may request to view the audited accounts.
- 119/10/1110 The Chairman reported that there had been complaints following Shap Silly Sports Day with regard to the state of the football pitch. The event had been affected by horrendous weather, and two photographs of the aftermath were displayed. It was believed that the football club had complained but had met with the organisers to discuss the matter.
- 119/10/1111 The clerk was instructed to write to the organisers of the event and state that vehicles were not allowed onto the pitch. The matter will be included on the next Agenda.
- 119/10/1112 Cllr Hughes reported that Robin Hooper had now been appointed as the permanent Chief Executive at Eden District Council.

**120/10/11 Date of next meeting Monday 7<sup>th</sup> November.**

The meeting closed at 9:45p.m.