

**Holme Low Parish Council**

**Minutes of the meeting held on Tuesday 8 October 2024 at 7.30pm in the Community Hall**

**Present:** Cllr. D. Findlay (DF)

**Councillors**

Cllrs. M. Cornforth (MC) & J. Graham (JG),

Also present: Wendy Jameson – Parish Clerk (WEJ), Cllr. A.J. Markley & 1 member of the public.

<b>1.</b>	<b>Apologies:</b> None <b>Absent:</b> Cllrs. C. Edmunds, K. Orchard & M. Orchard.	
<b>2.</b>	<b>Declaration of Interest</b> None.	
<b>3.</b>	<b>Exclusion of Press and Public</b> It was agreed that the Press and Public be excluded from item 18 on the agenda.	
<b>4.</b>	<b>Minutes</b> <b>RESOLVED</b> that the minutes of the meeting held on the 9 July 2024 be confirmed as a true record and signed by the Deputy Chairman.	
<b>5.</b>	<b>Matters Arising</b> The gutter at the bottom of Kingside Hill is still an issue. Cllr. Graham arranged for a man and digger to clean it out. Cumbria Highways have stated that it is the farmer who is responsible, but wagons are causing the damage as they are a lot wider than they used to be and water off the road is going into the ditch.	
<b>6.</b>	<b>Public Participation</b> A member of the public requested to speak at the meeting and asked for the Council's help with an issue he was having with an adjacent property. Problems have been reported to Cumberland Council and the matter has been investigated but they have replied to say they will not be pursuing the matter any further as there is no breach of planning control. Cllr. Markley advised that a letter be sent by the Parish Council to Paul Shearsby (enforcement office) with all the relevant information.	<b>WEJ</b>
<b>7.</b>	<b>Financial Report</b> The Clerk provided an up-to-date financial report which showed a balance of £19,095.02 in the Current Account and £284.74 in the Deposit Account on 8 October 2024.	
<b>8.</b>	<b>Requests for financial assistance</b> No requests.	
<b>9.</b>	<b>Payment of Accounts</b> Cheque payments to 8 October 2024 were approved for payment by the Parish Council.	
<b>10.</b>	<b>Annual Governance and Accountability Return for the year ended 31 March 2024</b> The external auditor's report and certificate was received and considered by the Parish Council. The external auditor referred to transactions for Colt Park Recreation Field being included in the Parish Council's Accounting Statements and there not being a separate bank account. As there is only one cheque received in a year it was not viable to open a separate bank account. The Internal Auditor also signed off the Internal Audit report 2023/24 after the Governance Statement 2023/24 was approved by the Council. This was due to the annual meeting of the Parish Council taking place on 9 April 2024 i.e. only 9 days after the year end.	
<b>11.</b>	<b>Correspondence</b> a) Cumberland Council - latest national and local information updates – 12 July 2024. b) Connecting Cumbria Newsletter – July 2024.	

- c) Cumbria Local Nature Recovery Strategy Newsletter – Summer.
- d) CALC – Training Bulletin – Sept to Dec 2024.
- e) CALC News – May & June 2024.
- f) Cumberland Council - latest national and local information updates – 2 August 2024.
- g) Cumberland Council - latest national and local information updates – 16 August 2024.
- h) Cumbria Local Nature Recovery Strategy Newsletter – Summer/Autumn.
- i) Cumberland Council – Partnership Information – 29 August 2024.
- j) CALC News – July & August 2024.
- k) Connecting Cumbria – Newsletter – September 2024.
- l) CALC – Election information.
- m) Cumberland Council – Enq. Ref: EI/212008 – re: Weeds and vegetation encroaching on to footpath between Silloth & Barracks Bridge. Assigned to Highways Team to deal with.
- n) Citizen’s Advice Allerdale – Email thanking the Parish Council for the recent donation.
- o) Office of the Police, Fire & Crime Commissioner – Police Fire & Crime Plan Consultation survey.
- p) Cumberland Council – Enq. Ref: EI/214118 – re: hole on the edge of the road at West Causewayhead Lane. Closure was required and a repair carried out.
- q) Cumberland Council – Enq. Ref: EI/110401 – re: Refurbishment of sign at Seaville – Reply to say that it has been added to a traditional fingerpost renewal scheme list which will take place over a 2-year period (2024/25 – 2025/26).
- r) Cumberland Council – Enq. Ref: EI/110404 – re: Refurbishment of sign at Wolsty junction – Reply to say that it has been added to a traditional fingerpost renewal scheme list which will take place over a 2-year period (2024/25 – 2025/26).
- s) Cumberland Council – Enq. Ref: EI/110395 – re: Refurbishment of sign at end of West Causewayhead Lane – Reply to say that it has been added to a traditional fingerpost renewal scheme list which will take place over a 2-year period (2024/25 – 2025/26).
- t) Cumberland Council Planning Policy Update – Parish Council – Cumberland Council are starting work on a new Cumberland Local Plan for the district (excl. the Lake District National Park area). Parish Councils and other individuals and stakeholders will be engaged with in the production of the local plan. Parish Councils will be notified of all planning policy updates and consultations in the usual way.
- u) CALC – re: Payment of Clerk salaries. Legally all Town & Parish Council Clerks should be employed workers and have a contract of employment, their salary payments are subject to PAYE, and they cannot be self-employed.
- v) Cumberland Council – Polling District & Polling place review. Consultation period will run until 5pm on 7 October 2024.
- w) NALC – Legal Bulletin Update – August 2024.
- x) Launch of the new Cumbria People and Nature Network Website - [Cumbria People and Nature Network \(peoplenaturecumbria.org\)](https://www.peoplenaturecumbria.org)
- y) CALC – Two vacancies exist for CALC Board Directors – one in North Cumberland and one in Mid Cumberland. Nominations to be submitted by 18 October 2024.
- z) CALC – Invitation to CALC AGM on 12 October 2024, 10.30am at Newbiggin Village Hall, Newbiggin, Penrith, with copy of the agenda, minutes of last meeting and other paperwork.
- aa) Cumberland Council – Statement of Community Involvement Consultation – 13 September 2024 – 25 October 2024. The SCI sets out their policy for engaging the community and stakeholders in the planning process. Individual Cllrs. to send in their responses.
- bb) Email from a local resident regarding the speed of vehicles travelling along West Causewayhead Lane. The speed limit for West Causewayhead Lane is 60mph. To get a

	change of speed limit is costly. The Parish Council has tried for many years to get it changed but nothing is ever done.	
12.	<b>Planning Applications</b> <b>Notification from Cumberland Council – Ref: COM/2023/0081 Alleged breach:</b> Change of use of garden centre to dwelling <b>Location:</b> Longwood Garden Centre, Silloth, CA7 4PQ. The complaint has been investigated and based upon the findings and information available, they will not be pursuing the matter any further as there is no breach of planning control.	
13.	<b>Reports from Representatives on Outside Bodies</b> <b>Sea Dyke Charity</b> – Nothing to report as there had not been a meeting. The tenant at Swinsty farm has been busy taking the old shed down and moving it – at the tenant’s own expense. <b>Longcake Educational Foundation</b> – No report. <b>Hellrigg Community Fund</b> – No report.	
14.	<b>Cumberland Council Report</b> Cllr. Markley provided a report on Cumberland Council. The 60-bus service is to resume in November between Skinburness and Workington. There is money coming into highways to carry our road repairs and they are starting to recruit. Consideration is being given to having a devolved mayor which may bring in more money. There is no LEP now but there is an Economic Strategy – Enterprise in Cumbria. Community Panels are continuing to provide community investment funding and trying to entice work and transport.	
15.	<b>Reports from Councillors</b> Report to be sent to Cumberland Council regarding access around the corner at the Windmill, Causewayhead which is getting very difficult for vehicles due to overhanging hedges, scaffolding, stones along the roadside etc. Road surface is also starting to break up. It would be impossible for emergency vehicles to get around the corner.	<b>WEJ</b>
16.	<b>Chairman’s Announcement</b> The Deputy Chairman thanked everyone for attending the meeting and the Parish Clerk. Cllr. Findlay was congratulated for chairing the meeting.	
17.	<b>Date of next meeting</b> Parish Council meeting - Tuesday 14 January 2025 at 7.30pm in Silloth Community Hall.	
	<i><b>RESOLVED</b> that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they were instructed to withdraw.</i>	
18.	<b>Staffing</b> a) The Parish Council reviewed and agreed the up-to-date contract of employment for the Parish Clerk which was based on the NALC template and was signed by the Deputy Chairman. b) Following an email from CALC and a change in legislation it was agreed that the Parish Council register as an employer with HMRC and operate PAYE. The Parish Clerk has previously completed an annual tax return, with any earning from the Parish Council being treated as self-employed income and taxed via an adjustment to her tax code which they no longer allow.	<b>WEJ</b>

Signed.....

Date.....