

**ROCKCLIFFE PARISH COUNCIL**

**Minutes of the Rockcliffe Parish Council Meeting held on  
Monday 20<sup>th</sup> March 2017 in Rockcliffe Community Centre at 7:30 p.m.**

**RO 72/3/17 Apologies for absence**

None received.

**RO 73/3/17 Present**

The Chairman, Cllr J Harper, H Graham, M Irving, G Mounsey-Heysham, G Moss, R Park, G Percival, S Sidgwick & J Twentyman.

**RO 74/3/17 In Attendance**

County Cllr V Tarbitt (entered at 8:20 pm), City Cllr J Mallinson, City Cllr R Bloxham and two members of the public.

Dr B Irving, Manager, Solway Coast Area of Outstanding Natural Beauty (AONB) Partnership.

**RO 75/3/17 Declarations of Interest or Requests for Dispensations**

None received.

**RO 76/3/17 Minutes of the meeting of the Parish Council held on 16<sup>th</sup> January 2017**

The minutes of the meetings of the Parish Council held on the 16<sup>th</sup> January 2017 were approved and signed by the Chairman.

**RO 77/3/17 Public Participation**

A Rockcliffe resident advised on his plans to revive the Edenlyne News and requested a financial contribution of £600 from the PC to enable him to do this. This amount to cover printing costs for two editions, which he was intending to distribute free of charge. Residents who would like to continue receiving the newsletter would be required to pay a subscription charge. Businesses would also pay for advertising space at a cost of approximately £50/page, £10/quarter page, etc. It is intended that the first edition would be distributed in May/June. A Cllr queried if the Heathlands Project would still be involved in its production and was advised that this would be determined in the near future and that their involvement in the past had been to print the publication in return for a donation being made. Resident advised that costs of £600 were based on printing being undertaken by Prontoprint. Clerk advised on an alternate printing provider as being Open Doors, Cumbria, a registered charity and Cllr R Park also offered to print the first edition at his own expense using company machines.

Discussion was then undertaken on the formation of a committee to produce the magazine and the recommendations of Voluntary Action Cumbria who advise that a formal committee should exist with clear roles (including a nominated Treasurer) and powers; that a formal constitution is drawn up and agreed; accounts are produced on an annual basis and that regular meetings are held (including an AGM) that are open to members of the public. Advised that these are the governance arrangements that are required to be in place to seek funding from other grant providers such as Cumbria County Council, Carlisle City Council and the Cumbria Community Foundation. Resident then asked if Cllrs were willing to become a trustee or Treasurer for the group? Cllr J Twentyman volunteered for the position of trustee.

Resident advised that he would also be writing to Kingmoor and Westlinton PC's to ask that they also make a financial contribute to its production.

Discussion was then undertaken on the recovery of funds previously subscribed/donated towards the Edenlyne News and how this could be recovered, due to the Edenlyne News being a Registered Company. Resident reported that these funds could possibly be recovered by a fraud investigation being triggered and requested that the PC consider undertaking this on behalf of subscribers/advertisers.

**AGREED:** resident to write to Rockcliffe, Kingmoor and Westlinton Parish Councils to request that they instigate a formal investigation into the location of the Edenlyne News funds and outline the process that is required.

TP/AM

## DRAFT MINUTES TO BE AGREED AT MEETING TO BE HELD 15<sup>th</sup> MAY 2017

Dr B Irving of the Solway Coast (AONB) Partnership advised on how the boundary of the AONB could possibly be extended to include additional areas of Rockcliffe. Reported that:-

- Obtaining a boundary change is not easy and has to go before the Secretary of State for approval. If an objection is received then a public enquiry is triggered – something that is very expensive and funded by the areas Local Authority, i.e. Carlisle City Council. Areas that have previously applied for boundary changes frequently pull out of the process due to this.
- part of the parish and Rockcliffe village is currently included within the boundary of the AONB, which runs down the centre of the river Eden. Areas within Beaumont and Cargo parish should also, in his opinion, be included and be progressed at the same time as the Rockcliffe application. Other areas suggested for inclusion included Drumburgh Moss, Finglandrigg Wood and the Carr Bed at Kingmoor.
- the first step towards a boundary change is to be made by approaching Gillian Hale, Principle Planning Officer, Carlisle City Council to lodge a request for boundaries to be re-drawn. She will then pass this request to the AONB partnership for consideration.

Cllr R Bloxham advised that Carlisle City Council had a representative on the AONB Partnership that lived within Rockcliffe and that she should be requested to carry this forward with the City Council. Cllr V Tarbitt also advised that Cllr Duncan Fairbairn is the County Council representative on the group

**AGREED:** Clerk to obtain further information from Dr B Irving on how to progress an application. Dr Irving to take this item to the next AONB Partnership meeting in May. Clerk to gauge interest from neighbouring parish's as to their interest in this issue.

AM/BI

Further discussion was then undertaken on the Solway Coasts AONB response to the Electricity North West's pylon consultation and their objection submitted on the proposed route.

Dr B Irving was thanked for attending the meeting.

The two members of the public, City Cllr J Mallinson & Dr B Irving left the meeting at 8:40 pm.

### RO 78/3/17 Administration & Governance

#### 78.1 Consultations Received

None received.

#### 78.2 Reports of Meetings Attended

Cllr J Harper advised on his attendance of a Cumbria Waste Management Environment Trust Meeting.

### RO 79/3/17 Clerks Report

#### Highway Items

- *Collapsed Drain, Blencarn Park* – Advised as now fixed;
- *Redhills Landslide* – County Council put out a tender to undertake a detailed geotechnical ground investigation to determine the extent and a possible solution to the on-going deterioration. However, advised that there is unlikely to be a 'quick fix' to the problem and they will monitor for any further movement. Chairman advised that he had witnessed drones surveying the cliffs and bank this week;
- *Unsuitable for HGV's Sign* - Cllr J Harper advised that no-one from highways had contacted him about the sign. Cllr V Tarbitt reported that Gareth Scott was now our Area Steward following the retirement of staff at highways and that she would contact him on the matter;
- *Litter picking on Etterby Street, Cargo, Rockcliffe road & Western Bypass*- request from resident that litter picking is undertaken. Highways requested to undertake.
- *Concrete Block on Verge* – Cllr Harper reported that a concrete block weighing in the region of ¼ tonne was on the highway verge between Rockcliffe school and Castetown. It appeared to have fallen off a wagon. Cllr R Bloxham to arrange for its removal.

RB

## DRAFT MINUTES TO BE AGREED AT MEETING TO BE HELD 15<sup>th</sup> MAY 2017

### North West Coast Connections Project Consultation

Letter advising on Rockcliffe Parish Council concerns sent 24<sup>th</sup> January. Response and further e-mail regarding timescales having been forwarded to Cllrs.

A Hay – Awarding of British Empire medal - Card sent to A Hay on behalf of the Parish Council.

Skipton Building Society - Forms to authorise a change of trustees had been submitted.

### RO 80/3/17 Correspondence

- *Community Resilience*

Consideration was given to an offer from ACTion with Communities in Cumbria to attend a meeting and advise on what support is available to communities who have suffered flooding.

**Resolved:** to decline the offer.

Cllr R Bloxham advised that he would forward to the Clerk a list of emergency phone numbers.

RB

- *Local Government Boundary Commission for England*

To advise that a review of electoral boundaries is currently taking place and that a briefing session is to be held at 4:00 pm on 10<sup>th</sup> April 2017 at Carlisle City Council offices. Parish councillors being invited to attend.

**Resolved:** Cllr S Sidgwick & R Bloxham to attend and report back to PC.

SS/RB

### RO 81/3/17 Financial Matters

**81.1 Resolved** that the following payments be approved:-

A McCallum – Feb & March salary of £175.10 (D/D 1/12 & 1/1)	350.20
A McCallum re-imburements for Jan/Feb 2017	95.35
R Terpilowski – website additional works	40.00
HMRC – PAYE	11.20
St Cuthbert Without – printing re-charge	38.36
St Cuthbert Without PC – Clerks SLCC membership contrib.	20.00
St Mary's Church, Rockcliffe – grass cutting grant	430.00

### **81.2 Financial Statement**

A financial statement for the period up to the 28<sup>th</sup> February 2017 was received and approved:-

Opening balance 1st April 2016	4,157.56
Income to 28 <sup>th</sup> February 2017	5,100.66
Expenditure to 28 <sup>th</sup> February 2017	4,469.56
Bank reconciliation at 28 <sup>th</sup> February 2017	4,788.66

### **81.3 Income Received**

Income from summer play scheme of £170.00, wayleave payment of £12.48 from Electricity North West, rental for Poor House field of £44.65 and grant from Cumbria County Council (V Tarbitt) of £274.00 towards a tree seat.

### **81.4 St Mary's Church, Rockcliffe**

To consider a request from St Mary's Church to increase the churchyard maintenance grant from £400 to £500.

**Resolved:** grant of £430 approved - this being the total grants budget remaining for 2016/17. To write to St Mary's advising that in future, grant requests for the following financial year are received in the previous November so that this item is considered when the precept is set.

AM

## DRAFT MINUTES TO BE AGREED AT MEETING TO BE HELD 15<sup>th</sup> MAY 2017

Clerk left the room while consideration of item 81.5 was undertaken.

### **81.5 Clerks Salary**

Consideration was given to the payment of 37 additional hours worked by the Clerk in November & December. This had been required due to the drafting of the NWCC consultation response and administration for additional meetings held.

**Resolved:** agreed.

AM

### **81.6 Payroll Service Contract 2017/18**

To advise on an increase in fees from £48 to £63.50/annum.

**Resolved:** agreed.

### **81.7 Pension Scheme for Clerk**

To advise on the legal duty for the council, as an employer to enroll the Clerk onto a workplace pension scheme by 1<sup>st</sup> May 2017.

**Resolved:** to enroll Clerk within the government NEST scheme. Contribution rates to be decided at the May meeting.

AM

### **81.8 Asset Register**

Approval of the asset register was requested. Clerk requested that the printer was disposed of due to now being surplus to requirements.

**Resolved:** printer to be disposed off and removed from the asset register.

AM

### **81.9 Parish Council Risk Assessment & Internal Audit**

A review of the risk management document, insurance cover and internal audit checklist was undertaken – these documents having been circulated alongside the agenda.

**Resolved:** Approved.

### **81.10 Skipton Bond Re-investment**

This item deferred due to a request from the Rockcliffe Centre Committee for funds towards repair of the hall.

## **RO 82/3/17 Village Matters**

### **82.1 Beck Burn Wind Farm Community Fund**

Cllr J Twentyman advised on the following, following her attendance of a recent meeting:-

- Funds of £5,000 will be deposited in the PC's account in March/April or when electricity starts being produced. Distribution of funds to be determined by the PC and accounted for to the Cumbria Community Foundation;
- PC cannot approve any grant over £1,000;
- any unallocated funds from 2017/18 can be carried forward to 2018/19, but in future all funds will need to be distributed within that financial year;
- Cumbria Community Foundation to advise PC on grant process in mid-April and this item to be further considered at May meeting.

### **82.2 Repair of Rockcliffe Cast-iron Road Sign**

Consideration was given to the repair of the finger post to 'Wetherhill'. Highways being unwilling to fund the repair of cast-iron road signs.

**Agreed:** Cllr V Tarbitt to locate the missing fingerpost at Brampton Depot and PC to obtain estimates for its repair.

### **82.3 Summer Play Scheme 2017**

Consideration on running the scheme in summer 2017 was undertaken. Cllr V Tarbitt advised of an alternate provider called ABC Sports who provided schemes such as this.

**Resolved:** Clerk to arrange for two days to take place within the summer holiday period.

AM

#### 82.4 Rockcliffe Centre

Consideration was given towards a request for financial support towards repairs of the Rockcliffe Centre.

**Resolved:** £800 excess for Cumbria Waste Management application to be funded from Skipton Bond – which is held on behalf of the Rockcliffe Centre.

Remaining balance of £5,178 to be funded, in the first instance, from an application to the Beck Burn Wind Farm Community Fund administered by the Cumbria Community Foundation. Projects such as replacement LED lights thought to fulfill their criteria.

AM

#### RO 83/3/17 Councillor Matters

**Cllr J Twentyman** reported on a Cumberland News item on the development of land north of Rockcliffe school (No. 16/1038) that had stated that the village of Rockcliffe was 'well served by public transport'. This had been challenged and found to have been reported in error.

**Cllr R Park** suggested that a community litter pick was undertaken on Saturday 22<sup>nd</sup> April. Cllr R Bloxham to provide litter pickers and dispose of the refuse. Date to be advertised through village.

RB/RP

**Cllr J Harper** advised that flooding of the highway was occurring on the Redhills road due to a broken drain. Cllr V Tarbitt agreed to pursue this item. Cllr V Tarbitt left the meeting at 9:45 pm.

VT

**Cllr J Harper** suggested that contract arrangements with the current grass cutting provider may be necessary if there is a change in franchise arrangements. Cllr J Harper to contact contractor on this item.

JH

Also advised that Mr B Graham had undertaken repairs to the notice board at Todhills at no charge to the PC. Letter of thanks to be written to Mr B Graham.

AM

Cllr S Sidgwick left at 9:48 pm.

#### RO 84/3/17 Planning Matters

##### 84.1 Applications

**17/0109 Oak View, Todhills** – demolition of existing cottage and erection of replacement bungalow with detached garage.

**Resolved:** no objection.

**17/0120 Beckfoot, School Lane, Rockcliffe** – variation of Condition 2 (approved documents) of previously approved planning permission 12/0207 to change the fenestration to the west elevation and modifications to the plans.

**Resolved:** no objection.

**17/0200 Ghyllwood, Low Harker, Harker** – single storey extension to provide 2 No bedrooms and shower room.

**Resolved:** no objection.

The following applications have been agreed or commented on by the Clerk under Delegated Powers and after consultation with members by e-mail, in view of the time constraints for submission of observations:-

**16/1001 9 Harker Park Road, Harker Park, Carlisle** – erection of single storey rear and side extension to provide dining room, kitchen, utility and office.

**Resolved:** no objection.

DRAFT MINUTES TO BE AGREED AT MEETING TO BE HELD 15<sup>th</sup> MAY 2017

**Permission Notices Received:-**

**16/1038 Land north of Rockcliffe School** – residential development (outline) (revised application);

**16/1025 Land adjacent to Waverley, Station Road, Harker** – removal of condition 3 (provision of footway) & 6 (land drainage/ordinary watercourse consent) of previously approved permission 16/0315. Part approval/refusal.

**Notice of Withdrawn Application:-**

**16/1052 1 Beckside Cottage, Rockcliffe** – erection of detached garage.

**RO 85/3/17 Date of Next Meeting** The next meeting will be held on Monday 15<sup>th</sup> May 2017 in Rockcliffe Community Centre.

The meeting closed at 9:55 p.m.