

MELMERBY PARISH COUNCIL

Clerk: John Fleming

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Monday 13th July 2020

To the Members of Melmerby Parish Council

You are summoned to participate in a meeting of the Parish Council, to be held remotely using 'Zoom', commencing at 7.30pm on Tuesday 21st July 2020.

Any member of the public wishing to join the meeting are asked to contact the Parish Clerk on, either melmerbypc@gmail.com or on 07768 468 634 with their E Mail address and you will then be forwarded an E Mail link and password to enable you to join the meeting on 'Zoom'.



John Fleming
Parish Clerk

Agenda

- 1 Minutes**
To authorise the Chairman to sign the minutes of the Council Meeting of the Tuesday 28th January 2020, as a true record.
- 2 Declarations of Interest**
To receive declarations of interest, by members of the Council, in respect of items on this agenda.
- 3 Public Participation / Open session**
The Chairman invites members of the public to make representations on any item on this agenda or to bring matters to the attention of the Council for consideration and for inclusion, in a future agenda
- 4 Planning Matters – To Report**
 - 4.1 18/0052 – Wooden Yurts Melmerby -** – To report from March 24th Meeting.
In respect of retrospective application for change of use from domestic and plant equipment store to erection and testing of wooden yurts. Concern had been raised as to whether the conditions of the application approval were being met.

Clarification: - Following the Clerk, on behalf of the Parish Council, seeking clarification of this issue from the Eden District Council Planning Enforcement Officer, their formal response is below: -

From the Planning Enforcement Office – Eden District Council

I can confirm that an alleged breach of the planning conditions attached to the planning approval was brought to the Councils attention and investigated accordingly, under planning enforcement case 19/5070. A site visit was duly conducted and the owner contacted.

Following the onsite findings and discussions with the owner, the investigation concludes with the following:-

In considering whether a breach of planning condition four had occurred in terms of the length of the 'testing' time, the definition of testing in the dictionary was to be considered, in order to apply it to the wording of the condition. The dictionary states the definition of a test as 'a procedure intended to establish the quality, performance or reliability of something, especially before it is taken into widespread use'. Taking this into account I can only conclude that the works currently being undertaken on the yurt fall within this definition; and are therefore considered to be ongoing lawful operations, within the terms of planning approval 18/0052.

Furthermore, the wording of the condition provides no form of program of works relating to the testing element and therefore there is no clear timescale or deadline for the testing period to adhere to. In this regard a legal opinion was sought to confirm the department's interpretation of condition four and the definition of testing. Advice given suggests that the wording of condition four is not deemed precise enough to consider a breach of condition and that the current operation of the site is deemed to be lawful due to the ongoing testing taking place.

It is acknowledged that condition 2 (plans compliance) makes reference to an email supplied by the site operator which states that a single yurt would take 3-9 months to build. There is no timescale provided for the time taken to test the product, consequently it is logical to assume that there is no time limit on this element of the manufacturing process.

Planning Enforcement Office – Eden District Council

4.2 Planning Appeal Decision - Nutwood. APP/H0928/W/3239535 – Ref 19/0101

To report receipt and note decision.

This Appeal was upheld, subject to conditions with limited business use being permitted.

4.3 20/0270 – Lower Todhills Pole barn, Lower Todhills. Melmerby.

Replacement dwelling on the site of a pole barn, including associated parking, vehicular and pedestrian access, storage, landscaping and habitat features – **Objected**

4.4 20/0363 – Wren House. Church Road, Melmerby - Two storey front extension

Supported

5 District Councillors Report

6 County Councillors Report

7 Finance (Inc. Vat)

	Year End	Interim
7.1 To note the following balances as at:-	31/3/2020	7/7/2020
	£	£
Barclay Current Account	446.50	187.63
Barclay Saving Account	<u>5959.03</u>	<u>9959.03</u>
Total cash	<u>6405.53</u>	<u>10146.66</u>

7.2 To Approve the 31th March 2020 Year End Accounts – Audited

7.3 To Approve the Annual Governance and Accountability Return 2019/2020

7.4 To Approve the Interim Accounts from 31st March 2020 – 7th July 2020

7.5 To Ratify the following accounts. (As from 28th January 2020)

Clerks Salary - Jan/Feb 2020 @ £224.68	449.36
Office Provision Jan/Feb 2020@ £15	30.00
Clerks Salary – March and April 2020	449.36
Office Provision – March and April	30.00
Defibrillator Road Signs – Cumbria County Council	112.80
Cumbria Payroll Service Oct/Nov/Dec 2019	43.20
Cumbria Payroll Service Jan/Feb/March 2020	43.20
Zurich Insurance 1/4/2020 – 31/3/2021	331.18
Melmerby Village Hall, Room Hire – 1/5/19 – 30/4/20	100.00
CALC Subscription 2020/2021	113.86

7.6 To Approve the Following Accounts for Payment

Internal Auditor Fee	40.00
Culgaith Parish Council – One month Zoom hosting	4.00

7.7 To Report Receipts

Precept	4750.00
Council Reduction Scheme	23.00
Vat Refund	231.21

7.8 To Report Transfers

Savings Account to Current Account	500.00
Current Account to Savings Account	4000.00

7.9 To Approve the Online Banking Authorisation 2020/2021

8 Highways and Land Matters

8.1 Vehicle Speeding Through the Village – To report

8.1.1 Councilors had noted the July 2019 Speeding Survey results and the comment from Highways and the Community Police Officer, below: -

Comments from Highways

This shows an average speed of 29.8mph and an 85%ile speed of 35mph, which I believe may be high enough to warrant some enforcement from the Police.

This location is to be added to the agenda of the next CRASH, multi-agency group meeting, for discussion and possibly some Police enforcement; also we will assess the existing signage to ensure it meets the current standards in terms of size and positioning, and look at any changes we can make to improve driver awareness of the 30mph speed restriction.

In addition, the Community Police Officer is arranging for the speed camera van to be deployed and to be supplemented by him using a radar gun, from his patrol vehicle.

8.1.2 Councillor Concerns

Councilors expressed their continued concern with the situation, whilst noting the issue was to be address at a future CRASH meeting, when circumstances permitted.

Action: - In response to Councillor concerns, the Clerk would liaise with the Community Police Officer with a view to raising the police presence on the A686, through the village, and would also liaise with the Highways Department over the introduction of extra signage and would seek a response from the next meeting of the CRASH, multi-agency group meeting, when circumstances permitted.

8.1.3 Police Follow up

Subsequent to the above concerns raised by Councillors it is to be reported that there has been a very positive response from the Community Police Officer, resulting in greater Police vigilance, especially at the weekends.

- 8.2 Junction White Lining** – In hand with contractors, will be actioned when conditions permit.
- 8.3 Bridge Terrace Road Surfacing** - Subsequent remedial drainage issue – Reported to Highways.
- 8.4 Bus Shelter Refurbishment** – The matter is on hold and work will be completed when conditions permit.
- 8.5 Dog Fouling in the Parish** – Concerns had been raised over this issue.
- 8.6 Melmerby – Ousby Road – Road Sweeping** – An update
- 8.7 Litter Problems in the Parish** – To discuss
- 8.8 Football Goal Post Nets** – To discuss
- 8.9 Coronation Bench – Refurbishment** – Seek Grant Aid – To discuss
- 8.10 Notice Board – Replacement** – To seek Grant Aid – To discuss
- 8.11 Pedalo Cycle Stand** - To seek Grant Aid – To discuss.

9 Confirmation and Acknowledgement of Activities – Completed by Councillors since last meeting. To report

- 9.1** Liaised with those more vulnerable people in the village to ensure their needs are met and that there is someone looking out for them
- 9.2** Completed food/medicine deliveries for such people
- 9.3** Cleared all roads leading into the village of litter from about half a mile out of the village boundary.
- 9.4** Washed and cleaned all road signs.
- 9.5** Reported worn/damaged signs so Highways could be informed.
- 9.6** Cleared gullies in the Town Foot area of debris so surface water will drain better off the A686.
- 9.7** Reported on drainage issues so Highways could be informed.
- 9.8** Reported on build up of storm debris so Highways could be informed.
- 9.9** Repaired a bench on the green below the Bakery that was damaged.
- 9.10** Clarified and communicated the PC's position with regard to vehicles speeding through the village and maintained a link to our local PCSO with regard to this matter.
- 9.11** Renovated the phone kiosk.

10 Defibrillator Kiosk – Refurbishment.

- 10.1** An update
- 10.2** Grateful thanks to those involved in the refurbishment

11 Covid – 19 Issues

11.1 Covid – 19 - Action Taken by the Council Regarding Those Considered 'Vulnerable' in the Parish. – To report from the March meeting

11.1.1 The Councils Emergency Plan has been implemented, namely: - *Identification of Vulnerable Groups within the Community*

Namely:- The elderly and frail, those pregnant and or with very young infants, the infirm or those with special needs.

Action:- Parish Councillors are asked to make themselves aware of all such persons in their immediate locality and to alert the emergency services and other appropriate bodies in the event of an emergency.

It shall be policy to encourage a 'Good Neighbour' attitude at all times.

11.1.2 Identifying those Parishioner who are ‘Self-isolating’ or are ‘Vulnerable’
Councilors, friends and neighbours have been very active identifying those in the Parish requiring assistance, acting where appropriate.
To assist in the organization of this help, Cllr David Bardsley offered to take a lead in organizing volunteers, with Cllr Gary Fletcher deputizing.

11.1.3 Parish Letter and Help Card.

It was reported that the following letter had been circulated to all Melmerby residents along with a ‘Help Card’

TO ALL RESIDENTS OF MELMERBY

Your Parish Councilors wish to ensure the safety and wellbeing of everyone in the village at this tricky time.

Please keep the enclosed “HELP” card somewhere you can quickly access it, perhaps on your mantelpiece, and do not hesitate to use it to contact us if you are self-isolating or a vulnerable person. We are not doctors, nor, sadly, do we have any magic powers, but we will be organizing volunteers who may be able to help with some of the problems that self-isolation imposes. Things like the shopping, dog walking, chatting to someone on the phone to help keep in touch with village news, collecting medication etc.

We also seek volunteers who are prepared to assist. There will never be an obligation to do anything and you could always say “sorry cannot help this time”. If you feel you have something to offer please phone one of the councilors and record your details. The data will only be used in respect of this emergency, will only be used by Councilors and will be destroyed when it ends. The Parish Council is a registered data keeper under the data regulations.

We know that some people in the village are already supporting some of our more vulnerable residents. Please make us aware of these arrangements to help us to identify those who remain and may be in need of support. Additionally, we may be able to organize back up if you are unable to assist at any time.

All of your Councilors urge you to follow the Prime Ministers requirements that you stay at home except for the exceptional reasons. When you are out of the house remember Social Distancing. A lot of lives and the ability of the NHS to cope depend on everyone acting responsibly.

Our church, St John the Baptist, is open for quiet reflection.

I and my fellow Councilors wish you well during these difficult times.

*Sincerely
Chris Jones, Chairman*

HELP CARD

We are your Parish Councilors and we are here to help you to live with Self Isolation. Please contact us to discuss how we can help, to identify people with needs, or to register yourself as a volunteer.

Chris Jones	01768 881839	07887 800211	chrisjones.mpc@gmail.com
Gary Fletcher	01768 889372	07881 815280	garyfletcher.mpc@gmail.com
David Bardsley	01768 882557	07881 371432	davidbardsley.mpc@gmail.com
Ruth Beaumont		07901 820850	ruthbeaumont.melmerby@gmail.com
Marjorie Jones		07901 766253	marjoriejones.pcm@gmail.com

Village Shops

Melmerby Village Shop Lilly 01768 881915 Will organise deliveries by arrangement.

Tea Room Closed

Old Village Bakery 01768 881811 Is offering takeaway meals

Shepherds Inn 01768 881439 Closed from Monday but watch Facebook for possible takeaways and opening

NHS Helpline 111 Life Threatening Illness 999

On the back of the Help card is the Clerks name, address, phone number and email address.

11.1.4 Parish Clerks Comments

11.1.4.1 'Parish / Town Council Intelligence'

The above document, drawing together all the actions being taken by Parishes, circulated by CALC, has been completed and returned. listing all the above mention actions, being taken within Melmerby Parish.

Details of the grocery, delivery, service being provided to the 'vulnerable' and 'self-isolating' in the surrounding villages, by Langwathby Stores, also being added.

11.1.4.2 Covid – 19 Updates and Information – Issued regularly, by and through, CALC, NALC, ACT, Cumbria County Council and Eden District Council, being circulated to Councilors.

11.1.4.3 Sterling Initiatives have been actioned, throughout the community, by Councilors and Parishioner, to address the needs of the Parish, in the very difficult circumstances, we are all experiencing.

11.2 Visitors to The Village - Reported from March meeting.

Several residents are extremely worried about visitors to the village, in light of COVID-19, and feel that, as per government guidelines for non-essential businesses, that both the caravan parks should be closed, with immediate effect and any holiday cottage rentals or second homes should not be used.

(Issue addressed by Government, Covid – 19, lockdown policy)

11.3 Gypsy Visitors - Reported from March meeting. Councilors and residents expressed concern about the possibility of Gypsies arriving on the Village Green, in the run up to Appleby Fair, even though the fair has been cancelled.

(Issue addressed by Government, Covid – 19, lockdown policy)

11.4 Website – Covid – 19 Information – Reported from March meeting

Reported that Emergency Planning and 'Covid – 19' information had been added to the Parish Council Website

11.5 EDC – Covid – 19 Residents Financial Support Grant

The legality of the Parish Council accepting and distributing this grant is in question and is being investigated by NALC; an answer is awaited. To be discussed.

11.6 Any other related Coronavirus issues – To discuss

12 Schedule of Correspondence, Notices and Publications

To note items of correspondence received since the last meeting.

Covid – 19 Communications - Since the 24th March Meeting approximately 69 Covid –19 E Mails, on this subject, have been forward to Councillors.

(Too many to itemise.)

13 Resolution to Close the Meeting to the Public and Press in Respect of Agenda Item 16

14 Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents.

Note: no decisions can be made on these matters, but they may be placed on a future agenda of the Council

15 Annual Parish Meeting Arrangements – To Report

Following government advice on the current Coronavirus (COVID-19) outbreak and under new legislation*which came into force on 4 April 2020 Melmerby Parish Council has **cancelled** the **Annual Parish Meeting** and the **Annual General Meeting of the Council** scheduled for May 2020.

Under Regulation 4 of the new regulations, appointments continue. Therefore, the **current 2019/20 Council structure will remain** until an annual meeting of the Council is held (possibly next year).

16 Dates and Venues of Future Meetings

Tuesday 29th September 2020

Tuesday 24th November 2020

All Meeting to be held in Melmerby Village Hall, commencing at 7.30pm, subject to the relaxing of Covid – 19 regulations.

The meeting is now closed to the public and press subject to Agenda Item 13 being passed.

This Section of the Meeting is Closed to the Public

17 The Resignation of the Parish Clerk and Responsible Financial Officer and the Appointment of a Successor. To discuss and action.