

# MELMERBY PARISH COUNCIL

Minutes of the Ordinary Parish Council meeting of Melmerby Parish Council held on Tuesday 23<sup>rd</sup> March 2021, remotely via Zoom.

**Present:** Parish Councillors: David Bardsley, Ruth Beaumont, Gary Fletcher, Chris Jones (Chair), Marjorie Jones (Vice-Chair)  
Cumbria County Councillor: Claire Driver  
Eden District Councillor: Douglas Banks  
Officers: Lisa Beken (Clerk)

Five members of the public were also present, alongside Stan Jenkins from B4RN.

2021/0023. **Apologies for Absence: RESOLVED** that there were no apologies to be received.

2021/0024. **Declarations of Interest: RESOLVED** that the following interests were declared:

- a. Agenda item 9 - Councillor C Jones and Councillor Beaumont (minute number 2021/0031);
- b. Agenda item 10 – Councillor C Jones (minute number 2021/0032);
- c. Agenda item 13,b – Councillor C Jones and Councillor Bardsley (minute number 2021/0035,b).

2021/0025. **Minutes: RESOLVED** that the Chair was authorised to sign the minutes of the Ordinary Council Meeting held on 26th January 2021 and the Extraordinary Council Meeting held on 23<sup>rd</sup> February 2021, as a true record.

2021/0026. **Exclusion of Press and Public (Public bodies Admission to Meetings Act 1960): RESOLVED** that there were no items on the agenda that required this exclusion.

2021/0027. **B4RN: RESOLVED** that Mr Stan Jenkins from B4RN addressed the meeting with details of proposals to provide the Parish with high-speed broadband. The proposal would require a local champion to spearhead the project, with strong local knowledge and a willingness to promote and publicise the scheme. It was recommended that B4RN hold a public meeting, when covid restrictions allow, to propose the scheme to the wider village.

*Mr Jenkins left the meeting.*

2021/0028. **Public Participation: RESOLVED** that members of the public raised the following issues;

- a. Concerns regarding parking on the bridge between Bridge Terrace and the Shepherds Inn, forcing pedestrians onto the road.
- b. A resident read their letter regarding their support for the siting of the picnic benches on the Village Green.
- c. Concerns regarding the obscuring of the 30mph sign at the entrance to the village by a mirror.

**ACTION:** Clerk to enquire with Highways.

**ACTION:** Councillor C Jones to investigate and further inform Clerk.

2021/0029. **Cumbria County Council Report: RESOLVED** that County Councillor Claire Driver confirmed that proposals to reduce the weight limit of Broad Meadows Bridge had been rejected and that, following a recommendation at committee, a watching brief would be adopted whilst more detailed calculations on the condition of the bridge are conducted. Councillor Driver also informed the meeting that a covid vaccination centre had been opened at Penrith, and that the Health Scrutiny committee had been discussing the mental health impact of covid.

2021/0030. **Eden District Council Report: RESOLVED** that District Councillor Banks informed the Parish Council that the planning application for Voreda House had been rejected, although this would be resubmitted. Councillor Banks further informed the Council that Eden was in the processing of distributing the final grants to local businesses, and that there would be a by-election in May to fill the vacant ward seats in Skelton and Hartside.

*District Councillor Banks left the meeting.*

The following two items were Chaired by Councillor M Jones.

2021/0031. **Code of Conduct: RESOLVED** that the Clerk read the following statement which was subsequently agreed by Full Council;

*In August 2020 two complaints were submitted to the Monitoring Officer at Eden District Council regarding the conduct of Councillor Chris Jones in his role as Chair of Melmerby Parish Council. The Code of Conduct Assessment Panel met on October 1<sup>st</sup>, 2020 to consider these complaints. The panel upheld the larger part of the complaint and took the decision to take 'other specified action' namely to remind Councillor Jones of particular duties and responsibilities with regard to his role. Whilst the matter is now officially closed, Councillor Jones has written to the Monitoring Officer to reject the findings of the panel.*

*In consideration of the panels finding, as Parish Clerk I would therefore request that the Parish Council acknowledge and reaffirm by resolution of Full Council the following points of order below, as per existing Standing Orders and policies.*

- *All meetings of Melmerby Parish Council will be held either in person, or via remote meeting, as legislation allows. Details will be made available to the public on the Parish Council website and on the village noticeboard at least three clear days prior to the meeting, including remote access details where remote meetings are taking place.*
- *All information relevant to decision making will be circulated to all Parish Councillors by the Clerk, prior to Parish Council Meetings.*
- *All interests, including those of a personal nature, will be disclosed by Councilors at meetings. Any concerns regarding declarations of interest may be raised confidentially with the Clerk, by either Councilors or residents.*
- *The Clerk, as the Proper Officer of the Parish Council, is responsible for the publication of information and documents relating to the business of the Parish Council.*

*Councillor C Jones abstained from the following item*

2021/0032. **Village Green Picnic Tables: RESOLVED** that the following motions were voted upon, and votes recorded following a request from Councillor Bardsley, as per Standing Order (3/s);

- a. The Parish Council to adopt the benches, and fund insurance cost.
  - i. For – Councillor Bardsley, Councillor Fletcher
  - ii. Against - Councillor M Jones (Vice-Chair), Councillor Beaumont

**MOTION NOT CARRIED**

- b. The Parish Council to adopt the benches, with the Women's Institute funding the insurance costs for a projected 10 years, by means of one-off payment of £50.
  - i. For – Councillor Bardsley, Councillor Beaumont, Councillor Fletcher
  - ii. Against – Councillor M Jones (Vice-Chair)

**MOTION CARRIED**

**ACTION:** Clerk to draw up agreement to be signed by WI.

*Councillor C Jones resumed Chair of the meeting*

2021/0033. **Financial Matters:**

- a. **Payment of accounts: RESOLVED** that Councillors agreed to authorize the payment of accounts as per the payment schedule.
- b. **Insurance: RESOLVED** that Councillors agreed to renew the insurance policy with Zurich Insurance.

2021/0034. **Planning Decision notices: RESOLVED** that the following planning decision notices in the Parish, received since the last meeting of the Parish Council were acknowledged:

- 2021/0035. a. 21/0047 4 Church Road, Melmerby. Erection of a single storey front extension. **GRANTED**  
**Planning Applications: RESOLVED** that the following comments planning applications in the Parish were agreed and would be forwarded to Eden District Council by the Clerk:
- a. 21/0136 Elseghyll Cottage, Melmerby, CA10 1HN. Erection of passivhaus dwelling with upgraded access and change of use from erection and testing of wooden yurts to residential C3.  
**Objections** (3 for, 2 abstain) – Local Policy LS1, HS2 and DEV5; loss or effect on trees; physical infrastructure; highways.
- b. 21/0168 Village Hall, Melmerby, CA10 1HD. Remove left hand trunk of Sycamore.  
**Withdrawn** – the tree is not subject to a Tree Preservation Order and therefore the work, being undertaken due to damage/disease, does not require permission.
- c. 21/0204 Churnside Farm Sheds, Melmerby. Erection of 4 local occupancy dwellings, re-submission of 19/0159.  
**No objections** (4 for, 1 abstain)
- 2021/0036. **Planning protocol: RESOLVED** that Councillors agreed to establish a Working Party to further develop a planning protocol for handling planning applications in the Parish.  
**ACTION:** Councillors to convene group.
- 2021/0037. **Football Goalposts, Green Seat and Noticeboards: RESOLVED** that Councillors agreed apply to Cumbria County Council for grant funding in March, and then to Eden District Council for further funding if required as well as a 10% contribution from Parish Council funds, from previously allocated funds not spent in this financial year.  
**ACTION:** Clerk to submit application.
- 2021/0038. **Communications: RESOLVED** that Councillors agreed to the setting up of a dedicated Facebook page on behalf of the Parish Council.  
**ACTION:** Clerk to set up and administrate Facebook page.
- County Councillor Driver left the meeting.*
- 2021/0039. **Training: RESOLVED** that Councillors agreed that the Clerk should undertake a CALC training session on Green Spaces.
- 2021/0040. **Local Government Reorganisation: RESOLVED** that Councillors agreed to publicise this on the Parish Council website and Facebook page, and that the Clerk would submit a response addressing concerns regarding support for Parish Councils.
- 2021/0041. **Return to in person meetings: RESOLVED** that Councillors were informed that legislation allowing for remote meetings would end on May 7<sup>th</sup>, and that therefore the next meeting of the Parish Council would be in person, at the Village Hall.
- 2021/0042. **Correspondence: RESOLVED** that correspondence as detailed in the attached schedule was received and acknowledged.
- 2021/0043. **Date and Time of Next Meeting** – Tuesday 25<sup>th</sup> May 2021 at 7.30pm at Melmerby Village Hall.  
**Meeting closed: 9:52pm**

# Melmerby Parish Council

## Financial Officer's Report January 2021

### Bank Balances

Balances at 11th March 2021:

Community Account	£205.63
Savings Account	£7,736.54
<b>Total</b>	<b>£7,942.17</b>

### Receipts

Monies received at 11th March 2021:

Interest	£0.21
<b>Total</b>	<b>£0.21</b>

### Cash Book Balance

Cash Book Balance at 19th January 2021	<b>£7,942.17</b>
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### Payment Schedule

VN	Chq No.	Payee	Budget Heading	Amount
31	100010	L Beken	Administration	£30.00
32	100011	L Beken	Staffing	£461.50
33	100012	Hesket Parish Council	Meetings	£7.84
34	100013	Cumbria Payroll Services	Staffing	£43.20
35	100014	Zurich Municipal	Insurance	£339.74
		<b>Total</b>		<b>£882.28</b>

### Balance Transfers

Savings account to Community account	£882.28
<b>Total</b>	<b>£882.28</b>

### Projected Cashbook Balance

Estimated Cashbook Balance at 14th July 2020	<b>£7,059.89</b>
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<b>Approved - Minute Number</b>	2021/033
<b>Check signatories</b>	David Bardsley
	Chris Jones
<b>Date</b>	23/03/21

# Melmerby Parish Council

## Correspondence register – March 2021

<b>Date</b>	<b>Content</b>	<b>Format</b>	<b>Action</b>
<b>Cumbria County Council</b>			
25/01	Update on Health Protection Board	Email	Forwarded to Councillors
01/02	Update on Health Protection Board	Email	Forwarded to Councillors
03/02	Colin Cox, Director of Public Health Q&A	Email	Forwarded to Councillors
03/02	County Councillor update	Email	Forwarded to Councillors
03/02	Cumbria Community Resilience Group	Email	Forwarded to Councillors
19/02	Who is being vaccinated next in north Cumbria?	Email	Forwarded to Councillors
19/02	Update on Health Protection Board	Email	Forwarded to Councillors
12/03	Update on accessing covid vaccination in north Cumbria	Email	Forwarded to Councillors
15/02	Update on Health Protection Board	Email	Forwarded to Councillors
<b>Eden District Council</b>			
Throughout the period, Eden District Council provided regular covid-19 email updates from local and national bodies.			
<b>CALC</b>			
Throughout the period, CALC provided regular covid-19 email updates from local and national bodies.			
22/01	Cumbrian School Laptop appeal	Email	Forwarded to Councillors
29/02	Cumbria Arts and Culture newsletter	Email	Forwarded to Councillors
29/02	Section 137 limit for 2021/22	Email	Clerk recorded
29/02	Virtual Dark Skie Festival	Email	Forwarded to Councillors
10/02	Preparing for a return to in person meetings	Email	Added to agenda
19/02	NALC Right To Regenerate	Email	Forwarded to Councillors
23/02	Reopening roadmap	Email	Forwarded to Councillors
24/02	Free Communications Webinar	Email	Forwarded to Councillors
25/02	Model Design Code	Email	Forwarded to Councillors
01/03	Legal Topic Notice updates	Email	Clerk recorded
02/03	Carbon Calculator for Parishes	Email	
03/03	CALC Newsletter	Email	Forwarded to Councillors
16/03	CALC event of Local Government Reorganisation	Email	Forwarded to Councillors
19/03	Zero Carbon Partnership	Email	Forwarded to Councillors
22/03	Cumbria County Council Environ. Fund and Green Recovery	Email	Forwarded to Councillors
22/03	Free webinar – crisis communications	Email	Forwarded to Councillors
<b>Other</b>			
04/03	Cumberland and Westmorland Herald re general updates	Email	Chair replied
09/03	Cumberland and Westmorland Herald re planning	Email	Clerk replied
12/03	B4RN regarding Broadband coverage	Phone	Added to agenda
22/03	Resident regarding footpath on bridge	Email	To be presented at meeting
22/03	Resident with current planning app	Email	To attend meeting