

MELMERBY PARISH COUNCIL

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Minutes of the 'Virtual' Meeting Held on Tuesday 21st July 2020
commencing at 7.30pm.

16/20 Apologies

Cllr M Jones (Joined the meeting but failed to obtain a video or audio link and had to withdraw.)
County Councilor Claire Driver and District Councilor Rob Orchard

17/20 Present

Cllrs: Chris Jones (Chairman), David Bardsley, Ruth Beaumont, Gary Fletcher and John Fleming (Parish Clerk).

18/20 Minutes

The Chairman was unanimously authorized to sign the minutes of the meeting held on the 28th January as a true record.
Proposed by Cllr G Fletcher and Seconded by Cllr D Bardsley

19/20 Declarations of Interest

Cllr D Bardsley Agenda Item 7.5. Melmerby Village Hall

20/20 Public Participation

20.1 A Parishioner raised a number of points concerning Covid 19, Health & Safety and Speeding issues.

It was agreed that signs indicating Covid 19 issues would be placed on the swings, that a minor modification be made to a seat and highways be requested to adjust a speed repeater sign.

Concern about the state of the footbridge on the Village Green was noted but it was not an asset of the Parish Council and therefore not our responsibility.

20.2 A letter was received from a Parishioner and was read out as requested excluding only the details of named individuals. The letter noted concerns over the content of the Parish Clerks resignation letter and the Chairman's acceptance letter, which had been published on the Council website

20.3 Playground Inspections – Reported that these would take place in August.

21/19 Planning Matters – To report.

21.1 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 conclude 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 too. 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

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

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

21.3 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**. (Planning Permission has since been refused)

21.4 20/0363 –Wren House. Church Road, Melmerby - Two story front Extension.

Supported

22/20 District Councilors Report

July 2020

The C19 Lock Down restrictions have made running EDC very difficult but I believe they have done a good job. Despite having the Town Hall and Mansion House virtually shut down they have managed to continue to operate most of the services they offer residents as before. This is despite having the bulk of staff operating from home. Thankfully modern digital technology has helped. The Council has also had to deal with managing many of the Government's schemes for protecting businesses, especially small businesses, jobs, charity organizations etc. and all of this has of course been additional workload to the normal running of the Council.

EDC has set up a system whereby meetings can be held virtually. I cannot say it has been 100% successful. It works reasonably well where numbers are small (less than 10) but larger meetings are much more difficult. Full Council Meetings which typically involve 40 people are very slow and tiring. I am hoping that as we come out of lockdown we will soon be back to having the normal social interaction, face-to-face discussions and debate of Council meetings. I would like to commend all those who have helped their neighbours especially those like me who have been Shielding making sure we are OK and able to access food, medicines and help. Fantastic community spirit but only what I would have expected from this special area.

I would also like to remind constituents and Parish Councilors that although I am also locked-down I am still here to help if you have problems you wish to raise.

I am glad to report that the nonsensical closure of the centre of Penrith has in the main been reversed. This was a CCC plan it was not even discussed with Eden Councillors. The first we knew about it was when the signs went up. It resulted in major protests in Penrith and fortunately CCC reacted quickly.

I am also part of the Constitution Working Party. This is a small cross-party Group of Councilors who have undertaken the not inconsiderable job of revising and updating the Constitution – all 377 pages of it. This will probably take us until early in 2021 to complete

I look forward to when we can all meet up again and until then please stay safe and try to keep sane.

Cllr Rob Orchard. July 17th 2020

23/20 County Councilors Report

There was none, however a detailed, monthly County Councilor report, can be found on the website www.melmerby.org.uk

24/20 Finance (Incl. Vat)

24.1 The Following Balances Were Reported as at	Year End 31/3/2020	Interim 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>

24.2 Presentation of the 31th March 2020 Year End Accounts – Audited

These were unanimously approved.

Proposed by Cllr G Fletcher

Seconded by Cllr D Bardsley

24.3 Presentation of the Annual Governance and Accountability Return 2019/2020

This was unanimously approved.

Proposed by Cllr D Bardsley

Seconded by Cllr C Jones

24.4 Presentation of the Interim Accounts from 31st March 2020 – 7th July 2020

These were unanimously approved.

Proposed by Cllr D Bardsley

Seconded by Cllr R Beaumont

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

	£
Clerks Salary - Jan/Feb 2020 @ £224.68	449.36
Clerks Salary – March/April 2020 @ £224.68	449.36
Office Provision Jan/Feb 2020@ £15	30.00
Office Provision – March/April @ £15	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

24.6 To Approve the Following Accounts for Payment

Internal Auditor Fee	40.00
Culgaith Parish Council – One month Zoom hosting	4.00
Interim Audit 1/4/20 – 31/7/20 Sandra Harrison.	FOC

Minute tems 24.5 and 24.6 were unanimously approved

Proposed by Cllr G Fletcher

Seconded by Cll D Bardsley.

24.7 To Report Receipts

Precept	4750.00
Council Reduction Scheme	23.00
Vat Refund	231.21

24.8 To Report Transfers

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

24.9 Online Banking Authorisation 2020/2021

This was unanimously approved.

Proposed by Cllr C Jones

Seconded by Cllr D Bardsley

25/20 Highways and Land Matters

25.1 Vehicle Speeding Through the Village – To report from 24th March meeting

25.1.1 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.

25.1.2 Councilor Concerns

Councilors expressed their continued concern with the situation, whilst noting the issue was to be addressed 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 introduction of extra would also liaise with the Highways Department over the signage and would seek a response from the next meeting of the CRASH, multi-agency group meeting, when circumstances permitted.

25.1.3 Police Follow up

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

25.1.4 Community Video Speed Watch. 21st July Meeting

A suggestion was made that consideration be given to 6 volunteers forming a 'Community Speed Watch'

Action: - To discuss this safety suggestion at a future meeting, in the village Hall, when the Community Police Officer is in attendance.

25.2 Junction White Lining –

In hand with contractors, will be actioned when conditions permit.

25.3 Bridge Terrace Road Surfacing -

Subsequent remedial drainage work being completed – It was reported that there still was a problem with sitting water between the bridge and the pub. It was also a drain near the pub corner that needed attending to.

Action: - To draw the problem of drainage in this whole area to the attention of Highways.

25.4 Bus Shelter Refurbishment – The matter is on hold and work will be completed when conditions permit.

25.5 Dog Fouling in the Parish – A discussion acknowledged that this was a difficult issue to resolve. The problem was caused mainly by residents walking their animals. There were signs in place and a leaflet had previously been circulated throughout the village.

Action: - To continue to monitor the situation.

25.6 Melmerby – Ousby Road – Road Sweeping – It was reported that this road had been recently swept; however there were still blocked drains on this road that were aggravating the problem and resulting in debris forming in the carriageway.

Action: - To report the drainage issue to Highways.

25.7 Litter Problems in the Parish – This issue was discussed. It was acknowledged, once again, that this was a difficult issue to resolve. There was an adequate distribution of litter bins, throughout the village and there was no excuse for them not being used. There was an issue with litter fouling the four entrances to the village.

Action: - To draw this last point to the attention of Eden District Council.

25.8 Football Goal Post Nets

The issue of the goal posts and the football pitch was discussed. One opinion expressed whether there was a need for these posts to be retained. If the area was made more attractive it would receive greater use.

Action: - If the ROSPA inspection in August notes a safety issue with the hooks action will be taken to remove them. A quote for new nets will be obtained.

25.9 Coronation Bench - Notice Board – Pedalo Cycle Stand

The refurbishment of the **Coronation Bench**, replacement or repair of the **Notice Board** and whether a **bicycle stand** should be purchased, was discussed at great length, with no agreement being reached.

Action: - Agreed that revised costings be obtained on all the above, for the September meeting. It being acknowledged that this improvement to village facilities could only take place if a successful grant application was forthcoming.

26/20 Confirmation and Acknowledgement of Activities – Completed by Councilors since last meeting. The following was reported.

- 26.1 Liaised with those more vulnerable people in the village to ensure their needs are met and that there is someone looking out for them
- 26.2 Completed food/medicine deliveries for such people
- 26.3 Cleared all roads leading into the village of litter from about half a mile out of the village boundary.
- 26.4 Washed and cleaned all road signs.
- 26.5 Reported worn/damaged signs so Highways could be informed.
- 26.6 Cleared gullies in the Town Foot area of debris so surface water will Drain better off the A686.
- 26.7 Reported on drainage issues so Highways could be informed.
- 26.8 Reported on buildup of storm debris so Highways could be informed.
- 26.9 Repaired a bench on the green below the Bakery that was damaged.
- 26.10 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.
- 26.11 Renovated the phone kiosk.

27/20 Defibrillator Kiosk – Refurbishment.

- 27.1 It was reported that this refurbishment had now been completed.
- 27.2 Grateful thanks was expressed to all those involved in the refurbishment, in particular Cllr D Bardsley and Cllr R Beaumont,

28/20 Covid – 19 Issues**28.1 Covid – 19 - Action Taken by the Council Regarding Those Considered 'Vulnerable' in the Parish. – To report from the March meeting.**

28.1.1 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 Councilors 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.

28.1.2 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.

28.1.3 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.

28.1.4 Parish Clerks Comments

28.1.4.1 '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.

28.1.4.2 Covid – 19 Updates and Information – Issued regularly, by and through, CALC, NALC, ACT, Cumbria County Council and Eden District Council, being circulated to Councilors.8

127.1.4.3 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.

28.2 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)

28.3 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)

28.4 Website – Covid – 19 Information – Reported from March meeting
Reported that Emergency Planning and 'Covid – 19' information had been added to the Parish Council Website

28.5 EDC- Covid – 19 Residents Financial Support Grant.

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

29/20 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.)

30/20 Resolution to Close the Meeting to the Public and Press in Respect of Agenda Item 16

As no members of the public were present this was considered unnecessary.

31/20 Councilor Matters

An opportunity for Councilors 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

There were none.

32/20 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.

33/20 The Resignation of the Parish Clerk and Responsible Financial Officer and the Appointment of a Successor.

33.1 Resignation of the Parish Clerk. The Chairman, on behalf of the Council, thanked the Clerk for the service that he had provided the Council since his appointment. In recognition of his very efficient, positive and proactive approach to his responsibilities, on behalf of the village, a Shepherds Crook was presented as a memento of his time with Melmerby Parish Council.

33.2 Appointment of a Successor.

Advice would be sought as to whether a successor could be simply appointed, without going through an advertising and interview selection process, or not.

The Chairman thanked Councilors for attending this 'Virtual' meeting and closed proceedings at 21.35

Signed _____

Date _____