

LANGWATHBY PARISH COUNCIL

Clerk: John Fleming

Fell View
Blencarn
Penrith
Cumbria
CA10 1TX

Tel: 07768 468 634

E-mail: langwathbypc@hotmail.co.uk

Chairman: Cllr Ian Harrington

20 Salkeld Road
Langwathby
Penrith
Cumbria
CA10 1ND

Tel: 07759 139 618

**Minutes of Annual General and May Meeting Held on Thursday 18th May 2023
in the Back Room, Langwathby Village Hall commencing at 7.30pm.
Following the Annual Parish Meeting**

Unapproved

- 28/23 Councillors Declaration of Acceptance of Office**
Councillors completed and signed the Declaration of Acceptance of Office Form
- 29/23 Election of Council Chairman 2023/2024**
Cllr D Banks was unanimously elected as Chairman for the year 2023/2024.
Proposed by Cllr C Merrie
Seconded by Cllr. K Little.
- 30/23 Chairman's Declaration of Acceptance of Office**
Cllr D Banks duly signed the 'Declaration of Acceptance of Office' form.
- 31/23 Election of a Vice Chairman for Council Year 2023/2024**
Resolved that Cllr K Little be unanimously re-elected as Vice-Chairman for the year 2023/2024
Proposed by Cllr D Banks
Seconded by Cllr J Corbishley.
- 32/23 Present**
Cllrs D Banks, K Little, C Merrie, C Wilson, C Eland, C Henderson, J Hodgson, J Corbishley and Parish Clerk J Fleming.
WAFC Cllrs M Handley, M Robinson.
There were no members of the public present.
- 33/23 Apologies**
Cllrs M Holiday
- 34/23 Minutes**
The Chairman was authorized to sign the minutes of the Annual General Meeting held on the 26th May 2022, as a true record.
Proposed by Cllr K Little
Seconded by Cllr J Hodgson.
- The Chairman was authorized to sign the minutes of the Council meeting of the 16th March 2023, as a true record.
Proposed by Cllr J Hodgson.
Seconded by Cllr C Merrie.
- 35/23 Declarations of Interest**
Cllrs K Little declared her position on the Langwathby Village Hall Management Committee
Cllrs C Eland, D Banks declared their position on the Langwathby Village Hall Renovation Committee.

- 36/23 Exclusion of Press and Public** (Public bodies Admission to Meetings Act 1960)
To decide whether there any agenda items which require consideration for the exclusion of the press and public. (Reference Item 18 – Grants and Honorariums)

There being no members of the public present this action was deemed unnecessary

37/23 Public Participation

There was none.

38/23 WAFC Cllrs Michael Handley and Mary Robinson Report.

38.1 Grant To Cumbria. Reported that Cumbria's two councils have won a bid for £12.4 million to upgrade homes in the county. The scheme will provide energy efficiency upgrades and low carbon heating to 600 low-income homes. Measures available to eligible residents include loft insulation, cavity wall insulation and air sourced heat pumps.

The funding is exclusively available to off-gas-grid homes with an Energy Performance Certificate (EPC) rating of band D, E, F or G. To ensure that the grant is provided to those who need it the most, the scheme is targeted towards residents who are on a low income, those suffering from fuel poverty, referred by the Citizens Advice Bureau, and vulnerable residents suffering from health conditions which are vulnerable to the cold, referred by the NHS. The project is set to start this month and run until April 2025.

38.2 Eden Locality Board. Reported that this Board meets four times a year. The Terms of Reference being to allocate funding for community grants, discretionary budgets, nominate members to Outside Bodies and to undertake functions, as requested by the Leader or Cabinet of WAFC.

This includes 'Safe and Strong Communities'. The first grants will form a fund of £10k. as an interim community grant fund. Intended for there to be two working groups, one a Borderland Place Programme, this is a 10-year investment programme, Penrith being selected as the Town Investment Plan. The second working group is to support the resettlement of refugees in the area.

39/23 Appointment of Representatives to Committees

39.1 Resolved that Cllrs K Little, C Wilson and J Hodgson be unanimously appointed to the **Langwathby Village Hall Management Committee** for 2023/2024

39.2 Confirmed that Cllrs D Banks, C Eland, and M Holiday along with, advisor B Grey and J Fleming, Parish Clerk are appointed onto the **Langwathby Village Hall Renovation Committee.**

Following former Cllr I Harrington not standing for re-election in the May 2023 Parish Elections, it was confirmed that Cllr D Banks would take over the Chair of this meeting.

40.23 Finance

40.1 The Following Balances were noted	31/3/2023	2/5/2023
	£	£
Vat to be claimed	6014.80	6014.80
Village Hall to refund	0.00	0.00
Penrith Building Society	5605.23	20605.23
Barclays – Current Account	<u>2414.81</u>	<u>4944.15</u>
Total assets	<u>14034.84</u>	<u>31564.10</u>

- 40.2 Presentation of the 31th March 2023 Year End Accounts**
 These were unanimously adopted.
 Proposer Cllr J Hodgson
 Seconder Cllr K Little
- 40.3 Presentation of Interim Accounts From 31st March to 2nd May 2023**
 These were unanimously adopted.
 Proposer Cllr J Corbishley
 Seconder Cllr D Banks
- 40.4 The Following Accounts were Ratified:**
- | | |
|---|--------|
| Opus Energy VH | 4.12 |
| Cleanspec -VH | 77.28 |
| CALC – Subscription 2023/2024 | 233.24 |
| Angela Hartland – PAYE – Year End 2022/23 | 40.00 |
| Calc Subscription 2022/2023 | 217.11 |
| John Fleming Salary March/ April | 541.66 |
| John Fleming Office Provision March April | 50.00 |
| John Fleming Expenses 19/1/2023 | 16.75 |
| Room Hire. 16 th March 23 | 22.50 |
- 40.5 The Following Payments were Agreed**
- | | |
|--|--------|
| 40.5.1 Clerks Expenses to 18 th May 2022 | 21.15 |
| 40.5.2 Internal Auditor Fee – | 150.00 |
- 40.6 Items 40.4 and 40.5 were Unanimously Authorised**
 Proposer – Cllr D Banks
 Seconder – Cllr C Eland
- 40.7 Following Receipts were Noted**
- | | |
|-----------------------------|----------|
| Precept | 18000.00 |
| CTRS | 98.00 |
| Village Hall Reimbursements | 65.40 |
| Wayleave | 73.19 |
- 40.8 Transfer From Current Account to PBS** 15000.00
- 40.9 To Approve and Sign Annual Governance Documents 2022/2023**
 These were unanimously approved.
 Proposer Cllr D Banks
 Seconder Cllr C Merrie
- 40.10 Online Banking Authorisation 2023/2024**
 This was unanimously approved.
 Proposer Cllr D Banks
 Seconder Cllr K Little
- 40.11 To Review Asset Register for 2023/2024**
 This was unanimously approved.
 Proposer Cllr D Banks
 Seconder Cllr K Little
- 40.12 To Review the Risk Assessment for 2023/2024**
 This was unanimously approved.
 Proposer Cllr D Banks
 Seconder Cllr J Hodgson

40.13 Parish Clerk and Responsible Financial Officer – Fee Review 2023/2024

40.13.1 To agree a 2023/34 increased in line with NALC recommendations.

40.13.2 The Clerk left the room.

Following discussion, it was agreed to raise the Clerks weekly hours from 5 to 8 hours in the light of increased work load.

This was unanimously approved.

Proposer Cllr D Banks

Seconder Cllr K Little.

(Note. Contract now based on 8hrs per week on the NALC National Salary Scale Point 21).

41/23 Planning Application

23/0211 - 16 Low Farm, Langwathby - Proposed alterations and extension.

Supported

23/0280, Land at Eden View Langwathby. Variation of condition 2 (plans compliance) for design amendments to plots 8 and 9, attached to approval 20/0087

No comment

23/0316 – Land at Eden View, Langwathby – Variation of condition 2 (plans approval 20/0087

Supported

42/23 Highways and Land Matters#

42.1 Back Lane Light – Langwathby – Still awaiting a resolution of underlining issues.

Action:- To request a progress report from WAFC.

42.2 Edenhall Roadside Drainage Issues. – Will continue to monitor the situation when the weather breaks.

42.3 Ladies Walk – Broken, wooden, footpath sign. - Reported still unattended to.

42.4 Low Mill, Langwathby – New Road sign. – Matter still in hand with WAFC.

42.5 Potholes – Church Lane Edenhall - In hand with Highways.

42.6 Langwathby Playground. – The PLAY committee is active. They Plan, initially, to install a perimeter playground fence, as previously agreed by the Parish Council, when funding comes available.

42.7 Langwathby Bridge – Cycling Signage and Road Markings. – Following a site visit involving the WAFC Traffic Management Team Leader, a Parishioner and the Parish Council Vice Chair, new signage and road markings were agreed to be actioned.

42.8 Edenhall Ash Trees – Reported that the dangerously hanging boughs still had not been attended to.

Action:- WAFC Highways to be chased over the matter.

42.9 Japanese Knot Grass, Edenhall – Responsibility and control is ongoing.

43/23 Langwathby Village Hall Renovation Project – It was reported that the necessary planning permission had been granted. A Tender Document would be circulated to interested building contractors when funding becomes available to proceed with this next stage of the renovation project. Active work is in hand seeking possible major funding opportunities.

44/23 Review of the Constitutional Arrangements - Between the Village Hall and the Parish Council, as Sole Trustees to the Langwathby Public Hall Charity.

The reason for this review being to update the constitutional wording so that it conforms with current HMRC – Vat regulation documents, thus minimizing the risk of a large Vat refund claim, resulting from the village hall renovation project, being questioned.

44.1 Following the taking of professional from ACT over the updating of the 'Langwathby Public Hall Charity's' constitutional arrangements, it was unanimously agreed to set up the '**Langwathby Parish Council – Sole Trustee**' body with the inaugural meeting being called in the very near future.

The Langwathby Public Hall - Charity no. 520331 being accountable to the '**Langwathby Parish Council – Sole Trustee**' body.

This body will require an annual AGM plus a minimum of two further ordinary meetings a year, solely to monitor policy and procedures.

44.2 This inaugural meeting to implement the following draft agenda

Langwathby Parish Council - Langwathby Public Hall – Sole Trustee
(LPCST)
Inaugural Agenda (Draft)

1. Elect a Chairperson and Vice Chairperson.
2. Apologies
3. Formally adopt the Resolution and Governing Document – as recommended by ACT.
4. Formally set up a 'The Langwathby Village Hall Management Committee', as a subcommittee, to run the day-to-day management of the Langwathby Public Hall.
5. Agree to register 'The Langwathby Village Hall Management Committee' as a working name for the '**Langwathby Public Hall - charity no. 520331**'
6. Formally appoint the committee of the 'The Langwathby Village Hall Management Committee'. (Suggested that the existing committee be appointed en-bloc.)
7. Open a Bank Account and Building Society Account in respect of the **LPCST** body.
8. Apply to HMRC for the **LPCST** to claim a VAT refund under the 'VAT 126' scheme
9. To specify that all Grant application to be made in the name of the '**Langwathby Parish Council - Langwathby Public Hall – Sole Trustee**', (or similar) with funds being paid directly into this new account; subsequently all Village Hall renovation invoices to be paid by this account and the VAT reclaimed

44.3 Langwathby Village Hall Management Committee.

1. The aim being for this committee to continue operating very much as in the past, being solely responsible for the day-to-day management of the village hall, which includes being responsible for setting hall hire rates, etc.
2. A working name of 'Langwathby Village Hall Management Committee' to be registered with the Charity Commission, as stated in 5 above.
3. A set of this Committees audited accounts to be submitted to the '**Langwathby Parish Council - Langwathby Public Hall – Sole Trustee body**' annually. This is already being done.
4. **Langwathby Village Hall Management Committee** will run its own Income and Expenditure account, as currently, however with a maximum expenditure, mutually agreed, set by the **LPCST**
5. Vat invoices to be forwarded to the **LPCST** for payment.

45/23 Correspondence

The following correspondence, received since the last meeting, was reported.

45.1 Low Mill, Langwathby - Street Naming.

WAFC street naming and numbering office (Client Services) are investigation the request.

45.2 Eden View – Langwathby - It was reported that the development land, adjacent to Eden View, Langwathby, following consultation, would be called Galloper Heights’.**46/23 Local Concerns and Councillor Matters****46.1 Cemetery Fees**

It was agreed to introduce a fee of £50 for the burial of ashes in a new grave.

46.2 Storey Bank – Back Lane Junction. – Very uneven road surface.

Action:- To report to Highways.

46.3 Langwathby Recycling Fence. – Reported that the roadside fencing post uprights were rotting at the base.

Action:- To report to WAFC..

46.4 Village Hall Parking. It was reported that too few Village Hall client were using the car park.

Action:- To discuss the need for extra signage with the Village Hall Committee.

46.5 Layby Parking opposite 19 – 21 Salkeld Road. – A neighborly dispute over parking in this layby, at school picking up times was reported. On investigation it can be confirmed that this layby comes under the jurisdiction of Highways; there being no parking restrictions in place. The matter is outside the remit of the parish Council.**47/23 The Payment of Grants and Honorariums**

Following discussion, the following were unanimously agreed: -

Memo	250.00
Edenhall and Langwathby Sports Field	250.00
Edenhall PCC	350.00
K Little. Bus Shelter and Recycling Centre	325.00
Fellrunner	350.00
W Veitch – Cemetery Honorarium	275.00

A request had been received from St Peter’s Church in Langwathby to finance a bench in the, closed, Langwathby Churchyard. Following a discussion in which attention was draw to the costs the Parish Council incurred in the maintenance and upkeep of the Langwathby Open Cemetery, it was unanimously felt that this request could not be supported.

48/23 Dates of future 2023 meetings –

Venue Langwathby Village Hall, Back Room, commencing at 7.30pm.

Venues Langwathby Village Hall, Back Room, commencing at 7.30pm
20th July, 21st September and 23rd November 2023

The meeting closed at 9.25pm.

Signed _____

Date _____