

## 16 April 2018 (Draft)

### CROSBY RAVENSWORTH PARISH COUNCIL – WORKING FOR THE COMMUNITY

[www.crosbyravensworthparish.org.uk](http://www.crosbyravensworthparish.org.uk)

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#### Ordinary Meeting

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Present Councillors: Cllr D Graham (Chairman) Cllr J Raine, Cllr A Beatham, Mr C Barnes (Clerk).

Apologies: Cllr A Robinson (Work Commitments). Cllr M Archer, Cllr V Holroyd (Attending YDNP Parish Forum)

Cllr N Hughes (CCC), Mr J Bevan (Internal Auditor), 3 members of the public were present.

132/17

#### Minutes

The Chairman was authorised to sign the **minutes** of the ordinary meeting held on the 5<sup>th</sup> March 2018 as a true record subject to a number of agreed corrections.

133/17

#### Public Participation

There was discussion of the problem of potholes. There were a number of potholes at Gilts, between Shap and the Motorway and along Haberwain that were Category 1 potholes (Meaning a risk to life). These had all been reported but no action had been taken in a substantial timeframe. Cllr Hughes undertook to investigate. Noting the seriousness of the problem throughout the county.

134/17

#### Planning 18/0238 (EDC)

Site address: LAND BETWEEN FERN BANK AND EAST VIEW REAGILL PENRITH CA10 3ER. Description: Outline application for residential development for up to four local occupancy houses restricted to 150m<sup>2</sup> with all matters reserved. The application received full support.

135/17

#### Planning E/03/25 (YDNP)

Howe Top House, Howebeck, Maulds Meaburn  
Full planning permission for erection of detached garage.  
The application was supported.

136/17

#### Chairman's report

Devolution of Services, the Chairman gave an account of his dealings with Eden District Council over devolution of services (Lighting), touching on the period of time over which the matter had been discussed (since 2012) the dates on which correspondence had been exchanged including a letter he had written in December seeking clarity on specific lamps but agreeing 'in principle' to adopt the lighting columns. He questioned the cost effectiveness of the approach proposed by Eden over decommissioning

and the current situation over the playground. Eden's Chief Executive had offered to extend the deadline for adoption to the 31<sup>st</sup> May 2018. CALC had advised against signing the document 'Transfer of Chattels' and a new agreement was being negotiated between NALCs solicitors and Eden District. In order to meet Eden's deadline of the 31<sup>st</sup> May it would be necessary for them to offer a decision ready contract to the Parish for approval 6 days prior to its meeting on the 14<sup>th</sup> May. It was agreed that the PC was nowhere near signing. It was resolved that the Chairman would write to refer the whole issue of devolution to Eden District Council's Scrutiny Committee.

The Chairman also brought up the issue of a NALC/CALC consultation on unauthorised developments and encampments. As there were none known to those present it was resolved not to respond.

137/17

**Siting of temporary toilets on Parish land during the refurbishment of the Butchers Arms toilets 14 May for 3 weeks.**

All councillors present declared an interest in this matter as shareholders in the Lyvennet Community Pub. It was agreed that the Clerk should email councillors with no interest in the pub as to their views and respond to the pub as appropriate.

138/17

**GDPR (General Data Protection Regulation)**

The clerk had attended a training day on GDPR organised by CALC at Stonybeck Inn on the 7 March ahead of this becoming law on the 25th May. A draft data protection action plan was in preparation. Key feedback to the council was that the council could cite 6 lawful bases for processing personal data. Only one of these was individual 'Consent'. The council could in future rely mainly on the 'Public Task Basis' for the activities in which it was involved which would not require an individual person's consent. If the council was compliant with the 1998 Data Protection Act (and it is) then it would easily be compliant with the GDPR. In future it would be necessary to record the legal basis on which personal data would be processed, to consider how it obtained and managed data and the security around it. This was unlikely to involve significant changes. For the time being the clerk's attendance at the training day and the briefing/training to councillors that would be offered to councillors later in the summer would demonstrate the steps the council was taking to be compliant. The bill was still going through its 2nd reading, the first reading having started only the 18th January. Conflicting advice on whether a council/clerk should act as DPO (Data Processing Officer) had yet to be resolved. Calc had now produced a shorter set of compliance notes. The Information Commissioners website carried updates as they were being published. The update was noted.

140/17

**Schedule of Receipts and payments**

A Schedule of Receipts and Payments was presented. It included two payments made from the NatWest account (now closed) contrary to the councils written instruction. With the exception of these items it was resolved to approve the payments. It was resolved that the Clerk would arrange the reimbursement of the two unauthorised transactions.

02 January 2018 Clerk's Wages S/O Nat West £389.08

09 February 2018 Information Commissioner 100011 Barclays £35.00

06 February 2018 MMRGT (Reimburse) 100012 Barclays £25.10

01 February 2018 Clerk's Wages S/O Barclays £398.92

08 February 2018 Heaton's Office Supplies DD Barclays £7.20  
13 March 2018 Al Carr Police House (Plummer) 100013 Barclays £42.20  
13 March 2018 Clerk's Expenses 100015 Barclays £115.93  
28 February 2018 Heaton's Office Supplies DD Barclays £45.60  
01 March 2018 Clerk's Wages S/O Barclays £398.92  
29 March 2018 Heaton's Office Supplies DD Barclays £17.50

141/17 **Bank Reconciliation Qtr. 4**

The reconciliation was approved. It was resolved that the clerk would arrange the cancellation of the unpaid cheque (Barclays, 100010. HMRC PAYE 24 December 2017 -£122.80) presumed lost and a new cheque would be forwarded to the beneficiary when the cancellation had been confirmed. It was agreed to look into the appropriate value of the reserves and to come to a future meeting with a recommendation as to whether to put further funds to the Police House earmarked reserve.

142/17 **4th Quarter Budget Monitor (outturn)**

The Clerk talked through the budget monitor. The council had underspent its planned expenditure by 5%. Administration costs were showing as 29% overspent however this had been corrected by a significant reimbursement, payments made by the Nat West contrary to the council's instructions and further by the recording of expenditure in year relating to transparency for which grant funding had been received in a previous year. Therefore, the underlying picture was that administration was in fact slightly under budget. The council had underspent its grants budget and it was resolved to write to likely applicants drawing their attention to the availability of funds. Planned maintenance of the police house was showing as underspent because of bad weather and the need to undertake exterior works in good weather. Planned expenditure on the clearing of Maud Slack Syke had been delayed for the same reason. The council had received 8% more than its budgeted income arising from the implementation of an increase to the police house rent in line with the CPI in June 2017 and an increase in wayleave income. It was resolved to approve the monitor.

143/17 **Online Payments**

It was resolved that the clerk would speak to the bank about procedures for online payments and report back.

144/17 **Registration of Parish Land**

It was resolved to seek costings for the registration of Parish land and land owned by the Maulds Meaburn Recreation Ground Trust at the Land Registry to address issues that had arisen during the year over the occupation and mis registration of parish land by third parties. It was felt likely that this would be a more straight forward and cost-effective approach than seeking a correction of a third parties registration and would have the additional benefit of securing the parish's assets.

145/17 **Items for a future Agenda**

Registration of Parish Land.  
Emergency Plan.  
Devolution of Services (Lighting).

146/17 **Clerk's Report**

None.

147/17

**Parish Litterpick**

Thanks to the 40+ residents who had turned out on Sunday to litter pick the Parish verges. Over 70 bags of rubbish were collected including 600 glass beer bottles and a number of fly tipped items. The Parish Council had funded the provision of Bacon Butties afterwards at the Butchers Arms.

148/17

**Date of Next Meeting(s)**

14th May: Annual Parish Meeting, Annual Meeting of the Parish Council followed by (if necessary) an ordinary meeting of the Parish Council.

DRAFT