

## 03 August 2020 – Ordinary Meeting of the Parish Council

CROSBY RAVENSWORTH PARISH COUNCIL – WORKING FOR THE COMMUNITY

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

Clerk to the Council: Christian Barnes, West House, Tenter Row, Crosby Ravensworth, Penrith, Cumbria, CA10 3HY. t. 07584 251 448, e. [clerk@crosbyravensworthparish.org.uk](mailto:clerk@crosbyravensworthparish.org.uk).  
at Crosby Ravensworth Village Hall at 7:30pm

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Councillors: Cllr D Graham, Cllr. J Raine, Cllr D Hewitt, Cllr V Holroyd, Cllr A Beatham, Cllr J Taylor, Mr C Barnes (Clerk).  
Cllr Neil Hughes CCC (Part)  
1 member of the public.

- Apols Cllr Mclvor (Unwell, unable to comply with Covid 19 Risk Assessment).
- 001/20 **Welcome**, Councillors were welcomed to the meeting and reminded if necessary, to update their declarations of pecuniary interest.
- 002/20 The Chairman was authorised to sign the **minutes** of the previous meeting held on the 2<sup>nd</sup> March 2020 as a true record. Subject to an amendment in the header to show the correct date.
- 003/20 **Finance 2019 2020**, Councillors RESOLVED:
1. to approve the 4th Quarter, Budget Monitor,
  2. to approve the 4th Quarter Bank Reconciliation, Schedule of Payments, Receipts and Internal Transfers
  3. to approve the full year accounts for publication
- 004/20 **Internal Auditor's Report 2019 2020**, Councillors RESOLVED:
1. to approve the internal auditor's report for the year ending 2020 dated 20 April 2020. There were no matters of concern arising
  2. to receive and note the internal auditor's certificate (AGAR) 20 April 2020
- 005/20 **Annual Governance and Accountability Return 2019 2020**, Councillors RESOLVED to authorise the Chairman to complete and sign the **Annual Governance Statement**
- 006/20 **Annual Governance and Accountability Return 2019 2020**, Councillors RESOLVED to authorise the Chairman to complete and sign the unaudited **Annual Accounting Statement**.
- 007/20 **Annual Governance and Accountability Return 2019 2020**, Councillors RESOLVED To authorise the Clerk to publish the '**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020** under the Local Audit and Accountability Act 2014 Sections 26 and 27. The Accounts and Audit Regulations 2015 (SI 2015/234) starting on Tuesday 11 August 2020 and ending on Tuesday 22 September 2020.
- 008/20 **Planning Matters during Lockdown**  
Councillors RESOLVED to ratify planning responses made during the lockdown by

email correspondence as follows:

1. CR Oddendale Cottage E/03/35E (Support)
2. MM Flass E/03/52 (Support)
3. MM Hill Top E/03/47 (Support)
4. MM Crake Trees E/03/51 E/03/23A (Support)
5. MM Mason House E/03/50 (Object)
6. CR Lyvennet E/03/49 (Support after amended plans submitted)

009/20 **Report of items transacted under delegated authority during lockdown,**  
Councillors RESOLVED to ratify:

1. Receipt of Cumbria Community Foundation Grant (£886.00) Covid 19 Community Support Grant support for volunteers supporting elderly and vulnerable people during the lockdown. Disbursement of the funds would be determined at the end of the project
2. Councils and Public Liability Insurance. A 5-year discount deal ending 2025 had been agreed with Zurich that had resulted in a substantial saving.
3. Commission of Repair to the beck wall adjacent to the Sun Hotel Crosby Ravensworth at a cost of £150. A question was raised as to whose responsibility this should have been, Environment Agency or Cumbria County Council as Highways? However, it was agreed that neither would have acted promptly leading to more significant works being required and this was a reasonable thing to have done
4. Land Registry Amendment East View, Maulds Meaburn Consent (letter sent 27 June 2020). The council had previously agreed 'in principle' to a revision of the green boundary at East View (141/19 10 February 2020)
5. Electricity North West removal of apparatus at Reagill Village Green
6. Painting of Render at Police House (Start Date 18 Aug – weather permitting)

010/20 **The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020,**  
Councillors noted the provisions of the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as follows:

1. The cancellation of the Annual Parish Meeting
2. All appointments made at the Annual Meeting 2019 to stand until resignation or the Annual Meeting due to be held in May 2021 (the following year).

011/20 **Chairman's Report.** The Chairman read out the annual report that he would have given to the council at the Electors/Annual Meeting. It is appended in full. App. 1

012/20 **Public Participation.**

Correspondence has been received from the occupant of the Old Chapel in Maulds Meaburn regarding an unacknowledged request to the Parish Council that he had made in 2011 to purchase land adjacent to and in front of the Old Chapel. The existing licence had been examined and it was found and not to have been transferable from the previous occupant to whom it was granted. The council did not hold a formal document relating to the current occupant. However, since 2013 the Clerk had invoiced the occupant for £10 a year on the instructions of a previous Chairman. Two payments had been received from the occupant during this time amounting to £70 including a recent payment for £50. It was agreed to reply to the occupant with a holding letter until the position

could be satisfactorily resolved.

An approach had been received from the District Council on behalf of BT. They planned to decommission and remove the phone box in Crosby Ravensworth opposite the Village Hall. No 'phone calls had been received or made from it in 2019/20. The council had previously agreed that it should be decommissioned and removed, however two members of the community had come forward wanting to explore plans to repurpose the phone box. It was agreed to contact them and ask if they wished to bring any plans forward before the deadline of 18th of September. The item would be discussed again at the next council meeting which was expected to be the 7<sup>th</sup> September.

The problem of speeding cars was raised. This had been noticed as a problem particularly along by the straight by the school and it was agreed to raise the matter with the PCSO and seek her advice.

- 013/20 **Planning (YDNP) E/03/54**, field adjacent to 15 Stoneworks Garth, Crosby Ravensworth, full planning permission for erection of general-purpose agricultural building. It was agreed that the proposal was for an agricultural building of modest scale in an appropriate location. There were no objections.
- 014/20 **Stepping Stones at Dalefoot**, the promised repairs had been overlooked by a local contractor. The reinstatement of the stones would be requested from the contractors undertaking the construction of a wall at Dalebanks before they left site.
- 015/20 **Play Area Crosby Ravensworth**, the condition of a table/bench and fence was raised. The fence had a hole in it and a central wire required replacement. It was agreed that this should be raised with the District Council who were responsible for safety on the site. These items should have been picked up in the safety inspections they had carried out.
- 016/20 **Proposed Bequest of Holly Cottage**. Councillors had had advice of a bequest in the will of the Late T Relph (A former Chairman of the Parish Council and lifelong resident of the Parish) of his home 'Holly Cottage', the bequest was conditional upon the Parish Council making the cottage available for rent. It was a 3-bedroom family home. Councillors had had an opportunity to visit and inspect Holly Cottage on the 22 July 2020. Arising from this were a series of questions that a landlord would have to address regarding; Energy Performance Certificate, the general condition of the building, the general condition of wiring, the general condition of plumbing & heating systems, ceiling and floor insulation and glazing. It was estimated that the works required to bring it up to a lettable standard would cost somewhere in the region of £65 to £85k. It was agreed not to engage a surveyor as it was felt that the works could be adequately costed by contractors and managed by councillors who had a track record in relation to rented property including the Police House in Maulds Meaburn. The question therefore arose as to how this work could be funded. The council had made enquiries in relation to the Public Works Loan Board (PWLb) which could lend at

2% or otherwise by a commercial mortgage. It was argued that rental income would easily defray the expense of borrowing at this level and that the property would be a net contributor to the council's funds in the short and medium term and a significant asset going forward. Cllr Taylor raised a question as to whether a project of this type was something that it was appropriate for the council to get involved in. He expressed unease about going forward with it. Councillors also expressed concern that in the current downturn the property may go unlet and leave the council facing significant costs. It was decided to keep these matters under consideration and to research the project further. No decision was made at this point as to 'in principle' acceptance and the will had yet to be proved. Councillors reflected on the very full life led in the village by Mr Relph, the visit had been very moving and the proposed bequest was a generous offer to the community in which he had lived and served in several capacities.

017/20 **Crosby Commons update**, Councillors received an update on the Crosby Commoners proposals for grazing/planting currently with the Secretary of State for decision. The council's ownership had been misstated in error to the favour of the Lowther estates in the application to the Secretary of State by the applicant and this had now been corrected. It was understood that there had been some objection to the proposals to establish woodland/scrub in the area of the motorway corridor arising from its heritage importance. No determination had been announced by the Secretary of State.

018/20 **Internal Auditor**, the council confirmed the re appointment of Rachael Little for 2020/21 as Internal Auditor (1 DG, 2 JR)

019/20 **Finance 2020 2021**, It was RESOLVED to approve the 1st Quarter, Bank Reconciliation, Schedule of Payments, Receipts and List of Internal Transfers. The council's closing balance at the end of the first quarter was £28,750.13

020/20 **Finance 2020 2021**, It was RESOLVED to approve the 1st Qtr. Budget Monitor. Exceptional items were noted as follows: A miscellaneous receipt of £1,000 to the benefit of the Maulds Meaburn Recreation Ground Trust in respect of the final agreement with the owners of Maranetha House. This amount had now been transferred to the Maulds Meaburn Recreation Ground Trust. A receipt of £886 in respect of a grant from the Cumbria Community Foundation connected to the support of community volunteers assisting the elderly and shielding with the Covid 19 outbreak. It was noted that the render to the Police House was to be painted soon and the budget available for that exceeded the quotation which had been unexpectedly low. This budget was likely to be underspent.

It was agreed to look at the grants budget in the September meeting.

021/20 **Date of Next Meeting**. It was agreed to meet virtually for the next meeting on the 7<sup>th</sup> September in order to deal with some planning matters and to develop the capacity for virtual meetings. The Covid 19 risk assessment and associated precautions had extended the notice period for 'in person' meetings and

*August 3<sup>rd</sup>, 2020, Ordinary Meeting of Crosby Ravensworth Parish Council.*

arrangements were cumbersome and not responsive to planning timelines. Councillors agreed however that they were satisfied with the arrangements for the meeting. It was agreed to use the Zoom platform for virtual meetings and to meet in person (if possible) less frequently.

022/20 **Computer Equipment**, if any councillor felt that they needed equipment to participate in virtual meeting they were asked to speak to the Chairman.

**<ends 21:30>**

## Appendix 1

### Parish Council Chairman's Report, Cllr D Graham, July 2020

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**The Parish Council** held 11 meetings over the 2019/20 year with the April meeting cancelled due to Covid 19 lockdown. All were scheduled in advance and mostly held on the first Monday of the month. In all 22 members of the public attended during the year.

**Elections** – Five individuals stood for election in May 2019 and were appointed as councillors; David Graham (Chair), Joan Raine (Vice Chair), David Hewitt, (Ginny) Holroyd, Andrew (Pandy) Beatham.

Given there were 2 vacant Councillor posts the opportunity for co-option was advertised and five expressions of interest were received. Following a selection process Rob McIvor and Jonathon Taylor were co-opted.

**Planning** - The Parish Council is a consultee on all planning applications in the Parish. Fourteen planning applications have been considered over the year. Of the 14 applications; 10 were from Yorkshire Dales National Park Authority and 4 from Eden District Council. The Council supported 12 and objected to 2 planning applications.

Generally, the PC's focus on new housing continues to be to promote local occupancy / affordable housing and this has also been heavily promoted with the Park Authority.

**Finances** - The Council had £20,589 of income against a budget of £15,331 with the majority of additional income coming from earlier than expected letting of the Old Police Station. Expenditure in the year was £24,071 up £12,323 on budget. The overspend against budget is mostly as a result of the £10,895 of invoices received in the early part of the year for refurbishment work on the Old Police Station. This work was funded from reserves accrued over the last few years specifically for the property.

The Parish Council **Precept** for 2020/21 (Band D property) remained unchanged at £54.04 per chargeable household providing the Parish Council with £12,440 of income.

As a taster, some of the key issues discussed and actioned over the last 12 months include;

**Emergency Planning** – The completion of the PC Emergency Plan in 2019 and submission to Cumbria County Council and the Emergency Services allowed the Council to access 8 dumpy bags of sand and 200 sandbags. The bags were positioned at Maulds Meaburn shelter and in Crosby Ravensworth in front of the phone box. These were replenished from stocks held at Midtown Farm during the autumn and winter months and were well used during storm Ciara, Dennis and Jorge.

**Registration of Parish Land** - The Parish Council succeeded in completing its first Land Registry registration of Maulds Meaburn Village Green in September 2019 and is continuing with the Land Registry to resolve some minor inconsistencies with the original Village Green registration and the current area between cattle grids.

The investigative work carried out during the registration process has given the Parish Council a clearer understanding of all the 21 householder and land owner Licenses, Deeds of Grant and Easements impacting on the Green as well as the Parish Council legal duties in protecting the area.

During the year and in line with the Council's agreed approach a number of refreshed agreements were instigated as formal Licenses,

The Commons Act 1965 was enacted to provide for the registration of common land or town and village greens albeit that the primary legislation comes from the 1857 Enclosure Act and 1876 Commons Act. Information from HM Planning Inspectorate (Common land guidance sheet 2b) Works on Town and Village Greens clearly states that the only allowable works to a village green must be with a view to its better enjoyment. The legislation suggests that no form of construction, hardening or setting aside appears to be allowed.

With this increased knowledge the Parish Council will in future take a much firmer approach with activities and agreements relating to the Village Green.

Work has commenced with the first Land Registry registration of Reagill Village Green.

**Monks Church Bridge** – The Parish Council had given its support to the bridge widening planning application lodged by Cumbria County Council (CCC) with the Yorkshire Dales National Park. This would have seen the bridge widened by circa 1.5m, the alignment over the river unchanged, and the upstream parapet rebuilt. The planning application was refused on the grounds of protecting the fabric of the bridge, lack of community support and insufficient traffic volumes. The Park Authority in conjunction with CCC Highways then designed a scheme of signage and road markings aimed at improving the ability of drivers to negotiate the bridge.

CCC then lodged a planning application to repair the parapet of the listed bridge which gave the PC the opportunity to object and attend and present our views on both the traffic management proposals and the need for widening.

A joint meeting of key parties was to be arranged until Covid 19 struck.

The bridge parapet has been struck on at least two more occasions whilst we have awaited repairs. The latest report is that CCC may well have to go back to YDNPA planners for approval to introduce new stone as there is now damage to the secondary arch ring.

The PC's preferred solution remains the carefully designed and sympathetic bridge widening solution proposed by CCC.

**Old Police Station** – Following extensive refurbishment in early 2019 the property was re-let on 23 April 2019. During the summer of 2019 lime pointing to the West Gable (rear) of the property was undertaken.

**Crosby Ravensworth Commons** – The PC was consulted during the year on proposals being developed by the Commoners' for submission to Natural England. The Commoners' Association was looking to enter into a 10 year agreement with Natural England, the third such agreement it had made regarding the management of the common. The commoners who had rights to graze specific numbers of stock on the fell were proposing a scheme that reduced grazing and increased tree cover. The public had a right of access to the common and the agreement aimed to balance the needs and rights of all concerned with the establishment of areas of planting.

Presentations on the proposals were given at a PC meeting and at Crosby Ravensworth Village Hall as part of the consultation process.

The PC supports the proposals which have now gone to the Secretary of State for approval.

**Grants** – The Parish Council awarded grants to the following organisations during the year

- First Responders - £400
- Parish Tree Group - £440 – The PC have been working closely with the Tree Group and authorised planting on Maulds Meaburn Village Green and signed an agreement with CCC to allow planting on roadside verges
- Fell Runner bus - £100

**Dark Skies Initiative** – The Parish Council signed up to the YDNPA Dark Skies Initiative

**Administration** - Population of the website has continued with the addition of a section specifically related to Covid 19.

The Parish Council received an unqualified audit with no matters arising.

**Annual Parish Meeting** – The last PC meeting was held on 2nd March 2020 with meetings then cancelled due to Covid lockdown. PC business was then undertaken by the Chair and Clerk through Delegated Powers whilst consultation on planning submissions was made by email.