

## 6 December 2021 – Ordinary Meeting of Crosby Ravensworth 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 starting at 7:30pm

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Councillors: Present. Cllr D Hewitt (Chairman), Cllr J Raine (Vice Chairman), Cllr V Holroyd, Cllr A Beatham, Cllr D Ridgway, Mr C Barnes (Clerk).

Cllr Neil Hughes CCC.

3 members of the public were present.

105/21 **Apologies & Declarations of Interest.**

Apologies had been received from Cllr D McCall (Health Reasons), Cllr Hewitt wished it to be known that a relative had made a bid for the felled Sycamore on MMVG.

106/21 **Chairman's Announcement.**

A notification and decision letter had been received from the Monitoring Officer (Eden District Council) in connection with a Code of Conduct Complaint made by the Clerk against Cllr Raine. The letter had arrived too late to be included on the agenda. In line with the council's standing orders the Chairman had asked Cllr Ridgway to help to deal with all matters relating to the complaint until the council had decided what action to take in respect of the findings. The matter would be on the agenda for the January meeting.

107/21 **Public Participation.**

A member of the public asked the council how it could continue to operate having passed a vote of no confidence in its Vice Chairman, Cllr Raine? Noting that both the vote and the actions which preceded it put the council in a difficult position and had significantly disrupted its work. The Chairman responded that the council had limited powers to take any punitive action. It was not able to suspend Cllr Raine from office as a councillor or on the basis of advice received from the Monitoring Officer, remove the office of Vice Chairman. Another member of the public noted that Code of Conduct Complaint submitted by the former Chairman had been both upheld and admitted and called on Cllr Raine to resign following the Vote of No Confidence. Cllr Hughes stated that he had asked a question during an Eden District Council meeting in connection with the Vote of No Confidence and was still waiting for a written answer in connection with it. Cllr Raine responded that she had been elected with a substantial vote and represented those who had elected her. For this reason, she would not resign.

108/21 **Minutes.**

The Chairman was authorised to sign the minutes of the meeting held on the 1<sup>st</sup> November including the confidential minutes and those of the 8<sup>th</sup> November as a true record (All in favour).

109/21 **Planning YDNP.**

E/03/70/LB Listed building consent for repair works to roof and chimney stacks, Trainlands, Maulds Meaburn, Penrith, CA10 3HX. (No response)

- 110/21 **Planning YDNP.**  
E/03/15E/GPDO Application to determine if prior approval is required under Schedule 2, Part 6 of the Town & Country Planning YDNP (General Permitted Development Order) (England) 2015 for erection of an agricultural building on land south of Holesfoot, Maulds Meaburn, PENRITH, CA10 3HX (No response)
- 111/21 **Planning YDNP.**  
E/03/69 Full Planning YDNP permission for erection of borehole plant house Gilts Farm, Crosby Ravensworth, Penrith, CA10 3JR (Unanimous support)
- 112/21 **Planning YDNP.**  
E/03/68 Householder Planning YDNP permission and relevant demolition of an unlisted building in a conservation area for alterations to garage to accommodate utility and cloakroom; demolition of existing Upvc conservatory; erection of replacement sunroom; demolition of shed attached to existing outbuilding and construction of replacement 'green oak' loggia and replacement of Upvc windows to rear elevation with composite casement windows. ELM HOUSE, MAULDS MEABURN, PENRITH, CA10 3HN (Unanimous support)
- 113/21 **Planning YDNP.**  
E/03/35D/LB/DIS1 Approval of details reserved by Condition 4 (roof timbers) of E/03/35D/LB Oddendale Cottage, Oddendale, Shap, Penrith, Cumbria, CA10 3LH (No response)
- 114/21 **Planning YDNP.**  
E/03/35E/DIS1 Approval of details reserved by Condition 3 (structural repair methodology) & 4 (method statement/samples) of E/03/35E Oddendale Cottage, Oddendale, Shap, Penrith, Cumbria, CA10 3LH (No response)
- 115/21 **Planning YDNP.**  
E/03/35F/LB/DIS1 Approval of details reserved by Condition 3 (building record), 4 (structural repair methodology), 5 (method statement – internal) & 6 (method statement – external) of E/03/35F/LB Oddendale Cottage, Oddendale, Shap, Penrith, Cumbria, CA10 3LH (No response)
- 116/21 **Planning EDC.**  
21/1018 Site address: COPPER BEECH LODGE SHAP PENRITH CA10 3QX.  
Description: Amendment and extension of elevated decking to allow creation of front single storey extension and single storey rear extension. (No objection unanimous)
- 117/21 **Planning EDC.**  
21/1037 Site address: WINTER TARN, NEWBY, PENRITH, CA10 3EW. Description: Replace an old cow kennel building with a new building to provide higher welfare cattle housing.

Councillors did not understand the orientation of the roof ridge line along the shorter length of the building rather than the longer length of the building. It was noted that the roof angle created by this aspect of the design was responsible for the very significant height of the building. (11.2 metres) A ridge line along the shorter length would have the beneficial effect of reducing the height of the

building.

It was felt that the orientation of the proposed roof line would make it possible to extend the building significantly from its longest length and that this would make sense in terms of design intent. It was felt that the design (as proposed) potentially represented the first section of a building upto five times the size of that for which planning permission was being sought in this application. As it stood it was unacceptable on the grounds of appearance/design.

Councillors OBJECTED to the application and noted the previous history of piecemeal development at the premises which had recently been the subject of a complaint to Eden District Council regarding their handling of 10 significant planning applications submitted independently of each other between 2020 and 2021 and determined against the objections of the parish council and prior to the close of consultation by as many as three different officers.

It was AGREED that if approved the planning authority should seek conditions as to the movement of materials and equipment that minimised the dirtying or damaging of the public road outside the farm which has been the subject of numerous complaints by the public. (Unanimous)

**118/21 Emergency Plan.**

Minor amendments were agreed and the emergency plan was adopted.  
(Unanimous)

**119/21 Governance update.**

Cllr Ridgway updated the council on the review. She and the Clerk had met on the 25<sup>th</sup> and identified a time table for the review of policies and who would review them.

In addition to the policies that were currently listed a Modern Slavery Statement was required for the website and it was proposed to develop an email 'etiquette' to be adopted by the council.

There was discussion of risk assessments, the Clerk noted that the risk assessments in respect of trees for which the council/Maulds Meaburn Recreation Ground Trust was responsible had last been carried out by NW Arb and but was not listed among these documents. A possible change to this approach was discussed.

Progress was noted.  
(Appendix 1)

**120/21 Holly Cottage.**

The Council noted and approved a detailed report (attached) & confidential email Fwd. 30.11.2021 naming potential contractors.

1. It was resolved to proceed with an application to the Secretary of State (DCLG) seeking approval for £180,000 of funding from the Public Works Loan Board repayable over 50 years for capital works to refurbish the Parish Council's property, Holly Cottage. (Unanimous) Current PWLB interest loan rates and loan repayments on a 50 year loan require a

monthly repayment of £488.02. If the house is let for £650 per month after refurbishment, this would give a monthly surplus of £161.98 which covers running and maintenance costs. Over 50 years, as rents increase, so will the surplus. This could then be used for the benefit of the community in line with Ted Relph's will.

2. It was resolved to approve to apply £2,000 of estimated unallocated funds in 2022/2023 draft budget to the project (Unanimous).
3. Cllr Holroyd had contacted seven firms with experience of refurbishments of old properties, but many were too busy to even quote before the end of 2022. Discussion considered costs, availability to start the work, experience of work on old buildings, and establishing a good working relationship for the project. After discussion of the three sets of costing received, it was resolved to approve the appointment of Paul Thompson as a contractor for the Holly Cottage refurbishment from those considered (Unanimous).
4. It was resolved to approve the commencement of works on Holly Cottage on or after 1st April 2022 (Unanimous).

122/21 **Westmorland Dales Grant.**

Cllr Holroyd updated the council on the submission of the Westmorland Dales Grant Application. An application for a grant of £3,000 was submitted on 24<sup>th</sup> November. The grant will provide new leaflets about the church architecture and history; a leaflet about the Wilkinson Organ; display boards and lighting for future exhibitions in the church; and a reprint of the CR & MM Walking leaflets. The proposed cost of repairs to MM sluice gate was not included in the final application as an alternative repair method is being pursued.

123/21 **Play Area. Eden Community Fund.**

It was resolved that the group would prepare a Play Area Grant application on behalf of the Parish Council in draft which the Clerk would review/revise if necessary and submit on behalf of the Parish Council. It was resolved that the Clerk be given delegated authority to do this so that the application does not have to come back to another meeting. (Unanimous)

124/21 **Tree Works.**

1. It was proposed by the Chairman that Cllr Beatham be asked to remove the fallen Sycamore adjacent to Flass Field by Maud Slack Syke on Maulds Meaburn Village Green which had been blown over in Storm Arwen and repair the damage to the wall/field boundary. The wood of the tree to be taken in compensation. Councillors were in support (Unanimous).
2. Bids for the wood of the fallen Sycamore (T33) had been received the highest bid of £171 was accepted. The clerk would liaise with NW Arb and the buyer. (Unanimous).
3. The Clerk advised that YDNP Trees and Woodland Officer would offer the funds for tree planting directly to the Tree Group. The Clerk would liaise with MMVI over the Queen's Platinum Jubilee Planting Proposals.

125/21 **Finance**

The draft budget discussion paper was discussed with resolutions made as follows:

1. It was RESOLVED to delay the creation of a single Assets Reserve Account until the Holly Cottage Project is completed. (Unanimous)
2. It was RESOLVED to authorise the Clerk to open a Play Park Reserve Account at the Penrith Building Society using the council's existing signatories with an opening balance of £1,000 from the 2021-22 year grants budget. (Unanimous)
3. It was RESOLVED to authorise the RFO to make more frequent VAT reclaims to better manage cashflow as required. (Unanimous)
4. It was RESOLVED to authorise the clerk to prepare a draft budget for the January meeting to reflect the council's response to the options set out in the discussion paper with options for the use of unallocated cash balances as follows:
  - #1 Replace Council's Computer buy Scanner.
  - #2 Make repairs to the Police House outside Shelter Roof.
  - #3 Transfer a sum to the Police House Reserve Account to make provision for the replacement of the skylight and reslating within 5 years.
  - #3 Ensuring that the Section 137 cap is not exceeded propose a sum to transfer to the Maulds Meaburn Recreation Ground Trust.
  - #4 Allocate an additional resource to the Play Area Reserve and with the consent of Jill Winder add an additional £34. (Unanimous)
5. It was RESOLVED 'in principle' to maintain the existing level of precept for approval at the January meeting. (Unanimous)

126/21 **VAT advice.**

The Clerk gave a verbal update, Cllr Ridgeway's former finance director colleague had discussed the position with the Clerk and had offered to look over the calculations required. If further clarification/advice was required HMRC would be approached directly.

The position as it stood was understood to be that all the VAT on the purchase of playground equipment was recoverable and that VAT would be charged at 5% on the refurbishment of Holly Cottage provided that the project did not begin before 1 April 2021 after standing vacant for two years.

127/21 The next meeting of the council was scheduled for the 10<sup>th</sup> January, venue to be notified.

8<sup>th</sup> December Grazier's meeting would be attended by the Chairman.

<ends 21.30>

Chairman's Signature..... Date

Appendix 1: Crosby Ravensworth Parish Council. Schedule of Documents requiring Periodic Review (23 Nov 2021). DR/CB.

Title	Who	Term	Published	Adopted	Review by	Overdue?	Core
Data Protection Policy	DR	Every 4 Years	2017-11-06	070/20	Feb-20	Overdue	Y
Freedom of Information Policy	DR	Every 4 Years	2017-11-06	070/16	Feb-20	Overdue	Y
Complaints Procedure	CB	Every 4 Years	2016-03-07	147/15	Feb-20	Overdue	Y
Assets Valuation Policy	CB	Every 4 Years	Required		Jan-22	Prior to Asset Register (approval)	
Standing Orders	CB	Annual	2020-10-05	054/20	Feb-22		Y
Financial Regulations	CB	Annual	2020-10-05	055/20	Feb-22		Y
Risk Register	CB	Annual	2021-03-01	145/20	Feb-22		Y
Asset Register	CB	Annual	2021-03-01	146/20	Feb-22		Y
Privacy Notice	DR	Every 4 Years	Required		Feb-22	Not Compliant	Y
Emergency Plan	DR	Every 4 Years	2021-11-30	119/21	Feb-25		
Bullying & Harassment (Statement/Policy)	DR	Every 4 years	Required		Feb-22		Y
Equality & Diversity	DR	Every 4 Years	Required		Feb-22		Y
Slavery Statement	DR	Every 4 Years	Required		Feb-22		
Email Etiquette	DR	Every 4 Years	Required		Feb-22		
Scheme of Delegation	DR	Every 4 Years	Required		Feb-22		
Risk Assessment Lyvennet Beck through Maulds Meaburn	CB	Every 3 Years?	2021-02-01	128/20	Feb-23		
Code of Conduct for Members of Crosby Ravensworth Parish Council	CB	Every 4 Years	2019-08-05	068/19	Feb-24		Y
Equal Opportunities Policy	DR	Every 4 Years	2018-02-05	116/17	Feb-24		
Health and Safety Policy	DR	Every 4 Years	2018-02-05	117/17	Feb-24		
Grants Policy	Discussion?	Every 4 Years	Required		?		
Risk Assessment (Tree Survey)	Discussion?	Every 3 Years?	Required		?		