

## CROSTHWAITE AND LYTH PARISH COUNCIL

### Minutes of an Ordinary Meeting of the Parish Council

held on Monday 01 December 2025 at 7.30 p.m. in the Parish Room, Crosthwaite

**Present:** Cllrs A. Dobson (Chair), D. Atkinson, J. Perry, E. Sharp.

**In Attendance:** Cllr. S. Bavin (Westmorland & Furness Council), Martin Curry (Clerk), Malcolm Richardson (Responsible Finance Officer [RFO]). No members of the public were present.

**Note:** Reference to the Parish Council may be shortened to the 'PC' if appropriate in these Minutes.

**117/25 Apologies:** Apologies submitted by Cllrs. Cartmell, Harnby and Young were received and reasons for absence were accepted and noted.

**118/25 Minutes of the meeting held on the 03 November 2025:** It was **Resolved** that the Minutes of the meeting held on 03 November 2025 be signed by the Chair as a true record.

**119/25 Declarations of Interest:** Cllr. Atkinson declared an interest in Item 8(a)(ii): Planning application 7/2025/5624 – 5, Starthwaite Ghyll Cottages.

**120/25 Requests for Dispensation:** No Requests for Dispensation had been submitted.

**121/25 Chair's Announcements:** The Chair advised that she had received an email from Elizabeth Cartmell tendering (with regret) her resignation from the Council with immediate effect. Councillors were sorry to receive this update and expressed their thanks for her contribution. The Clerk was asked to set in motion the process for the appointment of a new Councillor.

**122/25 Public Participation:** No members of the public were present.

#### 123/25 Reports:

- a) **Reports from Councillors attending meetings:** Cllr. Dobson reported that she had been unable to attend the re-scheduled CALC AGM on 15 November.
- b) **Westmorland & Furness Council (W&FC):** Cllr. Bavin reported as follows:
  - i) Following a note from the Chair, Cllr. Bavin confirmed that he is pushing for improvements to the road levels at the junction of Oak Lane with the main village road opposite the Argles Memorial Hall. This is a trip hazard where several accidents have occurred and has become apparent since the resurfacing of the main road.
  - ii) A W&FC officer has picked up the speed limit proposals for Crosthwaite village. She has email addresses for Cllr. Perry and the Clerk. Cllr. Bavin is looking at the possibility of funding for this initiative.
  - iii) Cllr. Bavin has noted the flooding issue on Mill Lane potentially linked to developments at the proposed Memorial Forest field. The Clerk confirmed that this has been reported to Highways via HIAMS. There have been considerable instances of flooding on local roads during the recent spells of persistent rainfall.
  - iv) Councillors noted the temporary road closure (daytime) of the C5060 at Bowland Bridge from its junction with the C5048. This will be in place for up to 13 days from 12 December. Alternative routes are to be signposted.
- c) **Police:** There was nothing to report from Cumbria Constabulary.

#### 124/25 Planning

- a) **Applications Received:** The following planning applications received and circulated since the last meeting were considered:
  - i) T/2025/0223: **Cragg Howe, Lyth, Kendal, LA8 8DF** – Management of Cragg Wood as per 10-year management plan. This application had been **Withdrawn** on 11/11/2025.
  - ii) 7/2025/5624: **5, Starthwaite Ghyll Cottages, Fox Fell LA8 8HZ** – Erection of porch to existing dwelling with permitted development rights. Cllr. Atkinson had declared an interest and withdrew from consideration of this item. It was **Agreed** to submit **No Objection** to this application.
  - iii) 7/2025/5463: **Field near Broadoak LA8 8JL** – Amendments to previous application: change of siting of field shelter for two ponies. On a majority vote (one objection) it was **Agreed** to withdraw the previous objection and submit **No Objection** to the plans as revised.
- b) **Applications Received since publishing the Agenda:** No planning applications had been received after publication of the Agenda.
- c) **Responses:** The following responses submitted to LDNPA following consideration by the Parish Council were noted:

- i) T/2025/0194: **Old School, The Howe, Lyth LA8 8DF** – Application to fell 30 ash trees with die-back. **Neutral response submitted** 13/11/2025 including request that LDNPA use a Tree Officer to confirm that all the trees to be felled are ash; that they are all clearly dead or dying; that consideration be given to the environmental value of leaving standing dead timber and an assessment of the potential for resistant re-growth. And to query plans for replanting with alternative species.
- d) **Decisions:** Decisions on the following planning applications notified since the last meeting were noted:
  - i) 7/2025/5331: **Land off Woodside Road, Crosthwaite, Kendal** – Erection of self-build agricultural dwelling. **ACON** 07/11/2025
  - ii) 7/2025/5106: **Orchard Barn, Crosthwaite, Kendal, LA8 8HS** – Various alterations: **No Objection** submitted 15/10/2025. **Granted** 24/11/2025
- e) **To note any other planning matters:**
  - i) Schedule of Developments: The Schedule of Developments potentially without planning consent had been updated and circulated. Requests for updates on several Enforcement cases had been submitted but there had been no response received from LDNPA.

#### 125/25 Highways and Footpaths

- a) **Highways matters:** In addition to Cllr. Bavin's report (123/25(b) above) the following matters were raised:
  - i) Cllr. Dobson reported that she had received call from a resident drawing attention to icy conditions on Broad Oak Lane during the recent cold snap. Councillors agreed that care needs to be taken on all country lanes during winter conditions.
  - ii) Cllr. Atkinson reported the failure of the road drain/gulley at Starthwaite Lane. Cllr. Bavin is aware of this and is pushing for a satisfactory repair.
- b) **30-m.p.h. Zone:** Following the report from Cllr. Bavin (123/25(b)(ii)) above it was noted that Cllr. Perry will continue to work with W&FC to promote this matter.
- c) **Grass Cutting:** Cllr. Dobson reported that all grass cutting had been completed to her knowledge.

#### 126/25 Trees, Woods and Hedges: The following matters were noted:

- a) **Trees and Woods:**
  - i) Orchard, Jubilee Wood: The Clerk reported that he had recently met onsite with Saskia Harnby, who is a qualified landscape architect, to gain advice on the potential for planting up to 50 orchard trees. Most of the existing trees are doing well, though consideration should be given to coppicing hazel in the near future. Her advice was that there is relatively little scope for 50 fruit trees given the existing planting and wet conditions in several areas. Her suggestion that the PC might consider an alternative site within or near to the village was noted but no immediate areas were proposed. It was **Agreed** that the Clerk should meet with the scheme administrators to see what variation to the plan might be adopted. It was noted that a grant of £2,000.00 had been received. The Clerk has revisited specifications for tree guards and related costs.
  - ii) Lyth Valley Damsons – Reviving Plum Sunday: Cllr. Harnby had submitted his apologies but on his behalf the Clerk confirmed that he had engaged with Mark Basey-Fisher of the Westmorland Damson Association and was waiting to hear details of a representative from the WDA to join the proposed Working Group. He had also had a positive response from Matthew Jessop at the school and is hoping for a similar reaction from damson growers and villagers alike. He will put a notice in the Parish Magazine with the aim of getting a Group together in the New Year. The PC welcomed this update and reaffirmed its support for the initiative. In response to a query, it confirmed that this is not a PC initiative and that no financial commitment has been made.
- b) **Hedges and Grass:** The Chair and Clerk are still to meet to identify and map hedgerows, verges and drains that require attention by the PC.

#### 127/25 Parish Land

- a) **Matters Relating to Property Management:**
  - i) Leases: The review of leases continues. Following correspondence with Jane Davies it was **Agreed** to offer her a lease of Hubbersty Head on terms contained in the draft lease for the property. Pending the outcome of the current property review, this will be rent free for the remainder of the financial year.
  - ii) Work on securing property valuations is continuing. The option to sell properties in the future was noted.
  - iii) The Clerk had circulated a proposed letter to tenants advising of the current property review and it was **Agreed** that this should be sent together with the updated draft lease for each property. The letter will advise that a property review is taking place and that tenants will be asked to sign new leases with effect from 01 April 2026. Revised rents will be advised as part of the review process.

- b) Maintenance of Parish Assets:** The preparation of a condition review and maintenance schedule remains work in progress.
- c) The Parish Room:**
- i) The Chair confirmed that B4RN have installed high-speed broadband. The Agreement has not yet been received. The door lock to the Parish Room was broken during the process and the Chair arranged for an emergency repair.
  - ii) Quotes for repainting the windows are being procured. It was **Agreed** that repainting should be deferred to the spring when the frames are dry.
  - iii) The Churchwarden(s) have been asked to arrange for the cut-back of a low growing shrub extending across the access path to the Parish Room.

**128/25 Neighbourhood Plan:**

- a) **Funding:** The Clerk continues to seek possible sources of funding to complete the Plan, but with no success to date. It was **Agreed** that for the want of external funding the Plan should be formally put on hold until such time as financial resources enable it to be completed.
- b) **Strategic Plan:** The Clerk had circulated the first draft of the narrative section of a proposed Strategic Plan and this was welcomed by Councillors. The prescriptive element of the Plan i.e. priorities and actions now requires preparation by the Council as a whole. It was **Agreed** to convene a Working Group to meet before the next meeting of the PC on 02 February. The Clerk will circulate a further draft in advance of this meeting.
- c) **Joint Meeting of Parish Councils:** The Clerk of Lindale and Cartmell PC had sent notes of the joint meeting held on 16 October which had been circulated. A further meeting to develop issues highlighted will be held on 15 January 2026.

**129/25 Finance:** Councillors noted the following report presented by the RFO:

- a) **Receipts:**
  - i) Rent received: £ 15.00
- b) **Receipts since publishing the Agenda:**
  - i) Westmorland and Furness Council: Community Tree and Hedge Planting Grant: £ 2,000.00
- c) **Npower:** The Npower payment for October 2025 is: £ 46.01
- d) **Payments:** The following payments were **Approved:**
  - i) M R Curry - Salary and expenses November 2025: £ 693.53
  - ii) HMRC – PAYE & NIC on above salary: £ 517.26
- e) **Payments due since publishing the Agenda**
  - i) Cllr. H. Young – Window cleaning Parish Room: £ 12.00
  - ii) General Services Ltd - Lock replacement Parish Room: £ 568.80
  - iii) Cllr. A. Dobson – Duplicate keys for Parish Room: £ 20.00
- f) **Draft Budget 2026/27:** The RFO presented a draft budget for consideration. The net effect of this was an increase of £1,415 in the precept from £13,795 to £15,210. This was almost entirely due to a budgeted increase in staff salaries. The Budget for 2026/27 was approved in those figures.
- g) **Precept 2026/27 –** The RFO was authorised to request the precept of £15,210.00 for 2026/27
- h) **Bank Balance:** Councillors noted the bank balance of £25,723.33 (including the Orchard Grant of £2,000.00) on 31 November 2025 and authorised the Chair to countersign the bank statement.

**130/25 Governance:**

- a) **Assertion 10:** The Clerk reported that compliance with Assertion 10 is nearing completion and summarised as follows:

Requirement	Progress
• Upgrade website to WCAG2.2AA standards	Done or being finalised by A2A
• Migrate all email accounts to a council-owned domain	Underway – full instructions have been issued to individual Councillors to enable them to create new email accounts for the PC and several have completed this task.
• Review and adopt GDPR Policies	Done. Training requirements should be reviewed
• Register with the ICO	Already in place
• Approve an IT Policy	Approved November 2025

- b) **Community Governance Review:** The W&FC online consultation is open until 08 December.

**131/25 Correspondence:**

- a) Updates from CALC and other Agencies: Routine updates had been circulated as appropriate.
- b) Specific items of correspondence: The Clerk had circulated a Schedule of Correspondence received which excluded any matters dealt with on the Agenda. The following were of note:
  - i) W&FC have launched a Nature Recovery Fund for bids of between £5,000 - £20,000 open for bids until 30 January 2026. It was **Agreed** that this should be forwarded to Pat Howarth of the local CLEAN Group.
  - ii) W&FC have issued a caution to all drivers using the half-joint bridges on the Underbarrow and Brigsteer Roads that the legally enforceable weight limit of 7.5 tonnes gross must be observed.
  - iii) The LDNPA Partnership has announced a consultation on the Local Plan - to be found at: <https://www.lakedistrict.gov.uk/PartnershipConsultation>.
  - iv) A resident has asked about biodiversity net gain (BNG) and Community Infrastructure Levy implications from the new development opposite Oak Fold. It was noted that the PC is not consulted on or involved in determining these matters outside the planning framework and that the enquirer should be referred to the original planning application and / or LDNPA for conditions relating to the development.
- c) No further correspondence had been received since publishing the Agenda.

**132/25 Items 'for Information'** Cllr. Perry reported that tenancy matters on Oak Fold had been resolved satisfactorily.

**133/25 Councillors' Issues to be Raised:** No additional issues were raised.

**Date of the next meeting:** It was confirmed that the next meeting of the Parish Council will be held on 02/02/2026

The meeting finished at 9.29 p.m.

**Signed as a correct record:**

**(Chair)**

**Date:**