

## CROSTHWAITE AND LYTH PARISH COUNCIL

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

held on Monday 03 November 2025 at 7.30 p.m. in the Parish Room, Crosthwaite

**Present:** Cllrs A. Dobson, E. Cartmell, G. Harnby (who had advised that he might be slightly late), J. Perry, E. Sharp, H. Young

**In Attendance:** Cllr. S. Bavin (Westmorland & Furness Co.), Martin Curry (Clerk), Malcolm Richardson (Responsible Finance Officer [RFO]) and two members of the public.

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

**99/25 Apologies:** Cllr. Atkinson had submitted apologies.

**100/25 Minutes of the meeting held on the 13 October 2025:** Amendments to the draft Minutes were **Approved** as follows:

a) 87/25(b)(iii): A590 replaced with A591

b) 89/25(a)(ii): Mirk Howe added as the location adjacent to white posts on road verge

With these amendments made, it was **Resolved** that the Minutes of the meeting held on 13 October 2025 be signed by the Chair as a true record.

**101/25 Declarations of Interest:** No Declarations of Interest were made.

**102/25 Requests for Dispensation:** No Requests for Dispensation had been submitted.

**103/25 Chair's Announcements:** The Chair welcomed members of the public present and acknowledged that they wished to speak about damsons under public participation. It was **Agreed** to defer this item until Cllr. Harnby arrived. The Chair asked Members to note the following:

- Staff Appraisals: She and Cllr. Sharp had conducted satisfactory staff appraisals with the Clerk and RFO prior to the meeting.
- Website Accessibility Meeting via CALC: Online session 26 November at 7.00 p.m. by Teams
- CALC AGM: Re-scheduled as an online meeting on 15 November at 10.30 a.m. via Teams
- Request for carol singers for 19 December at 2.00 p.m. - details from Mary Harkness
- Request from Hall Trustees for a small donation to help fund the children's Christmas party – to be considered under Finance

**104/25 Public Participation:** Deferred pending the arrival of Cllr. Harnby

**105/25 Reports:**

**a) Reports from Councillors attending meetings:** Cllr. Dobson attended the Policing Pledge meeting on 20 October (see report below) at 10/25(c).

**b) Westmorland & Furness Council (W&FC):** Cllr. Bavin reported as follows:

- i) He is not satisfied with the recent work on drains at Starthwaite and Mill Lane and will advise Highways of his concerns.
- ii) Work on Broom Lane is scheduled for 12 November.
- iii) Fibrus are commencing broadband installation locally towards the end of the month.
- iv) Following the decision reported in the previous Minutes, Cllr. Bavin confirmed that a Cumbria Combined Authority (CCA) will be established in early 2026 with Mayoral elections to be held in 2027.
- v) The Community Governance Review consultation is open and lasts until 08 December 2025. It is at: <https://consult.westmorlandandfurness.gov.uk/westmorland-and-furness-council/community-governance-review-consultation/> and is an opportunity for all to suggest changes. Amongst other questions it asks:
  - whether the boundaries of your parish area are fit for purpose
  - whether the number of councillors is correct
  - for any other comments about the parish area (e.g. name, possible mergers etc.)
- vi) Use of lay-byes by Taylors Funfairs for parking commercial vehicles: Cllr. Bavin expressed a preference to work with Taylors to help them resolve their current problems. He is however checking up with Highways on Traffic Regulations relating to this matter.

**c) Police:** The on-line liaison meeting with local communities as part the Neighbourhood Policing Pledge was held on 20 October and was attended by Cllr. Dobson. It was a positive effort to engage with local communities and covered an introduction to the local Police Team, initiatives in respect of burglaries,

traffic matters and anti-social behaviour. Anyone with CCTV and/or a doorbell with video capability was invited to register them to assist in crime detection. Slides from the meeting have been circulated. Local police newsletters have been circulated.

### 106/25 Planning

- a) **Applications Received:** No new planning applications had been received from LDNPA since the last meeting
- b) **Applications Received since publishing the Agenda:** No applications had been received since publishing the Agenda.
- c) **Responses:** The following responses submitted to LDNPA following consideration by the Parish Council were noted:
  - i) 7/2025/5472: **Ghyll Head Farm, Crosthwaite, Kendal, LA8 8JB** - Conversion of barn to additional habitable accommodation, demolition of existing link extension and replacement new link extension. **No Objection submitted** 13/10/2025 (see 8(d)(i) below).
  - ii) 7/2025/5485: **High Birks Farm, Crosthwaite, Kendal, LA8 8BX** - Solar array/air-source heat pump; replacement windows/doors; convert existing windows into doors; ground floor improvements to improve thermal performance and airtightness. **No Objection submitted** 13/10/2025.
  - iii) 7/2025/5463: **Field near Broadoak, Crosthwaite, LA8 8JL** - Permission for a field shelter for 2 ponies (retrospective). **Objection** submitted 24/10/2025 (see Minute 88/25(a)(v)).
- d) **Decisions:** The following decisions on planning applications notified since the last meeting were noted:
  - i) 7/2025/5472: **Ghyll Head Farm, Crosthwaite, Kendal, LA8 8JB** - Conversion of barn to additional accommodation etc. Application **Refused:** By reason of their design, form, scale and materials, the proposals fail to conserve the traditional character and appearance of the existing building group.
  - ii) T/2025/0162: **Hollow Clough, Ghyll Wood, Crosthwaite LA8 8HX** – Oak tree: remove hanging branch. No Objection submitted. **ACON** 28/10/2025.
  - iii) 7/2025/5485: **High Birks Farm, Crosthwaite, Kendal, LA8 8BX** - Solar array/air-source heat pump; replacement windows/doors, etc. **No Objection submitted** 13/10/2025. **ACON** 03/11/2025
- e) **Any other planning matters:**
  - i) 7/2025/5331 - **Land off Woodside Road, Crosthwaite, Kendal** – Councillors noted the submitted response summarised as follows:  
The Parish Council objects to this application if it is deemed to be on a green field site.  
The Parish Council withdraws its previous objection if the application is deemed to be for development not on a green field site.
  - ii) T/2025/0194: **Old School, The Howe, Lyth LA8 8DF** – Application to fell 30 ash trees with die-back. It was **Agreed** to submit a neutral response requesting LDNPA to 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.
  - iii) Schedule of Developments: The Schedule had been circulated. The Clerk commented that the request from LDNPA was not to ask for updates as that distracted from the work of the Enforcement Team. However, several cases were old but unresolved and recent cases had been acknowledged with a commitment to confirm whether action would be taken within 10 days – but this had not been forthcoming. It was **Agreed** to request updates.

### 107/25 Highways and Footpaths

- a) **Highways matters:** Following Cllr. Bavin's report (105/25(b) above) no further matters were raised.
- b) **30-m.p.h. Zone:** Cllr. Perry circulated a progress report and it was **Agreed** that the initiative will be known as the Crosthwaite and Lyth Speed Reduction Project. The report included recommendations for a reduction of the national speed limit of 60-m.p.h. on the following stretches:
  - Mirk Howe to St Mary's: 60 to 20
  - The Smithy to the School: 60 to 30
  - Rickettrae: 60 to 30
  - Mill Lane: 60 to 30
  - Moss Side Lane: 60 to 30Members **Agreed** the proposals and that the initiative should focus on Crosthwaite village for the time being rather than bringing in other areas such as the A5074. Cllr Perry will now liaise with Cllr. Bavin to agree next steps. Members thanked Cllr. Perry for his work so far.
- c) **Grass Cutting:** Members noted that Chris Smith has been requested to attend to verges and usual work on drains. An email confirming this will be sent.

**108/25 Trees, Woods and Hedges:** The following matters were noted:

**a) Trees and Woods:**

- i) Orchard, Jubilee Wood: The Clerk had spoken with the scheme administrators who confirmed that specifications may be amended without formality within the level of grant awarded and the Clerk will attend to this. Cllr. Harnby will investigate the possibility of securing the voluntary services of a Landscape Architect to offer advice on a planting scheme. The Clerk will liaise with him on this. It was **Agreed** that the planting phase might be advertised as a community event to bring local volunteers in to help and that this would be promoted through Two Valleys Parish News. Registration of the site with the RPA remains an outstanding task.
- ii) Lyth Valley Damsons: The Chairman introduced Mark Basey-Fisher and Desmond Holmes from the Westmorland Damson Association (WDA) who explained that they wanted to update the PC on current initiatives. Despite efforts to keep the April Damson Day festival in the Lyth Valley it had had to move to the Showground – this was regrettable, but the day remained a successful annual event nonetheless. There was discussion about the status of damson production including observations on the condition of local orchards and efforts to re-vitalise some of these, the commercial use of the fruit and supply to local businesses and the link (for storage) with Halecat. The Chair asked Cllr. Harnby to explain his initiative. He explained that he had established the Lyth Valley Damson Company Ltd to promote awareness of the heritage and commercial value of locally grown damsons and stressed that his initiatives were not to compete with the efforts of the WDA but to complement them. His current focus was on the concept of re-instating the old Plum Sunday event to be held at harvest time and specifically perhaps on the final Sunday of the August Bank Holiday. However, he did not want to proceed unless there was local support for the idea and he asked for views on the re-establishment of this event. Mr Basey-Fisher welcomed the idea and felt that the WDA would support it as a very appropriate seasonal enhancement of local efforts. He mentioned that the WDA will offer grants to appropriate projects and Cllr. Young suggested that if there was capacity then the proposed community orchard might be a good site for additional trees or that PC tenants might be encouraged to plant damsons on land rented from the PC. Reference was also made to the W&FC Plant a Tree for every Resident scheme. The Chair thanked the WDA representatives and Cllr Harnby for their contributions and asked for general comments. Cllr. Cartmell asked for reassurance that a Plum Sunday event would actively include local producers and suggested that a Working Group might be established to develop the idea. It was **Agreed** that this was a positive step and Cllr. Harnby agreed to lead it with the involvement of the WDA, producers and other relevant interests.

- b) Hedges and Grass:** Alan Fawcett has been requested to complete the usual programme of Autumn hedge-cutting. The Chair and Clerk will meet to identify and map hedgerows, verges and drains that required attention by the PC.

**109/25 Parish Land**

**a) Matters Relating to Property Management:**

- i) Leases: The review of leases continues. The Clerk confirmed that he had contacted a professional valuer to advise on the task of assessing PC properties in terms of values and rents.
- ii) HMLR: Completion of COG1 forms to amend the contact address for all Parish properties continues.

- b) Maintenance of Parish Assets:** The preparation of a condition review and maintenance schedule continues as work in progress.

**c) The Parish Room:**

- i) The Chair confirmed that B4RN is to install high-speed broadband on 13 November. The Chair will forward the legal agreement with B4RN to the Clerk.
- ii) Two quotes for repainting the windows are still required.
- iii) The Churchwarden(s) will be asked to arrange for the cut-back of vegetation on the access path to the Parish Room.

**110/25 Neighbourhood Plan:**

- a) Funding:** The Clerk continues to seek possible sources of funding to complete the Plan, but with no success to date.
- b) Strategic Plan:** The Clerk is continuing work on the production of a Plan and will circulate a draft when Version 1 is complete.
- c) Joint Meeting of Parish Councils:** The Clerk attended the meeting held in High Newton on 16 October. The focus was on concerns about relationships with LDNPA planners and delegates quoted several examples of inappropriate consents, lack of responsiveness to Parish Council concerns and inconsistencies. The host will circulate notes from the session and further meetings are to be considered.

**111/25 Environmental Initiatives:** CLEAN continues its work but there were no new initiatives to note. This item will no longer be a main standing item on the Agenda, but updates will be reported when appropriate.

**112/25 Finance:** Councillors noted the following report presented by the RFO:

- a) **Receipts since the last meeting** (other than investment income) - Rents: £ 128.00
- b) **Receipts since publishing the agenda** - None
- c) **Npower payment:** The Npower payment for September 2025 is: £ 35.83
- d) **Payments:** The following payments were **Approved:**
  - i) M R Curry - Salary and expenses October 2025: £ 373.95
  - ii) HMRC – PAYE & NIC on above salary: £ 240.02
- e) **Payments due since publishing the Agenda:** The following payments were **Approved:**
  - i) A2A: Costs in respect of website compliance and email addresses: £ 270.00
  - ii) Argles Memorial Hall: Donation to support the Children's Christmas Party: £ 100.00112/25(e)(ii) was **Approved** following the receipt of a request for a donation to support the Parish Christmas Party for young people up to and including the age of 11. The donation will be used to support the purchase of small gifts for attendees at the event.
- f) **Internal Auditor 2025/26:** The appointment of Jean Airey was **Approved**
- g) **Receipts and payments for the half-year ended 30/09/2025:** The RFO presented the receipts and payments transactions for the half-year ended 30 September 2025, together with the bank reconciliation at that date. The documents were **Approved**.
- h) **Half-year budget comparison 2025/26:** The RFO presented the half-yearly budget comparison to 30/09/25 with estimates of the income and expenditure to 31 March 2026. There were no matters of concern. The anticipated cash deficit for 2025/26 of £7165 was mainly caused by the previously reserved repayment of the neighbourhood plan grant of £6948 with increased staff costs of £854 less increased receipts of £575. It was noted that the staff appraisals had been carried out by the Chair and Vice-Chair prior to the meeting and that it was recommended that payment be made of overtime undertaken in the last year. This would increase the anticipated deficit 2025/26 but there were possible savings in some of the other estimated costs. The budget comparison and overtime recommendations were **Approved**.
- i) **Bank balance:** Councillors noted the bank balance of £24,626.52 on 31 October 2025 and authorised the Chair to countersign the bank statement.
- j) **Bank Mandate:** The RFO urged those Councillors who had not yet done so to complete their registration documents for Barclays Bank UK plc.

**113/25 Governance:**

- a) **Assertion 10**
  - i) Email: A test run with Cllr. Perry was successful and the Clerk will prepare and circulate a guidance note on the transition to new email addresses.
  - ii) Website: A2A have addressed compliance issues for the website.
  - iii) Personal Data and GDPR: Other than some update training, it is likely that the Council is compliant.
- b) **IT Policy:** The draft IT Policy (previously circulated) was **Approved**.

**114/25 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) A proposal from CALC to offer an Internal Audit service was not viewed as necessary for C&LPC
  - ii) Tenancy issues on Oak Fold are being monitored by Cllr. Perry
- c) No further correspondence had been received since publishing the Agenda.

**115/25 Items 'for Information'** A boundary issue on Parish Council land at Bowland Bridge Quarry had been reported informally and would be investigated.

**116/25 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 01/12/2025

The meeting finished at 9.36 p.m.

Signed as a correct record:

(Chair)

Date: