

## CROSTHWAITE AND LYTH PARISH COUNCIL

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

held on Monday 07 April 2025 at 7.30 p.m. in the Parish Room, Crosthwaite

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

**In Attendance:** Cllr. S. Bavin (Westmorland & Furness Co.), Martin Curry (Clerk) and Malcolm Richardson (Responsible Finance Officer - RFO).

**172/24 Apologies:** Apologies had been received from Cllr. Young.

**173/24 Minutes of the meeting held on 03 March 2025:** It was **Resolved** that the Minutes of the meeting held on 03 March 2025, having been circulated, be signed by the Chair as a correct record.

**174/24 Declarations of Interest:** Cllr. Dobson declared interests in matters relating to Woodside Road and Broadoak Farm.

**175/24 Requests for Dispensation:** No Requests for Dispensation had been submitted.

**176/24 Chair's Announcements:** The Chair highlighted the following:

- a) Correspondence from CALC about Cumbria in Bloom. Following discussion, it was **Agreed** that it was too late to engage with the initiative in 2025 but that this should be an Agenda item for further discussion in September.
- b) The Waste and Recycling Services Framework briefing session to be held via Teams on 24 April.
- c) The Annual Parish Meeting to be held in the Argles Memorial Hall on 28 April. Cllrs. Atkinson and Perry tendered their apologies for this meeting.

**177/24 Public Participation:** No issues were raised from the floor as no members of the public were present.

**178/24 Reports:**

**a) Meetings Attended by Councillors:** There had been no meetings attended by Councillors.

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

- i. Highways have scheduled work to clear overhanging trees on Watery Lane.
- ii. BT have applied for a road closure between Hollin Bank and Broom Lane which will be closed for a day on 17 June.
- iii. Fly-tipping on the lay-by at Gilpin Bridge has been particularly bad over the course of the previous month and despite rapid removal further tipping has taken place. Cllr. Bavin will explore the possibility of signage for this site. There was discussion about the value of this site as a lay-by but no strong conclusion was reached.
- iv. National Highways are planning to refresh the road markings on the A590 around Gilpin Bridge.
- v. Cllr. Bavin noted Cllr. Perry's observation about potholes in the road at Bowland Bridge.
- vi. The litter pick had gone well, and Cllr Bavin understood that Mary Harkness was very pleased with the outcome. Cllrs thanked Cllr. Bavin for his support for this initiative.

**c) Police:** There was no specific report from the police other than items in the regular Newsletters that have been circulated. Councillors are watching for a further update on the Policing Pledge launched by Cumbria Constabulary.

**179/24 Planning**

- a) The following planning applications received from LDNPA since the last meeting and circulated to Members were noted:
  - i. **7/2025/5166: The Barn, Barkbooth, Winster, LA23 3NZ** – Commencement of planning application 7/2021/5693: Barn conversion to 3-bed local occupancy. Window to be inserted SW elevation. No provision for consultation.
  - ii. **7/2025/5177: Land off Woodside Road, Crosthwaite** – Erection of agricultural storage building. No provision for consultation.
- b) Councillors noted the following application received since publication of the Agenda:  
**7/2025/5195: Long Green Cottage, Crosthwaite LA8 8HX** – Alterations and extension to existing outbuilding to create an annex associated with the main dwelling. Following discussion on the detail of the application, it was **Resolved** to submit No Objection to this application.
- c) Councillors noted that there had been no responses submitted to LDNPA since the date of the last meeting.
- d) Councillors noted the decision on the following planning application determined since the last meeting:
  - i. **7/2024/5683: Broadoak Farm, Crosthwaite LA8 8JL** – change of use: agricultural to equestrian. Approved with Conditions on 13/03/2025.

- e) To note any other Planning Matters:
  - i. **Case E/2024/0236 at Starnthwaite:** An update from LDNPA Enforcement had been received to the effect that a shed structure erected to the side of the property was not permitted development and therefore is in breach of planning control. However, Enforcement had taken the view that there was minimal detrimental effect and that it was not in the public interest to pursue enforcement action. This raised questions of consistency and fairness whereby an occupier, who follows planning procedure by submitting an application, is required to pay the appropriate planning fee, whereas those proceeding without reference to development management appear to be immune from payment. It was **Agreed** that the Parish Council should write to the appropriate Planning Officer to gain a better understanding of the process in these circumstances and raise concern about potential unfairness.
  - ii. **Case E/2024/0041 - 4 Oak Fold, Crosthwaite:** Councillors considered a response from Enforcement received on 04 March 2024 stating that, following investigation, they have concluded that the terms of the S106 Agreement appear to be complied with and that there is no breach. This was contested by residents in the immediate area. Cllr. Bavin suggested that there might need to be harder evidence such as detailed dates as to when the property is unoccupied and asked if residents had made direct representations to Enforcement citing reasons why they thought the agreement had been breached. In the meantime, it was **Agreed** that the Parish Council should respond expressing dissatisfaction with the conclusion and ask what had been considered when coming to it.
  - iii. Reference was made to an unauthorised garden shed at Broad Rayne and this will be investigated.

#### 180/24 Highways and Footpaths

- a) **Highways Matters not raised in the report from Cllr. Bavin:** No other matters were raised under this item.
- b) **Grass cutting, Footpaths and Tracks Matters:**
  - i. The Clerk reported that he had received an observation about the poor state of the hedge at Jubilee Wood. Cllrs. Bavin and Perry will look at this to advise on what action is required.

#### 181/24 Trees, Woods and Hedges: The following matters were noted:

- a) **Trees:**
  - i. Community Tree and Hedgerow Planting Scheme: The Clerk reported that a bid to the Scheme had been provisionally agreed but limited to Jubilee Wood. The grant awarded was for £2,000 and the anticipated cost was in the region of £2,145.90 excluding VAT. A Funding Agreement will be required following which there will need to be a period of planning before planting in the Autumn.
  - ii. Electricity North West Limited request to cut back overhanging trees: The Clerk reported that he had received and circulated a request from ENWL to cut back and coppice trees that are overhanging wires at Crosthwaite Green. Councillors had approved this work explicitly on the basis that all protocols in respect of breeding birds are adhered to and that the brush is stacked to provide habitat piles for invertebrates and other wildlife.
- b) **Hedges:** No hedgerow matters were raised.

#### 182/24 Parish Land

- a) **Letting of Vacant Parish Land:** Rents from Parish Land are up to date.
- b) **Parish Property:** The Clerk reported on continued progress with the addition of parish land to Parish Online. Photos, leases and changes to HMLR documentation are being added.
- c) **Inspection of Parish Land:** It was **Agreed** that the Parish Council will inspect its properties on 28 May. Plans for the inspection will be presented to the next meeting and tenants advised as a matter of courtesy.
- d) **Wi-Fi in the Parish Room:** The Chair will speak to Matthew Dobson for advice on options including B4RN.
- e) **Generator for the Parish Room:** The Chair has confirmed the size of generator required but this led to a review of the rationale for acquiring one. The purpose was to support the Parish Room as a safe space as part of the Emergency Plan, but it was suggested that this is not the most appropriate space for that purpose. It was **Agreed** to revisit this proposal and consider other possible facilities for use in an emergency scenario. Cllr Harnby proposed that the Argles Hall is the most appropriate location for such a purpose and Cllr. Dobson agreed to raise this with the Trustees. In the meantime, it was **Agreed** to halt the application to the Cumbria Community Funding, particularly as the funding pot is likely now to be fully committed.
- f) **Storage Space in the Parish Room:** The Landowners are currently assessing the amount of archive space required and the timescale. The Chair will meet with Martin Casson in the Parish Room to discuss what might be available.

**183/24 Neighbourhood Plan:** The Clerk confirmed that the informal public consultation had been launched on 24 March and will run to 13 April. Copies of the Draft Plan had made available on the website and at prominent local venues. The consultation was publicised via posters, Parish Council Minutes, in Two Valleys Parish News and on the website. A leaflet circulation, including background information and a Response Form has been posted out to all households. A drop-in session was held in the Argles Memorial Hall on 31 March from 6.00 p.m. to 9.00 p.m. and Louise Kirkup was in attendance. Several response forms have been returned and LDNPA have submitted comments on the Design Code. Following the informal consultation, comments will be collated, and a revised version will be prepared for the formal consultation stage. Expenses for the informal consultation are largely covered by grant funding from Locality. A financial statement of grant receipts and expenditure to 31 March would be prepared and the balance of unspent funds returned to Locality as per their Funding Agreement.

**184/24 The Annual Parish Meeting:** It was confirmed that the Annual Parish Meeting would be held on 28 April at 7.30 p.m. Posters have been prepared to publicise the event including the formal notice and outline Agenda. The Chair will present a report of the Parish Council year, and the Clerk has prepared letters to village organisations inviting them to offer presentations or reports on their recent activities.

**185/24 Environmental Initiatives:**

**a) Annual Litter Pick:** The Annual Litter Pick had run between 12 March to 01 April and had been successful and well supported once again. Thanks were recorded to Mary Harkness for organising the event and Cllrs. Perry and Bavin for their support.

**b) Other Environmental Initiatives:** Councillors had noted the circulation of various updates in environmental initiatives by CALC and W&FC. CLEAN has recently planted wild flowers in the Church grounds.

**186/24 Finance:** Councillors noted the following report by the RFO:

**a) Receipts:** There has been the following receipt (other than investment income) since the last meeting:  
Rent received (2024-25 & 2025-26): £ 30.00

**b) Receipts since publishing the Agenda:** There had been no further receipts to report. The RFO confirmed that he had submitted the VAT Refund Claim of £957.15 for the 2024-25 financial year.

**c) Npower Payment:** The payment for February 2025 was : £ 47.73

**d) Payments:** The following payments made between meetings were **Approved:**

- i. Lakes Landscapes – Putting up Noticeboard: £ 312.00  
This was higher than the original estimate but approved by Councillors.
- ii. Kirkwells Ltd – Neighbourhood Plan fees: £ 2,592.00
- iii. Printing Plus – Neighbourhood Plan printing: £ 230.40
- iv. M R Curry – Salary and Expenses March 2025: £ 462.11
- v. M R Richardson – Salary and expenses January-March 2025 £ 533.10
- vi. M R Richardson – Parish Room window cleaning £ 24.00

**e) Payments to be made:** The following payments to be made were **Approved:**

- i) HMRC – PAYE on above salaries: £ 207.40
- ii) Kirkwells Ltd – Neighbourhood Plan printing: £ 26.00
- iii) Angela Dobson – Neighbourhood Plan postage: £ 351.05

**f) Payments due since publishing the agenda:** No further payments had become due.

**g) Bank Balance:** Councillors noted the bank balance of £25,306.10 at 31 March 2025 and authorised the Chair to countersign the bank statement.

**h) Bank Mandates:** Cllrs. Cartmell and Harnby will complete their mandate forms as necessary.

**187/24 Policies and Procedures**

Following a review by the Clerk and Councillors the following policy documents were **Approved:**

- Standing Orders
- Code of Conduct
- Privacy Notice
- Complaints Procedure
- Grants and Donations Policy

It was **Agreed** that the following new documents would be prepared:

- Sexual Harassment
- Bullying and Harassment
- Chair's Job Description

The RFO is keeping Financial Regulations under review. He advised Council that in the latest Practitioner's Guide all Parish Councils must have an email address ending in: .gov.uk. Steps will be taken to conform to this requirement.

**188/24 Correspondence:**

- a) **Updates from CALC and other Agencies:** Councillors noted that these had been circulated as appropriate.
- b) **Specific items of correspondence:** No specific items of correspondence, other than those raised during the meeting, were reported.
- c) **Correspondence received since publishing the Agenda:** No additional correspondence had been received since publishing the Agenda.

**189/24 Items 'for Information':** No items for information were raised.

**190/24 Councillors' Issues to be Raised:** No further issues were raised other than had been reported in the meeting.

**Date of the Next Meeting:** It was confirmed that the next meeting of the Parish Council will be its Annual Parish Council Meeting to be held on **Monday 12 May 2025** (Monday 05 May is a Bank Holiday)

The meeting finished at 9.24 p.m.

**Signed as a correct record:**

**Date:**