

## SEDGWICK PARISH COUNCIL

### Minutes of the Meeting held on Wednesday 12 April 2017 Venue Sedgwick Village Hall at 7:30pm

**Present:** Cllr B Holmes (Chairperson), Cllr R Gill, Cllr D Willacy, Cllr J Stoker, Cllr J Oscroft, Cllr J Goodland, Mrs S Roberts (Parish Clerk), District Cllr Eccles, County Cllr Gray and no members of the public.

#### **156/16 Apologies**

It was resolved for apologies with reasons given to be noted from PCSO Boaks.

#### **157/16 Minutes**

It was resolved for the Chairperson to sign the minutes of the meeting held on 08 March 2017 as a true record.

#### **158/16 Declarations of Interest / Dispensation Requests: None**

#### **159/16 Public Participation: No one present**

Police Report: 53 incidents have been reported in the wider area with 7 being recorded crimes, the report will be displayed on the Noticeboard.

District Cllr S Eccles – Cllr Eccles reported a busy time of year and there was little to report.

County Cllr B Gray – Reported the road near Carex Farm was in a terrible state of repair of which she would report to Peter Hoskins

County Cllr Gray & District Cllr Eccles confirmed the updated telephone & personal email address where correct ones for display.

#### **160/16 Planning: - None Received**

**161/16 Website:-** A meeting had taken place yesterday to discuss several improvements and updates to the website. Council wish to convey their thanks to Ann our website manager for her commitment to the website and her brilliant ideas on improving the site. It was agreed that the website should be an agenda item every month so that updates can be discussed. Cllr J Goodland agreed to be Council Website Liaison Officer and meet regularly with Ann. The document from CALC outlining website content required to meet Transparency standards was noted – Cllr Holmes would investigate and update the Council next month.

#### **162/16 Highways/Footpaths**

- Road Repairs: Clerk updated Council on the progress of requested repairs. The status of ongoing repairs had changed on the website showing that no fault was found on pavements on Hill Close and Castle View, when in January, Highways had undertaken to repair them. In addition repairs along Crosscrake Lane is erroneously listed as having been completed. The damage to recent repairs at the Carex Farm Junction were noted. A new measure was being implemented to enable the Parish Clerk to submit repairs to Highways. It was agreed Cllr Stoker would liaise with the Clerk and supply details repairs in Sedgwick area, hopefully this proved to be a better system than the one at present Cllr Willacy suggested photographs are submitted to prove faults exist and this was agreed
- Aqueduct consultation: Cllr Holmes had collated and forwarded feedback resulting from the public consultation process. Council have been informed that Option 2 has been chosen. Cllr Holmes will create a poster to notify residents about the outcome and Cllr Goodland will provide the image used to illustrate the proposed changes. Both to be displayed on the website, facebook and noticeboard. Council had been asked by highways to suggest the best time for the work to be carried out, as it will involve a road closure. It was agreed to request school's half term in October 2017 to avoid the main season for the Maze Maize and to minimise disruption to school transport.
- Grass Cutting had commenced 3<sup>rd</sup> April 2017
- Information has been received about a temporary road closure on Syreakes Lane, to lay a gas main, starting Thursday 4<sup>th</sup> May for 3 days. Information has been displayed on the Notice Board and on the Website. It was noted that this was the date of local elections and the closure separates voters and the polling station. Cllr Holmes to raise issue with R. Braithwaite.

### **163/16 Playground /Millennium Field**

- Cllr Stoker has carried out the monthly check on the Millennium Field and reported back that the swing mat is still requiring repair and the tables where in need of a coat of paint.
- The order for the new toddler slide is ready to send as soon as the precept is received. Concern was expressed about the payment being prior to delivery. Cllr Holmes agreed to explain the concern to Playdale and request payment on delivery and she would notify Councillors the outcome by email.
- A request for the Millennium Field to be hired in May for an overnight camping party for 9-10 tents was refused. Council does not have the necessary insurance or capacity to manage an overnight camping booking. It was felt that renting the field for camping went beyond the purposes of the amenity.

### **164/16 Canal**

- 1) Cllr D Willacy reported all the trees in phase 1 of the scheme had been felled and most removed; further removal of wood was in progress and the fence would be reinstated. An unstable tree had been identified and it would be removed. Cllr Willacy agreed to inspect the work prior to agreeing the final payment next month.
- 2) We await a response from Hayton Winkley regarding the location of the deeds which are required to establish ownership of the fence along the Canal.
- 3) Correspondence received from Lancaster Canal Trust, complementing on the work carried out by Council on the Canal was noted. It was agreed to arrange a meeting with them to inspect and sample the clay canal bed and permission was given to use photography's of this project on Lancaster Canal website.
- 4) Cllr Goodland reported that he had heard that a walker had slipped on loose stones on the middle path leading to the canal. A resident had already swept the path. Cllr Goodland wished it to be noted he thought the path to be too steep and suggested the Parish Council pay for steps to be built. It was noted that there is a good handrail and existing signage clearly points to the two alternative easier access points, but it was agreed to investigate improved signage at the top of the path. In the meantime, Cllr Holmes agreed to make two temporary sign noting the "Steep Path" and pointing to the alternative path and steps. It was agreed that Cllr Stoker would monitor the path when carrying out each monthly monitoring of the Millennium Field. Cllrs were asked to look at the path and signage before the next meeting so that the matter can be reviewed then.

### **165/16 Sedgwick Village Hall**

- Mr J Goodland reported that Broadband and the phone line is now functional and we will be billed from Friday 17 March - the first quarterly payment date is May 2017 – The Clerk was authorised to settle the payment.
- The new hire agreements with user information was now displayed in the Village Hall
- The Village Hall has well used and there are new groups wishing to use the facilities.
- The local elections are also booked at the Hall for May

### **166/16 Community Emergency Plan**

A meeting arranged for the working group at The Village Hall on Tuesday 18<sup>th</sup> April @ 7 30pm, Cllr Stoke agreed to facilitate the meeting.

### **167/16 Review Annual Parish Meeting:**

- Attendance had been excellent and the time was well filled with discussion.
- Feedback from 4 questionnaire responses and comments at the APM about the need for a 20mph zone in the village has already been relayed to SLDC. We await a reply.
- Correspondences received from Sedgwick House and confirmation the management committee are willing to contribute an annual report to future meetings
- An update of invitations was discussed and it was agreed to revisit this in January 2018.
- It was agreed to review the grant application form by adding requirements to submit invoices to verify how the grant is spent and a report at the APM If the funds were not spent in the financial year, the grant fund should be returned to the Parish Council. The Clerk will draft an updated form.

**168/16 Standing Orders Review:** It was agreed that they were up to date.

**169/16 Finance**

- a) Payments: Computer software £59.99 & anti-virus safeguard £24.99
- b) Vat refund received BACS statement £586.30
- c) Sign Accounts Report from Meeting Dated 8<sup>th</sup> February 2017
- d) Bank Balance 28 Feb 2017 current account £4,206.66 reserve account £10,000.00

**170/16 Correspondence:**

- HM Revenue & Customs – PAYE request: Clerk agreed to submit when receipt of salary
- Insurance Computer repair: not thought necessary
- Crosscrake WI request permission to use the Millennium Field at their meeting 13 June: Council agreed and Clerk to notify Crosscrake WI that their request is agreed,
- Connecting Cumbria Fibre Broadband: Information received and noted
- Farmers Flood Group Appeal for Funds: this was rejected
- Invitation to Kent & Levens Community Meeting: Flood Action 20 April @ 7pm Kendal Town Hall. Details emailed to Councillors
- Devolution & Voluntary Sector Report: emailed to Councillors
- Compliance with The Transparency Code for Smaller Authorises: received and will be scrutinized at the Website Update Meeting.
- Revised NALC legal Notes: received and noted
- Invitation to Flood Recovery Debriefing Workshop 27 April: information emailed to Councillors
- Invitation to Standards Committee Tuesday 18 April @ 630pm: information emailed to Councillors
- Invitation SLDC Standards Committee Tuesday 18 April @ 6 30 pm: information emailed to Councillors
- Governance & Accountability for local Councils in England 2017 Edition: Emailed information and noted
- CLB Strategy for Industry Paper: received and noted
- Changes to Good Councillor Guide 2017 edition: received and noted
- TV Village of the Year 2017: received and noted
- Norris & Fisher Insurance Brookers: information received & noted
- Invitation received to Lancaster Canal Bicentenary 2019 launch event 2 May 2017: information emailed to Councillors

**171/16 Items for consideration for a future agenda**

- Proposed safety scheme for road under aqueduct update
- Canal Management Plan– Completion on Phase 1
- PCSO Report
- Village Hall update
- Emergency Plan update
- Repairs and equipment for the Millennium Field
- Cold Calling Review
- Update on Audits/Assets Register/Risk Assessment for approval
- Update Grant Application form for final approval
- Report on Canal Path
- Website Update

**172/16 Date of next meeting**

It was confirmed that the Annual Parish Meeting is on Wednesday 10 May will commence at 7.30pm and will be held in the Sedgwick Village Hall.

*The meeting closed at 9 35 pm*

Signed: ..... (Chairperson)  
Date: 12 April 2017