

## SEDGWICK PARISH COUNCIL

### Minutes of the Annual Meeting of Sedgwick Parish Council held on Wednesday 10<sup>th</sup> June 2020 at 7:30pm

This meeting took place using the videoconferencing platform "Zoom".

Members of the public were given the opportunity to join the meeting online or by phone.

**Present:** Cllr B Holmes (Chairperson), Cllr R Gill, Cllr R Smith, Cllr Stoker, District Cllr R Bingham, and Mrs S Roberts (Parish Clerk). One member of the public attended.

- 1/20 Welcome and introduction;** a statement regarding the conduct and protocol of remote meetings of Sedgwick Parish Council was accepted.
- 2/20 Apologies:** It was resolved for apologies with reasons given, to be noted from PCSO Boaks, District Cllr B Cooper and District Cllr T Harvey.
- 3/20 Non-Attendance:** County Cllr B Gray.
- 4/20 Adoption of NALC recommended amendment to Standing Orders** - an amendment to establish the legal basis for new ways of working during the COVID-19 crisis including the right to hold remote meetings and use websites as the prime method of communicating with public was accepted and agreed by all Councillors.
- 5/20 Declarations of Interest / Dispensation Requests:** Parish Clerk for confidential item 2.
- 6/20 Election of Chairperson**  
The Clerk took the chair for this item. It was proposed, seconded and unanimously resolved that Cllr Holmes should be the Chairperson for 2020/21.
- 7/20 Declaration of Acceptance**  
A Declaration of Acceptance form for 2020/1 was signed by Cllr Holmes and witnessed by the Clerk and Council.
- 8/20 Election of Vice-Chairperson**  
It was proposed, seconded and unanimously resolved that Cllr Gill should be the Vice-Chairperson for 2020/21.
- 9/20 Retirement of Parish Councillors:** The Council sadly accepted the notification of the retirement of Cllr J Oscroft and Cllr D Willacy. Cllr Holmes had sent a reply to Mr D Willacy expressing her sadness at his resignation but understood his reasons in these difficult times. Mr Willacy has made an exceptional contribution over the past 39 years as a Parish Councillor and the Council is indebted for his service; he will be greatly missed. Suggestions about how to mark the contribution made by Cllr Willacy were discussed and will be planned when the current crisis ends. The resulting two vacancies were advertised according to the regulations for 14 days.
- 10/20 Casual Vacancy:** The Council received an application from Bernadette Tanham offering her services as a Parish Councillor. Having discussed her application, it was agreed by all Councillors to co-opt her to the position with immediate effect. The Clerk was instructed to email Cllr Tanham the necessary paperwork for completion and return to SLDC in order to complete the process. Cllr Tanham was welcomed to the Council.
- 11/20 Sedgwick Parish Councilor's Roles and Responsibilities** This information was agreed and will be displayed on the noticeboard and website.
- 12/20 Minutes:** It was resolved for the Chairperson to sign the minutes of the meeting held on 11<sup>th</sup> March 2020 and notes from 8<sup>th</sup> April 2020 as a true record.
- 13/20 Sedgwick Parish Council COVID 19 response** - Cllr Holmes gave a report on actions taken since March 10<sup>th</sup> including the formation of the **Sedgwick Neighbours and Friends Resilience Group**. The Clerk outlined how she and Cllr Holmes had responded to the crisis and reported that XXX volunteers had stepped forward and are working with residents to meet their needs. SLDC have thanked the Council for their efforts to support the community. The Parish Council expressed thanks to all volunteers for their hard work and support which is much appreciated. Cllr Holmes has completed 6 hours of online training organised by NALC and LLG (Lawyers in Local Government) about remote meetings.

#### 14/20 Public Participation:

Correspondence has been received by email, from a neighbour of the BT building, who was experiencing several issues including van alarms being activated, mostly in the evenings. The Clerk has emailed the PF help desk, who are now aware of the issues and are dealing with them. At present the Clerk is awaiting information about the resolution of the matter, which she will pass onto the resident and report back at the next Council Meeting.

#### 15/20 Reports

**Police Report:** None Available due to Covid-19 lock down. PC Boaks has visited the Millennium Field - see item 18/20

**District Cllr Bingham:** Reported he had attended Council training on remote meetings and explained how the Council had changed working practise because of Covid-19, with staff working from home if possible. More emails have been received, especially regarding changes brought about by Covid-19. South Lakeland, Barrow & Lancaster are all in the top 5 of the hardest hit in the country by % of population infected. Cllrs Holmes asked if SLDC were investigating this issue. District Cllr Bingham explained the theories being put forward did not stack up and he would ensure this matter was investigated further, which the Parish Council supported. It was reported that the Kendal Leisure Centre Recovery Centre had not been needed during the outbreak and would be shortly refurbished to return to act as a leisure centre. He expressed gratitude to all volunteers who were meeting the needs of the community and reported that food banks were open in some areas. He requested that information/photographs about the response and experiences of lockdown are kept to evidence this unprecedented period in our times.

**County Cllr B Gray:** Cllr Gray did not attend the meeting.

**Village Hall Report:** The Clerk reported the Village Hall is still closed due to Covid-19 lockdown. The Clerk has forwarded relevant information during lock down and has heard that a reopening will be considered when guidelines allow.

**16/20 Planning:** Full Planning has been granted with conditions for application SL/2020/0198 The Orchard Sedgwick. (Single storey side & front extension & replacement front porch.)

#### 17/20 Highways/Footpaths

1. Highways report discussed by Cllr Stoker. All faults are logged.
2. Our grass cutting contractors commenced cutting last month as instructed by Council and according to their COVID-19 policy. Cllr Gill requested the Clerk to contact the contractors to carry out the annual cut along the canal path, from the Aqueduct bridge to Sedgwick Hill Bridge and along the gentle steep paths.

#### 18/20 Playground /Millennium Field

1. Monthly Safety Report – The field was closed on 23<sup>rd</sup> March 2020 in line with government instructions. Signage has been provided. Several adults were spotted using the equipment after the closure and were reported to PC Boaks who visited immediately and advised us to lock the gate. A resident provided padlock and chain and the field is now locked.
2. It was agreed for the Clerk to arrange the annual ROSPA report and ask if they can supply a risk assessment for the Millennium Field to meet Covid-19 requirements.
3. Cllr Gill suggested we may need to require a sanitiser station before the Millennium Field can be reopened. He agreed to find out costings for the next meeting.
4. A request to open the play area by the Village Hall was refused as this would breach government guidelines. Parish Clerk to inform the Village Hall Committee of this decision.

#### 19/20 Canal

- a) The monthly report by Cllr Gil was noted; it was agreed to delay the repair to the wall until after lockdown.
- b) The kissing gate at the southern end had been knocked down. Mr Willacy was thanked for liaising with the landowner and assisting with the excellent repair.
- c) The woodland was inspected by A. Hearne of Treescapes under their COVID-19 safe working policy. Cllr Holmes presented the findings in her report. Although all trees are currently safe and many species are doing well, Ash Die Back Disease has taken hold and many trees that will eventually endanger the footpath will require felling over next winter. He agreed to return in September, to mark up the trees for felling and complete his written report. Council agreed to progress the matter at their October meeting and notify residents of the plans in the newsletter.
- d) Cyclists using the Canal Path – there has been an increase in cyclists using the footpath despite the signage. It was agreed for Cllr Gill to monitor this situation and add to his monthly reports.
- e) Cllr Stoker reported the bench along the canal path had been repaired and reinstated along the path.

## 20/20 Website

Cllr Holmes reported the website is up to date and being visited by 20-30 per week - lower than last year probably due to there being no visitors coming to the area. The website has proved invaluable during lockdown as it has enabled us to fulfil legal obligations in communicating with the public and because the noticeboard has been out of action. It continues to be cross populated from Facebook, which has been very useful when disseminating information to the community.

## 21/20 Finance

- a) Bank Balance as of 29 May 2020 Current a/c £15,133.45 & Reserve Account £10,036.90
- b) Payments Approved: Broadband Village Hall June £17.99 & May £17.99, Microsoft annual fee £59.99, Zurich Municipal Annual Insurance £407.80, CALC Annual Subscription £138.50, Cllr G Stoker repair to the bench on the Canal Path £80. G Blenkarn Internal Audit & Report £80.00 and Zoom monthly fees £14.39.
- c) The Accounts Report from meeting dated 8 April 2020, including transactions cleared was signed.
- d) **Annual Governance and Accountability Return for the year ending 31 March 2020.**
  - i. The Clerk's Audit Report was accepted and approved by all councillors
  - ii. The Annual Internal Audit Report from the Internal Auditor was approved and accepted
  - iii. The Certificate of Exemption was approved and accepted
  - iv. Section 1 and Section 2 of the Annual Return 2019/20 was approved and accepted
  - v. The arrangements for the publication of the completed AGAR (sections 1 and 2) were agreed and it will be displayed for examination on the noticeboard and our freely accessible website
  - vi. The 2020/21 asset register was approved and accepted
  - vii. The 2020/21 risk assessment and financial risk assessment was approved and accepted
- e) The NALC Financial Regulations 2019 were approved and accepted.
- f) It was agreed to join the discounted Zoom package offered by CALC for 1 year.

The clerk left the meeting

**22/20 Parish Clerk working from home allowance.** The clerk left the meeting for this item and Cllr Holmes took minutes. In line with new guidelines received from CALC, it was accepted and agreed by all Councillors to pay £26 per month backdated to April 2020 and to pay £100 to cover previous under payment. The clerk re-joined the meeting

## 23/20 VE Day Celebration 8<sup>th</sup> May 2020

Cllr Holmes reported how the Parish Council encouraged people to mark the occasion within the social distancing guidelines - the day was blessed with amazing weather and there was much bunting and many flags and artefacts - the 3 o' clock last post and silence was observed at the centre of the village and in many homes and people generally celebrated while socially distancing  
Cllr Gill had taken photographs which would be used in the next newsletter. He also wished it to be noted what a wonderful display Cllr and Mr Holmes had organised.

## 22/20 Summer Newsletter

It was agreed to include items about the COVID-19 response, the cancellation of local elections, changes to councillors, VE day, request for B4RN in Sedgwick and update on the Ash Die Back. If anyone has other ideas please email Cllr Holmes.

## 23/20 Items for consideration for a future agenda

- Summer Newsletter
- Highways Report
- Canal Report
- Millennium Field ROSPA Annual Report/ risk assessment
- PCSO Report – if available
- NALC guidance on risk assessments relating to Covid-19 for Parish Councils
- Policy Review incl Financial Reserve Policy and Canal Management Plan update.

## 24/20 Correspondence:

- **Town & Parish Councils – VE Day 75\_ 8<sup>th</sup> May 2020:** received and noted
- **Neighbourhood Watch June News:** received and noted
- **SLDC Notification of Bulky Waste Collection Reintroduced:** received and noted
- **Future Presentation to Parish Councils on Dark Skies:** agreed to contact and address at a later date
- **Numerous COVID 19 communications:** all noted

- **Cumbria Police Covid -19 update:** received and noted
- **South Lakes Citizens Advice services during Covid\_19;** received and noted
- **Cumbria CVS- Celebrating Volunteers Week 2020:** received and noted
- **Update Changes to Bus Services across Cumbria:** received and noted
- **SLDC – Update monthly Green Bin collection:** collections will be monthly not twice monthly
- **Continued use of Delegated powers:** received and noted
- **NALC LTN 87 Procurement- update for the next meeting**
- **Request for the Parish Council to consider B4RN Broadband for Sedgwick:** this was discussed and a request for Champions to take this forward will be included in the Newsletter
- **CALC – items of Interest:** received and noted
- **Calor Rural Community Fund;** received and noted but not available for Sedgwick Area.
- **NALC local Councils Review- Online – Spring Edition;** received and noted
- **Action for Health & Mental Health Provider Forum Bulletin;** received and noted
- **Feedback to CALC on any Parish Council Involvement in Corona Virus Response:** Clerk has responded to facebook, website and newsletter.
- **Scam Alert: Scam NHS Track and Trace Service – demanding money;** received & noted - to be added to
- **CALC: Information for sharing across your network;** received & noted

**25/20 Date of next remote Meeting**

It was confirmed that the next Parish Meeting will be on **Wednesday 8<sup>th</sup> July 2020 at 7 30 pm**

*The meeting closed at 9:44 pm*

Signed: ..... (Chairperson) Date: 8<sup>th</sup> July 2020