

KIRKOSWALD PARISH COUNCIL

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Ordinary Monthly Meeting of Kirkoswald Parish Council held at 7.00 pm on Tuesday 8th November, 2016 in Kirkoswald Church Institute.

PUBLIC OPEN MEETING (15 Mins): Members of the public can address the Council on any issues that they wish to draw to their attention. Afterwards, they cannot interject in the meeting- None

Present: Mrs S Quinn (Chair), Mrs J Tea (Vice Chair), Mrs J Haugh, Mr A Jackson, Mr N Jackson, Mrs I Henderson, Mr R Pickthall, Mr R Cranston, Mrs M Munroe (KO Church Institute Committee), Mr B Smythe (Kirkoswald Church Institute Committee), Mr J R Raine, Mrs R Lytollis (Clerk) & Hellen Aitken (ACT)

MINUTES

ORDINARY MONTHLY MEETING

1. **To receive any declarations of interest-** None
2. **To receive apologies-** Mr J Little, Mr R Blenkarn & Mr R W Raine
3. **Minutes:** It was resolved to authorise the Chair to sign the minutes of the ordinary meeting held on Tuesday 11th October, 2016 as a true record with the following amendment: point 6 should have read Mr J R Raine and not Mr Robin Raine as stated (proposed by Mr R Pickthall, seconded by Mrs J Tea, unanimous vote).
4. **To discuss any matters arising from minutes of previous meetings:**
 - Footway Lighting- The light on the chapel is down as is the one on the hill towards Sandhill. Both of these will be mended. Those lights that were classed as pending have been turned down as there is nowhere suitable to position new poles. It was suggested that one be placed on a nearby property (any type of suitable light). It was agreed that the school needs to have a light (and a second one near Lace's garage) but Mrs S Quinn said that she had not received a reply about it and agreed to follow up again. It was noted that the school light has been mended and they will keep it going as long as possible. The light at Sandhill is not working as it is dangerous and it was agreed that it needs to be repaired urgently to help the school children who get off the bus there. It was reported that the post at High Bankhill is a little broken and the light is permanently on, but they will not do any work to it so that it doesn't cause it any further damage (the cost of the electricity is negligible).
 - Grit bins- It was noted that they haven't been positioned where they were requested. It was noted that there isn't one on Roods Drive, but there are two by Nancy's instead. It was reported that all bins have been filled. Councillors were asked to look at the condition of grit bins in the parish, in case any need repair.
5. **To discuss the Community Led Plan**
 - Hellen Aitken from ACT was invited to address councillors to advise them on drawing up the new Community Led Plan. Mrs S Quinn began by introducing the topic saying that the parish council is looking to review the last plan. She said that the subcommittee had discussed the priorities that

they feel should be taken forward and the parish council is now looking to go out to the public for consultation to assess support for these views. She said that we want to garner support for the Church Institute. Hellen Aitken from ACT then spoke to councillors and began by introducing the work carried out by ACT. She said that they can make points and suggestions but different processes are needed for individual parishes. She said that a better, more useful plan will be devised if there is proper consultation. It was agreed that the previous plan along with what other communities are doing will be very useful as well as looking at the plans that others are already delivering on. She said that the community needs to feel that they can fulfil most of their goals alone but have some which need assistance from others. It was reported that the plan can give the parish council a mandate to lobby other bodies. Ms Aitken said that the third thing is to inform needs and provide evidence, which can then be shown to funding bodies (informing the community, lobbying others and providing evidence of need). Hellen Aitken then passed out information packs to councillors to look at (this information is available on the website). She said that the parish should learn from the experience of drawing up the last plan in terms of the process and how it is approached. It was agreed that to pull together all the relevant information, a steering group which represents the whole community (i.e. key groups such as the parish council, public groups and different communities (such as young people etc.)). The plan also needs to reflect all areas of the parish and not just main residential areas. It was suggested that a project plan be written which incorporates the survey along with deadlines for each section of the process (the key steps). Hellen Aitken said that the pack includes guidance sheets which help with the key stages (it was emphasised that this not a Neighbourhood Plan but a Sustainable Community Led Plan). It was reported that some parishes have used the Egan Wheel approach for their plan structure (the wheel is used to show different key areas). It was agreed that although sometimes one key topic need drives a plan, it is important to include everything that might be relevant.

- Consultation and participation- it was noted that some approaches work better in different communities. Ms Aitken asked what existing events could be used to capture information as at these events you are guaranteed an audience. She asked if there are any particular groups that need to be targeted (consider demographics and check that all groups are captured). It was noted that there is a parish profile report on the ACT website (which gives demographics and comparisons) so that we can be sure of who we are consulting, what about and why. When it comes to consulting the community, ACT recommend using three approaches- always a household written survey (and maybe separate surveys for business and young people). Those carrying out the consultation need to speak to the various groups in the parish with a separate, simple questionnaire to help them consider their needs. Posters on noticeboards to publicise the consultation are useful as the drip effect of awareness increases success rates. It was agreed that there may be a need to speak to people rather than expect them to fill out a written survey- perhaps a drop-in session could be held to do this.
- Guide to writing a questionnaire- Ms Aitken said that the questionnaire must emphasis the need for parishioners to answer on their needs, rather than on their perceptions of the needs of the community.
- Kirkoswald Church Institute- The questionnaire should capture how often individuals use the hall, any new facilities and any new groups which would encourage you to do so. This plan should not be a parish council plan but it should be a community plan for groups with shared interests. This will give greater ownership of the project from the outset. It needs to weigh up the importance of each action for the community as a whole and help prioritisation. The resulting plan should include short and long term priorities. Some parishes have held 'Pies, Peas and Priorities' events with sticky dots being used to get the community to prioritise points.

- How to write an action plan with timescales for projects- Recognise the issue and the actions needed. It was noted that these actions can change over time as opportunities change. Lead group and partners can involve outside bodies who might have resources.
 - What do we need to make this happen? It was noted that it needs to be structured in a useful way. Sections of the plan include an introduction, description of the process, summary of responses/ findings, an action plan. The report can then call on volunteers for these action points.
 - ACT support- Hellen Aitken said that ACT are here to help the parish through the process. They can come to steering group meetings and can provide extra information which might be useful along the way. She encouraged the parish council to ensure that the district and county council are aware that the work is taking place. She suggested sending a draft plan to both councils for comment (if they are included in the action points) as feedback from these authorities can resolve problems. It was agreed that they are useful bodies who might help with funding.
 - Example case studies. Kirkoswald has delivered on it in the past and are now moving forward.
 - Mrs S Quinn said that was treating it like the school development plan writing process. She said that the subcommittee plan to hold consultation events prior to the survey going out. An article is to be placed in the Raven.
 - It was noted that there is a 'Have Your Say Tool' available for councils which can help along with online analysis tools. Cumbria County Council Area Engagement Officer Tracy Moran is also available to help. A councillor asked how many questions should a survey include? Hellen Aitken said that there isn't a specific number but it is a good idea to test the questionnaire on others who haven't been involved in the drawing up process. The questions also need to capture a mix of quantitative and qualitative information.
 - Grant raising- A councillor asked what level of response do we need to help evidence that there is support and that the points raised are being tackled. Ms Aitken reported that ACT have three model surveys available for people using things like village halls.
 - Councillors thanked Ms Aitken for coming along and giving such a lot of very useful information. It was noted that Mel Munroe and Mrs S Quinn and other groups are to meet to get things going. Mrs S Quinn agreed to email Mrs Munroe to organise this. Finally, Ms Aitken reported that there is a grant available to help toward costs (£500 match funding) and welcomed councillors to send any questions to her. Mrs Munroe thanked Mrs S Quinn and the subcommittee for their work so far.
6. **To receive an update on parking in Kirkoswald**- It was reported that the sign seems to be having some effect on parking habits.
7. **To receive an update on the parish land at Scalehouses**- Mr A Jackson reported that the nettles haven't died back yet. It was agreed that Mr J R Raine and Mr A Jackson look at it again when they have done so. Mrs S Quinn said that KEG will look at it with a view to managing it.
8. **To discuss the Christmas tree**- It was reported that Mr R W Raine will arrange the tree. Mrs S Quinn said that there are LED lights available which will last for 60 days on 4 small batteries, costing approximately £30-40. It was agreed to hold an event at 7 pm on Friday 9th December to turn the lights on, with carols, mulled wine and mince pies.

9. **To receive an update on defibrillators**- The defibrillator is now in place. Some painting work is needed. It was reported that someone has been using the phone box to smoke in. Councillors resolved to put up a sign warning against it.
10. **To receive an update on the upkeep of Kirkoswald Church Institute**- point already covered above.
11. **To receive any updates on the Community Led Plan and councillor led areas**
- Footpath towards Eden Bridge- It was noted that the landowner had spoken to his land agent. It is understood that a letter will be sent to the parish council shortly.
12. **To receive a report from County & District Cllr Robinson**
- Gravel removal- Mrs S Quinn reported that she had sent a letter to Rory Stewart MP. Cllr Robinson reported that Hunsonby Parish Council are also concerned about the effects of the gravel. Cllr Robinson said that she has asked them to write to the Environment Agency as well.
 - Winter maintenance- Cllr Robinson said that there were no changes to any of the routes. A Snow Champions scheme is being set up this year to recruit parishioners to help with snow clearing.
 - Cllr Robinson reported that there will be cutbacks on nurses for schools, resulting in a reduction in the service (one public health nurse per locality). A virtual nurse service may also be set up as it is thought that young people will find this more approachable.
13. **To consider any Police issues arising**- It was noted that some wooden rails and a stone trough have been removed from Raven Bridge. It is not certain if they have been stolen or if Highways Dept. have removed them. It was also noted that some sheep are getting loose and being mixed up- it is not clear who is responsible. It was reported that Police are having a Farmwatch tonight and there will also be a countryside operation shortly where all details of vehicles will be checked.
14. **To receive an update on the removal of gravel from the Eden at Eden Bridge**- Covered above. Mrs S Quinn reported that she had written to Rory Stewart MP (copy email sent to councillors). It was noted that some other councillors have written to him as well.
15. **To receive the Highwayman's Report and discuss matters related to Highway**
- Mr J R Raine reported that there are still some potholes which haven't been repaired yet. The grit bins requested have been installed but not all in the correct positions. Councillors asked when the gullies will be cleared and are quite blocked.
16. **To receive the Financial Report**
- **To make payments of bills**
It was resolved to make the following payments (proposed by Mrs J Tea, seconded by Mr J R Raine, unanimous vote):

Mr Campbell Logue (Spraying)	£450.00	(Chq No: 101046)
Clerk's Salary & Expenses	£288.89	(Chq No: 101047)
 - **To set grant payments and the precept for the year 2017/18**
Councillors considered all the grant applications received and looked at the projected cash flow spreadsheet for the remainder of year. Councillors resolved to make the following grant payments in May 2017 (proposed by Mrs J Tea, seconded by Mr A Jackson, unanimous vote):

Kirkoswald Methodist Church	£1000.00
Kirkoswald Parochial Church Council	£1000.00
Renwick Reading Room	£ 500.00
Fellrunner Village Bus Ltd	£ 337.80
Kirkoswald Church Institute	£1000.00

Renwick Church

£ 750.00

Also:

Lazonby Swimming Pool (Service Agreement request)- It was resolved that the parish council would be minded to support the agreement up to £250 per year (proposed by Mr R Crantson, seconded by Mrs S Quinn, unanimous vote)

Defibrillator

£ 250.00

(proposed by Mr R Cranston, seconded by Mr J Haugh, unanimous vote)

Great North Air Ambulance

£ 250.00

(proposed by Mr N Jackson, seconded by Mrs S Quinn, unanimous vote)

After discussion, councillors resolved to keep the precept unchanged (proposed by Mrs J Tea, seconded by Mrs S Quinn, unanimous vote).

17. To consider any planning applications made and related matters

16/0575 Land adj. Harberry, Renwick, Penrith CA10 1JL- Proposed residential development (three dwellings)- application to be placed before Planning Committee on Thursday 17th November, 2016 at 9.30 am in the Council Chamber, Town Hall, Penrith

18. To receive decisions on planning applications made- None

19. To consider correspondence received

- CALC Annual Report
- KEG Facebook page (could be linked to the parish council)

20. To receive Councillors' reports and items for future agendas

- Parkhead- bushes have become overgrown
- Pothole
- Overhanging fir trees

21. Date of the next meeting- 7.30 pm on Tuesday 13th December, 2016 in Renwick Reading Room

Signed: *R. E. Lytollis*

Clerk to Kirkoswald Parish Council

Date: 08/11/2016

The meeting closed at 20.45