

**Minutes of the Annual meeting of Urswick, Bardsea & Stainton Parish Council, held at 7.00 p.m. on Thursday 16<sup>th</sup> May, 2024 @ Urswick Parish Rooms.**

**Present: Cllrs; D Chamberlain (Chair); J Winder(Vice Chair); J Scott; S Stockdale; K Stepanian**

**1. To elect Chair for the Council year**

Resolved: Cllr Chamberlain to be re-elected as Chair.

**2. To elect Vice Chair for the Council year.**

Resolved: Cllr Winder wto be re-elected as Vice Chair.

**3. To receive and approve apologies for absence.**

Apologies received and approved from Cllrs Brimley; Cowsill & Cawley

**4. Declarations of interests**

**To receive declarations by elected and co-opted members of interests in respect of items on this agenda.**

None

**5. Requests for dispensations**

None

**6. To review Council documents: Standing orders; Financial Regulations; Code of Conduct; Asset Register and Risk Assessment.**

Resolved: To approve review of all documents. To note updated financial regulations have just come out – to put on next agenda.

To note agenda item 18 in relation to Tarn risk assessment.

**7. To review Parish Council internal controls**

Resolved: That the Council are satisfied that all necessary controls have been followed.

**8. To approve Parish Council insurance renewal**

Resolved: To approve.

**9. To authorise the Chairman to sign as a correct record the minutes of the meeting of the Council held on 4<sup>th</sup> April, 2024**

Resolved: That the minutes are signed as a correct record

**10. To note progress on ongoing matters not on today's agenda - for report and observation only** (items requiring a decision to be placed on agenda of next meeting)

None

**11. Public Forum: Questions, comments or concerns from any local resident.**

- resident attended to share knowledge/experience regarding Urswick Tarn
- query passed on from resident regarding grasscutting disposal – Clerk to check.
- query passed on regarding verge weedkilling & trees cut down on White Ghyll Lane – to check with WAF Tree aboroculturist.

*It was resolved for agenda item 17 to follow public agenda item 11.*

**12. Report from Councillor Cooper on matters of interest (for information only).**

Apologies received and report circulated.

**13. To consider/confirm the Council's response to planning applications received and raise/note any other planning matters**

None

**14. To receive update on Bourn House planning enforcements & Common land access obstruction and agree any further action.**

Resolved: That Cllr Chamberlain as Chair will submit a formal complaint regarding the lack of enforcement from development planning relating to Bourn House and other enforcement cases.

**15. To discuss High Carley Lane (DC)**

It has been observed that there is some rubbish dumping happening just outside the Parish Council boundary at the end of High Carley Lane/A590. Resolved: to pass to Pennington PC with photos and request for it to be looked into.

**16. To raise any Highways issues**

Updates noted

**17. To receive updates on Tarn ecology project/SCRT water sampling.**

Discussions regarding the more salient detail of the water sampling project to be finalised. It was agreed to continue conversations regarding the Tarn Ecology at a Tarn Working Group meeting – date to be arranged.  
Application completed for CGP funding.

**18. To receive updates from the Tarn Working Group**

It was noted that the fishing pegs are still under water and still officially closed due to conditions despite the cones and tape being regularly removed by members of the public. Licenses are being refused currently until conditions improve.

**19. To receive any updates from Parish Projects Working Group**

Fundraising activities are taking place for the Tarn ecology project.

**20. To discuss the Village Green by The Stagger Inn, Stainton.**

It was noted for records that the sale details for The Stagger Inn show the legal boundary as the walls of the pub and the paved area next to this is on the green, owned by the Parish Council. The previous owners used to mow the area to keep it tidy but commons regulations prevent anyone from claiming ownership. The PC (via Stainton Cllrs) have mown the area for the last 5 years.

Stainton Village grasscutting group are making progress with bank account set up.

**21. To discuss PC website, survey options & .gov.uk email addresses.**

Resolved: To proceed with .gov.uk email addresses. Cllr Stepanian is working on a new website and will obtain cost of hosting and using .gov.uk.

**22. To receive updates on/identify any Parish Steward jobs**

Checking stability of Highways signs and cleaning any that are in need.

**23. To agree payments in accordance with the budget as listed below.**

Clerks Expenses - £103.53

HMRC - £44.40 (April & May)

Urswick PCC - £20

Zurich - £551.76

CALC - £338.93

Open Spaces Society - £45

A Lavery Gardening Services - £177.85 (April) & £177.85 (May)

F Ebbs (internal Audit) - £50

DM Payroll Services - £120

**24. To note and approve completion of bank reconciliation for 4<sup>th</sup> quarter & financial year & budget review for year.**

Noted and approved

**25. To approve AGAR 2023-2024 Certificate of exemption from External Audit Limited Assurance review**

Resolved: To approve the signing of exemption certificate

**26. To note correspondence received (circulated) and decide on any response required. (Clerk)**

No actions required.

**27. To receive items for the agenda for the next meeting.**

Ongoing items

**28. To confirm date and time of next meeting as Thursday 27<sup>th</sup> June, 2024 @ Stainton Recreation Hall.**

Confirmed

Signed: *B Workman* (Clerk)

16<sup>th</sup> May, 2024