

## SEDGWICK PARISH COUNCIL

### Minutes of the Annual Council Meeting held on Wednesday 10<sup>th</sup> May 2023 at 7:30pm Venue: Sedgwick Village Hall

**Present:** Cllr B Holmes (Chair), Cllr B Tanham (Vice), Cllr G Stoker, Cllr A Holmes, Cllr V Maconnell, Mrs Rachel Harrison and Mrs S Roberts (Parish Clerks) no members of the public attended.

**1/23 Election of Chairperson** The Clerk took the chair for this item. It was proposed by Cllr Tanham, seconded by Cllr Stoker and unanimously resolved that Cllr B Holmes should be the Chairperson for 2023/24

**2/23 Declaration of Acceptance** The Chairperson signed the Declaration of Acceptance of Office for 2023/24 this was signed by Cllr B Holmes and witnessed by the Clerk.

**3/23 Election of Vice-Chairperson** It was proposed by Cllr B Holmes, seconded by Cllr G Stoker and unanimously resolved that Cllr Bernie Tanham should be the Vice-Chairperson for 2023/24

**4/23 Apologies:** It was resolved for apologies with reasons given that were accepted by Sedgwick Parish Council, Cllr W Burrow- work commitments and Westmorland & Furness Council Councillors D Rathbone and J Brook – both attending Council meeting at 6pm this evening but Cllr D Rathbone hoped to attend SPC meeting later if possible.

**5/23 Minutes:** It was resolved for the Chairperson to sign the extraordinary minutes of the meeting held on 8<sup>th</sup> March 2023 as a true record.

**6/23 Declarations of Interest / Dispensation Requests:** Cllr B Tanham declared that as she is the owner of a part of the canal towpath, she can take part in discussion regarding the Canal but cannot vote on any decisions.

**7/23 Public Participation:**

- a) A request to provide public toilets on the Millennium Field was discussed. It was agreed that the costs involved in installing toilets would be prohibitive and that portable toilets would cost region of £90 per week. Other local playing fields do not have them and it was felt that users live locally and therefore there was not sufficient need to warrant the expense.
- b) Request to widen and raise the Canal towpath. There is no grant finding available for such a project and it was agreed that any widening would result in the loss of verges and bulb planting areas which would harm the habitat.
- c) Complaint of tree roots on western section of towpath: This section is privately owned and

Cllr B Holmes agreed to respond to the resident in writing.

**8/23 Reports**

**Police Report:** The Council are receiving Police updates and a monthly community newsletter.

**Westmorland & Furness Council Cllr D Rathbone** reported available in the cabinet and on the Website. In which Cllr Rathbone updated the progress of the new Westmorland & Furness Council.

**Village Hall Report** – Minutes received dated 28/2/23. The renewal of the broadband contract was discussed and it was agreed that given the improved 4 and 5G signal now available, the provision of a broadband service was no longer required. The Clerk would contact the Village Hall Committee and ask if they wished to take on the contract, otherwise it would be terminated end of May 2023.

**9/23 Appointment of Parish Clerk** – Rachel has received weekly training with Sylvia which has gone to plan. Rachel has undertaken CALC Parish Clerk induction training on 17<sup>th</sup> & 24<sup>th</sup> April 23.

**10/23 Acceptance of Present Parish Clerk resignation** – letter received - finish date 30<sup>th</sup> June 2023. The Council accepted the letter of resignation and thanked Sylvia Roberts for her commitment to the parish for almost 8 years.

**11/23 Officers Roles and Responsibilities**- roles confirmed for 2023/24 which will be displayed in the cabinet and on the website (see attached)

**12/23 Non-Election Councils.** Any changes in Councillor details should be updated. Notification of the change of Parish Clerk from 30<sup>th</sup> June 2023 will be carried out then. Cllr B Tanham would update her details and forward them to W&F Council.

**13/23 Training Available for Councillors and Parish Clerk-** It was agreed for Rachel to undertake financial & AGAR training next year.

**14/23 Planning Application submitted/received:** None Received

**15/23 Highways/Footpaths**

- a) To receive the monthly highways report and update of dates of repairs- Cllr A Holmes.
- b) The reported pothole repairs have been completed, the finger post was still outstanding, the previously promised replacement pedestrian signs has not been done, Cllr A Holmes to contact Cllr D Rathbone on this matter. Cllr A Holmes would audit all the signage in Sedgwick soon.
- c) Bus Shelter – update from Cllr B Tanham: The base/steps and retaining wall had been completed and Glasson has confirmed the Bus Shelter is scheduled to arrive week commencing 22<sup>nd</sup> May. As She is on holiday that week it was agreed that another Councillor would sign off the work. It was agreed that the Clerk would advise the contractor on delivery and arrange payment after it was signed off.
- d) Grass Cutting Update the Clerk reported several contractors had been approached after Continental had drastically raised their charges. T Blackburn quoted £92 +£111 per cut but did not price the canal path. Another Contactor was not available, a further contractor did not return the call. Continental agreed to do a 4-week cut at £60 + £44 with the canal path £75. Council all agreed to continue the contract to Continental Landscapes for 2023. It was agreed to add it to October's agenda to be reviewed. Westmorland & Furness Council are responsible to cut the grass on Back Lane twice a year, Cllr A Holmes would ask Cllr D Rathbone if he would find out why this was not being done and confirm it was added to the Councils cut list.
- e) Aqueduct Bridge Strike 4<sup>th</sup> April 2023 at 12 am CP-20230404-0087. This was reported to the Police and it was confirmed that the bridge would be inspected on the day. Cllr Tanham also reported the incident to the Canal and River Trust who are custodians of the Aqueduct Bridge and would investigate the incident further.

**16/23 Playground /Millennium Field**

- a) Monthly Safety Report- by Cllr Stoker reported that he carried out the monthly inspection early in the week and said the field has been well used especially with the Church Open Event on the Kings Coronation Sunday, rubbish bins emptied, and equipment checked over. The Tree Slide has a section of rotten wood under the slide which had been repaired. The boundary fence has been repaired. Cllr Stoker will shortly be cleaning and painting and repairing a bench on the field.
- b) Equipment replacement – Fund Raising - Cllr Macconnell reported she has contacted the Cricket Club who agreed to help with the village fun run on October 28<sup>th</sup>. She will require First Aiders and Volunteers for this event. She is also arranging a Family Fun Day Sunday 9<sup>th</sup> July, which will be held at the Village Hall. She needs support: eg raffle prizes, more volunteers to help in the event. Further ideas are being discussed about a Christmas Concert at the Village Hall by the Revellers. All these events depend on volunteers stepping forward (volunteers, marshals etc). It was agreed to use the Summer Newsletter to promote the fun run (Cllr Macconnell to supply information) and use social media and posters for the July event. Cllr Holmes offered to host any meeting of volunteers to help organise. It was agreed to provide £50 for a float and purchase of prizes etc.
- c) Annual ROSPA report- The Parish Clerk agreed to arrange this and update the Council.

**17/23 Canal Wildlife Area Report**

- a) Monthly report by Cllr B Holmes. There are several Ash trees that need monitoring but they are away from the path. Our contractor needs to carry out annual maintenance tasks – Cllr Holmes to meet with him. Cllr Stoker has repaired the No Cycling sign near the Queens Canopy Plaque. A full report available on the website and in the cabinet
- b) Monitoring the use of the Canal Path – busy especially at weekends and it was noted cyclists are still seen on the path.
- c) CRT installation of the artwork - planning approval 4<sup>th</sup> January has been given with conditions, The expected date for completion is May 23 so celebrations can begin in June 23. It was requested for an update but no further information has yet been received.
- d) Annual Inspection required September: - It was agreed for Cllr B Holmes to arrange a meeting with Alistair Hearn the Arboricultural Consultant. Cllrs will inspect the Canal prior to the September meeting.

**18/23 Website/social media:** Cllr B Holmes reported that the website has been updated with meeting minutes, agenda and Facebook information. Also made the changes required within the Audit, added the Westmorland & Furness Councillor information. The AGAR Accounts information when completed will be added shortly.

**19/23 Finance**

- a) To receive and note bank balance as of 30/4/ 23 Current £14,121.63
- b) To receive the W&F Precept and Grant £11,651.16, expected Vat Refund £ 2,131.60 and Bus Shelter Grant £3650.00 (payment rescheduled due to Council changes )
- c) To approve payments: Broadband Village Hall April/May £18.99, Norton Security £64.99, Internal Audit £100.00, Calc Subscription £165.63, Calc Training £60.00, BHIB Insurance £427.37, S Roberts – Salary & Expenses -April-May & June 23 £1,317.88, Internal Audit M Richardson £108.55, Cumbria Landscapes Base Bus Shelter £4,380 , Post repair G Stoker £12.48 & Printer R Harrison £224.97, B Holmes Ink cartridges £21.99 V Macconnell Funds for float £50.00 and Clean The River Kent Campaign £50.00
- d) Sign the accounts agreed on 10<sup>th</sup> May 2023 and cleared the bank account.
- e) Financial Report i. Internal Audit Report was approved and signed by Chairperson & Clerk
  - ii. Certificate of Exemption was received accepted and signed by Chairperson & Clerk
  - iii Notification of Public Rights approved which will be displayed for examination in the cabinet & website.
  - iv The Risk & Financial Risk Assessment 2022/23 were approved by Council.
- f) BHIB Renewal Invitation Update and approved by Council, which was updated with the bus shelter & base
- g) Quotes received for a replacement printer for the Parish Clerk which was approved to be purchased at Amazon at a cost £224.97.
- h) A letter to the change of Parish Clerk name & Address on the Bank Account was approved. This was signed by Cllr B Holmes & B Tanham and the Parish Clerk will deliver it to the Nat West Bank
- i) Update from the Archive Office reference H16131 recent records minutes 2016-2021 & Accounts 2015-2022

**20/23 items for consideration for a future agenda**

- Summer Newsletter
- Opening of the Queens Canopy
- Update of the Role Board in the Village Hall
- Update of Policies and Procedures September 2023

**21/23 Correspondence:** All the documents have been circulated to the Councillors.**22/23 Open Action: all received and noted**

- NALC legal Update -April 2023
- CALC Green Space Support Pack 21/4/23
- Donation to the Clean up the River Kent Campaign -for their presentation at the APM- accepted and agreed donation of £50.
- NALC Newsletter 10<sup>th</sup> May 2023

**23/23 Date of Next Meeting**

It was confirmed that the next Parish Meeting will be on **12<sup>th</sup> July 2023 at 7 00 pm it would commence with the opening of the Queens Canopy at 7 00 pm on the Canal Path and at 7 30pm in Sedgwick Village Hall.**

*The meeting closed at 9: 30 pm*

Signed:..... (Chairperson) Date: 12<sup>th</sup> July 2023