

SEDGWICK PARISH COUNCIL

Minutes of the Annual General Meeting held on Wednesday 10 May 2017 at 7:30pm Venue: Sedgwick Village Hall

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

1/17 **Election of Chairperson**

The Clerk took position of Chairperson for this item. It was proposed, seconded and unanimously resolved that Cllr Holmes should be the Chairperson for 2017/18

2/17 **Declaration of Acceptance**

A Declaration of Acceptance form for 2017/18 was signed by Cllr Holmes and witnessed by the Clerk.

3/17 **Election of Vice-Chairperson**

It was proposed, seconded and unanimously resolved that Cllr Gill should be the Vice-Chairperson for 2017/18

4/17 **Apologies**

It was resolved for apologies with reasons given to be noted from PCSO Boaks, Cllr J Oscroft, Cllr J Stoker, County Cllr Gray and Ms A Allwright

5/17 **Minutes**

It was resolved for the Chairperson to sign the minutes of the meeting held on 12 April 2017 as a true record.

6/17 **Declarations of Interest / Dispensation** Requests: None

7/17 **Public Participation:** None

Police Report: 45 incidents have been reported in the wider area with 4 being recorded crimes; the report will be displayed on the Noticeboard and website.

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

County Cllr B Gray – sent her apologies

8/17 **Appointment of Representatives:** - South Westmorland Local Area Partnership- Cllr Holmes and Cllr Willacy, Village Hall - Cllr J Goodland, Highways - Cllr G Stoker, Gritting - Cllr R Gill, Risk Monitor - Cllr G Stoker and Website Officer - Cllr J Goodland.

9/17 **Planning: - None Received**

10/17 **Highways/Footpaths**

1. Road Repairs: The state of the road at Carex Farm Junction had been reported again following concern that it posed a danger to road users, especially cyclists who use the corner during time trials. However, CCC have assessed the fault and say it does not pose a risk. It will be monitored. Council requested the clerk to query this with County Cllr Gray.
2. The Clerk updated Council on the progress of other faults. The new system was proving difficult; some of the repairs had not been completed but were no-longer on the system. Others had updates which were not consistent with information given to County Cllr Gray. It was agreed that the Clerk would forward anomalies to County Cllr Gray to take this matter to the Highways Department again and that Cllr Stoker would work with the Clerk to audit and report the outstanding repairs. It was agreed for Cllrs to encourage residents to report faults as it was considered that this had an impact on the repair response. Cllr Gill suggested that <https://www.fillthathole.org.uk> might also support reporting faults and Councillors agreed to look at the system before the next meeting.
3. Aqueduct Improvements: We are still awaiting start date and further information.
4. The road closure at Shyreakes scheduled for May 4th (election day) was postponed.
5. Residents' requests (at APM and in Aqueduct consultation) for lighting to enhance pedestrian safety near the aqueduct was discussed and it was agreed that the Chairperson would contact the Highways Department to seek advice and establish if this was possible.

6. The possibility of erecting a SatNav warning sign between Force Bridge to Brettargh Holt Roundabout was raised to reduce the number of large vehicles having to turn around in the village when they find they cannot go under the aqueduct. The location of the new height restriction sign was queried. It was agreed to investigate the possibility of installing a sign with Highways Department. Cllr Holmes agreed to write to Highways regarding this issue and inform Helsington Parish because it involves their Parish.

11/17 Playground /Millennium Field

1. Cllr Willacy has carried out the monthly check on the Millennium Field and reported back that the swing mat is still requiring repair but he has repaired the tree slide, added further bark and varnished the tables.
2. Playdale have agreed to accept payment on delivery of the new toddler slide and it was agreed to place the order for the equipment and repair. A site visit would be needed to establish the exact location.
3. The quote for the Annual Safety Inspection arrangements from Playdale was approved and it will be scheduled for later this summer
4. It was noted that the Millennium Field was frequently used during the day with mums & tots.

12/17 Canal

1. Cllr D Willacy reported that Phase 1 of the Canal Project was complete and Mr Park had removed all wood and carried out fence repairs. It was agreed to make the final payment and to display a poster to advertise the fact that the small amount of wood left was available to residents. (Cllr Holmes to design poster.)
2. The monthly inspection of the Canal Pathways had been carried out and a temporary sign erected at the top of the middle path. Cllr Goodland expressed his concern over the decision at the previous meeting not to install steps on the path and indicated that it was his intention to canvas on behalf of several residents and bring a petition requesting that they are installed to the next meeting. It was noted that the budget for the current year had been set and we are fully committed to this year's Parish Projects.
3. It was agreed for Mr J Holmes to inspect the canal deeds to identify the ownership of the boundaries. He will also indicate which documents should be scanned and retained for future reference.
4. Correspondence has been brought to the attention of Council about a £1.5 million funding bid being applied for by the Lancaster Canal Regeneration Partnership/Canal and River Trust entitled Lancaster to Kendal Towpath Trail Phase 2 (Sedgwick to Stainton) to fund the restoration and linking of Sedgwick Aqueduct, Hincaster Tunnel and Stainton Aqueduct. By definition, this directly involves the council owned stretch of the canal and yet we have not been consulted or informed. Cllr Holmes contacted LCRG and had received a response from Nick Smith. He confirmed the bid had been made and that if the application is successful, LCRG will want to "explore ways of working with us on the aqueduct" and "possibly extend the work we are doing" Concern was expressed about the lack of consultation and that assumptions have been made about our section becoming part of the proposed cycle route, when we were reassured at the Roadshow meeting that this would not happen. Councillors agreed to examine the LCRP meeting minutes prior to the next meeting when the outcome of the grant bid may be known. It was noted that a decision had been made to brand the project as a "Towpath Trail" rather than the more unpopular term "cycle path", design choices are being made to discourage commuter cycling and land agents had been appointed to resolve ownership issues and changes to rights of way.
5. Lancaster Canal Regeneration Partnership – The May e-Newsletter has been received noting that a £185,000 grant has been approved to complete the Kendal to Natland Towpath improvements. This would enable cyclists to access the Towpath and link to Sizergh Castle and Levens Hall. Cllr Goodland suggested that the LCRP Newsletter will be displayed on Website.
6. Council was made aware of an incident that occurred on the Parish owned stretch of the Canal. A dog was attacked, resulting in injury to a person and a dog. Cllr Holmes reported that it is Council's understanding that this is a private matter between the two parties involved. Cllr Goodland stated that it was his dog that was injured and that it was due to have an examination under anaesthetic. When he had the results of the examination, he would decide what action, if any, to take. He had taken legal advice and believed the council to be liable for the costs of the vets' fees. As this constituted a pecuniary interest for Cllr Goodland and a potential claim against the council, discussion ceased and council agreed to refer the matter to SLDC's legal team.
7. Cllr Holmes purchased several boxes of English wild flower seeds and the Beavers have agreed to sow them along the canal bed as a supervised Pack Activity. All agreed it was a good idea.

13/17 Sedgwick Village Hall: report by Cllr J Goodland

- The local elections were held at the Hall on May 4th and it is booked for general elections in June
- Lettings have increased
- The private party/camp had gone ahead successfully, the camping took place in the farmer's field next to the village hall
- A dance class were discussing the possibility of a Saturday booking as a business group
- The Scouts have enquired about using the Millennium Field for camping. It was agreed they would need to put any request in writing but that it may be better to use the field for tents.

14/17 Sedgwick No Cold Calling Zone

The responses from the 6-month evaluation questionnaire was discussed. 39 replies were received, almost as many as voted to establish it in the first place; the results were extremely positive with excellent feedback comments. The findings will be reported to Trading Standards (by Cllr Holmes) and thanks were given to County Cllr Gray & District Cllr Eccles for their involvement in this project.

15/17 Community Emergency Plan

A report was received from the first Community Response Group Meeting. Cllr G Stoker, the Group Co-ordinator had developed paperwork and established systems which now constitute our Village Plan. The Council were communicating with the Village Hall Committee to agree permission to use the Village Hall as the emergency centre, store the grab bag there, use the telephone access and install a key safe. On the approval of this, information will be displayed and put on to the website. A second emergency centre is being investigated and the WI invited to contribute to the emergency response.

16/17 Website

Cllr Goodland reported that he was working regularly with our website manager to completely update the website. A new section entitled "Hot News" or "STOP PRESS" would be added for news such as the aqueduct decision. Further information was requested and extra information from this meeting would be added. The Clerk agreed to email requested information to the website manager. It was noted that the Community pages needed updating and Cllr Goodland would forward a list for the Parish Council to establish what was required.

17/17 Insurance Renewal: Local Council Policy

The renewal of the policy and agreement of terms were discussed, it was agreed to accept a five-year premium at a cost of £434.13 for this twelve month period with Zurich Municipal.

18/17 Finance

- Bank Balance as of 28 April 2017 £14,614.01
- Receipts SLDC Precept £9742.89 and SLDC Grant £ 78.16
- Payments: Zurich £434.13, J Park £1700.00, D Willacy £50.00, CALC £160.14
- The Accounts Report from Meeting Dated 12th April 2017 was signed.
- Financial Report: The Bank Reconciliation dated 31 March 2017 was noted, the Budget out-turn for 31 March 2017 was approved and the Audit paperwork was signed by Chairperson and Clerk. The Risk Assessment Document and updated Asset Register was approved.
- It was agreed to appoint Mr A Hartley as our Internal Auditor for 2016 /17

19/17 Newsletter - Summer Edition

It was agreed to publish the newsletter later in the summer when details about the Aqueduct project and Towpath Trail would be known. A photo of Sedgwick house had been received and would be used for the next edition. Also information about our NCCZ, road repairs and regrowth along the canal would be added.

20/17 Review Grant Application Form

Councillors had viewed the updates and approved the changes; Cllr Goodland requested the Clerk to email the new version to the Website manager.

21/17 Correspondence:

- Grant and Support available for Neighbourhood Planning Groups: received and noted
- Information from SLDC Annual Council Meeting Agenda for 17th May: received and noted
- A request to support the Northwest Air Ambulance Charity was discussed: Council felt that the unique nature of this essential service, especially for communities in a rural setting, merits support and it was agreed to donate £100.

22/17 Parish Printing

The Clerk explained that the printer needed replacement colour cartridges and that the cost of renewing the coloured ink cartridges was £318.15, more than the cost of a new printer complete with cartridges (£369.99 with cash back £286.66). It was agreed to purchase a new printer from within the admin budget.

23/17 Items for consideration for a future agenda

- Proposed safety scheme for road under aqueduct update
- Canal
- Canal Deeds update
- PCSO Report
- Village Hall update
- Emergency Plan update
- Repairs and equipment for the Millennium Field
- Update on Internal Audit
- Newsletter – Summer Edition
- Website Update

24/17 Date of next meeting

It was confirmed that the next Parish Meeting will be on Wednesday 14th June - 7.30pm and will be held in the Sedgwick Village Hall.

The meeting closed at 9 50 pm

Signed: (Chairperson)
Date: 14 June 2017