BASSENTHWAITE PARISH COUNCIL

**Clerk:** Ms Becx Carter, 40 Windebrowe Avenue, Keswick, Cumbria, CA12 4JA – [bassenthwaiteparishcouncil@hotmail.com](mailto:bassenthwaiteparishcouncil@hotmail.com) 077866 78283

**Minutes of the Bassenthwaite Parish Council Meeting held at Bassenthwaite Village Hall Thursday 7th December 2023 at 19:00**

**Parish Councillors present:** Cllr B Cooper-Holmes, Cllr K Armstrong (Chair), Cllr D Cannon, Cllr S Lancake

**Others:** Becx Carter (Clerk),

**Apologies:** Cllr J Mattinson (Illness), Cllr C Grace (Personal Commitments), Cllr L Briggs (Family Commitments), Cllr E Trafford (Personal Commitments), Cumberland Cllr J Perry

With 4 Councillors present the meeting was quorate (quorum is 3)

|  |  |
| --- | --- |
| 1 | Apologies  Resolved by all present that apologies be received and accepted from the above Councillors |
| 2 | Minutes of last Bassenthwaite Parish Council meeting The Chairperson was authorised to sign, as a correct record, the minutes of the Parish Council Meeting held on 2nd November 2023 (*previously circulated)* |
| 3 | **Declarations of Interest/requests for dispensation**   1. *Register of Interests*   The Clerk noted that Cumberland Council have not yet received DPI forms from:  Edward Trafford  **Action: Cllr E Trafford to complete his and return it to the Clerk as a matter of urgency**   1. *To declare any personal interests in items on the agenda and their nature*   None   1. *To declare any prejudicial interests in items on the agenda*   None   1. *To make any requests for dispensation*   None |
| 4 | Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960) None |
| 5 | Public ParticipationNone |
| 6 | Cumberland Council updateCllr J Perry had sent her apologies to the meeting, a written update had been circulated to all councillors. |
| 7 | **Planning Applications**  None |
| 8 | Planning Decisions*To receive the below decisions* Resolved by all present that the below decisions be noted as received:  |  |  |  |  | | --- | --- | --- | --- | | Ref | Location | Proposal | Decision | | 7.2023.2170 | Kestrel Lodge, Bassenthwaite | Proposed amended scheme for ground floor conversion of traditional barn including rebuilding of side extension | Approved with conditions | | 7.2022.2314 | Random Stones, Bassenthwaite | Removal of modern garage building, refurbishment, alteration and extension of non-listed dwelling house etc | Withdrawn | | 7.2022.2245 | Land adjacent to The Old Smithy, Bassenthwaite | Proposed detached dwelling | Withdrawn | |
| 9 | Highways & Parish Maintenance  1. *To approve the quotation for tree surveys on the Beck Edge and Village Green Land parcels*   The Clerk confirmed she had received two quotes for the surveying of the trees on these parcels of land one for £1000 and one for £798.  **Resolved** by all present that the quotation for £798 be accepted and the Clerk authorised to contract the works.  **Action: Clerk to take this forward.**   1. *A591 Road Closure*   Concerns were noted about the poor signage on the A591 closure not detailing where the road is closed and the impact this is having on local traffic flow/bus services etc.  **Resolved** by all present that the signage on road closures is unacceptable and insufficiently detailed and this is causing local confusion and potentially impacting bus services.  **Action: Clerk to submit a formal complaint to Cumberland Council and ask for more appropriate signage.** |
| 10 | To consider applications for co-option (1 seat) None |
| 11 | **Financial Matters**   1. To consider and authorise the below payments:   **Resolved** by all present that below payments were approved/ratified as per the below table.   |  |  |  | | --- | --- | --- | | **PAYEE** | **Budget line** | **Value** | | Becx Carter | Nov Salary | £263.61 | | HMRC | PAYE | £66 | | Becx Carter | Dec Salary | £263.61 | | HMRC | PAYE | £65.81 | | Becx Carter | Backpay on Payrise | £72.00 | | Becx Carter | Expenses | £67.63 | | CALC | Training | £30.00 |  1. To note the Cash Book to date   **Resolved** by all present that the cashbook balance at the 31st October 2023 was £5,691.23   1. To approve and adopt the statutory salary increase for the Clerk   **Resolved** by all present that Bassenthwaite Council accept the Nationally Approved Local Government Pay Increase for 2023 and approve the relevant back pay to be paid to the Clerk.  **Action: Clerk to update standing orders to reflect the new pay rate from the start of Qtr 4 (as per figures provided from Cumbria Payroll Services.**   1. To consider the draft budget   The Clerk had circulated this in advance of the meeting to all councillors, the final budget needs to be agreed at the Feb 2024 meeting.  **Action: All to let the Clerk know of any errors/alterations required before Feb24 meeting.**   1. To consider and adopt policies.   **Resolved** by all present that the below policies be adopted with immediate effect:   * Equality & Diversity Policy * Freedom of Information Policy * GDPR Policy * Complaints Procedure * Grievance & Discipline Policy * Publication Scheme * Standing Orders * Risk Management Policy & Protocol * Health & Safety Policy   **Action: Clerk to update the website.**   1. To consider and approve a budget of £400 for the creation of a new Parish Council website.   The Clerk laid out to Councillors the requirements of the Website Content and Accessibility Guidelines (WCAG) 2.1 which became a legal requirement for Parish Councils because of the Public Sector Bodies (Website & Mobile Applications No 2) Accessibility Regulations 2018.  The current community website is sadly now WCAG 2.1 compliant.  **Resolved** by all present that a budget of £400 be allocated for the Clerk to investigate the obtaining of a new domain for the Parish Council alone and then designing and populating it to ensure compliance with the Transparency Code and the WCAG 2.1 requirements.  **Action: Clerk to take this forward.**   1. To approve and sign the paperwork to close the Cumberland 90-day notice savings account   **Resolved** by all present that this form be completed and signed by Cllrs B Cooper Holmes, and K Armstrong  **Action: Clerk to file this form with Cumberland.**   1. Christmas Lights   **Resolved** by all present that a donation be made under S.144 LGA 1972 (Power to encourage visitors) towards the cost of the Christmas lights that are installed along the beck edge/on the bridges. On the condition that the lights remain the possession of the Parish Council.  **Action: Clerk to process this donation** |
| 12 | **Councillor Reports**   1. Village Green Committee   None   1. Parish Owned Land Committee   None   1. Playareas Committee   Cllr K Armstrong confirmed he had undertaken the inspection and passed the completed form to the Clerk for filing. |
| 13 | **Date of next meeting**  **Resolved** by all present that the next meeting date be set as  Thursday 1st February 2024 19:00- Bassenthwaite Village Hall |