

CLAIFE PARISH COUNCIL
Minutes of Parish Council Meeting held at High Wray Village Hall
at 7.30pm on Tuesday 13th May 2025.

Attendees; Cllrs A Brodie (Chair), S Hilton (Vice Chair) M Stanton, S Denyer, J Whitworth, D Knight, Caroline Sharp Worth (Clerk & Responsible Finance Officer)

60/2025 Apologies

Cllr. Pender

61/2025 Declarations of Interest and Requests for dispensations to speak or vote on any item on the agenda by elected or co-opted members.

None Received.

62/2025 Minutes

Resolved Council approved the minutes of the meeting held on 15th April 2025 as a true record.

63/2025 Public participation

a) Reports received from:

i) Police. Cllr Knight reported on Police briefing meeting attended and raised relevant concerns.

Resolved.

ii) Unitary Councillor. No reports received.

iii) National Trust. No reports received.

iv) Area Action Plan for Harrowslack. No further update.

b) Representations from members of the public. No members of public attended.

64/2025 Councillor matters

Cllr Brodie shared a number of concerns communicated to the Clerk by a Parishioner on potholes, dog fouling and the Ferry. **Resolved.**

65/2025 Highways and gritting

i) Hawkshead pilot gritting proposal. Positive steps now in progress with Trainee. **Resolved.**

ii) Councillors to report on road surface and pothole repairs completed since last meeting. Ees Bridge section reported a number of times and half done. Some fixed rapidly. **Resolved.**

iii) Councillors to report outstanding road surface and pothole repairs and to consider further action. Speed of repair not consistent. When the postponed W&F council meeting goes ahead, PC to raise questions about the process, criteria and prioritisation of repairing issues. **Resolved.**

66/2025 Management of Parish Council land

i) Signage on PC land at Tarn Hill. NT provision of sign – no update.

ii) Signage and further action to be taken at Waterside (land registry ref. CU315570). Cllr. Brodie to seek solicitor's advice. **Ongoing.**

67/2025 Registration of Parish Council land

No updates. **Unresolved.**

68/2025 Defibrillator status update. Near and Far Sawrey working. High Wray Village Hall. Cllr Hilton to contact hall treasurer to clarify if Community Heartbeat have been informed that future invoices should be emailed to Claife PC Clerk in future. **Resolved.**

Signed by.....date.....

69/2025 Attendance of CALC Training courses. Two Finance ones completed by RFO. **Resolved.**

70/2025 Planning Applications

a) To note planning applications **with** provision for consultation:-

i) 7/2025/5172 Moss Eccles Tarn, Stones Lane, Near Sawrey, Ambleside. Repairs and enhancements to Main Dam and Saddle Dam of Moss Eccles Tarn and provision of temporary site compound. Deadline 14 May 2025. No comment. **Resolved.**

ii) 7/2025/5233 No.3 The Ferry House, Far Sawrey, Ambleside, LA22 0LZ. Modification of 3 windows to form taller openings and alter a set of French doors to a single door. Deadline 23 May 2025. No objection. **Resolved.**

iii) 7/2025/5244 Bryers Cottage, Far Sawrey, Ambleside, LA22 0LW. Variation of condition 2 (plans) on planning permission 7/2024/5550, Additions including connecting section added between balconies and balustrating updated. Deadline 25 May 25. No comment. **Resolved.**

b) To note planning decisions made since the last meeting:-

T/2024/0225 Wilfin Cottage, Far Sawrey, Ambleside, LA22 0LQ. Lime tree (marked as Lime in notification) - Reduce height to leave the tree approximately 6ft tall. Wild Service tree (marked as Field Service in notification) - Reduce height to leave the tree approximately 6ft tall. **Granted.**

71/2025 Consultation on Mayor for Cumbria. No further update. **Resolved.**

72/2025 Election of Parish member to Lake District National Park Authority.

To note that at AGM Councillors unanimously supported the candidacy of Cllr. Stanton. **Resolved.**

73/2025 Local housing Working Group. To join with other Parish Councils – in light of the email from LDNPA regarding the number of second homes and their letter to Angela Rayner. Aim to establish the numbers in Claife and write a similar letter with other Parish Councils. Cllr. Brodie suggested doing an informal survey initially combined with Hawkshead. Cllr. Brodie to share format. All Councillors to contribute. **Ongoing.**

74/2025 Cumbria Constabulary Neighbourhood Policing Pledge meeting 1 May – Cllr Knight attending virtual meeting and voiced a number of concerns on behalf of CPC. **Resolved.**

75/2025 Consultation launched by Westmorland and Furness Council to help shape proposals for waste and recycling. Cllrs. Whitworth and Stanton attended virtual meeting on 24th April. It was a pre-consultation to discuss ways to harmonise three separate waste collection methods across the County. The consultation period runs until 9 July 2025. **Resolved.**

76/2025 To note new additions to website

Summer Reading Challenge launched by W&F Council – beginning 5 July – link added. Cllr Brodie to see if the library in Ambleside has any posters for the notice board. **Resolved.**

Cumbria Adult Learning – Kendal Learning Centre is offering free lessons in English and Maths, amongst others. **Resolved.**

77/2025 Financial Matters

a) To note the bank balance on April 30th 2025 was £31,298.68. VAT refund received and precept. **Resolved.**

b) Public Rights Period notice to be issued by 2 June 2025 and to go on website. Must include 1 July to 14 July 2025. Cllr. Brodie to add document to noticeboards 2 June latest. **Resolved.**

c) Annual Year End Accounts submission. Approve completed documents as follows:

i) Certificate of Exemption: The Clerk to report that as the Income and the Expenditure were both under £25,000 the Parish Council qualifies for a Certificate of Exemption. To approve unanimously and be signed by Chair and Responsible Financial Officer / Clerk. **Resolved.**

Signed by.....date.....

ii) Internal Audit Report 2024/25 The Clerk to report that the Internal Auditor has approved the Parish Council Accounts for 2024/25. **Resolved.**

iii) Annual Governance Statement 2024/25. To approve unanimously and be signed by Chair and Responsible Financial Officer / Clerk. **Resolved.**

iv) Accounting Statements 2024/25 To approve unanimously and be signed by Chair and Responsible Financial Officer / Clerk. **Resolved.**

d) To authorise the following payments: -

i) CALC Training course 2 x £20: Finance for RFO.

ii) GDPR subscription fee £52. DD from to be signed by two signatories. **Resolved.**

iii) Clerk & RFO: 2 cheques:

Chq to Clerk dated 21 May for £568.40.

(pay £552.88 + 23 April meeting with Milnthorpe PC for internal audit discussion and training - mileage £5.22 and meeting refreshments £10.30).

Chq to Clerk dated 23 June for June pay £552.30. **Resolved.**

iv) Paul Blackburn £75 – Internal Audit Fee. **Resolved.**

e) Business Internet Banking – in progress. “Add a Party Form” submitted to Cumberland Bank along with the Minutes from April, as a record. Clerk to discuss internet banking with bank. **Resolved.**

f) Payroll and Full Payment Summary completed for April, as per pro-forma. HMRC D/D now established for Clerk’s PAYE and Class 1 Secondary NI statutory payments. April Payroll debited on 22 May £140.06, May Payroll on 20 June £13.02 and June Payroll on 22 July May £13.76 in line with approved pro-forma. **Resolved.**

g) HMRC VAT reclaim completed for Financial Year 2024/25. £994. Credited to bank. **Resolved.**

78/2025 Date of next meeting: 24 June 2025 at 7.30pm at the Braithwaite Hall, Far Sawrey. Hall booked. **Resolved.**

Signed by.....date.....