

Lorton Parish Council

Minutes of the annual parish meeting of Lorton Parish Council held on Wednesday 6th March 2024 at Yew Tree Hall, Lorton at 7.30pm.

Present: Cllrs, Glenis Postlethwaite, Peter Deeks (vice-chair). Plus 8 members of the public.

Clerk, Mike Milner.

Apologies, Cllrs, Chris Poate(chair), Garan Comley, Zindzi Cresswell, Tanya St Pierre also Cllr J Perry, Cumberland Councillor. Ollivia Harrison, school headmistress.

In the absence of the parish council chair, Cllr Peter Deeks chaired the meeting, declaring it open at 7.30pm and he then proceeded to read the chair's report provided by Chris Poate.

This was then followed by presentations by the Table Tennis group, who now total 15-20 regular participants, there was also a report on behalf of the Malt House Club. A report concerning the Yew Tree Hall, by its chair. The Gardening Club were also represented as was the Local History Society who are celebrating their 30th anniversary. The local school had submitted a report and with the unavailability of the headmistress, its report was read by the clerk. Cllr G P read the Melbreak Communities report and finally the chair of the meeting Cllr P D presented his First Responders report.

Chair closed the Annual Parish Meeting at 8.28pm.

Due to unexpected late absence by 4 councillors the proposed parish council meeting scheduled to follow the previous meeting was cancelled, not quorate and rearranged for Wednesday 13th March at 7.30pm. Clerk issued revised agendas on Wednesday 6th March.

Minutes of the parish council meeting held on Wednesday 13th March 2024, a rescheduled meeting for cancelled meeting of 6th March 2024.

The acting chairman declared the meeting open at 7.30pm

Present: Cllrs, Acting chair Peter Deeks (vice-chair), Garan Comley, Zindzi Cresswell. Glenis Postlethwaite, Tanya St Pierre

Cumberland Councillor. Not present.

Clerk, Mike Milner. 3 members of the public.

Apologies, Cllr Chris Poate(chair). Cllr Jill Perry, Cumberland Councillor.

678.00 Apologies for absence, as noted above.

679.00 Declaration of Interest. none

680.00 To approve and accept the minutes of the last Lorton Parish Council held on Wednesday 3rd Jan' 2024, as a true record.

680.01 Councillors unanimously resolved to approve the minutes.

681.00 Public participation. Approx. 15 mins.

681.01 clerk just had minute 661.02 to update on, confirming he had written to EA supporting the ongoing project of planting willow saplings to protect the beck bank in the Pound area.

682.00 History Booklet and Interpretation Boards Update. Cllr Tanya St Pierre to update.

682.01 The acting chair Cllr P D had invited the author of the Lorton History booklet written to accompany the new history interpretation book, to the meeting. The gentleman, Derek Denman, presented Cllr P D with a final proof of the booklet, which Cllr Z C agreed to proof the next day. There was then a discussion about the cost and the initial print run. D D advised that as author and designer, and copyright holder, his services had been offered free of charge on the basis of the benefit going mainly to the shop, supplied at cost price. There was a discussion about the parish council purchasing the booklets and supplying them FOC to the shop. It was something that the council would need to clarify with the Heritage fund providers. It was later noted after D D had left the meeting that there was a sum of £1500 in the ring-fenced project fund which had no restrictions on use, so that could facilitate the booklets purchase.

682.02 Discussions with D D looked at where free copies could be lodged, local Archive Office and school. Obviously D D was entitled to 10 free copies as the author. Chair to contact local shop about taking delivery of the booklets, and selling them for £3 each and retaining all the proceeds. After completing all the exchanges with D D the acting chair thanked him for his attendance and all his contributions to the project. That was warmly seconded by all Cllrs.

682.03 The discussions then continued about the interpretation boards, Pam Jaques had sorted all the historical board details and clerk had paid for its production on behalf of the parish council. Cllr T St P then circulated a copy of the Living Landscape board, which Cllrs then took time to proofread. Cllr T St P will check the funds spent so far, and study outstanding quotations for the project. Clerk would when he returned home that evening email a gate manufacturer, whose submitted quotation no one could open.

There were 2 representatives of the tennis club present to discuss the agenda item 9, which the acting chair then brought to the fore.

683.00 Lorton Tennis Club lease. Rent review and extension of lease.

683.01 The lease is due for renewal and rent review also on 1st April 2024. The representatives of the tennis club want to replace the surface of the No3 court and will apply to the LTA for a grant. Obviously, the tennis club need to demonstrate to the LTA that they have a security of tenure for the funding and a 25 year lease would provide that reassurance.

683.02 Both the parish council and the tennis club appear to have a copy of a lease which are both missing pages 3 and 5. Tennis club to ask the solicitor who drew up the original lease to see if they had a copy of the original. Acting chair Cllr P D who deals with the lease renewal stated that based on the latest RPI figure the renewal figure for the next 5 years would be £225. During discussion of the lease, it became evident that the tennis club had a thriving junior section and ties with the school, it had embraced online booking and was fulfilling the use of the parish field as an area used for the benefit of the community for sport.

683.03 Acting chair Cllr P D finally proposed that the parish council Resolve to agree a new 25-year lease with 5-year rent reviews to commence from 1st April 2024 new rent to commence at £225 per annum.

The lease renewal confirmed the tennis club were using the field in the manner prescribed as community sporting area. This was seconded by Cllr T St P and then unanimously approved by all Cllrs present. Acting chair thanked the tennis club representatives for their attendance.

Acting chair resumed agenda at item 6.

684.00 Police Matters.

684.01 clerk circulated the e-newsletter.

685.00 Applications for development.

685.01 Harrot, Low Lorton, 7/2024/2004, circulated 17/1/2024 single storey extension, no objections. Granted 26/2/2024. The Garth, Scales, High Lorton. 7/2024/2005, amend a roof light previously approved 7/2023/2141. Circulated, no objection. Granted 26/2/2024. Finally, Whinfell Caravan Park, Low Lorton, 7/2023/2165, application all year round use for 34 static caravans. Council objected, but application granted, but a major planning condition is for short term holiday period lets only.

686.00 Matters concerning Cumberland Councillor. Cllr J P not present.

687.00 Parish Plan update and consideration of questionnaire for circulation, its completion and methods of submission, location of collection boxes. Distribute hard copy with Easter magazine.

687.01 The questionnaire was completed and ready to be printed. There would be 225 hard copies and they would be distributed one with each newsletter and the balance to be put in the local shop, which attracts visitors for coffee and ice cream and those patrons maybe keen to complete the form. There are to be 4 collection boxes, one in the local shop, one in the church, one in the Wheatsheaf Inn and finally the fourth in the porch of the chair's house.

687.02 The date for the final submission required revising as not yet printed let alone distributed, it was decided Monday 22nd April.

687.03 Cllr G C produced a sample of a box covered with polka dot paper which would be the collection box for all hard copies at the four defined collection points.

688.00 Alternative ground spikes/signs for village verges and Wild Life Action Plan. Cllr Tanya St Pierre.

688.01 Cllr T St P had brought in a spike that Cumberland Council used to protect their verges, larger and more structurally sound then the current signs. Clerk photographed the sign and spike and would obtain a quote from his sign supplier as well as get a quote from the Cumb Council supplier.

688.02 It was decided to hold a site visit just to establish precise locations stakes required, assumed 6 plus 2 spares, or could be 8 plus 2. Colour to be green background and white lettering.

689.00 Easter Parish Council magazine, content and deadline for printing and circulation.

689.01 Acting chair ran through the items discussed prior to the meeting with the clerk. He would do the front-page Chair's Jottings, there would need to be a reminder about a parish council vacancy exists. Clerk had Cllr Z C's Who Am I, contribution. Zindzi to produce a item about the questionnaire included with the newsletter. Cllr T St P was concerned that the questionnaire might encourage those responding might highlight potholes as a problem.

689.02 All Cllrs agreed that if that was the case the Summer newsletter would provide feedback and that it could guide those views to Highways, not a specific parish plan. Cllr T St P would provide an item about the Interpretation boards. Cllr Z C asked about number of words required, clerk said just provide the material and he would compile the material.
689.03 All material to the clerk Friday 22 March.

690.00 Parish Council vacancy.

690.01 promotion in the next parish council magazine and an approach to be extended to a local resident.

692.00 Progress reports, clerk.

692.01 Jan minute 675.02 YTH had now provided invoices for 2022 hall hire and 2023 hall hire, £51 and ££80 respectively.

692.02 minute 672.04 clerk had organised 2 Private Property signs as discussed from CTM and handed to Cllr P D and paid the £63.00 invoice.

692.03 HSBC, finally provided an apology after clerk provided an appropriate submission that the parish council don't hold clients' funds or foreign exchange reserves. The bank mandate paperwork still in obeyance as HSBC debate whether a "parish clerk" is the organisations official secretary. Ongoing.

692.04 for interpretation boards have had to apply for and obtained copyright use from Ordnance Survey. No cost involved, annual renewal required and Cllr T St P has a copy of the documentation as well as the clerk.

692.05 there has been a further meeting at Buttermere parish council with the visitor management team. There will be more wardens this year, they are now a permanent fixture at LDNP and their contracts provide for more interchangeability of roles. A new tourist shuttle bus time table has been issued.

693.00 Cllrs reports.

693.01 Acting chair Cllr P D advised that Melbreak Eco Group were keen to organise a litter pick, he had emailed the individual concerned inviting contact, as he normally organise the logistics of such a pick and was happy to share his knowledge.

694.00 Correspondence.

694.01 GNAA had acknowledged receipt of the parish's donation to their charity, with thanks.

694.02 Cllrs be aware of scams in emails, two recent Norton Anti-Virus renewal invoices.

694.03 received an email from local resident and 6 other named signatories, about a footpath and a request to upgrade to a higher standard, as visible at new pathway behind Croft Barn development. Clerk had responded advising not a parish council matter but had supplied details of the LDNP ranger for the area and also as requested a redacted copy of the parish council ROW audit. All ROW docs now available on Lorton website homepage.

694.04 Pam Jaques has provided two invoices for payment. Both invoices covered by heritage funding already received. Fitzpatrick Woolmer £753.00 already paid by clerk and invoice from Plain creative Agency Ltd £1404.00 which clerk seeking approval for this evening.

694.05 email about supporting Melbreak Curlew Recovery project.

695.00 Payments for approval.

Before announcing the payments, clerk made two observation which he was seeking approval of, firstly as he had rearranged this meeting, there was the admin time involved plus additional time attending this meeting, for his next salary calculation, he would add 3 hours to the contracted hours paid. Secondly, the Heritage fund for the Interpretation boards etc had to be spent by end of April. Therefore, as he and Cllr T St P authorised outstanding invoices for associated works, if the funding was covered by the Heritage payment, these invoice could be made. Clerk would email details to Cllrs, as appropriate.

CTM Intpay 184, £63.00 private property signs paid 1/2/2024

Fitzpatrick Woolmer Intpay185A/B, £753.00 Interpretation board approval. Paid 13/2/2024

M Milner Intpay186, £185.80, salary February, no expenses.

HMRC PAYE Intpay187, Clerks tax £46.40 February PAYE

The above payments made to conform with new HMRC reporting and payment legislation.

HSBC Bank a/c charges £8.00 February.

M Milner Intpay188, £238.00, salary March £185.80, expenses £52.20.

HMRC PAYE Intpay189, Clerks tax £46.40, March.

Melbreak Communities, Intpay 190, £50.00 web hosting charge 2024.

Yew Tree Hall Intpay 191, £51.00 Hall hire 2022.

Yew Tree Hall Intpay 192, £80.00 Hall hire 2023

Plain Creative Agency Ltd Intpay 193A/B/C £1404.00 Interpretation Board.

Direct charge by HSBC £8 monthly account charge January 2024.

All Payments approved and the additional 3 hours and yet to be finalised Heritage Fund covered expenses.

Meeting closed 9.18pm.

696.00 Date and time of next meeting Wednesday 1st May 2024 at 7.30pm, the meeting will be held in Yew Tree Hall. It will commence with Lorton Parish Council's AGM.

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