

Ennerdale & Kinniside Parish Council

Clerk to the Council: Susan Denham-Smith, Routen Farm, Ennerdale, Cleator, Cumbria, CA23 3AU.
Tel: 03946 861270

Minutes of the meeting held on Wednesday 20 May 2020 Via “Zoom” at 19:30

Present

Cllrs Denham-Smith (MD-S) – Chairman

Councillors

Muir Lachlan (ML)

Daniel Young(DY), Ric Outhwaite (RO)

Also in attendance

Susan Denham-Smith – Clerk (SDS),

Arthur Lamb – CCC – (AL)

Steven Morgan - CBC – (SM)

Minute Number	Item	ACTION
	The May Meeting of the Ennerdale and Kinniside Parish Council was held virtually over the “Zoom” platform in accordance with NALC guidelines and as a result of the Coronavirus Pandemic. The Clerk and Chair were offered space in the community hub The Gather due to their home Broadband Speed being inadequate to host a meeting. There were some issues with Councillors being able to join the meeting which are discussed later in the minutes. The Council was Quorate with 4 Councillors and 2 non-parish Councillors logged-in.	
428/05/20	Apologies for Absence Bridget Johns, Neil Hardisty – were unable to attend as the Zoom application had a glitch, although made every effort to attend. Mark Denham-Smith (Chairman) and Susan Denham-Smith (Clerk) ran the meeting from The Gather Ennerdale bridge and due to computer difficulties were joined by Muir Lachlan. Richard Taylor sent apologies (reason not stated)	
429/05/20	Declarations of Interest Resolved: <ul style="list-style-type: none"> • that there were no changes to the Declarations of interest as recorded in the Pecuniary Interest Register. 	
430/05/20	Minutes of the Parish Council Meeting Held on 11 March 2020 Resolved: that the minutes of the meeting of Ennerdale and Kinniside Parish Council held on 11 March 2020 be signed as a true record by the Chairman.	
431/05/20	Public Participation None	
432/05/20	Copeland Borough- Cumbria County- Council Update – Cllrs Arthur Lamb, Steven Morgan Steven Morgan stated he no longer had a conflict of interest regarding planning as is no longer a member of the planning	

	<p>committee and would in future be able to speak on our behalf on planning matters</p> <ul style="list-style-type: none"> • A grant is available to support rate paying businesses through the pandemic and encouraged everybody to apply. • He has had phone calls regarding green waste pick up. This is taking place but parishioners are urged to check the new timings. <p>Arthur Lamb</p> <ul style="list-style-type: none"> • Queried if and when the village school will re-open. Was concerned about the size of the school being appropriate. <p>Resolved: AL will speak to Cllr Johns to confirm the school's position.</p>	AL/BJ												
433/05/20	<p style="text-align: center;">Progress Reports</p> <p style="text-align: center;">A: Clerk's report (incl. outstanding actions, correspondence and planning)</p> <p>The full Clerk's Report is issued to Councillors prior to the meeting detailing all outstanding actions and correspondence received, including planning applications</p> <p style="text-align: center;"><u>Actions on Clerk and Councillors from previous meeting requiring further action/updates</u></p> <p style="text-align: center;"><u>Clerk Actions</u></p> <p>Clerk Actions No Outstanding Actions</p> <p>Actions by Councillors</p> <p>4210/03/20 Quote for reducing the heights of Hedges (RT) 417/03/20 Quote for Visitor Information Board (RT)</p> <p>Other outstanding items are covered in Progress Reports below The following correspondence was received and is to be considered by Councillors for comment or action.</p> <p>It was resolved that: the Clerk's Report be accepted with the following actions to be completed.</p> <table border="1" data-bbox="343 1601 1353 1966"> <thead> <tr> <th>Date</th> <th>Correspondence</th> <th>Resolution/Action Resolved to accept the following Actions:</th> </tr> </thead> <tbody> <tr> <td>24/3/20</td> <td>PFK Little John Audit Information</td> <td>Clerk to complete Audit</td> </tr> <tr> <td>17/3/20</td> <td>Calc Highly Infectious Diseases Policy resent on 8/4/20</td> <td>Resolved to adopt the policy as amended and circulated by Clerk</td> </tr> <tr> <td>7/4/20</td> <td>Data Sharing Protocol (re Local Councils' resilience</td> <td>Signed by MDS and sent by clerk 10/4/20</td> </tr> </tbody> </table>	Date	Correspondence	Resolution/Action Resolved to accept the following Actions:	24/3/20	PFK Little John Audit Information	Clerk to complete Audit	17/3/20	Calc Highly Infectious Diseases Policy resent on 8/4/20	Resolved to adopt the policy as amended and circulated by Clerk	7/4/20	Data Sharing Protocol (re Local Councils' resilience	Signed by MDS and sent by clerk 10/4/20	
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	groups) for signature agreed by all councillors	
8/4/20	Information Commissioners reminder for fee	Payment
8/4/20	Chair request to stand down	Noted by Councillors
22/4/20	CALC Subscription 20/21	£132.64 for payment
23/4/20	Precept Remittance £4,111.80	Entered in Cash Book by Clerk
24/4/20	Copeland Area Support Economic Impact Survey	For individuals to complete if they wish
6/5/20	Jo Crozier resilience conference call Covid Groups in West Cumbria	PC to stay informed about these activities
11/5/20	Survey re Covid response from Copeland Area Support	Clerk responded
15/5/20	Jo Crozier Notes from resilience feedback meeting	As 6/5/20 above
15/5/20	Ian Parker - Broadband Universal Service Obligation Paper	Arthur Lamb to investigate with Connecting Cumbria. Clerk to send AL the document

AL

All relevant electronic mail has been forwarded to councillors

Planning:

Correspondence or applications received between meetings:

Planning Applications received

Reference: 7/2020/4030 Location: Fell End, Kinniside, Cleator, CA23 3AQ Proposal: Proposed sun room and link extension to existing outhouse to form proposed utility room

Reply by: 23 April 2020

Reply to: planning@lakedistrict.gov.uk

No objections sent on 9/4/20

Pre Planning information

Reference: 7/2020/4025

Location: North West shore of Ennerdale Lake

Proposal: Approval of details reserved by condition no 3 (temporary compound) and condition no 4 (Construction environment management plan) on planning approval ref 7/2019/4081

Planning Applications Granted/Refused

Additional Duties

Covid-19 Emergency Response

Between the last meeting and this we experienced the outbreak of the Coronavirus and Lockdown.

	<p>The Parish Council took the lead in setting up the Ennerdale and Lamplugh Covid 19 Response, (after the need was identified by Cllr Johns and with assistance from Cllr Lachlan). The group provides information and co-ordination for volunteer assistance for the vulnerable and elderly people in the parishes of Ennerdale, Lamplugh and Kinniside. The Clerk on behalf of the Parish Council was the main point of contact and communication between the Councils (Copeland and Cumbria CC and eventually “Copeland Area Support”) and the volunteers on the ground who quickly organised themselves to a response team identified as - Ennerdale and Lamplugh Covid 19 Response. Volunteers organised a shopping delivery/click and collect service using the Gather as a meeting point and their electronic payment system to fulfil food orders made by people in the Parish from Caterite as well as co-ordinating requests for prescription pick-ups, dog walking and other forms of assistance. All assistance is voluntary.</p> <p>Audit</p> <p>Footpath East - Liaising with RPA and LDNPA Rec Cathey accountant</p> <p>Clerk Hours There has been a huge increase in the number of emails and an increase in the Clerk’s hours this period due to the Coronavirus response, changes of policy, adjustment to the meeting and the Audit. Hours worked from March (incl meeting to date 18/5/20) 54hours.</p> <p>Resolved: Extra hours will be reviewed prior to the next meeting.</p>	BJ/SDS
434/05/20	<p>B: Footpath East (Braemar to the Lake) (Cllr Outhwaite) Feedback regarding the application for Funding from the RPA for construction of a footpath</p> <p>Cllr Outhwaite circulated a report prior to the meeting. He has been liaising with Anne Edgar from the RPA. When the grant has been offered it will come with terms and conditions. At that stage we will be able to assess if we can accept the grant on that basis. Currently the risk to the Parish Council is that any extra costs are not covered by the grant and this eventuality needs to be underwritten by the LDNPA as set out in the MOU.</p> <p>We are awaiting confirmation that LDNPA will underwrite the higher cost of £92,000. Cllr Outhwaite has requested that the LDNPA transfers the full amount into our account up front on acceptance of the grant in order to reduce the number of financial transactions required to make the payments during the construction phase.</p> <p>Cllr Lamb suggested that we could apply to Copeland Local Committee - Maria Hewitt They have possible grants of £5000</p> <p>Cllr Morgan – commented that the contract must be a fixed price and this should be confirmed all costs underwritten by LDNPA. He offered to look through the contracts.</p> <p>Resolved: Confirm with LDNPA that all costs are underwritten</p>	RO

441/05/20	I: World Heritage Project No Report																																			
442/05/20	<p style="text-align: center;">Council Finance</p> <p>To consider any payments and/or grants to be made, receive updates on Financial News from the Clerk and receive an updated bank reconciliation.</p> <p>Resolved to Accept:</p> <ul style="list-style-type: none"> • Bank reconciliation to the Year End 31/3/20 (no statement has been received from the Bank since 31/3/20) • Completion of the Digital Banking Request Form by the signatories to allow “Digital Banking”. This application will authorise access to the Clerk to view the account on-line, but no transactions are possible due to the requirement for dual signatories. • Precept Payment of £4111.80 22/4/20 - received • Audit <ul style="list-style-type: none"> • Acceptance of Year End Bank Reconciliation • Acceptance and signature of Exemption Certificate AGAR2 p3 • Acceptance of Audit Return: Prepared by The Clerk and Internally Audited by Chris Draper. • Acceptance of Dates for Exercise of Public Rights • Acceptance of Risk Assessments • Acceptance of Annual Governance Statement • Acceptance of Explanation of Variances • Acceptance and signature by Chairman and Clerk of Financial Accounting Statements • For the Clerk to process all Audit papers, send the Exemption Certificate to the Auditors and upload the Audit papers to the website. • To accept the following payments: <table border="1" data-bbox="343 1496 1353 1921"> <thead> <tr> <th data-bbox="343 1496 512 1579">Date</th> <th data-bbox="512 1496 619 1579">Voucher Number</th> <th data-bbox="619 1496 863 1579">Payee</th> <th data-bbox="863 1496 1034 1579">Description</th> <th data-bbox="1034 1496 1204 1579">Amount</th> <th data-bbox="1204 1496 1353 1579">Cheque number</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 1579 512 1659">20 May 2020</td> <td data-bbox="512 1579 619 1659">0104</td> <td data-bbox="619 1579 863 1659">ICO 2019</td> <td data-bbox="863 1579 1034 1659">Information Commissioners</td> <td data-bbox="1034 1579 1204 1659">£ 40.00</td> <td data-bbox="1204 1579 1353 1659">000572</td> </tr> <tr> <td data-bbox="343 1659 512 1740">20 May 2020</td> <td data-bbox="512 1659 619 1740">0105</td> <td data-bbox="619 1659 863 1740">BHIB Insurance</td> <td data-bbox="863 1659 1034 1740">Insurance renewal</td> <td data-bbox="1034 1659 1204 1740">£ 333.37</td> <td data-bbox="1204 1659 1353 1740">000573</td> </tr> <tr> <td data-bbox="343 1740 512 1821">20 May 2020</td> <td data-bbox="512 1740 619 1821">0106</td> <td data-bbox="619 1740 863 1821">CALC Subscription</td> <td data-bbox="863 1740 1034 1821">Subscription</td> <td data-bbox="1034 1740 1204 1821">£ 132.64</td> <td data-bbox="1204 1740 1353 1821">000574</td> </tr> <tr> <td data-bbox="343 1821 512 1921">20 May 2020</td> <td data-bbox="512 1821 619 1921">0108</td> <td data-bbox="619 1821 863 1921">St Mary's Church PCC</td> <td data-bbox="863 1821 1034 1921">Grant20/21</td> <td data-bbox="1034 1821 1204 1921">£ 300.00</td> <td data-bbox="1204 1821 1353 1921">000575</td> </tr> </tbody> </table>					Date	Voucher Number	Payee	Description	Amount	Cheque number	20 May 2020	0104	ICO 2019	Information Commissioners	£ 40.00	000572	20 May 2020	0105	BHIB Insurance	Insurance renewal	£ 333.37	000573	20 May 2020	0106	CALC Subscription	Subscription	£ 132.64	000574	20 May 2020	0108	St Mary's Church PCC	Grant20/21	£ 300.00	000575	<p>SDS/MDS /ML/BJ</p> <p style="text-align: center;">SDS</p>
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	20 May 2020	0109	Lamplugh Sports Committee	Grant 20/21	£ 300.00	000576		
	20 May 2020	0110	Lakesiders Christmas	Grant 20/21	£ 100.00	000577		
	20 May 2020	0111	Zoom May 20 Pay to Mark Denham-Smith	Virtual Meeting Platform	£14.39	000578		
				TOTAL	£ 1,220.40			
<p>Total spend this meeting £ 1,220.40</p> <p>Resolved:</p> <ul style="list-style-type: none"> to accept the Bank Reconciliation dated 20 May 2020, of a current account balance of £4,825.36. This represents an uncleared balance of £7,676.76 made up of the cleared balance minus £1,220.40 spend agreed at this meeting, an uncleared cheque for £40 (000570) and credit payment of the Precept of £4,111.80. The reconciliation was against Bank Statement 237 dated 23/03/20 and statement printed from the Bank dated 31/03/20 (Due to coronavirus and difficulties contacting the bank the April Statement had not been received) 								
443/05/20	<p align="center">Councillor Matters</p> <p>Councillor Matters: Feedback from other meetings attended: Items not covered by other agenda items.</p> <ul style="list-style-type: none"> Ennerdale Show has been cancelled due to Coronavirus 							
444/05/20	<p>Items for the next meeting: for Councillors to suggest items for the next agenda:</p> <ul style="list-style-type: none"> Possible options for virtual meetings include Teams, or Skype <p>Resolved: Cllr Morgan to look into the possibility of using the CBC Teams Account Clerk to assess the glitches we experienced this evening and iron them out for the next meeting. To continue with the Zoom registration for the time-being.</p> <p>Date of the next meeting: Wednesday 8 July 2020 at 7.30pm</p> <p>Meeting Closed at 21:40 hrs</p>							SM SDS
	<p>Chairman.....</p> <p>Date.....</p>							