

**MINUTES OF LOWCA PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 18<sup>th</sup> MARCH 2015  
AT 7.30PM IN THE VILLAGE HALL**

**Present:**

**Lowca Parish Councillors**

Mr B Ennis  
Mr T Milligan  
Mrs A Oliver  
Miss M J Oliver  
Mrs E Walker  
Mrs M Moore  
Mr F Hollowell

**Copeland Borough Councillor**

Mr B Dixon

**Parish Clerk**

Mr M Milner

**Apologies**

Mr J Crawford

**Meeting Opened:**

The chairman declared the meeting opened at 7.30pm prompt.

**084.00 Apologies.**

Duly noted as above.

**085.00 Declaration of Interests**

None

**086.00 To approve and accept the minutes of the last meeting held on  
Wednesday 18<sup>th</sup> February 2014, as a true record.**

The minutes were proposed as a true record by Cllr M.J.O and seconded by Cllr E.W.  
The vote by show of hands was unanimous for approval.

**087.00 Police Matters.**

087.01 There was no police representation PCSO 5338 Sarah Marshall had sent her apologies to the clerk, as well as a report. The report advised that there had been no logs for Lowca in the month of February. The report advised of ASB around the telephone kiosk, it mentioned that if the kiosk was to be removed as requested by locals then it was a BT matter, not police. The council requested that the clerk write to BT and establish details of the kiosk’s usage and the frequency BT have to attend to repair the kiosk as it was thought it was more often unusable than operative.

**088.00 Planning Matters.**

088.01 Application CH/4/15/2050/0A1, concerning the costal pathway interpretation boards. The clerk had consulted Cllr B.E and Cllr M.J.O as she had been the driving force for the boards and she had confirmed she was happy with appearance, content and location. Copeland planning department advised no objection.

088.02 Application 4/15/2042/0F1 as discussed in February (076.01 refers). Clerk circulated the letter written to Copeland objecting to the original application, also a letter from Taylor & Hardy received Tuesday 17<sup>th</sup> March. That letter asked the PC to withdraw its objections and support the nursery both now and in the future. After discussion of both letters and an update from clerk that the Copeland planning officer objected to the building of a third permanent dwelling building in the “defined settlement” area the PC unanimously agreed that the clerk should email the planning officer. Acknowledging that Lowca had not realised the original approval was for 5 years not 3 years as it had assumed. Lowca had not been advised of that time limit back in 2010. The email to confirm Lowca’s continued objection to the extension of the planning app’, for the continued use of the 3 caravans as living accommodation at the nursery, but in light of the planning officer’s concern of further dwelling buildings on the settlement, Lowca withdrew its original recommendation of replacing the caravans with a permanent building.

**089.00 Matters concerning District and Ward Councillors.**

089.01 C.B.C B.D advised to a query about drunken behaviour in public that it could only be dealt with by calling the police, who would then involve other local services if they were deemed necessary.

089.02 Cllr B.E advised C.B.C B.D that the photograph of the poppy field created at the Tower of London and he had presented to Cllr B.E (077.01 refers) had now been presented to Lowca school and was on display there. It would be a great teaching aid for future generations of children, as they were taught the significance of the poppy and the annual remembrance ceremony held in the village.

089.03 The March update received from C.B.Cs Bowman had been circulated to all Lowca Cllrs. All present acknowledged its receipt.

**090.00 Matters Arising from the last Minutes.**

090.01 The clerk confirmed that he had written to Karl Melville at the highways department advising of Lowca’s decision, (074.12 refers).

**091.00 Lowca War Memorial.**

091.01 After many years the chairman Cllr B.E was finally able to produce a letter from Millburns solicitors, which he read out, and two copies of "Underlease" relating to land at West Croft Terrace, Lowca. The documents refer to the transfer of the land from Copeland to Lowca Parish Council. Lowca's War Memorial now, with the signing of the documents by the chair and clerk, stands on land belonging to Lowca. Clerk to return the 2 "Underlease" documents to the solicitor's.

091.02 The solicitor in his letter raised the subject of indemnity insurance as result of someone making a claim for breach of covenant, as the Head Lease prohibits the use of the land for any purpose other than housing. A policy and premium of £106 was mentioned. The PC asked the clerk to discuss such an addition to their existing insurance policy which includes the insurance of the war memorial for damage.

091.03 Cllr B.E is currently consulting various companies in respect of landscaping the war memorial land and fencing it off.

**092.00 BMX Track**

092.01 Cllr B.E is currently in discussions with Copeland solicitor Clinton Boyce as to ownership as it is thought to be the rugby clubs responsibility.

092.02 Cllr B.E has requested playground equipment suppliers to view alternative sites within the village for further play equipment. One option was to move a table and seating in the millennium garden, trim back some brambles and use the area freed up. This is all ongoing.

092.03 Cllr A.O asked why the current play area could not be extended. Cllr F.H advised that such an option had been considered in the past, but the area is unsuitable for such an extension.

Cllrs Mercia Oliver and Ann Oliver leave the meeting 9.10pm

**093.00 Matters of Report**

093.01 Clerk advised that he and the chairman had attended the Howgate Partnership meeting held at Moresby Rugby Club. The meeting was taken up with a member of the Copeland Planning Office discussing the 2013 – 2028 Copeland Plan, discussed at length by Lowca, (077.03 refers) The next meeting will be held on 19<sup>th</sup> May at Lowca.

093.02 The clerk advised the PC of his progress on setting up the Lowca PC website. Over the past 2 months he had looked at various website options and consulted with CALC for their guidance. He reminded the council that he had budgeted £300 for the project in 2015/16 budget. Some options would cost £500 set up plus £100 for annual hosting charges. Cheap alternatives look inviting, but the website would be a constant source of annoying adverts for visitors. Looking at Allerdale parish councils and Copeland parish councils via the CALC site he had established that a company called Wam-Design hosted 4 parish websites and their format suited what Lowca were looking for. He had contacted the company and agreed a set up charge of £150 plus annual hosting charges of £35.

**093.02 continued.** The website would use "GetSimple" as its set up and operating system which is web server based. This means that the website is not run specifically from the clerks computer, so transfer to another clerk is a simple matter, as is the transfer of the email account the clerk had set up for council email communication. He hoped to have the website up and running in a basic form by the end of May. His challenge now is to write all the basic page layouts, for putting up on the website. He has reserved the following website address [www.lowcapc.org.uk](http://www.lowcapc.org.uk) after consulting Cllr B.E.

#### **094.00 Correspondence**

094.01 Letter of resignation from Cllr Gillian Strickland dated 18<sup>th</sup> March to take immediate effect. The clerk is to put the appropriate notice in the notice board.

094.02 emailed resignation also received from Cllr Frank Hollowell, stating that he was not seeking election again in May. Cllr F.H explained he was moving down to Bournemouth for personal reasons. The chairman thanked him for his very proactive contribution during his time on the council especially his input with Lowca Lowdown and its distribution. The chairman advised councillors that with Cllr F.H's departure there would be a lot of slack to be taken up, so volunteers to take on some of the responsibilities would be appreciated.

094.03 Letter from J.F.Cooper who had been the internal auditor during the former clerk's tenure. He advised that advancing age and bad health made him unable to continue in the post and he submitted his resignation and a bill for £30 for his work on the audit for the year end 2013/14. In view of this notification the clerk had discussed the problem with the chairman as the end of March requires an audit for the year end. The clerk had spoken to a lady, Simone Morgan, who is more than adequately qualified to carry out the internal audit requirements. She has agreed to take on the job and the chairman had agreed a fee of £30 each for the 6 month and end of year audit tasks.

094.04 Notification by email from Cumbria Highways concerning closure of Ghyll Grove, with immediate effect dated 16<sup>th</sup> March. Estimated closure 7 days, but 21 day notice issued.

094.05 Letter from Stagecoach bus company advising they would not contribute financially to any bus shelter in East Road, but would support any planning application if needs be. Clerk to write to person who started the local petition and add topic to next meeting agenda.

094.06 email from C.C.C Resources Communities.

094.07 details from CALC about the new audit commission guidelines especially councils such as Lowca whose turnover is below £25k. The clerk pointed out the latest responsibilities that now applied and that Lowca was up to date with all the requirements. The last missing link was the website which was in hand, comments about displaying draft minutes etc were all met as were displaying agenda notices allowing 3 clear days notice.

094.08 Email about V.E Celebrations for 8<sup>th</sup>-10<sup>th</sup> May.

**095.00 Cheques for signing**

095.01 cheque No 100305, J F Cooper, £30 internal audit fee 2013/14

095.02 cheque No 100306, to clerk, £268.07, £199.10 salary and £68.97 for travel and office consumables.

095.03 cheque No 100307, HM Revenue and Customs clerks PAYE £49.60

Meeting closed 9.25pm

**096.00 Date and time of next meeting Wednesday 15<sup>th</sup> April 2015 at 7.30pm Lowca Village Hall.**

Page 5 of 5 Chairman's signature.....16<sup>th</sup> Apr' 2015