

# LOWCA PARISH COUNCIL

## Minutes of the Lowca Parish Council Annual General Meeting followed by the May parish council meeting held on Wednesday 15<sup>th</sup> May 2019 at 7.30pm in Lowca Village Hall.

Meeting Opened: - The chairman declared the meeting open at 7.30pm.

Present: Cllrs Miss M Oliver(chair), Mrs D Butterworth, Mrs A Oliver, H Thinnesen, T Milligan

Copeland Borough and Cumbria County Councillors: Cllr David Banks ABC

Clerk: Mike Milner

Members of the public, none.

**758.00 Apologises for Absence.** P Todd (LPC), Cllr Jackie Bowman CBC  
Cllr M Barbour (CCC). Cllr P.T has resigned.

**759.00 All councillors to sign their new acceptance of office declaration forms.**

759.01 All councillors duly signed acceptance of office forms and clerk countersigned.

**760.00 To appoint a chairman for the coming year**

760.01 Cllr D B nominated Cllr M O and Cllr H T seconded the nomination. Cllr M O accepted the nomination and duly signed the declaration of acceptance of office form which the clerk countersigned.

760.02 Cllrs agreed no requirement for a vice-chairman.

**761.00 Declaration of Interest.**

761.01 None

**762.00 To approve and accept the minutes of the last meeting held on  
Wednesday 17<sup>th</sup> April 2019, as a true record.**

762.01 Resolved to approve the minutes as a true and accurate record.

**763.00 Public Participation.** No public present

**764.00 Police Report**

764.01 Clerk confirmed he had received a note from PCSO Hollie Huck, no reports of significance in April. She confirmed that PCSO Simon Kane would be responsible for Lowca whilst she was away on maternity leave.

764.02 Clerk had emailed Hollie, wishing her the parish councils best wishes for her the birth of her baby and looked forward to seeing her back in Jan' 2020.

**765.00 County and District Councillors Reports**

765.01 Newly elected CBC Cllr David Banks was present and made himself known to the council members. He advised that committees etc not yet sorted at CBC so nothing to report.

Chair M O thanked him for his attendance and invited him to stay, which he accepted.

## **766.00 Applications for Development**

766.01 No applications

## **767.00 Receive and approve the parish accounts for the financial year 2018/19. Internal auditors report, Annual Governance Statement, Accounting Statement for the year all to be resolved. Bank reconciliation and variance report. Draft documents distributed at April meeting to all councillors.**

767.01 Clerk advised that he would present the accounts in the necessary order and asked if there were any questions about the accounts before he proceeded.

767.02 Clerk explained the Certificate of Exemption AGAR 2018/19 Part 2, that neither income or expenditure exceed the £25k limit for either figure. Council resolved that the RFO and chair sign the document.

767.03 Clerk presented the annual Internal Audit report, accepted by councillors, for was correctly signed by internal auditor indicating audited 18/10/2018 and 18/04/2019.

767.04 Clerk read out and explained the 8 questions on the Annual Governance Statement 2018/19. At each question he got the councillors approval to tick the yes box. At the end of the questions the councillors resolved that chairman and clerk sign the form.

767.05 Clerk presented the Accounting Statements 2018/19. He pointed out that all figures in the right-hand column were from the accounts duly audited by the internal auditor and circulated prior to the meeting. Councillors were happy that the document they had received a copy of was correct and resolved that the RFO and chairman signed the form.

767.06 Councillors had also received a copy of the bank reconciliation which the variance statement below it. Clerk confirmed he would complete the forms return them to the external auditor and put the copies as demanded by law into the village noticeboard and up on the parish website.

## **768.00 Review Financial Code**

768.01 Clerk distributed all councillors present with a copy of the new Financial Code. He confirmed it was an identical document to the code approved and reviewed last year. The councillors could take home and study the document and resolve to accept it at the June meeting.

768.02 Councillors unanimously resolved to accept the document circulated as the Financial code to apply from this May meeting.

## **769.00 Progress reports, clerk**

769.01 Further to minute 753.01 clerk had the documents from Highways England giving the time line for the roundabout repairs and closures on A595. He outlined the dates and confirmed closures for works was to be between 7pm and 6am during the dates indicated.

769.02 Clerk had received as per minute 753.05 the results of the traffic survey recently carried out in Lowca. The concern was the HGV traffic using Lowca as a rat run for the material being used to reinforce the train embankment.

769.03 The survey revealed that over a 7 day period approximately 20 heavy vehicles a day were using the route, but that would include the bus. It indicated that the HGV traffic accounted for approx' 7% of the vehicle traffic.

769.04 After the councillors had studied the survey, the clerk handed around a traffic survey that he had done on the same road back in May 2016. The two surveys when compared indicated that there was no apparent increase in traffic over the 2 periods or increase of HGV's. The surveys were nearly identical.

769.05 Clerk asked that the councillors attempted a more comprehensive recording of the lorries. Time and day, registration numbers and if possible, photographs so he could contact Network Rail and back up any claims with evidence, to support a request that the hauliers approach the work site from the north off the A597.

769.06 Clerk had received an email from the resident of Rydyl House, last Friday, 10 May 2019, about the low kerbs by the speed humps as one enters Lowca from A595. Clerk had photographed the kerbs and emailed Highways Department over the week-end. He had received a reply that morning from the Highways engineer. The kerbs were too low, but as there is a resurfacing programme this year for that stretch of road, Highways would build the kerb readjustment into that schedule. If that does not stop drivers mounting the pavement to avoid the speed hump then it would consider a substantial bollard on the pavement by the hump.

769.07 Cllr T M asked that the problem be highlighted in the next issue of the Lowca Lowdown, stressing that the parish council hoped the culprits were not local residents.

769.08 Clerk advised that if anyone has dashcam footage of drivers driving on the pavement to avoid the humps then please forward it to the police for them to prosecute. It is not a problem leaving the village, because the kerb is substantially higher.

769.09 Clerk had received annual Howgate Partnership report, but as he reported back after each meeting, he would not read the content.

769.10 Zurich Insurance have taken the parish insurance back in house from the broker Community Lincs and had sent the renewal for £599.54. The agreed renewal premium.

769.11 Clerk confirmed he had received an email of resignation from Cllr P Todd. Councillors were surprised by the news. A replacement councillor would be sought for co-option and the clerk was requested to see if P T has any material about the playground project that should be returned to the council to pursue the project.

769.12 Clerk pointed out that P T had been a very active member of the Lowca Village Hall management committee, the parish council has 4 seats on that committee, so one now needed to be filled. Also, as custodian trustee the parish councillors on the committee should be attending meetings and ensuring that accounts were properly prepared and submitted to the charity commission.

### **770.00 Lowca Councillors Reports**

771.01 Cllr D B has filled in the appropriate complaint form about barking dogs and was awaiting further action. A neighbour was also following the same procedure.

771.02 Cllr M O had been asked, by a horse rider, about the law concerning dogs with owners, but running loose on the bridleway. Could a notice about dogs being under control or on a lead be put up?

771.03 Clerk to write to dog warden for clarification about dog owners' responsibilities, however putting signs up was not a parish council duty.

771.03 Cllr M O had discovered more fly tipping on the beach and reported it to the appropriate Copeland department.

### **771.00 Correspondence.**

771.01 Clerk had received notification from Copeland of the precept of £7725 being paid into the parish bank account.

771.02 Request from Copeland Citizens Advice for a donation. Clerk no action.

771.03 An email from Pauline Cavanagh who had provided the material for the Centenary First World War Lowca War Memorial booklet. She is in advanced stages of completing a similar booklet for the centenary of the Lowca Memorial in May 2020. Council agreed to make it a regular agenda item.

**772.00 Payments for approval**

IntPay 134 M Milner, clerk, £235.79, salary £165.86p and expenses £69.93p.

IntPay 135 HMRC clerk's PAYE £21.80p.

IntPay 136 Zurich Insurance £599.54, parish annual insurance.

All approved

**773.00 Date and time of next meeting Wednesday 19<sup>th</sup> June 2019 at 7.30pm  
Lowca Village Hall.**

Meeting closed at 8.17pm

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