

CLIFTON COMMUNITY COUNCIL

Clerk: Ms Becx Carter, 40 Windebrowe Avenue, Keswick, CA12 4JA – cliftonpc@outlook.com; 077866 78283

Minutes of the Clifton Community Council Meeting held in the Abbott Lodge on Thursday 11th January 2024 at 18:30

Community Councillors Present: Jonathan Davies, Sarah Davies & Claire Bland, Phil Clarke, Sharon Blaylock

Others: Becx Carter, 4 members of the public

All resolutions taken during this meeting were done by a show of a hands of councillors present.

With 5 councillors present the meeting was quorate.

01/24	Apologies None
02/24	Minutes of last Clifton Community Council meeting The Chair was authorised to sign, as a correct record the minutes of the Community Council Meeting held on 16 th November 2023 (<i>previously circulated</i>)
03/24	Declarations of Interest/requests for dispensation None
04/24	Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960) None
05/24	Public Participation Members of the public attended to reiterate concerns about the highways safety in Clifton Dykes in particular around speeding traffic and footway lighting.
06/24	Community Councillor Vacancies. No applications for the 2 co-option vacancies have been received.
07/24	Chair's Report Cllr J Davies wished all a Happy New Year and a healthy and peaceful 2024. The Chair of the Parish Council informed all present that he has received a number of letters from students at Clifton Primary School regarding items that students would like to see in the Parish. Cllr J Davies will respond to these and attend a session in school to answer questions from the students in person.
08/24	Forward planning for 2024 It was noted that alot of the items from the previous business plan are still ongoing due to various delays (around LGR & Covid) so these will be moved forward into the new business plan.

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i. Clifton Community Hub

Cllr J Davies is awaiting the receipt of some ground plans that have been prepared by the estate landowner to look at drain locations. Once these are received then the planning and fundraising for the site can commence.

Resolved that the development of the Clifton Community Hub be included as a key theme of the Clifton Community Council business plan going forward.

ii. Info Pod update

The meeting was informed that an application has been submitted to the Cumbria Community Foundation Storm Arwen fund for equipment to allow for mobile phone charging in times of power loss and for information sharing within this pod. The outcome of this funding application is awaited.

A grant application has also been submitted by Cllr J Davies for a new defibrillator that could either replace one of the older units that are becoming less reliable or could be sited in the phone box.

Action: Cllr J Davies to chase up the local joiner for a quotation for shelving to be installed in the unit (taking into account where the charge point may need to be sited)

iii. Clifton Community Council Business plan

Cllr J Davies proposed that the current business plan be refreshed to bring forward the actions from the previous one, and to add in any relevant new items (e.g. neighbourhood plan, info pod, village hall, local council award scheme etc). It was noted that there is a need for low-cost housing within the parish, and that there may be a need to form a Community Housing Trust or similar in the future depending on the outcome of a Housing Needs Survey that can be included within a Neighbourhood Plan development process.

Action: Cllr J Davies & the Clerk to work on a draft of the business plan for consideration at the March 2024 meeting.

Action: Clerk to circulate the existing Clifton Community Council Business Plan to one to all.

iv. Clifton Community Council Neighbourhood Plan

It was noted that information is awaited on the funding window re-opening for April 2024 forward.

It was suggested that the procurement process could commence in advance of the turn of the financial year so it is ready for any funding application.

Action: Clerk to agenda this for the February 2024 meeting

v. Local Council Awards Scheme Application

The Clerk raised concern that this matter still hadn't been progressed for a number of reasons. The initial aim had been to go for the gold award but on a document review there is significant work required to achieve this, and given the

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other items that the Council want to undertake in the coming year the Clerk is requesting that the council reconsider its expectations and aim to submit for the Quality Council Award by the 4th May 2024 (which is the mid level award) and which require the below items to be prepared and approved prior to this point:

- Accessibility statement
- Privacy notice
- Action Plan for the current financial year including details of community engagement and timetable for action and review (and budget)
- Evidence of community consultation
- Councillor training record
- Community engagement policy
- Grant awarding policy
- Annual Report (Financial Year end)
- Customer Service Policy
- Training Policy for councillors & staff

Resolved by all present that the Clerk work to prepare all the documents listed above that she can for adoption at the February 2024 meeting, and others to be presented in draft form for councillor review.

Action: Clerk to draft Policies/Papers for adoption in February

Action: Clerk to draft those policies that are necessary for councillor discussion.

vi. Clifton entry for Cumbria in Bloom

Resolved that Clifton Parish formally enter Clifton in Bloom 2024 and that community engagement take place on what the Community would like to see as part of this, and if there are any members of the public that want to get involved with a Village in Bloom group. Considerations to be included in the consultation around what additional planters/hanging baskets might be wanted, and what 'themes' for the 2024 Cumbria in Bloom should be focused on.

Action: An invite to be extended to all in the community via Facebook/the Annual Report and an invitation be made to the school to get them engaged in this.

vii. Compulsory Purchase of Playarea Land

The Clerk confirmed that this matter has now been passed to Mr M Gove Secretary of State for Levelling up, Housing & Communities, this has now been 'accepted' and additional evidence has been provided. A case officer has now been allocated and they are working on it.

It was noted with disappointment that no response or even acknowledgement was ever received from WaF.

Action: Clerk to continue working on this and to seek a letter of support for this application from the school

viii. Other matters to be scheduled for 2024/5

None raised.

09/24

Highways & Parish Maintenance Update

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i. To receive updates on any Highways related matters within the Parish

- 17 individual issues reported to Highways over the last 2 weeks (including potholes, kerbs protruding, subsidence), action is awaited by Westmorland and Furness Highways.
- The approval of the Clifton Gateway features that were discussed at the November 2023 meeting has been conveyed to WaF who are looking to include these works in the 2024 funding rounds.

ii. Lengths man/Parish Maintenance

This matter is with WaF who have now after multiple chase ups asked for information on which areas/tasks Clifton Community Council would like a lengths man agreement for. Sadly there is still no definitive response from WaF (the matter was first raised with them in Mid 2023)

All present noted that the long delays from WaF on this and other issues are preventing the Community Council from taking forward a number of actions that are important to the local community.

Resolved by all present that this matter be deferred to the February 2024 meeting and that a further chase up be made to WaF for a definitive information.

Resolved by all present that information be included in the Clifton Community Council Annual Review on the fact that WaF are frustrating (with their prolonged and uncertain decision making procedures) a number of actions Clifton Community Council want to take,

iii. Autospeed watch update.

It was noted that one unit has been offline awaiting repair, and the other unit has been out of action for nearly a month due to poor quality day light, both units are being returned to the distributor for repairs.

Councillors raised concerns that the units often seemed to need to repair, and that replacement/loan units should be provided by the distributor everytime one needs to be repaired.

Action: Cllr J Davies to raise this suggestion with Autospeedwatch.

iv. 20mph Speed Limit Applications. One for Clifton & one for Clifton Dykes.

The Clerk informed all that the application process has now been released for applying to WaF for 20mph zones. WaF have confirmed that it is irrelevant if a council had submitted a request for a 20mph zone before the policy was produced.

There are a number of criteria that need to be met:

- That the request is supported by a Parish Council
- That the area of request has a speed limit of no greater than 40mph
- That the area includes features such as schools, homes, shops, businesses, walking & cycling etc

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-That the proposal is within the extents of the built-up environment of the village or town where vulnerable road users and vehicles mix in a frequent and planned manner.
-That the proposal is supported by public support (e.g. postal or online survey, public meeting/s) details also need to be included on the % of the community that responded to this.

Resolved by all present that community consultation for Clifton be discharged by the inclusion of a survey in a February 2024 Newsletter to all residents on the need for 20mph limits in both Clifton and Clifton Dykes.

Action: Chair to take this forward.

10/24

Footway Lighting

- i. To receive an update on the damaged light and its reconnection

Cllr J Davies informed all that this work is scheduled for 15th & 16th February (during half term) so that it doesn't cause disruption to the school (it is unknown why this is required when it is the recognition of a small number of wires inside the unit).

It was noted with disappointment that the current price that WaF are going to be invoiced for this by ENW is circa £5k. It was noted that this is another issue that has been delayed by WaF.

A formal request has been submitted to WaF to see if Clifton Community Council can take over the ownership of the sodium light pole nearby (for us to site a solar unit on top of). WaF are currently unclear who can make this decision...

Action: Cllr J Davies to continue to chase this up.

11/24

Planning

- i. *Planning applications received for consultation.*

None

- ii. *Planning decisions*

Resolved by all present that the below decisions be noted as received.

Ref	Location	Proposal	Decision
22/0639	32 Jacobite Gardens, Clifton	Erection of single storey rear extension	APPROVED with conditions

12/24

Financial Matters

- i. *To authorise the below payments.*

Resolved by all present that the below payments were authorised/ratified for payment:

Date	PAYEE	Budget line	Value	Action
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11.01.24	Becx Carter	Expenses	£26.90	Approve
31.12.23	Becx Carter	Dec Salary (Via SO)	£349.64	Ratify
31.1.24	Becx Carter	Jan Salary (Via So)	£349.64	Ratify
31.1.24	HMRC	Jan PAYE (Via SO)	£87.40	Ratify
11.2.24	CALC	Training	£30.00	Approve

- ii. *To receive and approve the bank reconciliation and spend against budget report.*

Resolved by all present that these be recorded as a true and accurate record.

- iii. *To consider the draft budget for 24/25*

This had been circulated to all councillors in advance of the meeting.

Resolved by all present that a 0% precept rise be approved due to the healthy state of the Council reserves and the cost-of-living issues that are impacting all, a precept was therefore set at £15,184.

The Clerk noted that based upon the Council Tax Base figures the Clifton Community Council portion of the Annual Council Tax bill is circa £54.54 which is a reduction of £1.33 per annum.

Action: Clerk to submit this precept demand.

- iv. *Consideration of a grant to Clifton School PTA*

The Clerk confirmed that a grant request has been received for a 'pod' at a cost of £11,400 (inclusive of VAT and delivery). This pod would provide extra education and administrative space that could be used as required by the school who have identified they have insufficient accommodation capacity (for teaching and administrative purposes) currently.

Resolved by all present that sadly Clifton Community Council can't offer a grant to the school toward the cost of extra classroom/teaching space or administration space for the running of the school as this is a statutory function for which funding is provided by the local education authority (or via S.106 funding or other planning gain linked to Planning Applications). Additionally, there is no monetary request in the email sent to the Parish Council (how much is the school seeking)

The Parish Council are only able to support schools/PTA's with grants if the project is outside of the statutory function of the school, would only benefit the children of Clifton (and not children coming in from wider areas) and has benefits that are wider than the school (e.g. including the local community of Clifton).

Clifton Community Council also **resolved** to support the school in lobbying WaF on this issue, both the education department but also planning.

Action: Clerk to convey this decision to the school PTA and provide guidance on what type of activity might be suitable for a grant request to the Parish Council, and also to encourage the school to engage with

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	the planning process on applications with the Parish to ensure that where appropriate planning gain is made via the S.106 process for the school.
13/14	Governance & Policies Resolved by all present that the below policies be adopted: - Safeguarding Policy - Scheme of delegation - Planning Policy Action: Clerk to update the website & circulate to all again.
14/14	Date of next meeting Resolved by all present that the meeting dates for 2024 be set as (all at 18:30): 22 nd February 2024 (may need to be altered) 11 th April 2024 16 th May 2024 27 th June 2024 1 st August 2024 19 th September 2024 14 th November 2024 9 th January 2025 Action: Clerk to circulate meeting dates to all and ensure that at this stage meetings were quorate.

The meeting was closed at 19:47