

# CASTLE SOWERBY PARISH COUNCIL

Clerk: Lynsey Taylor, Ghyll Field, Hutton Roof, Penrith, Cumbria, CA11 0XU. Tel: 07456 467420;  
parishclerk@castlesowerby.org.uk; www.castlesowerby.org.uk

## Minutes of Castle Sowerby Parish Council Annual Meeting held at 7:30pm on Thursday 26<sup>th</sup> May 2022

**Parish Councillors Present:** Richard Little (Chair), Philippa Groves (Vice-Chair), Jonathan Stalker, Sid Ashbridge, Helen Kerry, Stephen Crowsley, John Bell & Gerald Bainbridge

**Others:** 3 members of the public

<b>32/2022</b>	<b>Election of Chairman</b> Cllr Richard Little was elected as Chairman												
<b>33/2022</b>	<b>Election of Vice Chair</b> Cllr Philippa Groves was elected as Vice Chair												
<b>34/2022</b>	<b>Signing of declaration of interest by Chair &amp; Vice Chair</b> Noted												
<b>35/2022</b>	<b>Apologies</b> Colin Atkinson												
<b>36/2022</b>	<b>Minutes of last Castle Sowerby Parish Council meeting</b> The Chairman was authorized to sign, as a correct record, the minutes of the Parish Council Meeting held on 24 March 2022 ( <i>previously circulated</i> )												
<b>37/2022</b>	<b>Declarations of Interest/requests for dispensation</b> None												
<b>38/2022</b>	<b>Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)</b> None												
<b>39/2022</b>	<b>Public Participation</b> None												
<b>40/2022</b>	<b>Policies</b> It was resolved to adopt the below: Financial Regulations Asset Register Code of Conduct - updated Complaints Procedure Freedom of Information Policy & Publications Scheme Risk Management Policy & Protocol Data Protection Policy Health & Safety Policy Equality and Diversity Policy Disciplinary and Grievance Procedure Standing Orders Communications Policy Serious Infectious Disease Policy												
<b>41/2022</b>	<b>Planning</b> The below responses to EDC were ratified: <table border="1"><thead><tr><th>Application</th><th>Location</th><th>Description</th><th>Response</th></tr></thead><tbody><tr><td>22/0272</td><td>The Bothy, How Hill</td><td>Conversion of redundant building to dwelling</td><td>No comment</td></tr><tr><td>22/0273</td><td>The Bothy, How Hill</td><td>Listed building consent for conversion of redundant building</td><td>No comment</td></tr></tbody></table>	Application	Location	Description	Response	22/0272	The Bothy, How Hill	Conversion of redundant building to dwelling	No comment	22/0273	The Bothy, How Hill	Listed building consent for conversion of redundant building	No comment
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to dwelling				
22/0274	Barn How Hill, Hutton Roof	Conversion of barn to dwelling	No comment	
22/0275	Barn How Hill, Hutton Roof	Listed building consent for conversion of barn to dwelling	No comment	
22/0276	Bastle House and Barn, How Hill Farm, Hutton Roof	Conversion of bastle house and barn to form independent dwelling	No comment	
22/0277	Bastle House and Barn, How Hill Farm, Hutton Roof	Listed building consent for conversion of bastle house and barn to form independent dwelling	No comment	
22/0286	Brekka Barn, Hutton Roof	Listed building consent for addition of 12 x 375w Black Solar panels with above slate flixing details	No comment	
<b>42/2022</b>	<b>Garden Waste Skips</b>	A discussion took place to consider providing a skip for garden waste. It was decided not to proceed with this due to the risk of fly tipping.		
<b>43/2022</b>	<b>Queen's Platinum Jubilee</b>	CSPC was awarded £800.00 from the EDC Queen's Platinum Jubilee Fund. Once the money for the rowan trees and memorial bench have been deducted from this the balance will be split across the four jubilee events that are taking place in the parish.		
<b>44/2022</b>	<b>Linesman</b>	Agreed to do one year trial with a linesman, which would be for 2 x 0.5 days per month spread across the Parish. For the first year Millhouse Flood Action Group will fund this.		
<b>45/2022</b>	<b>Financial Matters</b>	The below payments were agreed and authorised:		
	<b>Date</b>	<b>PAYEE</b>	<b>Budget line</b>	<b>Value</b>
	22/03/2022	CALC	Training	£15.00
	01/04/2022	CALC	Subscription	£152.87
	29/03/2022	Solway Direct	Other	£441.60
	30/04/2022	Zurich	Insurance	£196.00
	31/03/2022	L Taylor	Salary	£114.34
	31/03/2022	HMRC	Salary	£28.60
	30/04/2022	L Taylor	Salary	£114.54
	30/04/2022	HMRC	Salary	£28.40
	30/04/22	Rebecca Carter	Internal Audit	£50.00
	The bank balance was noted.			
	The audit was discussed and the Chairman was authorized to sign the Exemption Certificate, Annual Governance Statement and the accounting statements.			
	The open figure (Box 1 on AGAR) is RESTATED			
<b>46/2022</b>	<b>Date of next meeting</b>	– 4 <sup>th</sup> August 2022		