

# Ainstable Parish Council

Serving the villages of Ainstable, Croglin, Newbiggin, and Ruckcroft,  
the communities of Dale and Longdales, and the surrounding farms and houses

**Chairman: Nigel Vear,**  
**Tel (01768) 896360 - chairman@ainstable.org.uk**

The Annual Meeting of  
**Ainstable Parish Council** and the Annual General Meeting of **Ainstable Millennium Green Trust**  
held at Croglin Village Hall at 7:30pm on Tuesday 21<sup>st</sup> May 2019.

Followed by the ordinary bi-monthly meeting of **Ainstable Parish Council**

Present: Cllr N Vear (Chairman); Cllr H Bellis; Cllr M Robinson; Cllr H Proud; Cllr G Proud; Cllr A Ritchie;  
Cllr D Bradshaw; Cllr D Smith

In attendance: Kimberley Lawson (Clerk); Neal Andrew (Carlisle Diocese)  
6 members of the public

## Ainstable Parish Council Annual Meeting Minutes

1. Proposed by Cllr Smith: that Cllr Vear serve as Chairman for the Council Year 2019/20. Cllr Bellis seconded the motion. Cllr Vear was elected by unanimous vote.
2. The Chairman's signed Declaration of Acceptance of Office was received by the Clerk.
3. Proposed by Cllr Vear: that Cllr Bellis serve as Vice Chairman for the Council Year 2019/20. Cllr G Proud seconded the motion. Cllr Bellis was elected by unanimous vote.
4. The Councillors' signed Declarations of Acceptance of Office were received by the Clerk.
5. Apologies for absence were received from County Cllr Driver.
6. **Resolved:** to appoint the following representatives to outside bodies.  
Hub Coordinator – Cllr Bellis  
Fellfoot Forward – Cllr Vear
7. **Resolved:** To adopt the Standing Orders and Procedures for the Council Year 2019/20.
8. **Resolved:** To adopt the Financial Regulations for the Council Year 2019/20.
9. **Resolved:** To appoint Cllr H Proud to examine and sign the quarterly bank reconciliations.
10. **Resolved:** To adopt the Risk Assessment for the Council Year 2019/20.
11. **Resolved:** To accept the Asset Register for the Council Year 2019/20.
12. **Resolved:** To approve the Annual Governance Statement for the financial year 2018/19
13. **Resolved:** To accept the internally audited accounts for the financial year 2018/19
14. **Resolved:** To approve the Accounting Statements for the financial year 2018/19

The Annual Meeting adjourned at 19.55

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**Chairman: Nigel Vear,**  
**Tel (01768) 896360 - chairman@ainstable.org.uk**

The Annual General Meeting of **Ainstable Millennium Green Trust**  
held at Croglin Village Hall

following the Annual Meeting of Ainstable Parish Council at 7:30pm on Tuesday 21<sup>st</sup> May 2019.

Present: Cllr N Vear (Chairman); Cllr H Bellis; Cllr M Robinson; Cllr H Proud; Cllr G Proud; Cllr A Ritchie;  
Cllr D Bradshaw; Cllr D Smith

In attendance: Kimberley Lawson (Clerk); Neal Andrew (Carlisle Diocese)

6 members of the public

## **Ainstable Millennium Green Trust AGM Minutes**

15. Apologies for absence were received from County Cllr Driver.
16. **Resolved:** To authorise the Chairman to sign the minutes of the last meeting held on Tuesday 15<sup>th</sup> May 2018 as a true record.
17. The Clerk to the Parish Council gave a presentation of finances of the Trust.

The meeting was adjourned at 19:57

# Ainstable Parish Council

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the communities of Dale and Longdales, and the surrounding farms and houses

**Chairman: Nigel Vear,**  
**Tel (01768) 896360 - chairman@ainstable.org.uk**

The ordinary bi-monthly Meeting of  
**Ainstable Parish Council**  
held at Croglin Village Hall at 8:00pm on Tuesday 21<sup>st</sup> May 2019.

Present: Cllr N Vear (Chairman); Cllr H Bellis; Cllr M Robinson; Cllr H Proud; Cllr G Proud; Cllr A Ritchie;  
Cllr D Bradshaw; Cllr D Smith

In attendance: Kimberley Lawson (Clerk); Neal Andrew (Carlisle Diocese)

6 members of the public

18. Open Meeting - for discussion of matters of general parish concern (10 mins).

Mr Bowman commented that the acoustics of the Croglin village hall made it difficult to hear what was being said and requested that speakers raise their voices.

## Parish Council Meeting Minutes

19. Cllr Smith declared an interest in agenda item 35 (c)

20. Apologies for absence were received from County Cllr Driver.

21. **Resolved:** to authorise the Chairman to sign the minutes of the last meeting held on Tuesday 19<sup>th</sup> March 2019 as a true record.

22. Cllr Robinson spoke about Croglin Church. She said that since the September 2018 meeting of Ainstable Parish Council, when this was last discussed, there has been very little movement from the community to do anything with the church building. She commented that the Church Commissioners' timescale must be taken into account. Prior to this meeting, she had circulated a letter round Newbiggin and Croglin to inform all residents that the future of the church building was on the agenda. She suggested that if there were no bright ideas from members of the public at this meeting, the parish council could look into developing the building as affordable housing, either itself or through Eden District Council. Alternatively, the Church Commissioners could sell the building on the open market.

Cllr Vear added that the parish council has been involved in discussions between the community and the church since 2015 to try to find a way forward. The Diocese has allowed time for discussion and for the community to come up with ideas but no one has carried anything forward. The Diocese cannot sit on the decision forever.

Neal Andrews of Carlisle Diocese confirmed that the building is currently in the possession of the diocese for a 2-year "use-finding" period. The diocese accepts that this process can take longer than two years, and Croglin church is an example of this, but the building is now starting to deteriorate. The diocese agreed in September 2018 to allow residents a year to find a realistic proposition to take it forward and this period has not yet expired.

Cllr Robinson asked what Mr Andrews would think about converting the building into a community-owned local occupancy house. He replied that any proposals have to be put to a committee. However, if it's a way of making a residential development acceptable to residents then it might be a way forward, in the absence of any proposals coming forward from the community. He agreed to

float the idea of community-owned local occupancy house. He also commented that none of this affects the churchyard, which will remain open whatever happens with the church building.

**Action:** Cllr Robinson to investigate feasibility of a community-owned local occupancy house.

Cllr Robinson commented that she has an energy audit to fill in for the church building under Fellfoot Forward, which may open up some funding sources.

A member of the public asked if the building was insured. Neal Andrews said that the diocese doesn't insure the building for reinstatement costs, because it's too expensive. The building is insured for demolition and site clearance only.

Cllr Vear thanked Neal Andrews for coming.

Neal Andrews left the meeting

23. The Chairman spoke about the long service of former councillor John Thirlwall, who retired at the recent local council elections. Cllr Thirlwall served on Ainstable Parish Council continuously for 28 years and the council wishes to honour him for the work he has put in over the years. Cllr Vear proposed that John Thirlwall be admitted as an Honorary Freeman of the Parish of Ainstable. The motion was seconded by Cllr G Proud and resolved by unanimous vote.

**Resolved:** to purchase a suitable presentation.

24. County Councillor Driver has provided an email update and welcomes any questions.

Four members of the public left the meeting.

25. District Councillor Robinson gave her verbal report. She thanked everyone for their support in the recent elections. She has taken on a new portfolio including economic development, Heart of Cumbria and tourism.

She has been given information about a change to DEFRA rules regarding upgrades to BT Openreach available in Newbiggin.

**Action:** Cllr Robinson and Cllr Bellis to discuss with local residents.

This scheme may also work for Ruckcroft but probably not any other hamlet in the parish as a minimum 25 properties must be included in any scheme.

**Action:** Cllr Bellis to investigate the role of Contracting Partner for broadband schemes and whether the parish or district councils may fulfil this role. He will circulate his findings via email.

26. The following updates on current projects and issues were received:

- a. Ainstable War Memorial is now Grade II listed.
- b. Cllr Vear reported that grants totalling £4,000 have been offered for the proposed new fingerpost at Newbiggin, leaving a shortfall of £1,618. Some of these grants are time limited. The Clerk has used the CVS GrantFinder software to identify possible other funders; the only one identified is Heritage Lottery Fund.

**Action:** The Clerk to contact Heritage Lottery Fund to investigate a possible grant and the likely timescale involved. If an HLF bid is not feasible, to bring to the parish council's July meeting to consider the parish council making up the shortfall.

27. The Clerk's annual appraisal and salary were discussed

- a. Cllrs Robinson and G Proud reported on the Clerk's annual appraisal and thanked the Clerk for her hard work.

**Action:** Clerk to circulate details for signing up to online banking.

- b. **Resolved:** to award the Clerk an incremental pay increase in line with the terms of her contract.

28. Matters relating to banking and finance were discussed:

- a. The Clerk gave a verbal report on the bank account balances  
 b. **Resolved:** to accept the Q4 bank reconciliation  
 c. The following receipts were noted:

April

DATE	RECEIPT NO.	RECEIVED FROM	AMOUNT	EMPOWERING LEGISLATION
26th	01	Eden District Council	£ 12,200.00	Local Government Finance Act 1992, s.41

May

13th	02	R Gargett	£ 35.00	NA
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- d. The following payments were noted:

April

DATE	PAYEE	VOUCHER NO.	PAYMENT TYPE	AMOUNT	EMPOWERING LEGISLATION
3rd	Cumbria Payroll Services	001	DD	£ 14.40	Local Government Act 1972, s.151
11th	Cumbria Payroll Services	002	DD	£ 14.40	Local Government Act 1972, s.151
16th	Lloyds Bank plc	003	DD	£ 11.21	Local Government Act 1972, s.151
13th	K Lawson - salary for April	004	EP	£ 271.60	Local Government Act 1972 s.112 (1); Local Government (Financial Provisions) Act 1963, s.5
13th	Sandra Harrison – internal audit	008	EP	£ 35.00	Accounts & Audit Regulations 2003, SI 2003/533, reg 6
15th	K Lawson - salary for May	005	EP	£ 271.60	Local Government Act 1972 s.112 (1); Local Government (Financial Provisions) Act 1963, s.5
16th	Lloyds Bank plc	006	DD	£ 3.00	Local Government Act 1972, s.151

- e. **Resolved:** To pay the following bill from the Ainstable Millennium Green Trust's account, in line with parish council policy.

PAYEE	VOUCHER NO.	CHEQUE NO.	AMOUNT	EMPOWERING LEGISLATION
R & SD Proud – repair of dry-stone wall on the Millennium Green	007	300057	£ 120.00	Public Health Act 1875, s.164

- f. **Resolved:** To accept the quote for the repair of further sections of the dry-stone at the Ainstable Millennium Green, to be paid for by Ainstable Millennium Green Trust.

**Action:** Clerk to find out how Trust can reclaim VAT on these amounts.

- g. **Resolved:** To award the following grants, in line with the budget:

- i. Great North Air Ambulance £500
  - ii. Eden Valley Flix £310
- h. **Resolved:** To renew the parish council's membership of the following bodies, in line with the budget:
  - i. CALC £161.13
  - ii. Friends of the Lake District £35
- i. Any other matters relating to banking and finance
  - i. **Resolved:** To update the banking mandate to remove retired councillors.

29. A report was received from the Neighbourhood Development Plan committee

- a. **Resolved:** To commission Eden District Council to conduct a Housing Survey on behalf of the parish council.  
**Action:** the Clerk to apply for a grant to cover the costs.

30. Verbal reports were received from attendance at outside bodies.

- a. Cllrs Vear and Smith had both been to Fellfoot Forward history planning meeting and described some of the plans.
- b. Cllr Bellis has attended the Hub Coordinators meeting. No further funding is available for our parish yet. Cllr Bellis has further details of the coverage available in various parishes.
- c. The council has been given advanced notice of CALC Summer Conference, and the details have been circulated via email.

**Action:** all councillors to let the Clerk know if they are able to attend.

31. A verbal report on crime in the Parish was received. Two Quad bikes have been stolen from a nearby farm. The police response was very swift but the thieves were long gone.

32. Highways matters were discussed:

Cllr Vear reported on his meeting with Julian Maclaine from Highways in Croglin to discuss traffic calming. Cllr Vear is awaiting revised proposals from this meeting and will circulate them when they arrive.

Cllr Bradshaw stated that Towngate doesn't currently get garden waste collection because it is outside the village and asked if the village signs could be moved to address this.

**Action:** Cllr Robinson to look into the provision of garden waste collection.

There was some discussion about providing a new Ainstable sign at Towngate.

**Action:** Cllr Vear to raise this with Highways.

Ditch at Ainstable Crossroads – Cllr Vear reported that the ditch will be lined with rock "cages".

Cllr Ritchie stated that there are potholes on the road outside Croglin church.

**Action:** Cllr Ritchie to report these on the Highways portal.

33. Rights of Way matters arising were discussed:

- a. Coombs Wood. A report was received of a possible blocked path in Coombs wood. At the time of the meeting the Chairman was not certain if the land is open access or not. The blockage has been reported to the Footpath Officer to investigate, who has referred it to Forestry Commission in case they have put in a temporary fence.

Cllr Bradshaw asked for some waymarkers; Cllr Vear has a stock of these.

Cllr Robinson reported that an outline planning application has been submitted to Carlisle City Council which will affect a right of way between Newbiggin and Castle Carrock.

Cllr Smith reported that the signposts are not all clear on fellside and asked if the Fellfoot Forward project could address this? Cllr Vear stated that any issues should be reported to the Footpaths Officer.

Cllr Bradsaw reported that the footpath is blocked from Beck Brow up to Ainstable, and also the bridle path from Townhead to Vicarage Farm.

**Action:** the Clerk to email footpath officer, cc Cllr Bradshaw.

34. Matters relating to communications were discussed.

- a. The Chairman said that there are three seats available on the parish council. We are legally obliged to put up notices invited people to put themselves forward for election. Once done, if no one responds, we are at liberty to co-opt people.

35. Planning applications and other planning matters were considered:

- a. The decisions for the following applications were noted:

APPLICATION NO.	LOCATION	PROPOSAL	PARISH COUNCIL OBSERVATION	OUTCOME
18/0961	Field at Armathwaite	Part retrospective application for storage container, substation and transformer to house peak power generator for use no more than 75 hours per week	Object	Granted
19/0069	Barn at Faugh Head	Change of use of agricultural building to 2 no. dwellings.	In favour	Granted
19/0017	Dale Mill House	Variation of condition 2 (plans compliance) to include design and siting attached to approval 17/0125	In favour	Granted

- b. The following applications have been discussed via email and the parish council's comments have been submitted:

APPLICATION NO.	LOCATION	PROPOSAL
19/0219	Hillside, Ruckcroft	Outline planning permission for residential development
19/0227	Nutwood Cottage, Newbiggin	Outline application for residential development

c. Any other planning matters

The following planning applications have been received since the agenda was circulated, and were discussed:

APPLICATION NO.	LOCATION	PROPOSAL	PARISH COUNCIL OBSERVATION
19/0324	Site adjacent to Copper Hall, Croglin	Proposed new dwelling	In favour
19/0333	Plot between High View & Eden Rigg, Ainstable	Proposed single storey dwelling with parking and associated external works	In favour

36. Correspondence was considered. The correspondence register was circulated prior to the meeting.

37. Points to be raised at the next meeting.

Holme Holt project

noticeboards – Newbiggin, Ruckcroft, Chapel triangle.

**Action:** Cllr Bellis to remove the old Ruckcroft noticeboard.

footpaths – one along from Armathwaite bridge. New people at The Place might come.

broadband

38. Date of the next ordinary meeting – Tues 16<sup>th</sup> July 2019.

Meeting closed 21:30

## Summary of Actions

Action for	Minute	Details
Cllr Robinson	22	To investigate the feasibility of a community-owned local occupancy house in the Croglin church building.
Cllrs Robinson & Bellis	25	To discuss possible upgrade to broadband coverage in Newbiggin with local residents.
Cllr Bellis	25	To investigate the role of Contracting Partner in broadband schemes, and whether the parish or district council may fulfil this role. To circulate findings via email.
Clerk	26 (b)	Contact Heritage Lottery Fund to investigate a possible grant and the likely timescale involved. If an HLF bid is not feasible, to bring to the parish council's July meeting to consider the parish council making up the shortfall.
Clerk	28 (e) & (f)	To investigate how the Trust can reclaim VAT on bills paid.
Clerk	29	To apply for a grant to cover the costs of the EDC housing survey
Cllr Robinson	32	To look into garden waste collections in Towngate
Cllr Vear	32	To approach Highways regarding a new Ainstable sign at Towngate
Cllr Ritchie	32	To report potholes in Croglin on the Highways portal
Clerk	33	To report blocked rights of way to the Footpaths Officer
Cllr Bellis	37	To remove the old noticeboard at Newbiggin