

CULGAITH PARISH COUNCIL

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Fell View
Blencarn, Penrith
Cumbria, CA10 1TX

Minute of the Meeting Held on Monday 1st September 2025 In Blencarn Village Hall commencing at 7.30pm

60/25 Present

Cllrs Sue Smith, (Chair), Caroline Richardson David Witney, Nick Mason.
Andrew Clay, Pauline Toppin and WAFC Cllr Mary Robinson John Fleming
(Parish Clerk)
There were no members of the public present.

61/25 Apologies

Cllrs Ken Philipson, Ian Stowers, and Michael Handley

62/25 Minutes

The Chair was unanimously authorized to sign the minutes of the meeting of the
Parish Council held on Monday 7th July 2025 as a true record.
Proposed by Cllr D Witney Seconded by Cllr C Richardson

63/25 Declaration of Interests

Agenda Item 13 Grant Applications and Honorariums

Cllr D Witney - Culgaith Church, Cllr N Mason – Skirwith Village Hall.

64/25 Public Participation

There was none

65/25 Westmorland and Furness Councillor's Reports

Cllr Mary Robinson – Key issues raised: -

- 65.1 Alston Moor and Fellside Place Action Group Rural Housing Survey –
Important to arrange distribution to Parishioners and for the Parish Council to
be actively involved.
Chair to join in a PAG meeting on 4/9/25 so as to be better informed as to
what will be involved.
- 65.2 Survey is important for the creation of a local plan.
- 65.3 Food Banks – Current situation.
- 65.4 Electric Vehicles –Availability to Parishioners – Insurance issues proving a
stumbling block to the scheme.

66/25 Finance (Incl.Vat)

66.1 To Note the following balances as at:-

	11/8/2025
	£
HSBC Account	3768.17
Penrith Building Society	23299.65
NSI Account	24.45
Total Cash	<u>27092.27</u>

The Interim Account was unanimously approved
Proposer Cllr P Toppin

66.2 The Following Accounts were Ratified

66.2.1	14/4/25 Victoria Institute Room Hire	22.50
66.2.2	A Hartland – Paye year end	27.05
66.2.3	Otters Holt Bench and Notice Board Installation	479.28
66.2.4	Retiring Chair – Presentation	100.00
66.2.5	Insurance	638.92
66.2.6	Blencarn Notice Board Refurbishment	29.00
66.2.7	HSBC charges	5.00
66.2.8	M Binney Grass Cutting	448.59
66.2.9	Culgaith Defibrillator pads	183.18
66.2.10	HSBC charges	5.00
66.2.11	M Binney Grass Cutting	536.50
66.2.12	D Tec Epsom Printer + paper	214.00
66.2.13	CALC 2025/26 Subscription	291.39
66.2.14	J Fleming Fee June/July 2025	As per contract
66.2.15	Penrith Posters – Annual report	121.80
66.2.16	M Binney Grass Cutting	291.80
66.2.17	Otters Holt Defibrillator electricity fee	15.00
66.2.18	HSBC charge	5.00
66.2.19	A Hartland – PAYE update	13.50

66.3 Transfer From PBS To Current Account 4000.00

66.4 To Approve the Following Accounts for Payment

J Fleming Expenses – 12th May – 1st September 2025 17.94

66.2 and 66.4 were unanimously approved.

Proposer Cllr N Mason

Seconder Cllr A Clay

67/25 Planning

There were none

68/25 Parish Council Website

68.1 Reported that the creation of the new website was progressing well. A draft, for Councillors to consider and to comment on, would be available shortly.

68.2 Currently Geoff Anderson, site manager, adds new data to the site on an ongoing basis, the information being e mailed from the Clerk. In the future this would not be done by Vision ICT, new material having to be added by the Clerk. To cover the extra time required for this task it was agreed to consider increasing the Clerk's hours from 5 to 6 hours per week at the November Meeting as part of the budget process.

68.3 With the change of the new site being Parish Council specific rather than a Parish Community site, it was agreed to inform the village halls, churches and other organisations in the Parish of this change in policy, thus enabling these organisations to make their own arrangements, if necessary. The new site would include a contact link to organisations in the Parish.

69/25 Highways and Land Matters

69.1 Otters Holt – Inner Piece of Community Land. Unanimously agreed to purchase a bench at a cost of approximately £380 +Vat + installation and to replace 4 dead trees at a total cost of approximately £245 + deliver and planting costs.

The tree species agreed being: -

Prunus Snow Goose 2–3-year-old 12 litre pot 180-210cm @ £55.99

Prunus Spire 2-3 year old 12 litre pot 150-180cm @ £51.99
Crataegus Pauls Scarlet 2-3 year old 12 litre pot 180-210cm @ £55.99

410

Sorbus Autumn Spire 3 years old 12 litre pot 210-240cm @ £57.99
Stakes and ties @ £5.60 each

Proposer – Cllr A Clay

Seconder – Cllr D Witney.

69.2 Newbiggin Road – Hedges Overhanging Carriageway

Pruning has taken place.

69.3 Kirkland Finger Post Sign

Highways have agreed to renovate.

69.4 Hazel Dene Pothole

Repaired.

69.5 Fly Tipping

Offending deposits were very promptly removed by WAFC

69.6 Pedestrian Hazard - Black Swan Junction, Culgaith.

In hand with Highways

69.7 Skirwith – Church St - Concrete Post and Rail Fence Repair.

Work to be completed when funding is available.

69.8 Drainage issue - The Pea to A6412 Junction

In hand with Highways

69.9 Damaged 'Give Way' Sign – Blencarn to Skirwith Junction.

Repaired

69.10 Skirwith/Ousby – Damaged Finger Post Sign

Repaired

69.11 Skirwith – By Defibrillator Kiosk – Damaged Road Sign

Repaired

69.12 Howrigg / T-Junction – Surface Water/Deep Hole in Verge

Work Completed

70/25 Exclusion of Press and Public (Public bodies Admission to Meetings Act 1960)

It was unanimously agreed to exclude the public from agenda Item 13 – Grants

Applications

Proposer Cllr A Clay

Seconder Cllr P Toppin

71/25 Councilor Matters.

71.1 Near Beck Mill Junction – A new pothole, in the middle of the recently resurfaced carriageway, was reported.

Action:- To report to Highways.

71.2 Skirwith Hedgehog Road Signs. A request was received from Skirwith Parishioners that hedgehog, traffic warning signs, be installed on the roadsides going through the village, in order to minimise road kill.

Action:- Unanimously agreed to investigate the request, with a view for signs to be installed.

71.3 Beech Tree on Village Green by Skirwith Junction – Request for permission to be given for a Parishioner to light prune a few overhanging boughs which are obscuring the junction road sign

Action:- Permission was unanimously granted.(Providing insurance cover is in place)

71.4 Worn Junction Road Markings – It was reported that a number of junction road markings were in need of repainting throughout the Parish.

Action:- Unanimously agreed to report the issue to Highways with a view to the work being actioned.

71.5 Bridge Parapet over Briggie Beck adjacent to Smithy Cottage - Skirwith.

It was reported that the bridge parapet has partially collapsed or been damaged.

Some protective barriers were erected a while ago but no restorative or repair work has been undertaken to date.

Action;- To report to Highways

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72/25 Schedule of Correspondence, Notices and Publications.

The following items of correspondence had been received since the last meeting.

72.1 26 E Mails had been forwarded to Councillors since the July meeting; these being kept on file for 12 months.

72.2 Alston and Fellside 'Place' Action Group,

Reported that an in person and Teams meeting, of this group will take place on Thursday 4th September between 7 – 9pm. The Chair agreed to attend.

72.3 May Meeting Notes of the Alston and Fellside Place Action Group,

These meeting notes, including an Action Plan, were reported and are on file.

72.4 Kirkland and Skirwith for Pollinator Surveys.

These were reported to the meeting and are on file. A copy to be sent to Kirkland Hall, Susie Ramsden at Skirwith already has a copy.

72.5 Pilot Study Survey on Community Emergency Resilience

Details of this survey were reported to the meeting. The survey being available through Eden.AreaSupport@cumbria.gov.uk

72.6 Website – New Requirements

Reported to the meeting that new Website requirements were introduced in the **2025 Practitioners' Guide for Town and Parish Councils**. Assertion 10 will apply to Annual Governance and Accountability Returns (AGAR) for the financial year beginning 1 April 2025.

This new Assertion focuses on ensuring that Councils are compliant with **digital and data protection responsibilities**. It goes beyond good intentions and places specific obligations on Councils in the following areas:

- **Email Management** – Councils must use a Council-owned domain (e.g. clerk@parishcouncil.org.uk) and avoid personal email accounts.
- **Website Compliance** – Council websites must meet accessibility regulations (WCAG 2.2 AA), include a current accessibility statement, and publish required FOI/Transparency Code documents.
- **Personal Data & GDPR** – Councils must comply with UK GDPR and the Data Protection Act 2018, including registration with the ICO, policies, and staff/councillor training.
- **IT Policy** – Councils (except parish meetings) must adopt a formal IT policy covering email, data security, personal device use, and breach response.

73/25 Grant Applications - The following were unanimously agreed -

Proposed by Cllr N Mason

Seconded by Cllr A Clay

73.1	Kirkland and Blencarn Recreation Room	310.00
73.2	Victoria Institute Culgaith	310.00
73.3	Skirwith Village Hall	310.00
73.4	St John the Evangelist Church, Skirwith.	245.00
73.5	St Lawrence Church, Kirkland	245.00
73.6	All Saints Church, Culgaith.	245.00
73.7	Fellrunner	To be discussed in November
73.8	Culgaith Recreation Ground	100.00
73.9	Culgaith Show	50.00
73.10	Geoff Anderson – Website Honorarium	110.00

74/25 Date and Venue of Next Meetings

Monday 3rd November – Culgaith Victoria Institute, commencing at 7.30pm.

The Chair thanked Councillors for their attendance and closed the meeting at 21.15

Signed by Chairman _____

Date _____