



# Arnside Parish Council

Minutes of the monthly Meeting held on Wednesday 10<sup>th</sup> May 2023 at 7.10pm in the Cemetery Chapel.

Present:

Councillors: Mike Mann (MM) – chair, Steve Porter (SP), Neil Punnett (NP), Keith Halford (KH), Rebecca Kennington (RK), Clive Christensen (CC)

Officers: Clerk - Pete McSweeney, RFO - Lesley Smyth, Cemetery Officer - Josh McLeod (JM)

23-24/7	<b>Apologies for Absence:</b> - Helen Chaffey	
23-24/8	<b>Declaration of Interests:</b> - <b>RESOLVED</b> that the following declarations of interests be noted. None.	
23-24/9	<b>Minutes of previous Meeting:</b> - <b>RESOLVED</b> that the minutes of the meeting held on 11 <sup>th</sup> April 2023, pages 19131-19132 be confirmed as a true record and to be signed by the chair.	MM
23-24/10	<b>Public Participation – Members of the public to address the council and report from Westmorland &amp; Furness Council members for the Kent Estuary ward: -</b>  <b>Members of the Public:</b> No members of the public were present. <b>Westmorland &amp; Furness Council (W&amp;FC) Update:</b> No members of Westmorland & Furness Council were present, and no report had been received.	
23-24/11	<b>Councillor Matters – Matters raised by Councillors not on the agenda:</b> The clerk informed members about significant emails that had been received by the council. <ul style="list-style-type: none"> <li>• A complaint from a resident of The Meadows about allotment plot 1. MM has resolved the issue with the allotment holder and the resident to everyone’s satisfaction.</li> <li>• Resident commented about wildflowers in the cemetery. SP &amp; CC have responded.</li> <li>• Resident asked about additional disabled parking spaces at the Ashmeadow end of The Promenade – clerk has responded.</li> <li>• Complaint received about posters being removed from notice boards. Clerk responded explaining that the notice boards in question are not APC’s.</li> <li>• W&amp;FC Highways communication regarding the defect on Black Dyke Road where it crosses Leighton Beck. <i>“Work will be carried out when resources are available, subject to defects being prioritised on a safety critical basis.”</i></li> <li>• W&amp;FC Highways communication regarding faulty streetlight near to Coastguard station to say that it has now been repaired.</li> </ul>	Clerk
23-24/12	<b>Allocate Member Responsibilities</b> The chairman presented a spreadsheet that detailed the existing responsibilities. It was agreed that a separate meeting was needed to finalised member responsibilities for 2023/24. A number of actions were noted:- <ul style="list-style-type: none"> <li>• <b>Action</b> – Review options for providing cover for RFO when not in work.</li> <li>• <b>Action</b> - check if NP &amp; SP can sign for Unity Bank account</li> <li>• <b>Action</b> – newsletter is properly covered within proposed working group structure</li> <li>• <b>Action</b> – set up a car parking working group</li> <li>• <b>Action</b> – MM to distribute spreadsheet of current responsibilities.</li> </ul>	MM  MM LS MM MM MM
23-24/13	<b>Co-option of New Member</b> Following the elections on 4 <sup>th</sup> May, APC does not have its full complement of 8 members. There is now the opportunity to co-opt a member. It was agreed that MM, RK & NP would conduct the interviews, unless they have a prejudicial interest, with the clerk in attendance. The vacancy has been advertised on the APC website and the clerk will request that the vacancy is also posted on the Arnside Village website. The closing date for applications will be 19 <sup>th</sup> May 2023.	

23-24/14	<p><b>Financial Report RESOLVED that:</b></p> <p>a) <b>To consider the financial summary for April 2023</b></p> <ul style="list-style-type: none"> <li>The report be received and noted.</li> </ul> <p>b) <b>Review budget for 2023/24</b></p> <p>A discussion took place regarding the budget and a number of minor amendments were made. A number of actions were also noted.</p> <ul style="list-style-type: none"> <li><b>Action</b> – Review water reading &amp; billing process for the memorial playing fields</li> <li><b>Action</b> – Consider moving some of APC’s funds to a savings account and look at available options. To help decide on how much to invest, RFO to produce a report on the bank account in terms of overall amount broken down by - reserves, ring fenced projects, etc</li> <li><b>Action</b> – Review Playing Field budget for 2024/25</li> <li><b>Action</b> – Contact DANFO re possible price increase for 2023/24. Reconcile increases against DANFO contract terms and conditions. Build agreed changes into 22/23 budget.</li> <li><b>Action</b> – Review and update DANFO billing and reconciliation process and spreadsheet reporting. Review DANFO contract and agree position regarding next renewal</li> <li><b>Action</b> – Write to DANFO to explain that APC has <b>RESOLVED</b> to increase the toilet entry fee to 50p and ask for signage to be updated as well.</li> <li><b>Action</b> – Note to be included in next newsletter explaining the toilet entry fee increase and explain the APC does not get a Local Authority grant for its public toilets.</li> </ul>	<p>RFO</p> <p>Clerk</p> <p>RFO</p> <p>MM</p> <p>RFO</p> <p>Clerk</p> <p>Clerk</p> <p>NP</p>
23-24/15	<p><b>The 90 minute time limit for the meeting was reached. Members RESOLVED that the following agenda items be held over until the June meeting. However the meeting should continue to consider urgent business in agenda items 13, 14 and 22.</b></p> <p>9. <b>Toilets</b> – to consider future financing of the public toilets.</p> <p>10. <b>Car parking</b> – to consider setting up a working group.</p> <p>11. <b>Allotments</b> – to consider plot rents for 2024/25 and maintenance of the allotment area.</p> <p>14. <b>Wildflower Verges Working Group Update</b></p> <p>15. <b>Housing Needs Survey – Draft Report</b></p> <p>16. <b>Wood Burning Stoves in Arnside</b></p> <p>17. <b>Tennis Club Proposals for a New Clubhouse</b></p> <p>18. <b>Consider APC email addresses for all members</b></p> <p>19. <b>Review memorial benches pricing</b></p> <p>20. <b>Consider resident’s request for name change to Arnside in Westmorland</b></p> <p>21. <b>Consider including advertising in newsletter.</b></p>	
23-24/16	<p><b>Cemetery Report – RESOLVED that:</b></p> <p>The report from JM be noted.</p> <p>JM raised some points for discussion:-</p> <ul style="list-style-type: none"> <li>Review Cemetery Officer Job description with JM to ensure it clearly represents current requirements. <b>Action</b> – set up meeting with clerk, MM, NP&amp; JM</li> <li>The cemetery officer should have a dedicated email address.</li> <li>JM recommends that APC modernises its processes for managing burials etc.</li> </ul>	<p>JM/MM</p> <p>NP</p> <p>Clerk</p>
23-24/17	<p><b>Applications for Development – RESOLVED that the clerk should respond to W&amp;FC as follows:</b></p> <ul style="list-style-type: none"> <li>SL/2023/0360 – No objections</li> </ul>	<p>Clerk</p>
23-24/18	<p><b>Review of Action List</b></p> <p>The action list was reviewed. An updated version will be sent to all members.</p> <p>It was <b>RESOLVED</b> appoint Moore &amp; Smalley as the external auditors.</p>	<p>Clerk</p> <p>RFO</p>
23-24/19	<p><b>Date of the next meeting - RESOLVED</b> that the date of the next meeting is scheduled for Monday 12<sup>th</sup> June 2023. Items for the agenda should reach the Clerk by Friday 2<sup>nd</sup> June 2023 and finance items to the RFO by this date.</p>	
23-24/20	<p><b>Meeting closed at 21.10.</b></p>	

Chair:

Date: