Holme Low Parish Council

Minutes of the annual meeting held on Tuesday 8 April 2025 at 7.30pm at Silloth Community Hall

Present: Cllr. D. Findlay (DF)

Councillors

Cllrs. M. Cornforth (MC), C. Edmunds (CE), J. Graham (JG), & K. Orchard (KO).
Also present: Wendy Jameson – Parish Clerk (WEJ) & Cllr. A.J. Markley.

1.	**Election of Chairman of the Council** Cllr. J. Graham has been Chairman of the Council for 36 years and has decided to step down. He thanked the Clerk for working with him and members of the Council. He has enjoyed being Chairman and looks forward to remaining as a Councillor. Cllr. D. Findlay was elected as Chairman of the Council.	
2.	**Chairman's Declaration of Acceptance of Office** Cllr. D. Findlay signed his Declaration of Acceptance of Office. He thanked Cllr. Graham on behalf of the Council and mentioned how a lot will have changed during the last 36 years.	
3.	**Election of Deputy Chairman of the Council** Cllr. C. Edmunds was elected as Deputy Chairman of the Council.	
4.	**Apologies** Cllr. M. Orchard.	
5.	**Declaration of Interest** None.	
6.	**Minutes** **RESOLVED** that the minutes of the meeting held on the 14 January 2025 be confirmed as a true record and signed by the Chairman.	
7.	**Matters Arising** None.	
8.	**Appointment of representatives to outside bodies** Holme Cultram Sea Dyke Charity – Cllr. John Graham, Chris Edmunds & Duncan Findlay. Longcake Educational Foundation – Cllr. Marlene Cornforth. Hellrigg Community Fund Panel – Cllrs. Kiara Orchard and Marlene Cornforth.	
9.	**Banking Arrangements** The Parish Council banks with the Cumberland Building Society. **RESOLVED** that the existing cheque signatories remain and Cllr. K. Orchard be added to the account as a signatory. (Current signatories are Cllrs. J. Graham, D. Findlay and M. Orchard)	
10.	**Asset Register** Assets comprise of 2 x noticeboards, 2 x parish seats, 1 x laptop & printer, 2 speed signs and the cemetery building.	
11.	**Annual review of risk assessments** The Clerk had produced a risk assessment and management report which was reviewed and agreed by the Parish Council.	
12.	**Insurance** The Parish Council's insurance cover is with Zurich Municipal which was noted.	
13.	**Accounts for the Year Ended 31 March 2025**	

	Accounts for the Year Ended 31 March 2025 were approved by the Parish Council. Receipts total £26,250.03 and payments total £3,714.76 for the year, with £30,304.24 in the current account and £295.96 in the deposit account at the year end.	
14.	**Annual Governance and Accountability Return 2024/25** a) The 2024/25 Annual Internal Audit Report was not available to review as there was not sufficient time for the Accounts to be audited between 31 March and the annual Parish Council meeting on 8 April 2025. b) The Annual Governance Statement (Section 1) was approved by the Parish Council. c) The Accounting Statements (Section 2) was approved by the Parish Council. d) The Annual Governance Statement and Accounting Statements were signed by the Chairman and Parish Clerk.	
15.	**Appointment of Auditor and review of effectiveness of the internal audit** a) It was agreed to appoint Mr Brian Thackeray at the Parish Council's internal auditor for 2025/26. b) The Parish Council reviewed the effectiveness of the internal audit and is satisfied with the current system.	
16.	**Budget for the Financial Year 2025/26** **RESOLVED** that the Budget for 2025/26 be noted.	
17.	**Annual Subscriptions** The Parish Council agreed to renew the Annual subscription to CALC for 2025/26 at a cost of £203.47.	
18.	**Calendar of Meetings** Meetings to be held on Tues 8 July 2025, Tues 14 October 2025, Tues 13 January 2026 & Tues 14 April 2026 at 7.30pm in Silloth Community Hall.	
19.	**Exclusion of Press and Public** There was no need to exclude the Press and Public from the meeting.	
20.	**Public Participation** There had been no requests from members of the public to speak at the meeting.	
21.	**Requests for financial assistance** None.	
22.	**Payment of Accounts** Cheque payments to 8 April 2025 were approved for payment by the Parish Council.	
23.	**Correspondence** a) Connecting Cumbria Newsletter January 2025. b) CALC News – November & December 2024. c) CALC Training & Development – January to July 2025. d) Clerks & Councils Direct – January 2025. e) CALC – Training Bulletin. f) Cumbria Local Nature Recovery Strategy (LNRS) Newsletter – Spring 2025. g) Cumberland Council – Environment & Climate Newsletter – February. h) Connecting Cumbria Newsletter February 2025. i) Clerks & Councils Direct – March 2025. j) Connecting Cumbria Newsletter March 2025. k) Cumberland Council – Details of the draft 2025/26 Council Tax Base for the parish which is 139.59.	

l) Cumberland Highways – Enq Ref: EI/229528 – Site inspection carried out at The Windmill, Causewayhead and can confirm that the scaffolding is not obstructing the carriageway and has hi-vis tape on it which is appropriate to draw carriageway users' attention to its existence.

m) Cumberland Highways – Enq Ref: EI/231421 – Missing black and white sign at the end of West Causewayhead Lane has been passed to relevant team for action.

n) Cumberland Highways – Enq Ref: EI/231429 - Gutters running along the edge of the road between Barracks Bridge and Silloth are full of debris - soil, gravel, hedge cuttings etc. Passed to relevant team for action.

o) Cumbria Police – PSCO Nichol will get out with the speed camera on the long stretch of road coming out of Silloth.

p) CALC - Environment Agency – Information about new flood warning service testing.

q) Cumberland Council – Council tax base figure is based on 200 properties within Holme Low Parish on the valuation office listing dated 2 December 2024.

r) NALC – Legal Update.

s) CALC – Community Health & Well Being Conference – Information about two events being held in February and March.

t) CALC – Opportunity to make a difference: Information regarding Free NHS App training available to become an NHS App Champion.

u) Cumberland Council – re: waste services – Reply received regarding questions raised about the lack of recycling bins on Lido Village, West Causewayhead etc.

v) CALC – Copy of a leaflet regarding scams from Trading Standards.

w) CALC – LSE/NALC emergency planning survey.

x) Cumberland Highways – Enq Ref: EI/231421 – Black and white sign at end of West Causewayhead is currently undergoing refurbishment and once works are completed, the sign will be reinstated.

y) Cumberland Planning Policy Notification: A new Statement of Community Involvement (SCI) was adopted on 18th February 2025 which sets out the Council's policy for engaging the community and stakeholders in the planning process.

z) Cumberland Council – re: Waste Matters – Information regarding changes to waste and recycling collections.

aa) Cumberland Council – re: Parish Precept instalments 2025-26. To bring all former districts in line with each other, former Allerdale parishes will now receive one instalment at the start of the financial year, when previously it was paid at beginning of April and end of September.

bb) Cumberland Council – re: Funding for Community Emergency Planning Groups – There is funding available of up to £2,000 for equipment, training etc.

cc) NALC – Legal bulletin – 24 March 2025.

dd) CALC – Devolution update – Government consultation now live – Public consultation launched which seeks views on the proposal to form a Mayoral Combined Authority for the local government areas of Cumberland and Westmorland and Furness. Consultation document: https://www.gov.uk/government/consultations/cumbria-devolution To take part and have your say: https://consult.communities.gov.uk/lggc/cumbria- devolution-consultation. Consultation ends on 13 April 2025.

ee) Cumbria Constabulary Neighbourhood Policing Pledge – Request for the Parish Council to appoint two representatives of the Council to attend the local virtual meeting. Cllr. K. Orchard will be attending the meetings on behalf of Silloth Town Council and agreed to report back to the Parish Council also. Cllr. C. Edmunds to also represent the Parish Council.

ff) Cumberland Council – Code of Conduct for Parish Councils – Reminder that each member of the Parish Council needs to complete a new form in respect of any change to their interests.

gg) Cumberland Highways – re: Traffic monitoring – Causewayhead – 3 traffic counts were ordered and there looks to be a speeding issue in the area which will be raised with the Police.

	hh) Cumberland Council – re: St Cuthbert's Local Plan 2025 – 2055 Regulation 19: Publication Draft – The St Cuthbert's Garden Village Local Plan will be published for a statutory period of consultation for 7 weeks from 17 March until 5pm 6 May 2025.	
24.	**Planning Applications** The Parish Council considered the following planning applications: - **Ref No:** HOU/2025/0070 **Applicant:** Sharpe **Proposal:** Erection of single storey side extension and two storey rear extensions **Location:** Hayrigg Farm, Pelutho, Silloth, Wigton, CA7 4LS – No objection. **Ref No:** FUL/2025/0062 **Applicant:** Messers R & F Holliday **Proposal:** Proposed Cattle Shed **Location:** Blackdyke Farm, Blackdyke, Silloth, CA7 4PL – No objection.	
25.	**Reports from Representatives on Outside Bodies** **Sea Dyke Charity** – Everything is in order. Estimate of £48k was received for the new shed at Swinsty Farm and the charity has agreed to go up to £50k, as the tenant will be doing all the concreting. Also, a shed is to be moved so that all the sheds are facing the same way which he is doing himself. The rent is always paid on time, and the tenant works well with the charity. **Hellrigg Advisory Panel** – Met in January and funding of £26k was distributed to various projects which included Rugby Club, Football Club, STAG, Vintage Rally and Holme Low. Met again in February following a complaint and all the decisions were upheld. **Longcake Educational Foundation** – No report, as Cllr. Cornforth was unable to attend the last meeting. There is another meeting next month.	
26.	**Cumberland Council Report** There is a 4.99% increase in the Council tax, with £22m borrowed. The audit gave a report at the last meeting and the Council was told that if they follow the guidance things should improve. Waste collections will be changing, with cardboard and general waste going to be fortnightly. There will be a charge of £40 for an extra grass bin and for a larger general waste bin. Cumberland Council are looking to work alongside Stagecoach regarding the bus services. The Maryport/Silloth service was reinstated and is being used but it was questioned whether it could continue if the subsidised £3 bus fares come to an end. It is hoped the Sunday service between Silloth/Carlisle can be reinstated. Solway Firth Partnership are going to be installing matting made from potato residue along the coast between Cardurnock and Anthorn to help with erosion. This will be a trial and the first in the UK.	
27.	**Sexual Harassment Policy** Following the introduction of new legislation, the Parish Council considered the guidance notes provided and whether to formally adopt the sexual harassment policy. **RESOLVED** to consider adopting the new policy at the start of the new 4-year term when all members of the Council will be able to undertake the necessary training.	
28.	**Lido Village** Concerns were raised in relation to the siting of units at the Lido Village which are too large and in too close a proximity to the boundary fence of the site. There needs to be a minimum of 6m between each unit – not from the boundary fence but between each unit, so that emergency services can get access. A resident of Lido Village has written to the planning department about the regs. The Caravan Council is the best organisation to write to for guidance. Anything under 6m and the regulations are being breached.	
29.	**Safeguarding Policy** The Parish Council considered a new updated Safeguarding Policy which is a requirement of Cumbria Community Foundation as a condition of the grant funding. **RESOLVED** that the Parish Council adopt the updated Safeguarding Policy. A copy will be forwarded to Cumbria Community Foundation.	**WEJ**
30.	**Reports from Councillors**	

	Cllr. J. Graham has enjoyed his time as chairman and hopes to enjoy many more years as a councillor. The speed of traffic coming down West Causewayhead Lane was mentioned which is a 60mph road but far from suitable for the size of vehicles using the road. Blackdyke road is also bad. Tractors are a lot bigger than they used to be but perfectly legal. The Parish Council has tried to get a speed and width restriction put on West Causewayhead Lane for many years, but nothing has happened. The bottom of Kingside Hill is also bad, with the edges of the road in need of repair, as it can cause wagons/buses to be dragged into the verge.	
31.	**Chairman's Announcement** The Chairman thanked everyone for putting their trust in him to be Chairman and thanked the Parish Clerk for the work she does.	
32.	**Date of next meeting** Parish Council meeting – Tuesday 8 July 2025 at 7.30pm in Silloth Community Hall.	

Signed…….....…….. Date.....……