

## Cummersdale Parish Council

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**Members of the Council:** you are summoned to attend a Meeting of Cummersdale Parish Council on Monday 9 September 2024 in Cummersdale Village Hall at 7.00pm.

**Members of the Community:** you are invited to attend

### AGENDA

1. **Apologies** - to receive apologies and approve reasons for absence
2. **Requests for Dispensations, Declarations of interest, gifts and hospitality** - to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct, and to note any gifts and hospitality
3. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)** - to decide whether there are any items of business which require the exclusion of the press and public
4. **Public participation** - to receive questions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct and standing orders
5. **External Representation** - to receive reports from Parish Council representatives on outside bodies. (If possible, Councillors to provide a written report prior to the meeting to allow distribution.)
  - To receive a report from the Cumberland Councillor on any items not on the agenda
6. **Minutes of the last Cummersdale Parish Council Meeting** - to authorise the Chairman to sign, as a correct record, the minutes of the Cummersdale Parish Council meeting held on 1 July 2024 (circulated with agenda)

### 7. Finance

#### a) Bank Reconciliation

- (i) To receive and note the monthly reconciliations and balances to 31 July and 31 August 2024 (attached):

Unity Trust Bank	31 July 2024	31 August 2024
Instant Access account	£33,261.87	£33,179.07
Current account	£826.17	£826.47
<u>Total</u>	<u>£34,088.04</u>	<u>£34,005.54</u>

- (ii) To acknowledge scrutiny and acceptance of the bank statements and authorise the Chairman to sign the Council’s bank statements, 31 July and 31 August 2024, (circulated with agenda)

**b) Invoices for Payment** - to consider invoices for payment itemised on the payment schedule totaling £704.53 dated 2 September 2024 (attached)

**c) Receipts** – to acknowledge and receive the following receipts totalling £803.36

Voucher	Date	Description	Supplier	Total £
159	30 June 2024	Quarterly Interest	Unity Trust	219.83
163	11 July 2024	VAT Refund Q2	HMRC	171.33
164	07 August 2024	VAT Refund 2022-23 Q4*	HMRC	417.20

\* delay due to HMRC not processing initial request

## 8. Planning

Details can be viewed on the Planning Authority website ([cumberland.gov.uk](http://cumberland.gov.uk)) and members of the community can submit their own observations directly

**a) Planning Applications** - to consider all recent Applications received from Cumberland Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting

**b) Notices of Decision** - to acknowledge any notices of decision received from Cumberland Council

- (i) Granted by Cumberland Council Subject To Nutrient Resolution 07.08.24  
**Reference:** 22/0751 **Proposal:** Change of use of barn to dwelling **Location:** High Cummersdale Farm, The Square, Cummersdale, Carlisle, CA2 6BG

**c) Cumberland Council Planning Policy update 23.08.24** (Cumberland Local Plan & St Cuthbert’s Local Plan (attached) – to note

**9. Access road leading to the short-term car park and allotment** - to consider the quotations from Story and Dinsdale (attached) and determine which, if any, to recommend that Cummersdale Primary School proceed with. It was agreed in principle at the last meeting that Cummersdale Parish Council fund one third of the project with the remainder to be met by the school and the Fells and Solway Community Panel.

## 10. The Copse

**a)** Assistance with laying woodchip is still required and to consider how to progress this

- b) To note that the Green Spaces Team (Cumberland Council) confirmed that they would be responsible for ongoing maintenance of the woodland path should planning be approved for an adopted Public Right of Way.

**Reference:** 24/0401 **Proposal:** Change of use from agricultural land to public open space to include hard surfaced footpaths and tree planting **Location:** Fields to the north of Cummersdale Village, Carlisle [24/0401 | Change Of Use From Agricultural Land To Public Open Space To Include Hard Surfaced Footpaths And Tree Planting | Fields to the north of Cummersdale Village, Carlisle](#)

11. **Land adjacent to the Village Hall** – to consider that several parishioners have raised concerns with the Chairman about the condition of the land and are querying progress with submission of a planning application
12. **Clerk training** – to consider a request from the Clerk to undertake preparatory training for the Certificate in Local Administration provided by Cumbria Association, of Local Councils (attached). The clerk is employed by two parish councils, Cummersdale and Holme Abbey, and if approved the training fee of £200.00 would be shared equally between the two parishes.
13. **Councillor Matters** - an opportunity for Councillors to raise issues, not on this agenda, on behalf of the residents in their wards. *(NB. No decisions can be taken on these matters, but the Clerk may make investigations and/or they may be placed on the agenda of a future Council or Committee meeting.)*
14. **Schedule of Correspondence, Notices and Publications** – to receive and note the schedule of correspondence, notices and publications received since the last meeting and not on this agenda (emailed separately):  
CALC 50<sup>th</sup> AGM Invitation  
Cumbria Local Nature Recovery Strategy Autumn Newsletter  
Fells & Solway Community Panel Meeting Invitation  
Invitation to Climate Action webinars  
Police update August 2024 - Carlisle & Rural  
CALC Training Bulletin  
Cumbria LNRS Summer Newsletter  
Lieutenancy Of Cumbria: Request for guestlist nomination 50th Anniversary Celebration

**Date of next meeting** - Monday 7 October 2024 at 7.00pm in Cummersdale Village Hall

Agenda items to be submitted to the Clerk by Friday 27 September 2024

[Signed]

3 September 2024



Joanne Cornah Wade, Clerk to the Council, Eriskay Cottage, Bromfield, Wigton CA7 3NB  
Email: [info@cummersdaleparishcouncil.org.uk](mailto:info@cummersdaleparishcouncil.org.uk)  
Web: [cummersdaleparishcouncil.org.uk](http://cummersdaleparishcouncil.org.uk)

### Bank Reconciliation 7a

Financial  
year ending  
31/03/2025

Council name Cummersdale Parish Council

Balances per bank statements at 31/07/2024

Cummersdale Parish Council current	826.17	
Cummersdale Parish Council deposit	33,261.87	
<b>Total bank balances</b>		<b>34,088.04</b>

Cummersdale Parish Council current  
Uncleared payments

Date	Customer / supplier	Reference	Amount	
01/07/2024	Stefan Nicholson	BP	-280.00	-280.00

**Total net balances at 31/07/2024** 33,808.04

*J Wade*

**Prepared by:** \_\_\_\_\_

**Date:** 31.07.24

*J Cornah Wade (Clerk & RFO)*

**Approved by:** \_\_\_\_\_

**Date:** 09.09.24

*Name and Role*



**Invoices for payment 7b**

**Cummersdale Parish Council current account**

Voucher	Date	Description	Supplier	Net £	VAT £	Total £
160	30.09.24	Grass contract September	S Nicholson	280.00	0.00	280.00
161 SO	01.10.24	Clerk expenses September wfh	J Cornah Wade	8.34	0.00	8.34
162 SO	01.10.24	Clerk salary September	J Cornah Wade	211.36	0.00	211.36
165	10.09.24	Office supplies (ink & paper)	Holme Abbey Parish Council	33.24	0.00	33.24
167	31.08.24	Internal transfer	Current account	-500.00	0.00	-500.00
168	31.08.24	Internal transfer	Deposit account	500.00	0.00	500.00
1698	01.09.24	Website hosting	Wight Computers Ltd	142.99	28.60	171.59
<b>TOTAL</b>				<b>675.93</b>	<b>28.60</b>	<b>704.53</b>

*JWade*

Prepared by:

*J Cornah Wade Clerk & RFO*

Date:

2 September 2024

Approved by:

*Name and Role:*

Date:

9 September 2024

Approved by:

*Name and Role:*

Date:

9 September 2024

## Planning 8c

**From:** Planning Policy [mailto:[planningpolicy@cumberland.gov.uk](mailto:planningpolicy@cumberland.gov.uk)]

**Sent:** 23 August 2024 12:25

**Subject:** Cumberland Council Planning Policy Update - Parish Councils

Dear Town/Parish Clerk

### **Cumberland Local Plan & St Cuthberts Local Plan**

Cumberland Council is starting work on a new Cumberland Local Plan for the district (excluding the Lake District National Park area). This plan will shape the future development of our area providing a framework for the scale and location of new housing, employment, and infrastructure. It will include other policies that guide development addressing issues such as minerals and waste, the protection of the historic and natural environment, and the social and economic needs of local communities. When adopted the plan will replace the existing Copeland, Carlisle, and Allerdale Local Plans and the Cumbria Minerals and Waste Local Plan. We are also continuing work on the St Cuthbert's Local Plan which will guide the development of St Cuthbert's Garden Village to the south of Carlisle.

### **Cumberland Planning Policy notifications and consultations**

We will be engaging with the Parish Councils and other individuals and stakeholders in the production of the local plan as work proceeds. As statutory consultees Parish Councils will be notified of all planning policy updates and consultations by the planning policy team in the usual way.

Residents of the parish can also receive updates and consultations on the Cumberland Local Plan or St Cuthberts Local Plan by subscribing to the Local Plan and Planning Policy newsletter on the following webpage: [Local Plan | Cumberland Council](http://www.cumberland.gov.uk/planning-and-building-control/planning-policy/local-plan) ( [www.cumberland.gov.uk/planning-and-building-control/planning-policy/local-plan](http://www.cumberland.gov.uk/planning-and-building-control/planning-policy/local-plan) ). Subscription requires the use of an email address and users can unsubscribe at any time. We can make arrangements for non-digital residents without an email address if they contact us.

### **Copeland Local Plan 2021-2038**

Following the inspector's examination of the Copeland Local Plan in 2023 work is now at an advanced stage and the plan is expected to be adopted later this year. Relevant parishes and individuals and stakeholders registered on the Copeland Local Plan database will continue to receive communications about the Copeland Local Plan through to its adoption. Once adopted the Copeland Local Plan will be used to guide development in the former Copeland area outside the Lake District National Park until it is replaced by the new Cumberland Local Plan.

If you have any queries regarding the local plan and planning policy, please do not hesitate to contact us

Yours faithfully

Planning Policy Team

E [planningpolicy@cumberland.gov.uk](mailto:planningpolicy@cumberland.gov.uk)

E [stcuthbertsgv@cumberland.gov.uk](mailto:stcuthbertsgv@cumberland.gov.uk) (for enquiries relating to St Cuthberts Garden Village only)

T 0300 373 3730

Planning Policy

Strategy, Policy & Performance

Cumberland Council

Allerdale House, Workington, Cumbria, CA14 3YJ

**[cumberland.gov.uk](http://cumberland.gov.uk)**

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Cumberland Council

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## Clerk training 12

**From:** Kelly, Rachael E

**Sent:** Monday, July 29, 2024 1:05 PM

**To:** Cumbria Association, of Local Councils <calc@cumbria.gov.uk>

**Subject:** CiLCA

Dear Colleagues

CALC will be running the next CiLCA training sessions from September to December, if this is something you are interested in, please get in touch.

Below is some information on the CiLCA qualification, and how it can benefit you and your council.

### CiLCA

Certificate in Local Council Administration

CiLCA is the only recognised measure of an effective and professional clerk.

CALC encourage all clerks to work towards this qualification. It's based on the submission of a portfolio of evidence and our sessions provide help, support and individual mentorship to put this portfolio together giving you the maximum support we can. We run 6 sessions to go through the portfolio with you and provide a mentoring service to support you.

There are many benefits from having a CiLCA qualified Clerk, if completing the CiLCA training is something which you are interested in, please get in touch.

What is CiLCA?

CiLCA is a foundation qualification which tests whether you have a broad knowledge of all the aspects of a clerk's work – roles and responsibilities, the law, procedures, finance planning and community involvement.

How will CiLCA benefit you and your council?

- Helping you to build a rewarding career in your council
- Study CiLCA and learn the tools to:
  - Make confident, informative decisions for your council and your community
  - Adapt to changing circumstances
  - Set a vision for the future for your council and your community
  - Advise and support the council as it identifies and implements plans for the future
  - Advise the council on its duties and powers
  - Ensure your council is compliant with proper financial practices
  - Respond to questions and problems with a dynamic, 'can-do' attitude
  - CiLCA forms part of the criteria for the council to exercise the General Power of Competence.
- When a council's chief officer (the clerk) obtains CiLCA, this meets one criterion for the general power of competence. In England, this also contributes to Quality and Quality Gold in the Local Council Award Scheme.

General Power of Competence / The freedom of GPC

Councils no longer need to ask whether they have a specific power to act. GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:



- An individual can't put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can't impose taxes on other people – so a local council can't use GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

#### Criteria for eligibility

The freedom of GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the parish councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

- Elected councillors - At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors. Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected. The total number of councillors means the number of seats on the council including those that might be vacant. If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.
- The qualified clerk - The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. The recognised sector-specific qualifications are:
  - The Certificate in Local Council Administration (CiLCA) awarded by Ascentis (or previously by Monitoring and Verification Board or the AQA) If the CiLCA certificate was awarded pre 2012, you must also hold GPC Section 7 in Isolation Module certificate
  - Or one of the following higher education qualifications awarded by the University of Gloucestershire or its predecessor institutions, namely:
    - The Certificate of Higher Education in Local Council Administration
    - The first level of the Foundation Degree in Community Engagement
    - The Certificate of Higher Education in Local Policy and Governance (the Level Four course)
    - Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

If you wish to discuss the CiLCA qualification further, please get in touch

POSTPONED