

# MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: [MatterdaleParishClerk@gmail.com](mailto:MatterdaleParishClerk@gmail.com)

[www.matterdaleparishcouncil.org](http://www.matterdaleparishcouncil.org)

Thursday, 28 December 2023

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Watermillock Village Hall on **Monday 8 January 2024** at 7.00PM. The Public and Press are invited to attend.



Clerk

## AGENDA

### 71. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

### 72. MINUTES OF THE COUNCIL MEETING held on 13 November 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 13 November 2023 (attached).

#### a. Matters arising:

### 73. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

- a. Register of Interests: Councillors are reminded of the need to update their register of interests
- b. To declare any personal interests in items on the agenda and their nature
- c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
- d. To make any requests for dispensation

### 74. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To decide whether there are any items of business which require exclusion of the press and public

### 75. PUBLIC PARTICIPATION

**PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.

**76. Westmorland and Furness COUNCILLOR REPORTS– to receive** items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)

**77. POLICE MATTERS – to resolve**

whether to submit any matters to the Local Focus Hub.

**78. PLANNING APPLICATIONS** - You may view the details on the Planning Authority website ([Lakedistrict.gov.uk](http://Lakedistrict.gov.uk)) where parishioners can submit their own observations directly

a. To resolve whether to submit any observations on the following applications

7/2023/3193	Greenbank Farm, Troutbeck, Cumbria, CA11 OSS	Conversion of existing detached barn building to holiday letting unit
7/2023/3155	Aira Farmhouse, Dowthwaite Head, Dockray, CA11 OLG	Reinstatement of residential use and extend into attached barn

b. To Note the following applications were granted approval

7/2023/3132	Underwood, Watermillock, Cumbria, CA11 OLS	Proposed replacement dwelling and new vehicular driveway
7/2023/3165	Cove Cottage, Watermillock, Penrith, CA11 OLS	Demolition of existing dwelling and erection of a replacement dwelling including the installation of a package treatment plant, following withdrawal of application ref 7/2023/3109
7/2022/3042	Belle Grove, Watermillock, Penrith, Cumbria, CA11 OLP	Rebuild the dry dock boathouse
7/2023/3126	Saddleback View, Troutbeck, Penrith, CA11 OSX	Two storey side extension, including front porch

**79. FINANCE**

a. **Payments- to authorise** schedule of payments totalling £339.48 (VN 51-56)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
51	24/12/2023	HSBC		Bank Charges	5.00	0.00	5.00
52	31/01/2024	Nick Phillips		Salary	150.00	0.00	150.00
53	29/02/2024	Nick Phillips		Salary	150.00	0.00	150.00
54	08/01/2024	Nick Phillips		Expenses	2.50	0.00	2.50
55	08/01/2024	Watermillock Village Hall		Room hire	16.00	0.00	16.00
56	08/01/2024	Hayton Parish Council		Expenses	15.98	0.00	15.98

- b. **Monthly reconciliation (November 2023) – to receive and note** the reconciliation and balances checked by Cllr Firth.
  - c. **Monthly budget update- to receive and note**
  - d. **Current Bank Balances.**
- 80. **Clerk's Appraisal** – to receive a verbal update from the Chair and Vice Chair including suggestions for future working.
- 81. Clerk's contract – to resolve whether to accept the revisions to the Clerk's contract. (attached)
- 82. Grass contract – to review the tender submissions and agree which company should be awarded the contract
- 83. Grazing licences – to resolve whether the council would be prepared to accept a 3 year grazing licence agreement as suggested by one of the current licensees.
- 84. 20 MPH Speed limit zones – following a consultation by Westmorland and Furness Council to resolve whether the council would like the Clerk to submit an expression of interest. (attached)
- 85. Noticeboards- to identify where the current Parish Council Noticeboards are sited and establish how many are needed.
- 86. Policies – To resolve whether to agree the policies as proposed by the working group
  - a. Equality and Diversity
  - b. Publication scheme
  - c. Risk Assessment Policy
  - d. Staff Appraisal Policy
  - e. Vexatious requests policy
- 87. Sparket Mill footpath diversion-to resolve whether the Parish Council has an opinion on the attached proposal.
- 88. Nutrient Neutrality/ Habitat site restoration - to resolve to approve the LDNPA starting pre feasibility studies for - Rushmire, Binks Moss and Troutbeck land.
- 89. Waterfoot carpark – to resolve what position the council should take.(attached)
- 90. Councillors' reports and items for future agenda**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 91. Date of next meeting**

**The next meeting of the Parish Council** will take place on 4 March 2024 in Matterdale Church Room at 7.00pm.

Agenda items to be submitted to the Clerk by 12 noon on Thursday 22 February 2024.

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## Minutes of the Matterdale Parish Council which took place at 7.00pm on Monday 13 November 2023.

Present: Cllrs V Gore (Chair), P Airey, C Beaumont, R Dobinson, M Firth, D Harrison, R Lloyd, J Newport, J O'Neil, B Shaw, J Wilson

In attendance: Nick Phillips (Clerk), Westmorland and Furness Cllr J Derbyshire

### 54. APOLOGIES FOR ABSENCE

received apologies and approved reasons for absence from Cllr Holder

### 55. MINUTES OF THE COUNCIL MEETING held on 4 September 2023

authorised the chair to sign, as a correct record, the minutes of the meeting held on 4 September 2023.

- a. **Matters arising: Bank charges** – Monthly account charge £5.00, each cheque paid in or out £0.40, electronic payments free.

### 56. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

- a. Register of Interests: Councillors are reminded of the need to update their register of interests - none
- b. To declare any personal interests in items on the agenda and their nature - none
- c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items) - none
- d. To make any requests for dispensation none

### 57. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

None

### 58. PUBLIC PARTICIPATION

**PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** -none present

59. **Westmorland and Furness COUNCILLOR REPORTS**—received the following items for information: Discussed some of the issues regarding infrastructure needed for Electric Vehicle Charging. Cllr Derbyshire has asked at WaF and the A 592 group re SITU and feedback regarding vehicle counts. Funding opportunities – Fibrus community fund for Cumbria – award funding for communities requiring support – approximately £2000 to support communities. Please report highways issues on HIAMS particularly potholes as well as reporting blocked drains and footpath issues. It was suggested that councilors should check that grit bins have been replenished.

### 60. POLICE MATTERS –resolved

not to submit any matters to the Local Focus Hub.

### 61. PLANNING APPLICATIONS -

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a. resolved to submit observations as detailed on the following applications

7/2023/3165	Cove Cottage, Watermillock, Penrith, CA11 0LS	Demolition of existing dwelling and erection of a replacement dwelling including the installation of a package treatment plant, following withdrawal of application ref 7/2023/3109
Support this application as the new house is an improvement on the existing building and this application addresses the issues raised on the previous application.		
7/2023/3156 & 3155 (Listed Building Consent)	Aira Farmhouse, Dowthwaite Head, Dockray, CA11 0LG	Full renovation and extend into adjoining barn
Matterdale Parish Council supports a local occupancy agreement being imposed if appropriate.		

b. noted the following applications that were delegated to the planning committee for decision and the comments below made online.

7/2023/3132	Underwood, Watermillock, Cumbria, CA11 0LS	Proposed replacement dwelling and new vehicular driveway	No objections
7/2023/3144	Undercragg, Matterdale, Penrith, CA11 0LE	Extension & alterations to dwelling and garage Resubmission of application ref. 7/2023/3111	No objections
7/2023/3126	Saddleback View, Troutbeck, Penrith, CA11 0SX	Two storey side extension, including front porch	No objections
7/2023/3124		Hesket Farm, Dacre, Penrith, CA11 0LU	Change of use and conversion of agricultural barns into three holiday let houses, garden, car parking and associated utility buildings, plus demolition of existing modern agricultural building
Matterdale Parish Council supports the application as it enables a local farming business to diversify but would like to point out that MNP4 of the Matterdale Local Plan states that should they later decide to sell the units that they would be required to be for local occupancy only and would like this to be a condition of approval. The council would also support the option to rent out one or more of the units for local occupancy.			
7/2023/3138	West Lodge, Watermillock, Penrith, CA11 0JS	Construction of a new drystone wall to roadside boundary; demolition of drystone infill wall within the curtilage of a listed	No objections

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		building; erection of post & wire fencing to western side of the site to protect lakeshore environment	
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c. Noted the following applications were granted approval

7/2023/3144	Undercragg, Matterdale, Penrith, CA11 0LE	Extension & alterations to dwelling and garage Resubmission of application ref. 7/2023/3111
7/2023/3120	Ullswater View and Gowbarrow Lodge, Watermillock, Cumbria, CA11 0JP	Conversion of Guest house (Ullswater View) to form a Dwelling as well as Minor Alterations and a Local Occupancy Restriction on Gowbarrow Lodge
7/2023/3138	West Lodge, Watermillock, Penrith, CA11 0JS	Construction of a new drystone wall to roadside boundary; demolition of drystone infill wall within the curtilage of a listed building; erection of post & wire fencing to western side of the site to protect lakeshore environment
7/2023/3137	West Lodge, Watermillock, Penrith, CA11 0JS	Construction of a new drystone wall to roadside boundary; demolition of drystone infill wall within the curtilage of a listed building; erection of post & wire fencing
7/2023/3131	Greenrow, Penriddock, Penrith, CA11 0SA	Extension and modernisation of family home following withdrawal of 7/2023/3104
7/2023/3125	Fellside, Watermillock, Cumbria, CA11 0JP	Extension and re-modelling works
7/2023/3121	Todgill, Matterdale, Penrith, CA11 0LE	Upgrade of current septic tank, to a package treatment plant. The old tank will be decommissioned the outfall will be retained.
7/2023/3082	Grove Foot Farm Caravan Park, Grove Foot Farm, Thackthwaite, Penrith, CA11 0NA	Replace five touring unit pitches with five static caravans

d. Noted that the following applications have been refused permission

7/2023/3128	2 High Longthwaite Watermillock, Penrith, CA11 0LR	Two story extension to domestic property
7/2023/3114	Sparket Mill Barn, Hutton John, Penrith, CA11 0LZ	Application to modify Section 106 Agreement on planning permission 7/1993/3123 to a house of main residence but

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		without the requirement to have lived/worked in Cumbria for the previous 3 years
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## 62. FINANCE

### a. Payments- authorised schedule of payments totalling £1984.39 (VN 34-47)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
38	18/11/2023	Rocket Sites	INV 2530	Website	1,105.00	221.00	1,326.00
39	24/09/2023	HSBC		Bank Charges	5.00	0.00	5.00
40	20/11/2023	Matterdale Church Room		Room hire	20.00	0.00	20.00
41	20/11/2023	Green Team	INV506	Grounds care	90.00	0.00	90.00
42	20/11/2023	Nick Phillips		Expenses	78.91	0.00	78.91
43	30/11/2023	Nick Phillips		Salary	150.00	0.00	150.00
45	31/12/2023	Nick Phillips		Salary	150.00	0.00	150.00
47	20/11/2023	Watermillock Village Hall	for 3/10/2023	Room hire	16.00	0.00	16.00
The following have been paid as authorised by the finance committee							
34	02/10/2023	Green Team	475	Grounds care	65.00	0.00	65.00
35	02/10/2023	Water Plus	4084263930	Water bill	38.01	0.00	38.01
36	13/10/2023	Matterdale School Foundation	Wayleave	Payment to MSF	9.47	0.00	9.47
37	13/10/2023	Matterdale School Foundation	MSF VAT reclaim	Payment to MSF	36.00	0.00	36.00

### b. Monthly reconciliation (September 2023) –

**received and noted** the reconciliation and balances checked by Cllr Firth.

### c. Monthly budget update- received and noted

d. **Receipt – to note** receipt from HMRC – VAT refund £122.18., Skipton Building Society – interest R07 £1784.63

### e. Current Bank Balances. Skipton - £68552.49, HSBC £7165.82

63. **Budget 2024-25** –discussed and resolved to adopt the proposed budget and set a precept for 2024-25 of £5000.

64. **HIGHWAY MATTERS:** Mell Fell- vegetation issues obstructing view Cllr Gore to contact landowners.

65. Policies –resolved to form a working group of Cllrs Gore and Harrison to look at the following policies for adoption at the next meeting.

- Equality and diversity
- Publication Scheme (mandatory)
- Risk Assessment policy

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- d. Safeguarding policy
  - e. Staff appraisal policy
  - f. Vexatious requests policy
66. Rural payments –received, for information a report from the clerk.
67. Grass cutting tender –agreed the cutting schedule and timetable for the tendering process and authorised the clerk to initiate the process.
68. Westmorland and Furness Code of Conduct –resolved to adopt the attached code of conduct.
- 69. Councillors’ reports and items for future agenda**
- Report on Clerk’s Appraisal
- Thanks to David Brown for the donation of a new noticeboard
- Cllr Newport had been given paint for a noticeboard
- 70. Date of next meeting**
- The next meeting of the Parish Council** will take place on Monday 8 January 2024 in Watermillock Village Hall at 7.00 pm.
- Agenda items to be submitted to the Clerk by 12 noon on Thursday 28 December 2023.
- Meeting closed at 20:30





**Lake District  
National Park**

Mr N Phillips,  
Clerk, Matterdale Parish Council  
14 Twickenham Court  
Carlisle  
CA1 3TW

12-Dec-2023

Dear Sir

**What is the formal view of your council on this application?**

**Reference:** 7/2023/3193  
**Location:** Greenbank Farm, Troutbeck, Cumbria, CA11 0SS  
**Proposal:** Conversion of existing detached barn building to holiday letting unit  
**Reply by:** 09 January 2024  
**Reply to:** [planning@lakedistrict.gov.uk](mailto:planning@lakedistrict.gov.uk)

**Yesterday you received a consultation letter for Greenbank Farm, Troutbeck with the wrong application number 7/2023/5703 please don't reply using that number please use 7/2023/3193**

We invite the formal view of your council. Please [click on this link](#) to view the application forms and documents.

Alternatively you can visit <https://planning.agileapplications.co.uk/ldnpa> and enter 7/2023/3193 into the reference search field.

If your council supports or objects, please give us their planning reasons. A neutral view such as no objections is equally acceptable.

We hope you find our online planning guide for town and parish councils and parish meetings useful. You can see it on our website by clicking on:  
[www.lakedistrict.gov.uk/parishplanningadvice](http://www.lakedistrict.gov.uk/parishplanningadvice)

For further information about how we publicise planning applications and to read our policy and procedure for public speaking at meetings, please see our practice guidance at <https://www.lakedistrict.gov.uk/planning/gettingplanningadvice/planningguides>. If the application is to be reported to committee and your council would wish to speak at the meeting please register this intent with the formal views.

When made, the decision will be published on our website.

Yours faithfully

Development Management Support Team

You can help us by telling us if your email changes – thank you



**Lake District  
National Park**

Mr N Phillips,  
Clerk, Matterdale Parish Council  
14 Twickenham Court  
Carlisle  
CA1 3TW

12-Dec-2023

Dear Sir

**What is the formal view of your council on this application?**

**Reference:** 7/2023/3155  
**Location:** Aira Farmhouse, Dowthwaite Head, Dockray, CA11 0LG  
**Proposal:** Reinstatement of residential use and extend into attached barn  
**Reply by:** 09 January 2024  
**Reply to:** [planning@lakedistrict.gov.uk](mailto:planning@lakedistrict.gov.uk)

We invite the formal view of your council. Please [click on this link](#) to view the application forms and documents.

Alternatively you can visit <https://planning.agileapplications.co.uk/ldnpa> and enter 7/2023/3155 into the reference search field.

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When made, the decision will be published on our website.

Yours faithfully

Development Management Support Team

You can help us by telling us if your email changes – thank you

## MATTERDALE PARISH COUNCIL MEETING JANUARY 2024 – FINANCIAL OFFICER’S REPORT

### ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.51 to 56 amounting to £339.48

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
51	24/12/2023	HSBC		Bank Charges	5.00	0.00	5.00
52	31/01/2024	Nick Phillips		Salary	150.00	0.00	150.00
53	29/02/2024	Nick Phillips		Salary	150.00	0.00	150.00
54	08/01/2024	Nick Phillips		Expenses	2.50	0.00	2.50
55	08/01/2024	Watermillock Village Hall		Room hire	16.00	0.00	16.00
56	08/01/2024	Hayton Parish Council		Expenses	15.98	0.00	15.98

Approved - Minute No.	<b>79a</b>
Chair signature	
Date	

Postage			VAT	Total
Meeting Packs Wilson and Dobson	<a href="#">2@£1.25</a>			£ 2.50
Travel	Miles	@per mile		
Totals	£ -			£ 2.50

**From:** Royal Mail Support no-reply@royalmail.com  
**Subject:** Royal Mail - Postage Confirmation for WP-1189-9030-000  
**Date:** 28 December 2023 at 10:09  
**To:** matterdaleparishclerk@gmail.com

RS



Thank you for your order.

**You have made a payment of £2.50 to the Royal Mail Group Ltd.**

**Reference:** WP-1189-9030-000

**Date & time:** Thursday, 28 December 2023 10:08

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

## Purchased postage

**Destination:** R A Dobinson, Fairfield, Watermillock, Penrith, Cumbria, CA11 0LP

**Postage service:** Royal Mail 1st Class

**Postage cost:** £1.25

**Item must be posted by:** Thursday, 04 January 2024



**Destination:** Jean Wilson, Anns Cottage, Dockray, Penrith, Cumbria, CA11 0LG

**Postage service:** Royal Mail 1st Class

**Postage cost:** £1.25

**Item must be posted by:** Thursday, 04 January 2024



Make a bill payment

1. Payee details

2. Payment details

3. Check and confirm

4. Confirmation

 The payment requires authorisation.

Summary

From

40-36-10 70559024  
Charitable  
Matterdale paris

Payment date

15 Jan 2024

N M Phillips  
Expenses JAN VN54  


GBP 2.50

The value of this payment exceeds your bill payments single paymer higher payment limit than you will need to authorise the payment.  
The payment will not be sent until it has been authorised. (GBB-BP-1

Authorisation

Authorised by

GBHBEU1003867944PHILLIPSNICH1

Date and time

:



Matte

Make a bill payment

1. Payee details

2. Payment details

3. Check and confirm

4. Confirmation

 The payment requires authorisation.

Summary

From	40-36-10 70559024 Charitable Matterdale paris	
Payment date	15 Jan 2024	
Watermillock VH Matterdale PC JAN 40-36-10 71034464	GBP 16.00	The value of this payment exceeds your bill payments single paymer higher payment limit than you will need to authorise the payment. The payment will not be sent until it has been authorised. (GBB-BP-1

Authorisation

Authorised by	GBHBEU1003867944PHILLIPSNICH1	Date and time	:
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14 Twickenham Court,  
Carlisle CA1. 3TW

# INVOICE

8

8 November 2023

<b>TOTAL £</b>	<b>15.98</b>
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Sort code 20-18-47  
Acc No 80453005



Matte

Make a bill payment

1. Payee details

2. Payment details

3. Check and confirm

4. Confirmation

! The payment requires authorisation.

Summary

From	40-36-10 70559024 Charitable Matterdale paris	
Payment date	15 Jan 2024	
Hayton PC INV8 20-18-47 80453005	GBP 15.98	The value of this payment exceeds your bill payments single paymer higher payment limit than you will need to authorise the payment. The payment will not be sent until it has been authorised. (GBB-BP-1

Authorisation

Authorised by	GBHBEU1003867944PHILLIPSNICH1	Date and time	:
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# Matterdale Parish Council

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

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

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

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 03/12/2023</b>		
	Cash in Hand 01/04/2023		70,976.84
	<b>ADD</b> Receipts 01/04/2023 - 03/12/2023		7,651.80
	<b>SUBTRACT</b> Payments 01/04/2023 - 03/12/2023		78,628.64
	<b>Cash in Hand 03/12/2023</b> (per Cash Book)		4,611.08
<b>B</b>			<b>74,017.56</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2023	0.00	
	HSBC 03/12/2023	5,465.07	
	Skipton 01/11/2023	68,552.49	
			<b>74,017.56</b>
	Less unrepresented payments		
			74,017.56
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>74,017.56</b>
	<b>A = B Checks out OK</b>		

## Your Statement

Mr N Phillips  
Matterdale Parish Council  
14 Twickenham Court  
Carlisle  
CA1 3TW



### Account Summary

Opening Balance	7,165.82
Payments In	0.00
Payments Out	1,700.75
Closing Balance	5,465.07

4 November to 3 December 2023

### International Bank Account Number

GB57HBUK40361070559024

### Branch Identifier Code

HBUKGB4148T

### Account Name

Matterdale Parish Council

### Sortcode

40-36-10

### Account Number Sheet Number

70559024 469

### Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
03 Nov 23	<b>BALANCE BROUGHT FORWARD</b>			<b>7,165.82</b>
20 Nov 23	BP Rocket Sites Ltd VN38 INV2530	1,326.00		
	BP Green Team VN41 INV506	90.00		
	BP N M Phillips VN42 Expenses November	78.91		
	BP PCC of Matterdale VN40 Matterdale Council	20.00		
	BP Watermillock VH VN47 WVH 416	16.00		5,634.91
24 Nov 23	DR TOTAL CHARGES VN50 TO 02NOV2023	5.00		5,629.91
30 Nov 23	BP WATER PLUS VN49 4084263930	14.84		5,615.07
01 Dec 23	SO PHILLIPS NM VN43 CLERK SALARY	150.00		5,465.07
03 Dec 23	<b>BALANCE CARRIED FORWARD</b>			<b>5,465.07</b>

### Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://www.fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://www.hsbc.co.uk/fscs/)).



Contact tel 03457 60 60 60

see reverse for call times

Text phone 03457 125 563

used by deaf or speech impaired customers

[www.hsbc.co.uk](http://www.hsbc.co.uk)

**4 November to 3 December 2023**

## Your Statement

**Account Name**

Matterdale Parish Council

**Sortcode Account Number Sheet Number**

40-36-10 70559024 470

<b>Credit Interest Rates</b>			<b>Debit Interest Rates</b>		
	<i>balance</i>	<i>AER variable</i>		<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		
			21.34%		

TTES FOR THE MATTERDALE PARISH COUNCIL  
SIGNATURES REQ'D 2

999486784

CLUBS & CHARITIES A 6335

	Date	Description	Branch	Initials	Receipts	Withdrawals	Balance
01						Balance brought forward	
02	22/02/23	CHG CUST - 981890895	11	32679			66767.86
03	31/10/23	INT CAPISED	900	99999	1784.63		68552.49
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
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16							
17							
18							
19							
20							
21							

## Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>Admin</b>															
Salaries	1,800.00	-66.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00		1,434.00	366.00
Insurance				361.23										361.23	-361.23
Audit Fees	100.00		100.00											100.00	
Travel and Office expen	300.00		36.35		33.68	2.95			78.91		2.50			154.39	145.61
Office and Computer	50.00										15.98			15.98	34.02
Training	150.00														150.00
Room Rental	120.00		16.00		20.00	16.00			36.00		16.00			104.00	16.00
Subscriptions	300.00		176.95		144.00									320.95	-20.95
Bank Charges	80.00	7.80	7.00	9.00	5.80	5.40	5.00	5.00	5.00	5.00				55.00	25.00
SITU															
Website	90.00								1,105.00					1,105.00	-1,015.00
Payroll		174.00												174.00	-174.00
PAYE															
Election costs															
<b>Grounds</b>															
Grass contract			155.00	65.00	130.00	145.00		65.00	90.00					650.00	-650.00
Repairs and maintenanc	500.00		112.90											112.90	387.10
Seats and Noticeboards	150.00														150.00
Water Fees	70.00		17.61					38.01	14.84					70.46	-0.46
<b>Income</b>															
Precept															
Grass Letting															
Wayleaves								9.47						9.47	-9.47
VAT								36.00						36.00	-36.00
Bank Interest															

***DRAFT***

**CONTRACT OF EMPLOYMENT**

This contract of employment (“the contract”) contains the main terms and conditions of your employment with Matterdale Parish Council (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

**THE EMPLOYER::**

Matterdale Parish Council

**THE EMPLOYEE:**

Nicholas Phillips

**DATE OF ISSUE:**

Actual date agreed





## **1. COMMENCEMENT DATE**

Your employment with Matterdale Parish Council began on the first day of October 2022 (“the commencement date”).

## **2. CONTINUOUS SERVICE.**

2.1. Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

## **3. CONDITIONS OF SERVICE**

3.1. National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this .

#### 4. PROBATION

- 4.1. Your appointment was subject to a probationary period which was satisfactorily completed on 31 March 2023.

#### 5. JOB TITLE

- 5.1 You are employed as Clerk/Responsible Financial Officer (RFO).

#### 6. JOB DUTIES

- 6.1. You are expected to perform all duties which may be required of you as set out in the attached job description.

- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job, but only if it is reasonable to expect that these other duties can be performed within the agreed annual hours for which you are employed.

#### 7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

- 7.2. Before each Council meeting you shall disclose to the Council any pecuniary interest of yourself or any partner or relative of yours in any business of this Council.

## **8. PLACE OF WORK<sup>1</sup>**

### **Working from home**

8.1 Your usual places of work are your home address, and for the Council's meetings, Watermillock Village Hall and Matterdale Church Room or other place in the Parish chosen for Council meetings, together with any other venue in the Parish for meeting the public as may be determined by the Council from time to time.

## **9. SALARY**

9.1. Your standard rate of pay is £15 per hour for 120 hours a year, or salary point 16 (on the National Association of Local Councils pay scale for Local Council Clerks in England and Wales), whichever is the greater. Your hours will include travel from your home in the Carlisle area to Matterdale or Watermillock to attend anything other than the expected 6 Council meetings each year. If the hours of work are materially different from 120 hours you should report the discrepancy at the November Council meeting, and, if required, produce a written record.

9.2 Subject to satisfactory performance, once on the NALC pay scale you will progress through the range up to point 17 on the salary scale which is the maximum in the range. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary

---

<sup>1</sup> Employment Rights Act 1996 Section 1.4.h

performance if it chooses to do so.

- 9.3 Your salary will be paid in equal monthly instalments in arrears by cheque or direct bank transfer as may be agreed between you and the council

## **10. EXPENSES**

10.1. The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business (“mileage expenses”) provided that mileage expenses have been approved by the Council.

10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.

10.3. Expenses may include any of the following:

1. Purchase or use of office equipment
2. Purchase of office consumables
3. Connection, rental or use of telephone line and Internet/broad band
4. A sum to take into account the use of space, lighting, heating and electricity due to working from your home.

## **11. WORKING AT HOME – INSURANCE**

11.1 You shall notify your insurers that your home is your main place of work and that in the course of your employment members of the public may attend at your home.

11.2. You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1.

11.3 The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

## 12. APPRAISAL

12.1. You will receive an annual appraisal

## 13. ANNUAL LEAVE

13.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees).

14.

15. 13.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.

13.3. Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.

13.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

- 13.5. Annual leave must be taken at times agreed with the Council. Any period of leave which would result in you being absent from a scheduled Council meeting shall (save in case of unavoidable emergency) shall require the written consent of the Chairman of the Council.

#### **14. SICKNESS ABSENCE**

- 14.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs. It is your responsibility to inform the Council of the reason for your unavailability, its likely duration and any maternal prognosis for your recovery from time to time as soon as reasonably possible.
- 14.2 You will be provided with a copy of the Council's sickness absence policy.
- 14.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.



## 15. SICK PAY

15.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

- |  |  |
|--|--|
| during 1st year of service                     | • one month's full pay and (after completing 4 months' service) 2 months' half pay |
| during 2 <sup>nd</sup> year of service         | • 2 months' full pay and 2 months' half pay  |
| during 3 <sup>rd</sup> year of service         | • 4 months' full pay and 4 months' half pay  |
| during 4 <sup>th</sup> & 5th - year of service | • 5 months' full pay and 5 months' half pay  |
| after 5 years' service                         | • 6 months' full pay and 6 months' half pay  |

**16. MATERNITY/PATERNITY/ADOPTION LEAVE**

16.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

**17. INJURY OR ASSAULT**

17.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

**18. PENSION**

18.1 It is understood that the salary paid under this contract is below the threshold for automatic enrolment on the Local Government Pension Scheme. While that remains the case, the Council will not contribute to your pension provision and will not pay you any pension.

**19. NOTICE OF TERMINATION OF EMPLOYMENT**

19.1 The length of notice which you are obliged to give to the Council to terminate your employment is twelve weeks in writing.

19.2 The length of notice which you are entitled to receive from the Council to terminate your employment is twelve weeks in writing.

19.3 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

## 20. **DISPUTE RESOLUTION**

20.1 The Council will be guided by the ACAS Code of Practice (the ACAS Code) on disciplinary and grievance procedures, in so far as it is reasonably applicable to the circumstances or your employment with the Council and as varied by the further provisions in 20.2 below

20.2 If you have a grievance arising from your employment, you should raise it with the Chairman of the Council or the Vice Chairman. Any grievance and any disciplinary matter will be investigated and determined by one or two Councillors appointed for that purpose by the Chairman or Vice Chairman respectively. If the grievance is against a Councillor or Councillors they will not, as far as practicable, take part in the grievance or disciplinary decision making process, other than to provide evidence for the investigation. If you are dissatisfied with the outcome of any grievance procedure or disciplinary decision made against you, you

should appeal to the Council in writing. The Council shall consider the matter at its next meeting and inform you of its decision and the reasons for such a decision. The Councillor or Councillors who investigated and determined the matter in the first instance shall take no part in the deliberations of the Council on the appeal. Nothing in this clause affects the provisions of the ACAS Code relating to your attendance at hearings and the right to be accompanied.

## **21. HEALTH AND SAFETY**

21.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

21.2 You will be given a copy of the Council's Health and Safety Policy.

## **22. EQUAL OPPORTUNITIES POLICIES**

22.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

**23. TRAINING AND DEVELOPMENT**

23.1 The Council shall be responsible for one quarter of the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy.

**24 INDEMNITY**

24.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council (without prejudice to any other indemnity which you are entitled to).

**Signed:**

**Dated:**

**Name:** Nicholas Phillips



**Signed for and on behalf of Matterdale Parish Council**

**Signed:**

**Dated:**

.....

.....

**Name:**

.....



Additional Enclosures:

Job Description

Person Specification

## MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: [MatterdaleParishClerk@gmail.com](mailto:MatterdaleParishClerk@gmail.com)


[www.matterdaleparishcouncil.org](http://www.matterdaleparishcouncil.org)

### Grass Contract

Two companies have submitted tenders for the grass contract. [REDACTED] who are the present contractors and [REDACTED]. The Clerk has used both companies.

Company	[REDACTED]	
1 year	[REDACTED]	
4 year contract	[REDACTED]	
Per year assuming 4 year contract	[REDACTED]	[REDACTED]



**From:** Hutchinson, Sonia D Sonia.Hutchinson@cumbria.gov.uk   
**Subject:** FW: 20mph speed limit applications for release Monday 4th December to CALC members please  
**Date:** 4 December 2023 at 09:14  
**To:** Cumbria Association, of Local Councils calc@cumberland.gov.uk  
**Cc:** Cumbria Association, of Local Councils calc@cumberland.gov.uk

---

SH

Dear Clerk

Westmorland and Furness Council adopted a 20mph speed limit policy in September 2023. We are pleased to be able to release further information on the 20mph policy and details regarding the application process for Town and Parish Councils.

**Applications must be submitted through the Town or Parish Council for a local area and will not be accepted from individuals or community groups at this time.** This is to ensure there is a demonstrated level of local support.

Attached to this email is a copy of the new documents now available to allow Westmorland and Furness to receive formal applications. We did receive a number of expressions of interest and although these have been noted, to enable full consideration and assessment of requests it is necessary for a completed application form to be received.

The documents that are now available are as follows (copies attached):

- Application form – containing a series of information and questions to aid the prioritisation of scheme requests.
- Guidance notes – for applicants and wider public on the background to 20mph, what it means, what a scheme will look like and how to apply.
- Prioritisation matrix – showing the process for assessing and scoring schemes to determine a priority for the first phase of introduction.

### **Promotion, website and email**

A web page has been set up which shares information on 20mph background and applications for their local community.

From the here, members of the public will be signposted to their local Town or Parish Council to discuss a local scheme and initiate support as needed. Details for Town and Parish Councils on how to make an application are in the attached documents and available on the website at the following address:

<https://www.westmorlandandfurness.gov.uk/news>

Applications are requested to be submitted to the new dedicated email address [20mph@westmorlandandfurness.gov.uk](mailto:20mph@westmorlandandfurness.gov.uk) Please note that we cannot accept applications to this mailbox **before Thursday 7<sup>th</sup> December.**

Communications will be issued publicly via a range of media from Wednesday 6<sup>th</sup> December encouraging local communities to contact their local Parish or Town Council. We have allowed this time to ensure councillors have chance to review the information and use the inbox to get any questions answered before residents start to reach out.

### **Next steps**

The first phase of applications will be open until **Friday 16<sup>th</sup> February 2024**.

Upon receipt of completed application forms Westmorland and Furness Council will work through the prioritisation matrix to score the applications enabling a prioritised list to be presented back to Locality Boards for Eden, Furness and South Lakeland in April 2024. This will enable the first phase of schemes to be agreed and progressed. Subsequent phases will follow as it is anticipated that not all applications will be able to be progressed as part of the first phase.

Following prioritisation there will follow a process of design and consultation with the local community before a Traffic regulation Order (TRO) legal process will be undertaken for the proposed 20mph speed limit scheme.

If you have any queries or questions as to any of the above please send them in to [20mph@westmorlandandfurness.gov.uk](mailto:20mph@westmorlandandfurness.gov.uk) (from Thursday 7<sup>th</sup> December)

Yours sincerely

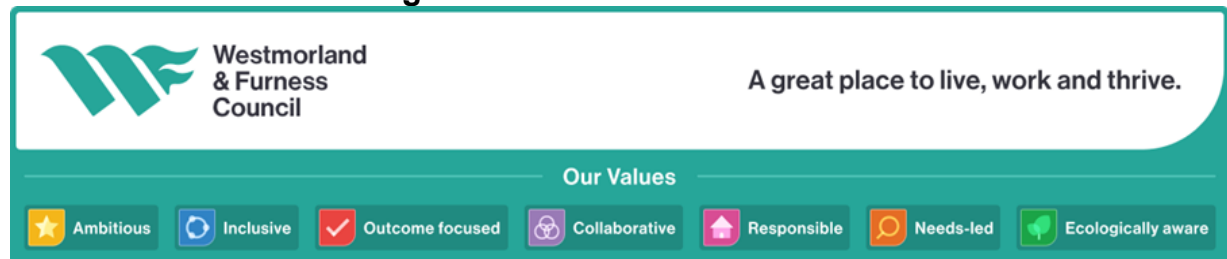
**Victoria Upton** BSc MSc MCiHT

Traffic Management Manager | Traffic Management Team

Sustainable Transport & Highways | Thriving Places Directorate

Westmorland & Furness Council | County Hall | Kendal | Cumbria | LA9 4RQ

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



WFC 20mph Application Form  
.pdf



20mph speed limit guidance  
notes.pdf



20mph Prioritisation Matrix  
Appendix A.pdf



## **MATTERDALE PARISH COUNCIL**

**Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW**

**Tel: 0750 800 1602      Email: [MatterdaleParishClerk@gmail.com](mailto:MatterdaleParishClerk@gmail.com)**


[www.matterdaleparishcouncil.org](http://www.matterdaleparishcouncil.org)

Agenda 85 – Noticeboards

Cllr Harrison asked for this item to be on the agenda and asked:

Where are they and do we need so many.

There is not a definitive limit to the number of noticeboards that a Parish needs to have apart from a comment in the Local Government Act 1972 that the agenda and summons for a meeting shall be placed on the noticeboard. This could imply that only one is needed and that just a list of dates is the minimum provision. However, it is good practice that the agenda for each meeting is clearly published with 3 clear days notice for the meeting so that members of the public are able to attend if they wish.

**From:** Will Hinchliffe Will.Hinchliffe@lakedistrict.gov.uk   
**Subject:** Consultation site visit for proposed diversion of footpath 345006 at Sparket Mill, Matterdale Parish  
**Date:** 21 December 2023 at 14:47  
**To:** matterdaleparishclerk@gmail.com

---



Dear consultee,

### **Consultation site visit for proposed diversion of footpath 345006 at Sparket Mill, Matterdale Parish**

We have received an application to divert the above footpath. We would like to arrange a site visit to look at this proposed diversion with as many of you who are willing and available to join us in order to collate some initial consultee feedback on this proposal.

We're intending to hold this site visit on Tuesday 16<sup>th</sup> January, commencing 10am (probably not lasting longer than an hour or so) meeting at Sparket Mill (CA11 0LZ). Unfortunately, parking options at Sparket Mill itself are very limited so a walk to the footpath from slightly further afield may be required. There is not any particularly rough or boggy ground on either the existing or proposed routes of the footpath but will be some long (and probably wet!) grass in places so please wear appropriate footwear and dress accordingly for the weather. There are also a couple of ponies grazing in the field over the winter. Please do let us know if you are able to attend the site visit.

Sparket Mill is a grade-2 listed building and is also recorded on the Historic Environment Record. It was a water-powered corn mill which was later extended to accommodate a saw mill. The applicants have applied for this footpath diversion with the aim of improving the feeling of security and privacy at the property. They have also had some issues with dogs off leads causing issues on the property. They also state that they believe their proposed route would offer a benefit to path users who may enjoy a scenic route through the field and along the riverside, avoiding the feeling of passing through private space.

The existing route of the footpath takes users through the mill property from the roadside then through the field to the northwest to point B on the attached map. There are two routes currently usable by the public through the property, although neither actually follows the definitive line closely (particularly at the roadside end). We're not sure that the line of the path shown on the definitive map has ever been usable (between points A and H), we have tracked down a planning application from 1985 which shows the path following the route most frequently used today through the property (points E-G-H). The site visit should provide some opportunity to look at these options and consider whether they (and the definitive line) are more or less convenient and enjoyable than the proposed route.

The proposed route would take users from the roadside further to the west at point C into the field and the proposal is that the path could then head northeast across the field (crossing the current definitive line) then follow the riverbank until converging with the current definitive line in the northwest of the field at point B. The applicants have indicated that they are receptive to alternative ideas on the diversion route through the field so if a different route for this was identified as more convenient and/or enjoyable than that proposed then this could be possible if the

diversion order proceeds.

Please do let me know if you are able to attend this site visit and in the meantime I wish you all an enjoyable festive season, thank you for all your time and effort in responding to these consultations and look forward to seeing you in the New Year!

Kind regards, Will

**Will Hinchliffe**

Trainee Rights of Way Officer  
Lake District National Park Authority  
01539 79 2696

[Will.hinchliffe@lakedistrict.gov.uk](mailto:Will.hinchliffe@lakedistrict.gov.uk)

[lakedistrict.gov.uk](http://lakedistrict.gov.uk) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

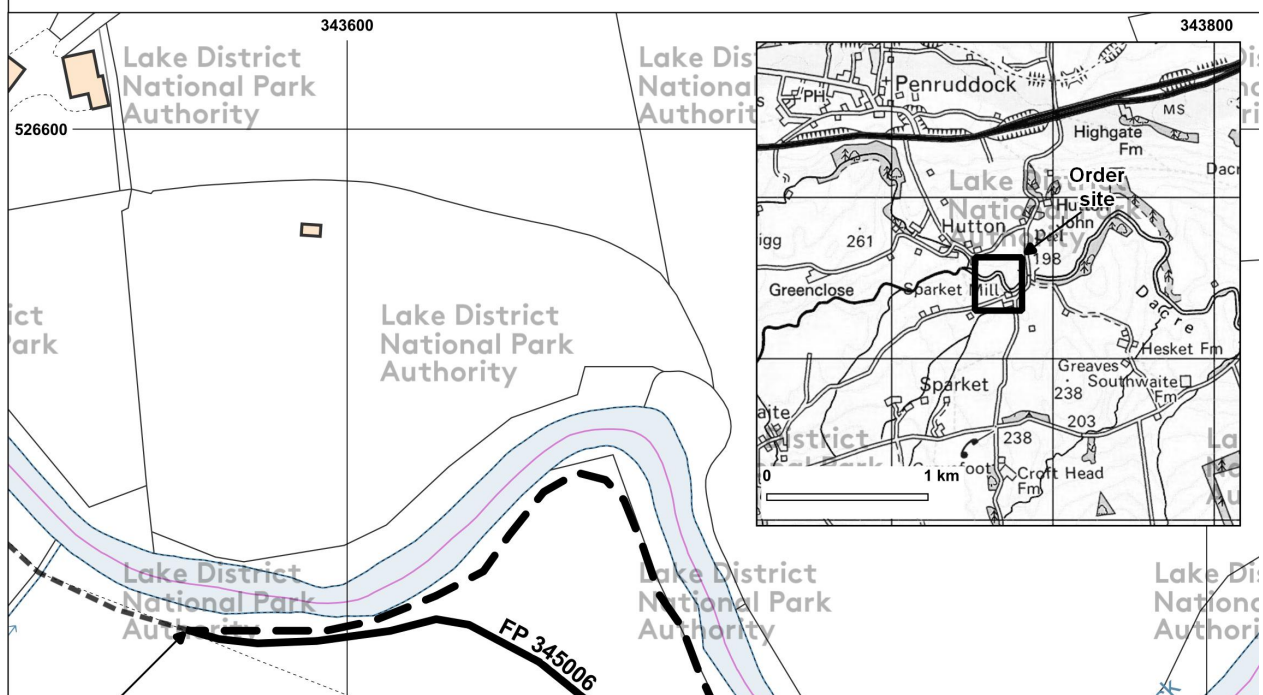
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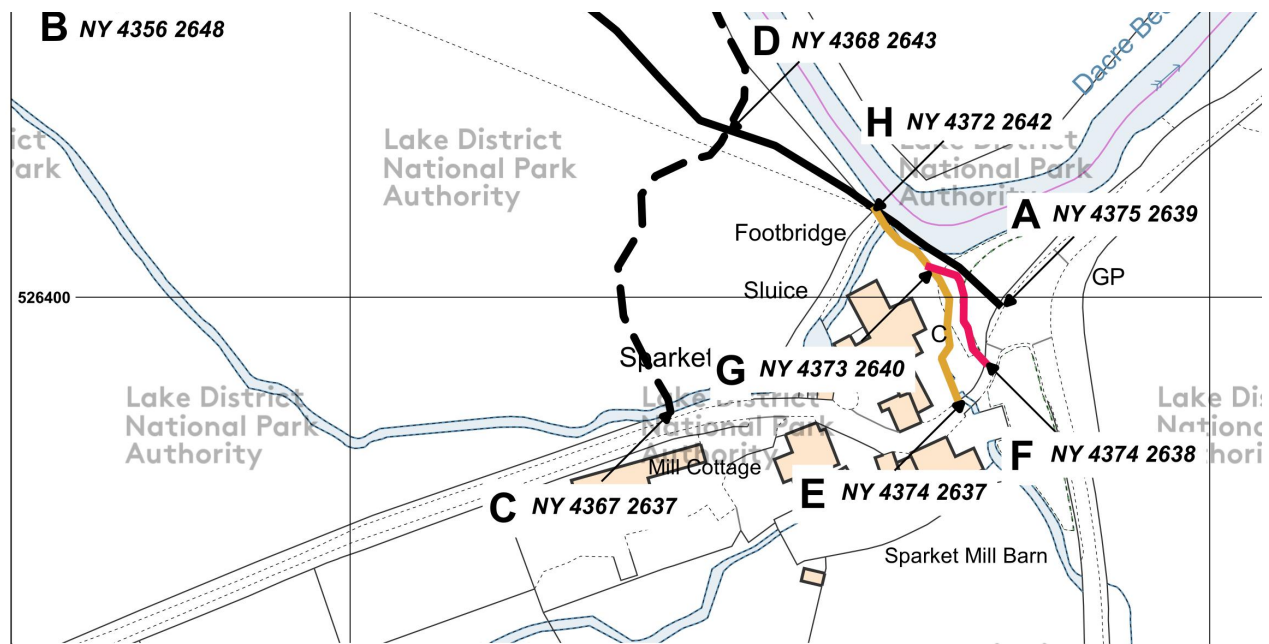
## Diversion of Public Footpath 345006 at Sparket Mill, Matterdale Parish

Highways Act 1980 Section 119 and Wildlife & Countryside Act 1981 Section 53A(2)



Lake District  
National Park





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Ordnance Survey AC0000807483

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I:\Corporate Workspaces\.....\PPOs\345006 SparketMill.qgz

- Footpath to be extinguished
- - - Footpath to be created
- Usable alternative 1
- Usable alternative 2
- Unaffected public rights of way
- - - Footpath

Centre of map:  
NY 4366 2646

Date Authored:  
21/12/2023

Authorised signatory:

Date:

**From:** Leanne Parr Leanne.Parr@lakedistrict.gov.uk  
**Subject:** RE: Call for Sites - Pre-feasibility Assessments  
**Date:** 20 December 2023 at 16:15  
**To:** matterdaleparishclerk@gmail.com

LP

Apologies, we'd also like to assess site NND06 (Land lying to the west of 2 Mellfell View, Troutbeck) so if you can refer to this also in your response please that would be great.

Kind regards, Leanne

---

**From:** Leanne Parr  
**Sent:** Wednesday, December 20, 2023 4:13 PM  
**To:** matterdaleparishclerk@gmail.com  
**Subject:** Call for Sites - Pre-feasibility Assessments

Hi Nick,

Hope you're well.

Thank you for your submissions to the recent call for sites. We've started to review the sites which were put forward for NN/Habitat Site Restoration with Natural England and would like to take sites NNE45 (Rushmore Land, Matterdale End) and NNE47 (Binks Moss Turbary Ground, Matterdale End) forward to pre-feasibility assessment stage. We've appointed Haskoning DHV to carry out the pre-feasibility assessments.

I'd be grateful if you could confirm the following by email:

- That you agree for a pre-feasibility assessment to be carried out on the site by Haskoning (the assessments are desk top based so there shouldn't be any need for a site visit)
- That you agree for the information submitted through the call for sites to be shared securely with Haskoning DHV
- That you agree for Haskoning to contact you directly should they require any further information about the site

Assessments will start early next year with a view to having the final report available at the end of February/early March. The report will set out what mitigation solutions may be suitable on the site and the likely phosphorous savings that could be made. It will also include an indicative design of the solution. BNG will be looked at separately and this will be picked up by my colleague Nick Hall in the new year.

We're limited in terms of the number of sites we can assess at this stage so we've decided to focus on those which, through discussions with NE, seem to have the greatest opportunity for p savings. On that basis we won't be taking forward other sites put forward by the Parish Council at this stage.

If you've got any queries please let me know.

Kind regards, Leanne

Leanne Parr  
Catchment Nutrients Officer  
Lake District National Park Authority  
Direct: 01539 792 608  
Mobile: 07825 456453

Please note my working days are Tuesday, Wednesday, Thursday and Friday.

[lakedistrict.gov.uk](http://lakedistrict.gov.uk) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Michael Firth [REDACTED]  
**Subject:** Waterfoot Car Park and agenda for 8 Jan  
**Date:** 20 December 2023 at 12:24  
**To:** Nick Phillips matterdaleparishclerk@gmail.com  
**Cc:** [REDACTED]

---

MF

Dear Nick,

Please could you add an item to the agenda for 8 Jan to discuss the Waterfoot Car Park? This is the (originally temporary) car park at the junction of the A592 and the B5320. In late 2021 the Council supported a planning application to retain this car park. Despite a lot of local support, the application was refused, and an enforcement notice was served requiring the car park to be removed. An appeal was lodged against the Enforcement Notice in October 2022. The Government's Planning Inspectorate has decided, in light of the significant local support for the retention of the car park, that the appeal will be dealt by way a full Public Inquiry at which local organisations, businesses and residents will be able to speak. The Inquiry will take place on the 27 and 28th February 2024, probably in Kendal.

The decision required from the Council is whether to support the appellant's position at the enquiry.

Thank you.

Best wishes  
Michael