**Minutes of the Annual Meeting of Dean Parish Council held on Monday 12th May 2025 at 7.10pm in the Kirkstile Village Hall.**

Present: Mr. Hayman, Mr. Chittenden, Mr. Ferguson, Mr. Scott, Mr. Haslam, Mr. Worsley, Mr Thomas, Mr Agnew, Mrs. Moore, Mrs. Pallister, Mrs. Holmes. One member of the public and Rev Morgan, Parish Clerk, was also in attendance.

**7/25 Election of Chairman for the ensuing twelve months**

Mr. Hayman had indicated ahead of the meeting that he would not be seeking re-election this year. Mr. Ferguson thanked Mr Hayman on behalf of the council for his hard work over the last few years, which had been much appreciated, and had seen the Parish Council through some interesting times.

Mr Hayman called for nominations.

Mrs. Pallister was proposed by Mr. Ferguson and seconded by Mr. Chittenden.

Mr. Smith was proposed by Mr Thomas but was not seconded, the nomination therefore fell.

On being put to the vote, Mrs. Pallister was unanimously elected to serve as Chairman for the ensuing twelve months.

Mrs. Pallister then signed her declaration of acceptance of office and assumed the chair.

**8/25 Apologies for absence** were received from Mr. Smith and Mr. Semple.

**9/25 Election of Vice Chairman for the ensuing twelve months.**

Mr. Chittenden was proposed by Mr. Agnew and seconded by Mr. Haslam.

Mr Thomas reported that Mr. Smith had indicated his willingness to serve in this capacity if required.

On being put to the vote, Mr. Chittenden was unanimously elected to serve as vice chairman for the ensuing twelve months.

Mr. Chittenden then signed his declaration of acceptance of office.

The Parish Council wished to record its thanks to Mr. Smith for his willingness to step into the gap, should it have been necessary.

**10/25 Public Participation** – no issues were raised.

**11/25 Declarations of Interest –** none.

**12/25 Approval of Minutes**

On the motion of Mr. Ferguson., seconded by Mr. Scott, the minutes of the meeting held on 3rd March 2025 were approved and signed.

**13/25 Matters arising from the Minutes not covered on the agenda**

The Parish Litter Pick had gone well with a large quantity of litter collected and this year had been registered as part of the Cumberland Council’s ‘Litter Champions’ event. Thanks were expressed to the ladies who delivered the cakes at the end of the litter pick. It was noted that Eaglesfield had not taken part as the village is kept clear of litter year-round by a number of dedicated volunteers, but the event had been publicised in Eaglesfield.

**14/25 Open Spaces** – nothing to report this month.

**15/25 Distribution of Seat Pro Forma**

These were distributed, with the addition of the seat on Reg’s Round for which Mr. Ferguson agreed to be responsible for reporting damage.

**16/25 Distribution of Notice Board Forma**

These were distributed to the relevant councillors.

**17/25 Appointment of Planning Convenors**

These were confirmed with the addition of Mr. Scott to convene for any agricultural applications.

**18/25 Meeting dates 2025/26**

These were confirmed as 7th July 1st September and 3rd November 2025 at Kirkstile Community Centre, 5th January 2026, Eaglesfield Village Hall, 2nd March and 11th May 2026 at Kirkstile Community Centre. All at 7.30 except May which will commence at 7.00pm.

**19/25 Feedback on Working Group to produce a community-led plan for Dean Parish**

Six councillors had been present at the workshop in March, when a list of issues facing the parish had been drawn up and a first attempt made to envisage what a healthy parish might look like in, say, fifteen years’ time. Mr. Ferguson had typed up the notes from the workshop and had circulated them. The Chairman thanked Mr. Ferguson for all the work he had put into the event and subsequently, and it was agreed that the matter would be further discussed under Agenda Item 16 d.

**20/25 Website Update**

The Clerk now had access to the website and would be updating documents in the next few weeks. Mr Haslam was thanked for his hard work in putting the website together. It was agreed that this item be removed from future agendas.

**21/25 Policy Documents**

1. On the motion of Mr. Hayman, seconded by Mrs. Holmes, the following documents were reviewed and affirmed:

 Code of Conduct

 Financial Regulations

 Standing Orders

 Health and Safety

 Equality and Diversity

 Communications

 Publication Scheme

 Grievance and Discipline

 Bullying and Harassment

 Retention of Documents

 Complaints Procedure

 GDPR Policy

 Safeguarding Policy

 Risk Management Policy and Protocol

 Risk Assessment

 Freedom of Information Policy

1. Adoption of new Policy Documents:

The following documents were considered and discussed:

1. Green Spaces Policy – it was noted that these are subject to management by exception rather than each being subject to its own management plan. In particular an area of land at Ullock which was historically managed by a member of the public but is no longer so managed and a very small strip of land adjacent to Barker’s Meadow which is managed by two members of the public with adjacent properties were discussed. The Chairman agreed to visit the latter and report back to the next meeting of the Parish Council.
2. Donation to Worthy Causes Policy – an update of a previous policy.
3. Sexual Harassment Policy – noted that this requires members to undertake training, clerk to advise when appropriate training is available.

On the proposal of Mr. Hayman, seconded by Mr. Scott, the three policy documents were adopted.

The council wished to record its thanks to Mr. Chittenden for his hard work in putting all of the policy documents together, this now represents a full set of the required documents.

**22/25 Reports:**

* 1. Dean Community Response Group

Nothing further to report this month.

* 1. Dean Solar Farm Committee

The Council considered a draft letter to be sent on behalf of Dean and Distington Parish Councils, and on the proposal of Mr. Ferguson, seconded by Mr. Hayman, this was approved.

The clerk was instructed to register an interest on behalf of the Parish Council via the Dean Solar website, in order for the Parish Council to be involved in the next stage of the application, which is now with the Planning Inspectorate.

It was noted that the working group had written to Peter Elms in April and a response was awaited.

Information had been sent to the Fultons’ and no reply had yet been received.

* 1. Lostrigg Solar

A joint meeting had been held with Little Clifton Parish Council and those discussions had formed the basis of the draft joint response to phase II of the Consultation. It was noted that the application may be decided by Cumberland Council due to changes in the lower limit to 99.9mw per application, but this was not certain.

On the proposal of Mr. Chittenden, seconded by Mr. Hayman, it was agreed that the draft response be approved to be sent with a cover letter penned by Mr. Smith to RWE with copies to Josh MacAlister MP and Andrew Semple, Cumberland Councillor. On being put to the vote all voted in favour, with one abstention.

RWE had requested a meeting with both parish councils, and it was agreed that this would be best held as a joint meeting. The clerk was instructed to liaise with all 24 possible participants to find a best fit date for this to happen.

* 1. Parish Plan/Cumberland Local Plan

Cumberland Council will begin the process in June 2025 of producing a local plan.

The Parish Plan would need broad involvement across the villages in order to be valuable and must involve public consultation. Strategic points would need to be manageable so that it does not descend into trivia. ACT/Dean Moor may have some money available towards the cost. Dean PC’s published priorities could be used as a starting point for public consultation. Mr. Ferguson agreed to set up an informal meeting with ACT.

* 1. 217 Bus Group

Mrs. Moore had circulated the following report prior to the meeting:

“The past year saw the continuation of the eight-seater vehicle - following Hobans losing their PSV licence the previous year.

In March 2024 the Group decided to continue running the service in this format until funds were exhausted in September.

Early August Cumberland Council approached the Group - they had funds for transport and wanted to help.  Late August Ed Surnam, Chair of Lamplugh PC and I met with Karl Melville and Denise Rollo to plan a way forward.  They offered to fund the service from September to the end of March 2025 and in the meantime would make the 217 a pilot for the future.

As the last run on 26 March 2025 was fast approaching it became clear Cumberland Council were not ready to take over the service from 2 April and I was asked to approach Hobans to extend the contract - but they were not able to.  This was quite a blow at the eleventh hour - plenty of money but no operator.  I met with Josh MacAlister MP on 28 March - he had been pressing for our service too.  However, after a few stressful days, many emails and telephone calls I finally took a call on Tuesday 1 April at 6.20pm from Karl Melville at Cumberland telling me a 16-seater bus would be running on the original 217 timetable the next day 2 April.  I spent that evening letting all passengers (current and previous) have the good news and the Summer timetable would be on too.

Throughout the challenges over the previous 17/18 months the 217 Bus Group has strived to have the service reinstated in its original format; a 16-seater bus running the original timetable and to be taken over by Cumberland Council and we have succeeded.  The 217 started in October 2011and has encountered many obstacles and challenges along the way so this is a very satisfying and happy result.

As Chair of the 217 Bus Group, I am extremely proud of our achievement.”

Thanks were expressed to Mrs. Moore for her work in pushing for the 217-bus to be adopted by Cumberland Council. It was noted that there is not currently a ticket machine, and timetables are not yet on display, Mrs. Moore would complete these tasks before winding up the 217-bus group. Closing the bank account and retiring therefrom.

**23/25 Finance**

1. The Clerk presented the accounts and the AGAR forms, and these were signed in accordance with the statutory obligations of the council.
2. The following accounts were approved for payment:

Ullock Village Hall – rent £ 26.00

 Dean P C C – Donation £750.00

 Citizens Advice Allerdale – Donation £400.00

 Clerk’s salary – May - net £257.23

 Tax on June salary £ 64.30

 Clerk’s expenses £ 30.81

 Clerks salary - June– net £257.23

 Tax on June salary £ 64.30

 Internal Audit Fee £100.00

 Kirkstile Community Centre -rent £ 30.00

1. On the motion of Mr. Hayman, seconded by Mr. Chittenden, it was resolved that Mrs. Pallister, as new Chairman, should be added to the list of signatories on the Council’s bank account. Clerk to progress with the Cumberland Building Society.

**24/25 Planning Matters**

**Ref No: HOU/2024/0185**

Applicant: Josh Hoyle

Proposal: Alteration and extension comprising of an entrance porch, living room, office/bedroom and an external terrace on the ground floor and additional roof lights on the first floor.

Location: Hill Top Barn, Ullock, CA14 4TP – Parish Council has no objections.

**Ref No: OUT/2024/0005**

Applicant: Hewson Wood

Proposal: Outline consent for redevelopment of farm steading, involving the erection of 7 No. dwellings and associated infrastructure with all matters reserved except for layout and means of access (outline) (resubmission of OUT/2023/0017)

Location: Well Head Farm, Dean CA14 4TJ

**Ref No: FUL/2025/0016**

Applicant: Stockdale

Proposal: Conversion of 2 no. detached agricultural style sheds into one-bedroom self-contained units.

Location: Thorndyke, Pardshaw, CA13 0SP

**Ref No: FUL/2025/0017**

Applicant: Stockdale

Proposal: Conversion of detached store into one bedroomed self-contained unit.

Location: Thorndyke, Pardshaw, CA13 0SP

**Ref No: FUL/2025/0018**

Applicant: Stockdale

Proposal: Installation of 5 No. Glamping Pods in adjoining field, including access track.

Location: Thorndyke, Pardshaw, CA13 0SP

**Reference No: FUL/2024/0049**

Applicant: J Skelton

Proposal: Conversion of a barn to dwelling

Location: Barn Opposite Southward Cottage, Pardshaw, Cockermouth, Cumbria, CA13 0SP

Dean Parish Council had no objections

**Applications Approved**

Applicant: Julie Waite

Proposal: **Listed building consent** for removal of uPVC porch to rear and replace with timber. Retrospective removal of dangerous chimney stack to rear elevations Removal of plasterboard drylining to dining room and replace with lime plaster

Location: Manor House, Dean, Workington, CA14 4TJ

Dean Parish Council had no objections. Granted with conditions.

**Ref No: HOU/2024/0181**

Applicant: Josh Hoyle

Proposal: Alteration and extension to a previously converted barn comprising of an entrance porch, living room and external terrace on the ground floor and a bedroom, bathroom and walk-in wardrobe on the first floor.

Location: Hill Top Barn, Ullock, CA14 4TP

Dean Parish Council had no objections.

**25/25 The following reports were received:**

1. Registered Land

The Village Greens at Eaglesfield and Deanscales were now registered as belonging to Dean Parish Council. There are no more pieces of land to be registered but some queries to be followed up. The process for the Pound at Eaglesfield needs to be started from scratch. Mrs. Moore pointed out that there had been some damage to the Pound Wall, which will need to be repaired but she advised waiting until building work at the adjacent property had been completed.

1. Repairs to noticeboards and seats.

It was noted that John of JT Décor will not be in a position to effect repairs to the Eaglesfield noticeboard until September at the earliest. Mr. Agnew offered to contact Simon Watson to see if he could quote for the repair.

1. Reg’s Round.

Mr. Ferguson had circulated a proposal to spend the remaining £960 of Allerdale GDF funding on wildflowers, itemised in detail in his proposal. It was noted that the deadline for spending the grant was 31st May 2025. It was felt that the area would benefit from the planting of some trees, for which Mr. Agnew would obtain a price; and a handrail consisting of four posts and a continuous rail, for which Mr. Agnew would also obtain a price, both to be included in the spend, if at all possible, within the very tight timescale.

After discussion, and on the proposal of Mr. Ferguson, seconded by Mr. Worsley, it was agreed that the clerk would place an order for goods based on the deliberations above and mindful of the timescale for completing the spend. On being put to the vote, 7 voted in favour with two abstentions.

1. Village Greens

Fibrus had offered to avoid Eaglesfield Village Green and to remove the pole recently erected on Deanscales Village Green. Clerk to reply accepting both offers.

**26/25 Matters pertaining to County Highways** – none.

**27/25 Communications addressed to the Council**

Letters of thanks had been received from the Kirkstile Community Centre, Allerdale CAB and St Oswald’s PCC.

An invitation to attend a Scouts Camp on 24th May had been received – Chairman to attend.

**28/25 Reports from Meetings Attended**

1. Mrs. Holmes, Mr. Chittenden and Mr. Smith had attended the South Cumberland Health and Wellbeing Conference on 11th March 2025 which had been informative but more focussed on the Whitehaven area.
2. Mr. Hayman and Mr. Chittenden had attended the Pardshaw Quaker Centre which might possibly be used as an occasional venue for Parish Council meetings once renovated, similarly as a storage place for some emergency equipment. The Centre is keen to have a defibrillator. It is difficult to see how they will resolve car parking problems. It was noted that Pardshaw is included in the 217-bus route.

**Date of Next Meeting:** Monday 7th July at 7.30pm in the Kirkstile Community Centre, Dean.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman

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