CALC EXECUTIVE COMMITTEE

You are invited to the next meeting of the CALC Executive Committee

Date : Saturday 20th October 2018
Time : 10.00am (after 9.50 a.m. please call 07768 604524 to be let into the building)
Place : Community Fire Station, Penrith, CA10 2FA

Samantha Bagshaw
Chief Officer

Cllr Keith Little, Cabinet Member, Cumbria County Council for Highways and Transport and a member of Cumbria Highways team will give a presentation preparing for winter and other issues relating to Cumbria’s highways.

Followed by questions.

AGENDA

1. Apologies for absence
2. Minutes of the meeting held on 23rd June 2018 (enclosed)
3. Matters Arising
4. Changes to CALC’s subscription. To discuss proposed changes to how subscription fees are calculated. (report attached)
5. Cumbria Leader’s Board report - Chairman to report (see item 11 for note)
6. Annual General Meeting 2018 (report enclosed)
7. Proposals to improve the support offered to Members by CALC (report attached)
8. To consider inviting Cumbria Trust to speak to the Executive regarding government proposals on the search for a new Geological Disposal Facility for nuclear waste.
9. Cumberland Building Society Mandate

To agree the following Recommendations that:

a) the committee authorise the amendment of the Cumberland Building Society mandate regarding CALC’s savings account to add Sue Castle-Clarke as a signatory on the account.

b) that the committee authorise the closure of the HSBC savings account and the transferral of the balance to the Cumberland Building society, where the interest rate is better.

10. Reports from District Associations (report attached)

11. Updates from CALC Representatives (report attached):

   a. NALC Assembly Report 10th July 2018
   b. Cumbria Leader’s Board Notes 24 September 2018
   c. Cumbria Strategic Flood Board
   d. LDNP Partnership Meeting - Report attached

12. NALC - Matters before the AGM update – Chairman to report

13. Chief Officers Update, (report attached)

14. CALC Payments and Receipts to 30th September 2018 (report enclosed)

15. Date of Next Meeting - Saturday 19th January 2019 at 10.00 a.m. at the Community Fire Station, Penrith.

16. Any Other Business
CUMBRIA ASSOCIATION OF LOCAL COUNCILS

EXECUTIVE COMMITTEE

Minutes

Minutes of a meeting of CALC’s Executive Committee held on Saturday 23rd June 2018 at 10.00 am at the Community Fire Station, Penrith.

PRESENT:

Peter Bales
Ann Byers
Sue Castle-Clarke
Bryan Craig
Roger Hart
Mike Higginbotham
Leslie Johnson
Bob Mather
Rick Petecki
David Peters.
Margaret Throp

In attendance: Samantha Bagshaw, Chief Officer.

APOLOGIES FOR ABSENCE

1. Apologies for absence were received from Cllrs Mike Cumming, Leith Hallatsch, Jill Hay, Keith Hitchen and Brian Kennish

MINUTES

2. The minutes of the meeting of the Executive Committee held on 24th March 2018 were agreed as a true record of the meeting.

MATTERS ARISING

3. The Chief Officer explained that she had not contacted John Stephenson MP as agreed at the previous meeting but would do so before the next Executive meeting.

CHAIRMAN’S UPDATE FROM CUMBRIA’S LEADERS’ BOARD 22ND JUNE 2018

4. The Chairman reported to the meeting that he had been elected as the Chairman of the CLB at their June meeting.

5. The Chairman has asked for CLB minutes to be circulated sooner so they can be sent to CALC Executive members for comment and suggestions for him to put to the Board.
6. There was a lengthy discussion of the proposals to look at Local Government Reorganisation in Cumbria. The Board agreed that reorganisation must be looked at and they will consider, in more detail, proposals for financial savings and how the delivery of local services may be affected by any changes. Among the various options currently being considered are:
   - A single Unitary
   - 2 unitary options – South/North

7. The Chairman felt that CALC should be involved in the process from the start. Parish and town councils will be directly affected by these changes and their views should be heard. He will explore whether a strengthened role for local councils is envisaged – where parish and town councils have the capacity and appetite to do so. There was discussion around CALC’s role in the process and the importance of local councils being informed on the options and then being consulted on their views. Only then can CALC reflect the views of the members.

Agreed that:

   a. When clear proposals are available on Local Government Reorganisation, CALC will consult with its members on them to establish their position.

   b. CALC’s meeting dates to be amended to fall before the Cumbria Leader’s Board meetings.

   c. CALC will press to get earlier papers from the CLB so they can be circulated to CALC Executive members before the CLB meeting.

CALC AFFILIATION FEES REVIEW GROUP REPORT

8. The President of CALC, Bob Mather presented the report. He explained that the working party considered a total of 7 options for ways of improving the way affiliation fees are calculated. The 7 options were all modelled on spreadsheets which clearly showed their impact on the affiliation fees.

The 7 options are:

   a) ‘Stay as we are’ i.e. continue with the existing banded structure with annual increases for inflation

   b) ‘Least change’; ‘Stay as we are’ apart from ensuring that all member councils pay CALC at least enough to cover the per capita fee to be handed over to NALC

   c) Separate NALC and CALC elements. The CALC element of the affiliation fee would be based on a per capita cost (for illustration purposes 11.5p per elector); this would mirror the basis for the NALC element (6.86p per elector) so each council would pay a different amount based solely on the number of electors

   d) Separating the CALC element from the per-elector NALC element and making the CALC element a fee based on the number of electors in the parish. But in this option the CALC fee is proportionate to the square root of the electorate in every parish – this reduces the extremes of fees for the largest and smallest parishes – the ‘smoothed’ approach.
Anoth‘smoothed’ approach, this time the CALC fee is proportionate to the cube root of the electorate in every parish.

Incorporate separately identifiable CALC and NALC fees within adjusted bands for CALC fee

Incorporate a £33 lump sum across all parishes for universal CALC overheads plus 15p per elector comprising CALC fee of 8.14p per elector and NALC fee of 6.86p per elector.

9. All the options are being modelled within the existing control total of affiliation fee income for 2018/19.

10. Bob Mather outlined the concerns about the recent increases in the NALC subscription fee, about the lack of clarity over how much of the fee goes to NALC and how much to CALC and the some of the perceived unfairness of the banding system currently used by NALC. The difference between the two options recommended by the review group were explained.

11. **Option 3**: This proposed that the CALC fee is based on a sum per elector – this approach is transparent but results in a big redistribution away from smaller councils to bigger councils.

12. **Option 5**: this option results in a less steep increase in costs as it is based on the cubed root of the electorate in each parish.

13. The Chairman confirmed that it is not possible to be a member of NALC and not a member of CALC so if the larger town councils wanted to be members of NALC they had to do so through CALC. Members discussed the principles of fairness that underpin the decision to review the subscription fees – currently the smaller parishes subsidise the largest town councils and some larger town councils NALC fees are subsidised by other councils.

14. Members voted on which of the two recommended approaches they wished to take forward.

The following recommendations were agreed:

a) that the CALC and NALC portions of the affiliation fees are calculated separately on the annual affiliation fee invoice to members.

b) that Option 5 is to be taken forward.

c) that the Chief Officer will write to members explaining why change is needed and how their subscription fee will change. The letter will ask for comments which will be reviewed in the October CALC Executive Committee meeting before a recommendation to the AGM is agreed.

d) that Cllr Sue Castle-Clarke and all the review team are thanked their hard work.

**CALC LEARNING AND DEVELOPMENT UPDATE**

15. Report noted
CALC PAYMENTS AND RECEIPTS 2017/2018 AND TO 31ST MAY 2018

16. The Committee noted the statement of payments and receipts for 2017/18 and for the period ended 31st May, 2018. It was requested that the accounts up to 31st May be amended to show figures at 31st March 2018 not 2017.

BUDGET PROJECTIONS

17. Report noted

CALC STAFF SALARIES

18. Agreed that: in light of the recent rises in inflation, that CALC employees are awarded a 2% pay award (backdated to 1st April 2018) in line with the NJC national pay award agreement.

NALC SHAPING OUR FUTURE

19. The committee noted the comments from the working group held on 15th June. They felt that questions that had not been addressed should be left blank rather than with ‘no comment’ as this suggested they had been considered when they hadn’t due to time pressures.

Agreed: that the Chief Officer collate the comments and send them to NALC by the 1st July deadline.

REPORTS FROM DISTRICT ASSOCIATIONS

20. The committee received the reports from the district associations. David Peters clarified that parish representatives still do attend Local Area Committee in South Lakeland.

REPORTS FROM CALC REPRESENTATIVES

21. The Chairman attended the Cumbria Strategic Flood Partnership meeting on 7th June. The meeting reported back on the progress of the flood remediation work being carried out in every catchment area in Cumbria and he suggested members look at the sections pertaining to their areas.

22. He also reported that as part of on-going monitoring of sea levels in the county, the Environment Agency is mapping what the possible impacts may be of a suggested 1.8m rise in sea levels by 2040. CALC was asked if they could liaise over contact with parishes that may be impacted by any such rise in sea level. The Chairman said that we would do so. No CALC representatives had attended Regional Catchment Management Board meetings for Eden, South Lakeland or West Cumbria.

23. National Association of Local Councils (NALC) – the meeting will be held on 10th July.

24. Lake District National Park Partnership (report covered in Item 13)
25. Cumbria Health and Well-being Alliance (replaces Cumbria Health and Well Being Board) - no report, no meeting attended

26. Rural Crime Working Group - no report, no meeting

27. The Chairman attended a meeting regarding Tour of Britain and was asked if parish councils would be interested in running a best dressed village competition along the route of the cycle race. There was discussion about the fact that district/borough councils usually provide small grants to allow communities to decorate the villages that the race passes through. It was not seen as necessary for CALC to encourage parish councils to run an additional event.

**CHIEF OFFICER UPDATES**

28. The committee received the updates from the Chief Officer. There was discussion around grass cutting and 3rd party agreements (lengthsmen) in various parts of the county and some concerns raised over some aspects of the County Council’s Highways Information Management System (HIMS) – though members did agree that on the whole, HIMS was improved. The Chairman asked that members let the Chief Officer have any questions they have for the Portfolio Holder for Highways and the Assistant Director of Highways as they will be attending the meeting in October.

29. The Chief Officer reported that CALC was not yet fully compliant with GDPR but that the work was in hand and aims to be completed over the summer.

**HSBC MANDATE**

Agreed that:
the committee authorise the amendment of the HSBC mandate regarding CALC’s current account to add Sue Castle-Clarke as a signatory on the account.

**DATE OF THE NEXT MEETING**

Executive Committee’s next meeting will take place at the Community Fire Station, Penrith, starting at 10.00am on Saturday 20th October 2018 but this may change subject to the CLB meeting dates.

**ANY OTHER BUSINESS**

30. Peter Bales reported that Allerdale BC are considering a report requesting the creation of a new parish council to be formed inside the current Workington Town Council parish boundary. Peter will keep the Committee informed of the outcome.
31. **Agreed:** That Cllr Keith Little and Assistant Director of Highways, Stephen Hall are invited to the CALC meeting in October note possible change? to discuss give an update on HIMS, winter preparation and help with speeding. If members have any other questions for them, please send to the Chief Officer.

Signed by the Chairman

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Item 4:

To Consider the Response from Members to Proposed Changes to the CALC Affiliation Fees

Background

1. A Working Group was set up by the Executive Committee in January to examine the structure of CALC’s affiliation fees. The existing ‘banded’ fee structure was in need of review to assess if it was still appropriate.

2. At the meetings in May and June, the working party considered a total of 7 options for ways of improving the way affiliation fees are calculated.

3. At the Committee meeting in June, all 7 options were discussed and it was agreed that:
   a) that the CALC and NALC portions of the affiliation fees should be calculated separately on the annual affiliation fee invoice to members.
   b) that the 5th Option is to be taken forward. Option 5 ensures the CALC fee is proportionate to the cube root of the electorate in every parish – this reduces the extremes of fees for the largest and smallest parishes – the ‘smoothed’ approach.
   c) that the Chief Officer will write to members explaining why change is needed and how their subscription fee will change. The letter will ask for comments to be reviewed in the October meeting before a recommendation to the AGM is agreed.

4. The letter explaining the proposed changes was sent to all members in July.

The Results of Consultation with Membership

5. The letter setting out the proposed changes resulted in the following written responses:
   a. 6 positive responses
   b. 3 negative responses

6. The negative responses came from one town council and two parish meetings. Both parish meetings felt that the size of the rise was unacceptable and that if imposed, would lead to their departure from CALC.

7. Similarly, the town council also felt that the increase was disproportionately large and has led to their members questioning the value of membership of CALC.

Issues Raised
8. **Parish meetings** – the current position is that if a parish meeting raises a precept, it can be a member of CALC for a fixed fee of £33.00 a year. This is a sum inherited from the system used by the previous chief officer and the rationale behind the fixed fee is that parish meetings do not have the same powers as parish councils and they do not elect councillors. They are by nature very small entities and do not engage in the same range of activities as parish councils and therefore do not call on the full range of CALC services in the same way as parish councils.

9. The proposals put to the parish meetings was that their membership fee will in future be based on a per–elector figure rather than the current fixed fee arrangement. For some parish meetings this results in a significant increase of up 70%.

10. **Parish Councils** – so far we have received only one complaint about the proposed new approach for calculating CALC’s affiliation fee. This was based on the fact that the increase was too large and they requested that a phased approach to paying the membership might be more acceptable to their council.

**Recommendation**

That consideration is given to the feedback from member councils and that a recommendation is made to the AGM to agree the funding arrangements for both parish and town councils and parish meetings.
ANNUAL GENERAL MEETING 2018

1. The 2018 AGM will be held on Saturday 10th November at 10.30am at Newbiggin Village Hall near Penrith. This year our guest speaker will be Margaret Irving, from the Alzheimer’s Society, who will be speaking about her involvement in the Prime Minister’s Task and Finish Group, looking at challenges in making rural communities more dementia friendly. Margaret is also keen to hear about any initiatives that parish councils are involved in.

2. The Committee is asked to decide on a recommendation to the AGM about subscription fees for 2019/20. Last year the recommendation was that the 2018/19 fees should go up by 3.0%, since then the Office for National Statistics’ report indicates that RPI annual inflation to September 2018 was 3.1% (The Government’s preferred CPI figure showed an increase of 2.9%). This year staff wages rose by 2% in line with national agreements for local government salaries (after a number of years at 1%). In light of continuing inflationary pressures, it would be prudent to suggest looking at a 3% increase in subscription fees which will be recommended to the October Executive meeting for agreement at the AGM in November.

3. It was agreed in Minute 10 of the 2017 AGM that the current charging structure for affiliation fees should be reviewed in light in the increase in NALC’s membership increases and the matter be brought back to the 2018 AGM. It is recommended that xxxx changes are made to the fee structure of CALC commencing from 1st April 2019.

4. This Committee is asked to confirm that at the AGM it wishes to nominate the following to be the Association’s Honorary Officers, namely:

   President : Mr Bob Mather
   Vice President : Mr S T Simpson.
   Treasurer: Mrs J Hartley

5. It is recommended that Saint & Co be re-appointed as CALC’s auditors.

Samantha Bagshaw
Chief Officer
NOTICE OF MEETING

You are invited to the 44th Annual General Meeting of the Cumbria Association of Local Councils:

Date: Saturday 10th November, 2018
Time: 10.30 a.m.
Place: Newbiggin Village Hall, near Penrith CA11 OHT

Directions to the venue are enclosed.

Samantha Bagshaw
Chief Officer

WELCOME : Councillor William Patterson, Vice Chairman, Eden District Council

IN THE CHAIR: Mr Bob Mather, President of CALC

AGENDA

PART 1
Guest Speaker: Margaret Irving, Alzheimer’s Society

PART 2 - Business Agenda

1. Apologies for absence

2. Minutes of the Annual General Meeting held on 18th November 2017 (enclosed)
3. Matters Arising

4. Presentation of the Annual Report (enclosed)

5. Presentation of the Statement of Accounts (see Annual Report)

6. Election of Officers:
   I. President
   II. Vice-President
   III. Hon. Treasurer (Executive Committee nominations enclosed)

8. Appointment of Auditors

The Executive Committee recommends the re-appointment of Saint & Co.

9. Appointment of Executive Committee
   I. Nominations of District Associations (enclosed)
   II. Election to fill casual vacancy (report enclosed)

10. To consider changes to how the CALC subscription fee is calculated (report enclosed)

    Recommendation:

    that the calculation of the CALC subscription fees are amended in the following way:
    xxxxxxxxxx
    xxxxxxxxxx

11. To determine the annual increase in subscription fees for 2019/20. (report enclosed).

    Recommendations:

    that affiliation fees for 2019/20 should increase by xxx%

To discuss any other matters raised by councils.

CONCLUDING REMARKS: Councillor William Patterson, Vice Chairman, Eden District Council

A light buffet lunch will be available after the meeting.
Proposal to Improve Support Offered to CALC Members

As the range of activities that parish and town councils continue to take on increases, their requirements for information also become more complex. This is particularly true of financial matters including VAT.

I continue to look for ways to improve the offer that CALC makes to our member councils and have been exploring the value of entering into arrangements to enhance our advisory service on financial and other matters.

Development of Additional Specialist Advisory Services within CALC: Possible Options

Financial Advice

Steve Parkinson ran a very well-attended training session last year in Cumbria. Steve runs the Parkinson Partnership LLP and is a national advisor on VAT for both NALC and SLCC. The Parkinson Partnership currently has agreements in place with 12 county associations to provide advice and support on finance matters (not just VAT) to parish and town councils. They provide advice to the ALC, who then advise the council involved. Existing clients typically have between one and six queries a month on finance and VAT that need a specialist answer. The fees are currently £400 a year.

Steve Parkinson has sent an agreement for a trial of their advisory services, for your consideration (attached). It is for a trial period of six months costing £200. This trial period should give us the time to assess how much use our members make of the service. At the end of the trial period, we can review the relationship and assess whether it is a worthwhile investment.

Planning Matters

I am exploring the possibilities to set up a similar arrangement as described above but to respond to more complex planning enquiries. We have made contact with a Chartered Town Planner, formerly head of Planning in Copeland. I am proposing a trial period to assess how much use the service might get and to get a realistic cost for the service. I will bring back further details to the January meeting.

Human Resources

CALC’s Parish Development Officer is a qualified Human Resources practitioner and a qualified Neuro-Linguistic Practitioner (form of counselling). Many of CALC’s queries relate to HR issues and disputes. Our proposal is that we publicise Sonia’s professional qualifications more clearly and set out the areas that Sonia is qualified to help with more clearly eg whole council staffing reviews, appraisals, recruitment services. We are also going to put together a proposal for the Executive to consider for a range of additional services that would incur additional charges due to their time consuming nature eg dispute resolution/mediation.
Recommendation that the Executive approve the following:

1. A trial period with Steve Parkinson LLP for the provision of financial advice
2. The development of a trial agreement with a suitable Planning Consultant, to be brought back to next Executive Committee
3. The development of a specific Human Resources service based on Sonia Hutchinson’s professional qualifications to be brought back to next Executive Committee
Reports from the District Associations

South Lakeland District Association – 20th September 2018

It was the AGM and David Peters was re-elected as Chairman, and Leith Hallatsch as Vice Chairman. There was a presentation by Manon Keir on Great Place: Lakes and Dales which is a lottery-funded 3 year arts, heritage and culture project (until 2020) that is led by Craven District Council, with SLDC, LDNPA and YDNPA as key partners, and covers a rural corridor between Skipton and Grasmere. It also has creative partners, such as Lakes Alive, The Brewery and Wordsworth Trust. It is all about exploring the reasons for the decline in the number of young people (16 to 34 years) and coming up with proposals and initiatives (through legacy reports) for partner organisations to try to reverse this over time. There was a question on how the project would be judged at the end. Manon explained that the project is measuring, over its life time, whether perceptions have changed and there is more on offer by the end and if young people are referred to in strategies. She acknowledged that actually increasing the number of young people would take much longer. There were reports from various committees and associated elections for 2018/19.

Next Meeting – CCC hosted meeting on 29th November from 7pm at the Gilpin Bridge Inn near Levens. There will be presentation on Highways and community health and wellbeing.

Barrow District Association – 27th September 2018

Sadly this meeting was not quorate as not all the parishes were represented. It was not possible therefore to elect a new Chairman and Vice Chairman and this has been held over to the next meeting in the spring. Inspector James Bailey gave an interesting presentation on community policing in the borough of Barrow, so in the town itself and the three parishes. He explained that guidance on neighbourhood policing (including the appointment of dedicated Community Inspectors for each district) had followed an HMIC of Cumbria in 2016. His presentation covered: police culture (eg. accountable & transparent); community engagement (working with local residents); problem solving (eg. if repeated anti-social behaviour at a specific property); targeted activity (with officers at “hotspots” and use of social media); Public Space Protection Order (looking at one for the whole of the borough); child sexual exploitation (online grooming and drug gangs). Parishes were requested to suggest venues so that police can deliver training to communities on scams as internet fraud is increasing.

Next Meeting – March 2018.
Carlisle Parish Council Association Report

The CPCA Executive Committee met on 3rd October the main topics discussed at the meeting were:

Meeting with D. Crossley, Deputy Chief Executive Carlisle City Council

M.Higginbotham and S. Hutchinson met with D. Crossley, Deputy Chief Executive for Carlisle District Council on 13th June to raise a number of issues which were fed back to the CPCA Executive Committee.

1. **Policy for asset and service transfers.**

It was agreed at the January meeting that D.Crossley would develop a policy for asset transfers and M.Higginbotham wanted to know if this was something that could still be considered. Darren Crossley confirmed that it was.

As a result of these discussions Carlisle City Council have now developed a Community Asset Transfer Policy which is in draft form and will be discussed at the next meeting of the CPCA.

2. **Tourism**

The Executive committee would like the City Council to give some consideration to the following:

- Additional Car parking in the City Centre especially free parking zones.
- Review of the signage to amenities and historic sites in centre of Carlisle and to publicise significant areas such as Carlisle Cemetery form a historic perspective.

Darren Crossley agreed that when approaching Carlisle by car the brown signs are quite poor and this is something the City has been considering looking at in conjunction with Cumbria County Council. Also Carlisle City is in the process of looking at developing a guide for the Cemetery as it does have some historic significance.

3. **Communication Workshop**

AS CPCA had not had any parish councils coming forward with concerns over communication with the City Council it was agreed to defer the communication workshop.

4. **CTRS grant monies**

The CPCA were concerned that there had not been any communication with the parish councils regarding the reduction in CTRS grant this year. The CPCA were only raising the matter because it is difficult to explain to parishioners why the precept has increased when the councils were not aware beforehand that there was going to be a reduction in the CTRS grant from last financial year.

Carlisle City have provided a response to the concerns and the CPCA have asked for confirmation that parish councils will be made aware of any future changes by mid-July.

5. **Section 106 agreements**
The CPCA have some concerns about the re-negotiation of s106 agreements with developers without any parish council involvement. It was agreed that the City Council will open the CPCA AGM in October with a presentation on s106 agreements providing parish councils with an opportunity to discuss the matter and put forward suggestions before the business of the AGM commences.

**St Cuthberts Garden Village**

Bryan Craig has now attended a number of events on the Garden Village on behalf of the CPCA. The Garden village will cover four areas it will be an extension of Cummersdale, and include Brisco, Durdar and St. Cuthberts. It will comprise 10,000 houses, footpaths, 4 parks linked by cycle ways, schools, a crematorium, a church, artisan shops and GP practices. Cumbria County Council has put in a bid for the new road. The project is long term which may take up to 40 years. The CPCA will continue to be involved in the ongoing discussions.

**The CPCA AGM 18th October 2018 at Longtown Memorial Hall Community Centre**

It was agreed at the meeting that the presentation by Carlisle City on s106 agreements should cover the following issues:

- An update on the national planning policy framework;
- A clear understanding of how s106 agreement monies are determined;
- The number of s106 Agreements issued and completed in the past 15 years;
- The total money being held by the City Council for ongoing developments;
- The number of s106 agreements transferred to other developments with reasons;
- What happens to the balances which are not used?
- Is s106 money ring fenced;
- Can parish councils be asked what they would like to see the monies spent on?
- Do parish councils have any legal rights to s106 monies?
- Is there an appeal process when s106 monies are not made available?
- Is the City Council going to continue with s106 agreements or move to an Infrastructure Levy?

The title for discussion is Section 106 agreements with clarification on the process for the allocation of 106 monies and how parish councils can be more involved.
It is hoped that opening the AGM with a discussion on the above topic may encourage more members to attend.

**Eden Association of Local Councils (EALC)**

**EALC and Eden District Council workshop**

The above event on Sustainable Communities will take place on 17th October and will again take the form of an interactive workshop with participants having an opportunity to give their opinion on the matters being discussed.

Eden District Council is providing 3 speakers who are covering 3 separate topics all related to Sustainable Communities. The topics for discussion are:

- Community Led Housing/Housing Surveys:
  Kate Skillicorn, Policy and Projects Officer, Eden District Council

- Local Plan/Material Considerations:
  Kevin Hutchinson, Principal Planning Policy Officer, Eden District Council

- Community Assets/Right to Bid:
  David Rackstraw, Solicitor, Eden District Council

In addition to the workshop there will be number of manned stalls providing information from Cumbria County Council, the Fellfoot Forward Project and ACTion with Communities.

**EALC Annual General Meeting 8th November Fire and Rescue Headquarters, Penrith.**

The EALC Annual General Meeting will take place on 8th November 2018. The guest speaker is Aftab Khan, Development Officer at AWAZ and he will give a presentation on “How to combat isolation in rural villages”. Following the business of the AGM there will also be an opportunity for everyone to have a discussion on what key issues parish councils would like EALC to address next year.

**General Data Protection New Regulations**

S. Hutchinson also held a Clerk Forum on the 13th September to go through the new General Data Protection Regulations with parish clerks who still had some concerns about their compliance. The request to hold the forum came from a number of Clerks and on the evening 10 parish councils were represented.

Sonia Hutchinson
Allerdale District Association

We held a three tier meeting combined with our annual meeting last month. Rik Petecki was elected to continue as chairman and Roger Hart was elected vice chairman and will continue as the Allerdale 2nd representative to the county executive. Peter Bales relinquished the role as vice chairman of the district association given his decision not to stand for re-election to Workington Town council in May 2019. Representatives from United Utilities gave a very well received presentation on the Thirlmere Link work. This is a £300 million project to allow water from Thirlmere to serve West Cumbria which will be required when Ennerdale Water is reduced. They spoke about the ongoing work, the legacy fund which is being administered by Cumbria Community Foundation and the future if we are to see drought conditions as this year. The local councils were unanimous in praising the company for the sensitive way they had undertaken the work. It may be that officers will be asked to attend a Copeland meeting given that the pipe runs to Summergrove near Whitehaven. Footway lighting was on the agenda but it is clear that Allerdale borough council are dragging their feet and it will be necessary to arrange to see the portfolio holder at some point. I am not aware whether the governance review of some town/parish councils has been concluded.

Copeland District Association

A three tier meeting was held in September which was well attended with the main speaker Jo Lapping the chief executive of the Local Enterprise Partnership giving a presentation mainly about the business strategy but also answering a number of questions about LEP activities generally and how the Cumbria LEP is part of the Northern 11. Jo is anxious to speak to groups such as ours and I would recommend other districts invite her if they have not already done so. We had officers from Sellafield at the meeting talking about their latest travel plan which aims to limit private cars both on site and in their car parks close to the site to maximise Park and Ride facilities. The Copeland association have asked Sellafield officers on many occasions to meetings to understand their thinking and to highlight the issues with the use of the country lanes to avoid the trunk road north. They always attend and promise that this travel plan, and there have been many over the years, is the one that will work.

The electoral review of Copeland has reached the final stage with the Boundary Commission’s recommendation’s subject to parliamentary scrutiny. The draft order will be approved towards the end of the year with the first elections on the new boundaries in May 2019. So far as the parishes are concerned two small parishes have had to be warded but generally the parishes are content with the outcome which sees the ward councillors reduced by 18 from 51 to 33 and the wards from 25 to 18. The district association annual meeting will be held on the 18th October 2019 when the guest speaker will be the nuclear policy officer for the district council
Item 11: Updates from CALC Representatives

1. NALC Assembly Report 10th July 2018

Draft Minutes attached.

a) GDPR great resolution that Parish Councils don’t need their own Data Protection Officer.

b) Letter from Government to local authorities asking them to pass on council tax support funding to parish and town councils to avoid precept increases.

c) Increases in fees for the next 3 years.

d) New strategic plan, mission statements etc

e) NALC and the whole sector needs some more diversity in membership

f) Governance reviews needed.

2. CLB meeting 24th September 2018

Draft Minutes attached

a) Burial ground system for mapping graves and maintaining a data base

b) Review of the terms of Reference of meeting wrt voting and binding resolutions..there are no rules.

c) Local Government Reorganisation options briefly looked at. No consensus so everyone goes it alone if they want to.

d) Impact of Brexit..subject of next meeting in more details.

e) Impact of climate change subject of January meeting in more detail.
3. Action from Cumbria Strategic Flood Board:

That we help them to identify all the flood committees that may be attached to parish and town councils and meetings that they are not aware of so that they can be included in the strategic overview.

4. Lake District National Park Partnership Meeting 10th September 2018

Monday 10th September

New Chairman is keen to ‘tell the story’ of the partnership in the NP better. He acknowledged that the park can’t run effectively without partnership. He announced the new newsletter – Partnership News and encouraged people to send articles in.

State of the Park Report

The report setting out the findings of the State of the Park as a whole will be published in March 2019.

Fell fencing discussed – the knowledge of the situation on the ground is improving ie when fences were erected and when they need to be removed.

Carbon Budget – aiming to create a culture of climate carbon reduction. The LDNPA Carbon Budget team didn’t meet their target last year, they are aiming to reduce carbon in the national park by 1% which equals 31,000 tonnes of carbon. Discussion around the small initiatives that communities take to reduce carbon. The Carbon Reduction team are interested to hear of small initiatives as it all helps.

Common Council Cumbria – Federation for Cumbria Commoners and Foundation for Common Land

One third of England’s common land is in Cumbria. 28% of the LDNP is common land. Currently common land is a ‘free for all’. Commons Councils provide effective governance as they are recognised in law. Defra have drawn up a constitution and they are voluntary organisations. There is no information currently on who is grazing common land. Dartmoor has successfully introduced commons councils. There is a consultation planned which will be circulated by LDNP.

Post Common Agricultural Policy (CAP)

At the moment Cumbria receives £30 million per annum. Defra is supporting a trial of new land management payment scheme which looks like there will be a move away from direct payments for land towards payments for environmental land management schemes.
Chief Officer Updates

Chairmanship Trainer Vacancy – Michael Heaslip has resigned and we are looking for a replacement to deliver both the Aspiring Chairman and Experienced Chairman courses

CALC Office – Fire and Rescue HQ. We are moving into a larger office with room for 2/3 desks. This will be beneficial in allowing Sonia to work from the office on Tuesdays as well as her normal Thursday and Friday. This will allow better communications between officers and greater sharing of ideas/information and to improve the cover of the telephone when people are out at meetings.

Cumbria Chief Executive Meeting, 28th September 2018

Environment Agency

Keith Ashcroft, Director of EA, gave an update on the EA’s work and funding – headline was that water levels in the county are at 60% after the summer dry spell. Still causing an issue despite recent rains.

Pre-winter briefing: Flood risks, it’s essential to work with all partners. Now EA has lists of which towns and areas have flood defence works that are going forward to the next stage, establishing the business case.

EA are also getting piloting a new radar for a year. Their previous system wasn’t powerful enough to track rain coming over the fells to north Cumbria, if this gives better forecasting they will invest in it.

They are working hard to ensure communities are supportive of their efforts to prevent flooding. They are also aware of not wanting to heighten anxiety by putting in huge walls which remind people of the threat of floods every day. CVS are working with the EA on mental health issues. Where they remove trees they’ll replant elsewhere locally etc.

Also work starting on catchment management as part of a national pilot – looking into innovative ways of slowing the flow eg leaky dams. (Happy to come to Exec and talk more about this and all of it)

Local Government Reorganisation – there was a brief discussion where it was stated that whilst district/borough councils were not currently actively involved they would provide information to Cumbria County Council where required.

One Public Estate – presentation from the LGA OPE project officer. There had not been much progress since the last Exec meeting and it was agreed to prioritise it.

Monitoring Officer’s Meeting - 7 September 2018

The main topic of interest was the Ledbury case. General discussion held around Ledbury case and impact on Parish/Town Councils. There was a need for further guidance with regards to how standards arrangements and employment duties worked together. Julie Wood, LDNPA referenced
ACAS website, and advocated policy for members/employees which could set out expectations and route for investigation. SB agreed to speak to NALC for update and to report back to next meeting.

ends
# Receipts and Payments Account
for the period ended 30 September 2018

<table>
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<th>Receipts</th>
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<td>31-Mar-18</td>
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<td>Transparency Website fees</td>
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<td></td>
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<tr>
<td></td>
<td>HR Support</td>
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<tr>
<td></td>
<td>EDC SLA</td>
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<td>Sundries</td>
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## Payments

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## Surplus / (Deficit) for year

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## Balance brought forward 1 Apr 2018

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<td>HSBC Treasurer account</td>
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<td>Cumberland Building Society</td>
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## Add receipts - payments (deficit above)

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## Balance carried forward 30 September 2018

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</thead>
<tbody>
<tr>
<td></td>
<td>HSBC Business No notice account</td>
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<td></td>
<td>HSBC Treasurer account</td>
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<td>Cumberland Building Society</td>
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## Less Unpresented Cheques

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## Revised Balance Carried forward

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Item 4:

To Consider the Response from Members to Proposed Changes to the CALC Affiliation Fees

Background

1. A Working Group was set up by the Executive Committee in January to examine the structure of CALC’s affiliation fees. The existing ‘banded’ fee structure was in need of review to assess if it was still appropriate.

2. At the meetings in May and June, the working party considered a total of 7 options for ways of improving the way affiliation fees are calculated.

3. At the Committee meeting in June, all 7 options were discussed and it was agreed that:
   a) that the CALC and NALC portions of the affiliation fees should be calculated separately on the annual affiliation fee invoice to members.
   b) that the 5th Option is to be taken forward. Option 5 ensures the CALC fee is proportionate to the cube root of the electorate in every parish – this reduces the extremes of fees for the largest and smallest parishes – the ‘smoothed’ approach.
   c) that the Chief Officer will write to members explaining why change is needed and how their subscription fee will change. The letter will ask for comments to be reviewed in the October meeting before a recommendation to the AGM is agreed.

4. The letter explaining the proposed changes was sent to all members in July.

The Results of Consultation with Membership

5. The letter setting out the proposed changes resulted in the following written responses:
   a. 6 positive responses
   b. 3 negative responses

6. The negative responses came from one town council and two parish meetings. Both parish meetings felt that the size of the rise was unacceptable and that if imposed, would lead to their departure from CALC.

7. Similarly, the town council also felt that the increase was disproportionately large and has led to their members questioning the value of membership of CALC.

Issues Raised
8. **Parish meetings** – the current position is that if a parish meeting raises a precept, it can be a member of CALC for a fixed fee of £33.00 a year. This is a sum inherited from the system used by the previous chief officer and the rationale behind the fixed fee is that parish meetings do not have the same powers as parish councils and they do not elect councillors. They are by nature very small entities and do not engage in the same range of activities as parish councils and therefore do not call on the full range of CALC services in the same way as parish councils.

9. The proposals put to the parish meetings was that their membership fee will in future be based on a per–elector figure rather than the current fixed fee arrangement. For some parish meetings this results in a significant increase of up 70%.

10. **Parish Councils** – so far we have received only one complaint about the proposed new approach for calculating CALC’s affiliation fee. This was based on the fact that the increase was too large and they requested that a phased approach to paying the membership might be more acceptable to their council.

**Recommendation**

That consideration is given to the feedback from member councils and that a recommendation is made to the AGM to agree the funding arrangements for both parish and town councils and parish meetings.