

**Minutes of 2024 Annual Meeting of the Sedbergh Parish Council.**  
**Held in the People's Hall, Committee Room, Howgill Lane, Sedbergh at 7.35 pm**  
**Thursday 15 May 2025**  
Meeting followed Annual Parish Meeting

Present: Cllrs Arnold, Lancaster, Longlands, Capstick, Sedgwick, Bromley, Brooks, Thomson, Cowperthwaite, Welti and the Clerk. (WFC Ward Councillors Mitchell and Hodgson also present to Item 6)

1. Election of Chair

Cllr Arnold was proposed by Cllr Capstick and seconded by Cllr Sedgwick and was duly elected.

2. Declaration of Acceptance of Office by the Chair

The Declaration of Acceptance of Office was signed by Cllr Arnold in the presence of the Clerk.

3. Election of Vice-Chair

Cllr Longlands was proposed by Cllr Arnold and seconded by Cllr Sedgwick and was duly elected.

4. Declaration of Acceptance of Office by the Vice Chair

The Declaration of Acceptance of Office for Vice-Chair was signed by Cllr Longlands in the presence of the Clerk.

5. Apologies for absence

All Members were present at the meeting (one vacancy)

6. Report/Update from Westmorland and Furness Council i) any update/progress in respect of Bus Services ii) J37 M6 – any updates from National Highways

Members resolved to move this item to this AMPC (from the normal monthly meeting agenda to follow). Generally, Cllr Mitchell noted the recent Respect meeting hosted in Sedbergh ahead of Appleby Horse Fair. This had, for the first year, been held in collaboration with members of MASC (Multi-Agency Strategic Coordinating Group) present. Members agreed that this arrangement worked well. Cllr Mitchell advised that if members of the Council have any issues/concerns to raise that they could liaise directly/via the Clerk. With any police non urgent matters being reported on 101, as previously. i) Members noted ongoing discussions with WFC in respect of the buses and the creation of a Public Transport User Group. Members noted that the WFC bus (Monday and Friday) was only set up to accept concessionary travel, with all other passengers travelling free of charge. Whilst Members acknowledge the benefit of free travel, the concern is that these passengers would not be included in ticket sales, giving a false impression of usage. Cllr Hodgson advised that Cllr John Murray is continuing to look at ways of improving the service, including the provision of a larger capacity (with better access) bus on Monday and Friday. Cllr Mitchell and Hodgson confirm that they are waiting for details of future funding into WFC which will determine a review of all bus services. Finally, it is understood that the Public Transport User Group are hoping to arrange another meeting in June. ii) this item had generally been discussed at the preceding public meeting, with ongoing talks being noted. Members also noted the forthcoming Lune Gorge Project drop-in sessions at Tebay (which would see the M6 closed) and Cllr Longlands/Capstick hope to attend. Finally, Members highlighted the lack of maintenance currently being seen by WFC contractors, particularly around grass cutting and care. Several residents had also recently commented on the weed killer that had been sprayed around many areas of town in recent weeks, which had killed significant areas of grass with concern for habitat damage noted too.

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7. Declaration of Interest – including any updated Declarations of Interest for Westmorland and Furness Council  
There were no updated Declarations of Interest received for this meeting and the Clerk took the opportunity to remind all Members of their duty to ensure their Register of Interests was up to date.
8. Requests from Councillors for Dispensations to Speak and/or vote – including consideration of previous Dispensations relation to Sedbergh School  
Requests for ongoing dispensation were briefly discussed in relation to Sedbergh School, as previously held and it was resolved to continue to adopt.
9. Approval of the minutes from the 10 April 2025 Parish Council Meeting (monthly)  
The minutes were agreed as a true record and signed by the Chair, Cllr Arnold.
10. Receipt of Annual Governance Statement and Accounting Statement 2023/2024
  - i) The Annual Internal Audit Report 2024/2025 was considered and Members additionally noted the recommendation to improve governance and transparency on the website. This was agreed and it was, therefore, resolved that it was adopted by Members, also noting that the Council were already looking at moving their website to a gov.uk provider.
  - ii) The Annual Governance Statement 2024/2025 was received, considered, and agreed. It was, therefore, resolved that it was adopted by Members.
  - iii) The Annual Accounting Statement 2024/2025 was received, considered, and agreed. It was, therefore, resolved that they were adopted by Members.
  - iv) Exercise of Public Rights Notice – 3 June to 14 July 2025. The period was confirmed, as recommended by the External Auditor and to comply with the prescribed 30 (working days) and including the first 10 (working) days of July.
11. To continue to adopt General Power of Competence (GPC)  
The Clerk confirmed that the Council continue to meet the criteria for the General Power of Competence. Further information/guidance available under the Localism Act 2011 sections 1 to 8.
12. To consider Committees and appoint Members, to include Resilience Review  
The following appointments were resolved for 2024/2025  
Finance Committee – KL, SA, JC, MB  
Amenities Committee – MB, JC, SL, DT, EW, RC  
Planning Committee – SA, RS, JC, HB, MB, SL  
Queens Gardens Committee – KL, RS, RC, DT
13. Appointment of Representatives to Outside Bodies  
Town Twinning Group – KL, EW, RS (SA liaison if required) and WFC Cllr Mitchel as observer  
Sedbergh United Charities and Widows Hospital – MB, KL, HB, RC and (non-Member) KS. Cllr Capstick requested to stand aside, and Cllr Thomson offered to replace. The Clerk will liaise further.  
Sedbergh Economic Partnership – attendance remains suspended  
Sedbergh & District CIC – EW  
Sedbergh & District CIO – HB (Grants Committee SA)  
People's Hall Committee – SL  
Respect Group – DT/KL  
Swimming Club – MB  
Bowling club – SL  
Health Centre (PPG) - MB  
Football Club – SL  
Public Transport User Group - HB  
Tennis Club – HB

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Cumbria Association of Local Council District Association meeting/s – SA  
Sedbergh in Bloom – SA (to consider/liase with the Amenities Committee in regard to the future following the recent announcement, by Sedbergh in Bloom, that they would be winding down at the end of this season)

**14. Delegation Arrangements**

The Committee and Delegation Scheme continues to be adopted by Members, though a general review will be considered by the Finance Committee at a future meeting, along with delegations to the Clerk.

**15. Adoption of Standing Orders, Financial Regulations, Asset Register and Risk Assessment (following recent annual review) and Councillor Code of Conduct**

The Standing Orders were adopted along with the current Financial Regulations (recent minor amendments) and will be available on the Parish Council website/office. The Asset Register and Risk Assessment had recently been reviewed and were adopted by Members, though an ongoing review of the Asset Register was noted, in view of potential transfer of street lighting to Westmorland and Furness Council. Finally, Members resolved to adopt the Westmorland and Furness Councillor Code of Conduct.

**16. Insurance arrangements**

The Clerk advised that renewal information was still waited for 2025/2026 following a request for indicative costs to amend and, therefore, Members resolved to delegate authority to the Finance Committee (via email if required) to renew the policy as soon as information is received/confirmed and to ensure no break in policy.

**17. Review of Policies as might be required, including as recommended by Internal Audit**

It continued to be agreed that a rolling process of review was required for all policies/procedures and risk assessments that these would continue periodically. No specific policy had been highlighted by IA this year, though Members had noted (Item 10i) the need for improved accessibility online.

**18. To consider payment of Annual subscriptions/contributions**

To continue to consider upon request as previously agreed, notably, the annual subscription to Cumbria Association for Local Council and Parish Online.

**19. Schedule of Future Meetings**

Council Meetings will remain as scheduled for 2025 and dates now confirmed for 2026 (attached). It was noted that on occasion, dates may alter, but would be suitably advertised as required.

The meeting closed at 8.10 pm