Seascale Parish Council

Minutes of the ordinary meeting held on 15th Oct 2025

At the Methodist School Rooms, Seascale.

Present: Cllrs; Lizzie Mawson (chair) LM, David Moore (Vice chair) DM, Catherine Harvey – Chadwick CHC; Ken Mawson KM; Zoe O'Hanlon ZO; Louise Pegram LP; Jane Coltman JC.

Acting in a supporting clerk role: Mary Bradley

Apologies: Bran Harvey- Chadwick BHC (work commitments)

There were 7 members of the public present.

24/25 Requests for dispensations and declarations of interests

None declared except JC indicated that she worked with the applicant for the clerk position if that became relevant.

The meeting was electronically recorded by JC

25/25 Exclusion of Press and public

Nothing relevant

26/25 Minutes of meetings

i) **Minutes of the meeting held on 3rd September 2025**
Noted spelling of mower not mover.
To remove 'LM proposed that JC's offer to rescind the motion was accepted which was supported by the majority' and instead add in 'LM proposed that JC's suggestion to rescind the June resolution was accepted, which was supported by the majority.'
Proposed; ZO Seconded JC, all agreed.

ii) Placement of 2025 agendas and minutes on web site – BHC
Bran had emailed to say that he had been informed by the web master that agenda and minute items were missing. MB said that she felt that some were filed incorrectly on the site, but all were now on, but it needed reviewing.

JC and MB will follow up in support of BHC

27/25 Chair's Announcements

LM said it had been a very difficult month due to weather, strike action and getting the date of the meeting sorted. She thanked the locum clerk for all her hard work and explained that there was a new style agenda and that public participation would be at the beginning of the meeting.

28/25 Public participation (Max 4 mins per person – Max session length – 15 mins)

- Parking issues – DM responded that he had set up a meeting on more than one occasion but that Cumberland Council representatives had needed to cancel. He would be trying again.
- Facebook comments – Concern was expressed at the tone and content of postings as these appeared to show the village was not working together. Some of the comments were upsetting and this was meant as a comment back to the village.
- Grass cutting – DM said that his grandson would not be mowing again due to toxic environment, and he would not be undertaking the volunteer strimming role. He would also like the mower removing from his barn as soon as possible. As ad hoc arrangement with grandson to mow, no further action on this was required.
- KM responded that this was sad as the grass had never looked better because the cutting had been able to be done when needed rather than on a planned date (as previously). He also reminded people that this has been a season when grass has grown very quickly.
- The above then led to a conversation regarding likely actions required summarised as:
  Urgently need to find an alternative store for the mower, adverts need to be placed to seek volunteers, volunteer role needs clarifying, insurance requires amendment and if no volunteers - a tender needs to be written, tender process needs to be followed so in place for the spring, review of extra costs this will incur (add to budget requirements).
  Action; MB to discuss with DM for immediate actions, new clerk to progress tender if required, contingency in budget for 26/27
- Report of a collapsed hole in the road – advised to report on HIMS
- Sign by toilet block needs moving to refer to correct recycling bins.

- A member of the public spoke about the areas he had been keeping tidy in a volunteer role and had suggested he may have expanded his activity. However, because of the toxic environment created, he will no longer be undertaking the cleaning up activities and will consider whether to continue with emptying the bins. LM thanked him and said his actions will be missed.
- A member of the public spoke about the notice board by the wishing well suggesting this becomes a parish notice board. This was supported by those present in the room. LM will sort out the issue with the lock, and the lady was thanked for volunteering to look after the board.

29/25 Reports from visiting Councillors & Police – for information

- DM in his role as a Cumberland Councillor reported that they were looking at how to make information services both electronic and verbally more accessible locally. He had suggested Seascale library may be a good point of access. He was unsure if it would be progressed.
- Viking Way – a footpath with a hedge running down the middle. This is cut 2 x per year, but it would be easier to cut if the hedge was removed. DM was asked to consult with Gosforth and Seascale. Gosforth PC had indicated that they would like the hedge to be retained. Seascale PCs supported this mentioning – safety concerns, pleasantness of footpath, environmental issues, wildlife. DM to report back
- Strike action – This has caused major issues in Seascale e.g. car parking and cars on verges, grid lock, inability for carers to reach clients, Co – Op food lorry turned away, impact on school children and residents.
- Cllr Pratt and Cllr Moore had acted together as it affects both wards, and contacted the police, and eventually a Police Inspector responded and began to take some action, including coning areas and ticketing cars. He said that he now has the inspector's contact details if required.
- ZO had also reported to the Police, Fire and Crime Commissioner twice, who had acted to resolve the parking problem. There are still concerns e.g. regarding the damage to grass verges. CHC expressed her concern as did LM, that deliveries to the village had been affected with implications for the food stock at the co-op.
- The next action is proposed for 27th October 2025, so hopefully police will be better prepared. DM offered to report through to the Police

Inspector as required. If would be helpful if members keep him informed alongside any actions they personally take.

30/25 Clerks report/correspondence

All on agenda but MB did express it had been a challenging few weeks.

31/25 Community Resilience

a) Winter lights festival -
There is to be a Winter Lights Festival on 12/13/14 December, which is progressing well. The Seascale Christmas Lights switch on is a sperate event.
LP had attended the Lights Festival steering group meetings, and they were keen that the village would be more decorated for the staging of their event. LP had been assisted by JC to put together a proposal for a bigger switch on event. They had sourced offers for the event, which would be at no cost to the PC; a Christmas tree, a brass band, fairground rides and food stalls, all of which were fully licenced and insured. JC requested a budget of £1000 towards additional lights. DM proposed an amendment to £300 for lights and it was resolved to allocate a budget of £300.

i) To confirm the available budget for Christmas Lights event.
As there were no actual costings available, a maximum budget of £800 was approved to cover sports hall electricity, library tree and lights, electrician's fee. Any remaining funds could be used to purchase lights complementary to those already owned by Parish Council.
LM said she would supply the refreshments as usual.
Action; LP and JC to progress

ii) To confirm any existing lights, the ownership of the lights and any contracts or accounts in place
The lights belong to the Parish Council and are stored in the Water Tower and rely heavily on the good will of a local electrician to have them in place each year.

iii) To delegate authority to Cllrs Pegram and Coltman to spend within the budget - As above

iv) To delegate authority to Cllrs Pegram and Coltman to recruit and organise volunteers, following an appropriate volunteer policy
This was agreed and JC said she would acquire a volunteer policy

b) Proposal to form a Christmas Lights 'committee' was agreed as a T and F group.
This will be with JC and LP leading and LM offered to do the refreshments as usual but otherwise didn't need to be involved.

c) Maintenance of defibrillators - previous letter from John Spokeshad indicated that he would no longer be in a position to provide the ongoing checks required. JC said she would be happy to do this.

32/25 Foreshore Play Ground

a) Updates on work to improve the playground were taking place with many of the items now addressed and others scheduled to happen.
b) Proposal to refurbish the playground had not been progressed as focusing on (a).

33/25 Parish Council Assets

a) Sports Hall –
   i) Seeking of quotes for Sports Hall in relation to Heats of Community grant have been progressed but not available for this meeting.

At this point item 38/25 iv was taken

Hearts of Community grant

This grant of £80k has been awarded and sits with the Copeland Community Fund team. A cluster bid needs to be put together so that the projects can be approved and delivered and paid for by 31st March 2026. Time is tight, so DM made a proposal to set up a task and finish group made up of Cllrs and others who have potential bids. This would enable fast progress to be made and enable involvement of the Community Fund staff to assist with the application.

Currently the bids likely to go forward are: Trail board project, toilet repairs, Sports Hall solar panel and storage units, bowling green water capture for onward irrigation and if funds allow a refresh of the sports hall soft play area.

This was supported with DM asked to lead and MB requested to do the ToR.

ii) To note Sports Hall requires additional committee members and trustees – LM hoped people would come forward.

iii) Approval for emergency funding to fix plaster board ceiling This was granted within the financial regulations

iv) Support was sought for a mural proposal as outlined in an email sent by BHC. This was discussed with varying views. It was decided that BHC needed to explore if there was a covenant on the building and if planning would be required. However, the key thing was to gather opinion through a public consultation of the 3 ideas but also leaving it as now. MB to email BHC

b) CTV refurbishment – BHC informed by email that this has not progressed.

c) Public toilets maintenance is seen as important, and LP has been trying to get quotes. Currently she has managed to acquire one and potentially one more. This will be required for the Hearts of Communities bid.

d) No update on the proposed flagpole improvements.

e) Library upgrades:- ZO presented a paper reflecting the discussions at the recent library AGM. There were 5 areas for consideration by the Parish Council.

- Damp patch to the side of the door
- Crack in the plaster posing potential H and S risk
- Replacement of strip lighting to LED lights to reduce costs
- Redecoration.
- Deep cleaning of carpets

ZO to feedback to the library committee advising them to go ahead and obtain quotes for the plastering and lights, which will be brought to the Council once received.

ZO to feedback to the library committee that the deep cleaning could perhaps be achieved thorough fundraising and a local firm to be recommended. Also, that redecoration could potentially be by volunteers and materials sourced either by fund raising or approaching local suppliers to provide to the library charity as a donation. This is to be passed back to the library committee to progress.

f) Following the last meeting a quote for the repairs required for the library roof had been sourced from Millers Roofing Services for £1152.00
This was approved as an emergency repair and ZO was asked to instruct Millers to commence work.
Proposed by CHC and seconded by ZO – all agreed.

g) Library bid for replacement utilising a potential GDF grant requires a bid writer. DM had sourced a quote which appeared high, but he will keep it on file and try and source others. ZO also contacted 2 firms following a previous discussion with LM, however neither company were interested in this bid as it was for a small charity out of the area.

h) A plumber still needs to quote for the water heater.

34/25 Parish Maintenance and Highways

a) ZO presented a paper on the maintenance of green spaces which will need clarity if a tender for grass cutting is required. There needs to be a better understanding of who is responsible for what. ZO asked if there is any kind of map. DM said he had a Cumberland version which he had used to enable mowing this summer. DM will try and make this available to all electronically.
b) Letter of support to Growing Well – CHC said this had been completed.
c) Car Park policy – DM had followed through from last meeting, but Cumberland still had not responded to ZO.
d) Trail Board progress was reported by LP as being very positive and a design story board image was tabled. All thought it looked great and supported whole heartedly as priority for Hearts of Communities grant.
e) To agree to the proposal for trail boards and to agree the expenditure from reserves if no funding can be sourced.
All supported the proposal and LM thanked LP asking her to please continue and DM reiterated the proposal to join the bidding T and F group.

It was agreed that as the money is secure in the Heart of Communities fund and this was the priority project, approval was not required. However, if for any reason the bid failed, this would come back to the council. LP was concerned and didn't want to mess the artist or others about. She was given reassurance to progress with the project as it must be delivered by March (the target date is February Half Term) .

35/25 Planning and Licencing applications

To be noted at meeting to bring minutes up to date.
16/9 - 20 Lingmell Crescent – resubmission for fencing and moving footpath. No further comments
12/7 - 56 Gosforth Rd – comments already made.

36/25 Planning and Licencing decisions

To be noted at meeting to bring minutes up to date
4/25/21884/OFI 31/7 Library refurbishment- approved

37/25 Governance, Support Structures and Staffing

a) Interim Terms of reference for Staffing committee were not discussed as such but reference was made to the extraordinary meeting held on 18th August 2025.
The Job description, advert, with current T and Cs had been utilised. An induction plan still required preparation and responsibilities to support the various elements – JC indicated that she would be happy to draw up an induction plan.
An interview panel will consist of LM, DM, ZO and an independent, possibly MB will take notes.
MB will arrange for the interview to take place. The panel will bring their recommendation to the Council at its next meeting, including any variances to T and Cs.
JC indicated she wished to be a member of a staffing committee. The TOR for this is part of the proposed T and F group and will come back to a further meeting.
b) To approve the terms of reference for a Task and Finish group to consider supporting structures and arrangements (noting previous agenda items from 3/9/25) 6.14 (effectiveness of

working groups),7.1 (establishment of staffing committee) , 7.2 (NALC standing orders) bringing items systematically to the next series of parish council meetings.

This had been proposed as there are significant overlapping issues that need to be considered. Plus, the belief that bringing one item at a time to the meetings would enable real consideration and ownership.

LM invited JC to join the group because of her experience.

JC declined the invitation if the membership was as stated in the supporting paper with LM chairing the meeting as she felt that no effective progress would be made., stating that she had brought items to previous meetings which no one had responded to. LM said she recognised JC expertise, and she was keen to ensure all these matters were dealt with. JC said she would only support if she could be chair or lead the group.

Finally, after a challenging item, LM and JC will meet weekly and progress the items for agendas as indicated.

c) Councillor training was proposed by JC because much legislation and policy had changed. The discussion centred on whether it should be bespoke (£300) or accessed from the standard CALC programme (£480 if all went individually) . MB made a suggestion that ZO and LP could attend the Effective Council training as new councillors and LM for the Effective Chair course. Once the T and F group had completed its work, a bespoke course could be agreed for all. JC said it would be nice if longer standing councillors updated themselves on legislation, giving residents the confidence they were equipped for the job. JC clarified that it was a rejection of her proposal for training and CHC made the point that training should be optional. LM said that she was keen on training and wanted all Cllrs to be able to engage.

It was tentatively agreed that individuals attend the relevant courses and that a bespoke course be designed and delivered.

d) LM confirmed there had only been one applicant and the recruitment process would now happen.

e) LM said that there had been offer of locum cover from an existing clerk in the area but first Wednesday date was not available. However, there was nothing to stop a different date being agreed between members.
MB said she had identified 2 streams of work to be addressed which would be time consuming and wondered if there was a solution to be had, dependant on the outcome of the appointment. - MB to speak to the potential locum after the interview.

f) The web site
   i) BHC had emailed to inform members of his discussion with Whamos, as the web site needed to be updated.
   ii) The issue regarding the content of agendas and minutes was noted above.
   iii) It was agreed that it was more effective for a small group to meet with Whamos than the whole council. In the absence of a clerk, JC will join with BHC and LM.

38/25 Finance and accounts

Current Account	£28,371.65
General Reserve	£103,336.52
Unity Card	£100.00
Total	**£131,808.17**

Payments made in September

Date	Creditor	Credit	Debit (gross)	VAT	Comments
05/09/2025	Avison Young	£16,000.00			Licence to occupy
05/09/2025	Dawn Dennett		£230.00		Toilet block cleaning
05/09/2025	WF Cascade		£118.06	£19.68	sacks for Foreshore bins
05/09/2025	Amazon		£20.17	£4.04	Printer cartridge
05/09/2025	Quality Cleaning		£162.00	£27.00	Litter bin emptying
05/09/2025	Alicia Gee		£295.45		Relief cleaner
15/09/2025	Festive Lights	£320.00			Refund
16/09/2025	Octopus Energy		£34.93	£1.66	Toilet block electricity
16/09/2025	Octopus Energy		£404.80	£67.47	Library electricity
19/09/2025	Nuclear Waste	£3,850.00			Grant for Game on Sports Camp
26/09/2025	EE Limited		£25.82		DAV monthly SIM maintenance
29/09/2025	Reece Robinson		£3,850.00		Grant for Game on Sports Camp
29/09/2025	Pellymounters		£63.91		Toilet supplies (overdue payments)

30/09/2025	Unity Trust Bank		£8.40		Service charges
30/09/2025	Unity Trust Bank		£4.80		Service charges for cash payments

Payments for authorisation at October meeting:

Supplier	Description	Amount	VAT	Approve/ Ratify
Quality Cleaning	Litter bin emptying	£162.00	£27.00	
Waterplus	Toilet block water bill	£247.64		
WF Cascade	Toilet block cleaning supplies	£37.04	£6.17	
PATA Payroll	Payroll Services	£37.35		

i) Payments were authorised
Proposed by DM seconded by CHC

ii) Bank reconciliation and spend against budget - MB reported she still needed to progress this style of reporting for next meeting.

iii) Issues raised by auditor and response – LM reported that this had been completed.

iv) Revision of the financial regulations requested by the auditor who had identified that there is no approval between £2,000 and £5,000 indicated for expenditure. Therefore, an Interim arrangement needs to be confirmed whilst a review of the financial procedures occurs.
Proposal;
The clerk can authorise purchases (and transactions) under £500 (currently £500)
The Clerk and Chairperson jointly can authorise items below £2,000 (Currently £2,000)
The council must authorise items over £2,000 (currently £5,000)
Proposed LM seconded JC

v) Summary of Heart of Community Grant, consideration of setting up a T and F group- considered under item 33/25

vi) Other financial transactions to be noted- none

vii) MB said she felt that we need to ensure that financial decision making was clear so as to enable the auditing of accounts going forward. Although we can't change minutes, we can hopefully agree a schedule to assist auditing and transparency. MB asked for approval to meet with Michael and DM.
This was approved by all.

39/25 Councillors matters

An opportunity for Councillors to raise new issues – No decisions can be made on these matters but the Clerk may make investigations and/or they may be placed on future agendas for the Council.

- ZO stated a member of the public had enquired about the state of the bus stop at Cross Lanes that requires repair to the roof and the rotten fascia boards. DM stated it had been previously marked for demolition, but suspected SPC had taken responsibility for it as a former councillor had promised to paint it annually but was no longer able to. DM suggested it was reported to Highways to see if they would repair. DM agreed to email regarding the bus stop and ZO to report on HIMS.
- ZO also stated the same member of the public had communicated about the fallen tree next to the bus stop. DM said it was the responsibility of the industrial estate as that was their property. LM stated she has contact details for the management group of the industrial estate. She stated LM & ZO to progress.
- Parking by the Cricket field was an issue as people are being ticketed on a Saturday. This will be taken forward by DM as Cumberland Cllr.

40/25 Date of Next meeting

MB agreed to confirm or amend to accommodate locum arrangements as soon as possible.

Currently planned

All at 7pm in the Methodist School Rooms, Seascale

5th November 2025, 3rd December 2025

Extraordinary meeting 29th October 2025

Meeting closed at 21.10

Signed

Dated.