

**MINUTES OF THE EXTRA-ORDINARY MEETING OF THE
SEASCALE PARISH COUNCIL
Held in Seascale Methodist Hall on 11th August 2025 at 7 pm**

Attended:	Lizzie Mawson	LM	(Chair)
	David Moore	DM	(Vice-Chair)
	Bran Harvey-Chadwick	BHC	
	Catherine Harvey-Chadwick	CHC	
	Ken Mawson	KM	
	Louise Pegram	LP	
	Jane Coltman	JC	
	Michael Warmoth		(Clerk/RFO)

1. Apologies for absence: Zöe O'Hanlon

2. Declarations of interest by councillors in respect of agenda items:

JC declared a personal interest in item 3.1, as it was a neighbouring property.

3. Planning Applications

JC left the room

3.1 4/25/2266/OF1 Proposed extension to provide workshop, dressing room and en suite (at first floor level) and re-roofing of main dwelling; 56 Gosforth Road, Seascale
Resolved to submit No Objection to the above application with the following comment, the design of the building is out of keeping with other properties in the area.

JC re-entered the room

3.2 4/25/2235/OF1 Erection of a 1.8 metre high garden fence; 20 Lingmell Crescent, Seascale
This application had been withdrawn prior to the meeting of the Parish Council

4. Payments that require authorisation

It was resolved to authorise the payments submitted for approval.

5. Clerk Role

5.1. The wording of the job description was agreed subject to amendments suggested by JC.

5.2. It was agreed to accept the contract of employment in principle and clarify the details once a candidate had been selected.

5.3. It was agreed to defer the pay scale and hours of the role until the next meeting.

5.4. It was agreed to use the top line of the advert as the person specification.

6. Timeline

6.1. The Clerk confirmed that the date of expiry of the notice period would be 31st August 2025.

6.2. It was agreed that the closing date for applications four weeks from the posting of the advert.

6.3. Cllr Pratt as the CALC representative reported that CALC would assist with finding a locum clerk. The Clerk was asked to continue to act as RFO for a month to put payments online. JC offered to stand-in as temporary clerk, but CALC's advice is that it is not best practice for a councillor to act as clerk, although is permitted if unpaid. If the council was unable to recruit in the long term, this may be an option.

7. Job advertisement

7.1. The wording of the advertisement was agreed.

7.2. Agreed to place the advert as quickly as possible on the website, Cumberland Democratic Services, Seascale Noticeboard, CALC, job centre and personal social media

8. Application handling

8.1. It was agreed that the applications would go to the Chair and be shared with all Councillors.

8.2. It was agreed to initially send an automated response acknowledging receipt of applications. After the closing date a special meeting will be called to discuss the applications.

8.3. It was agreed that the preferred format of application is a CV, cover letter and two references.

9. Selection

9.1. It was agreed to shortlist the candidates (if required) at the meeting called after the closing date.

9.2. It was agreed to have a panel of three councillors to interview. Cllr Pratt suggested that the Chair and Vice-Chair should not both sit on the panel in the event of an appeals procedure taking place. It was decided to agree on the panel at the meeting that will be called to discuss the applications.

The Chair called the meeting to a close