

HOLME ABBEY PARISH COUNCIL

Website: holmeabbey-pc.gov.uk

Date: 9 April 2026

Councillors: You are hereby summoned to attend a meeting of Holme Abbey Parish Council to be held in the Community sports Pavilion on Tuesday 14 April at 7.00pm for the purpose of transacting the business itemised below.

Members of the Public: Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AGENDA

1. **Apologies for absence** - to receive apologies
2. **Requests for Dispensations, Declarations of interest, Gifts and Hospitality** – to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council’s Code of Conduct, and to note any gifts and hospitality
3. **Public participation with regard to items on the agenda** – to receive questions from members of the public relating to items on the agenda, in accordance with the Council’s Code of Conduct and Standing Orders
4. **Report from the Cumberland Councillor**– for information only
5. **Minutes** – to confirm and sign the Minutes of the meeting held on 10 February
6. **Progress Report** – the Clerk/Chairwoman to report on outstanding actions not requiring further decision
7. **Finance**

- a. **Bank Reconciliation** – to receive and note the reconciliations and balances

Account / Cash	28 February (£)	31 March (£)
Unity Trust – Instant Access	26,364.45	25,264.07
Unity Trust – Current Account	942.21	1,292.46
Petty Cash	121.00	110.56
Total	27,427.66	26,667.09

- b. **Bank Statements** – to acknowledge scrutiny and acceptance.
 - c. **Payments for Approval** – to consider and approve the payment schedule and to confirm payments already made since the last meeting, including those made under delegated authority and those made from previously approved budgets.
 - d. **Receipts** – to note receipts received since the last meeting.
8. **Governance**
 - a. **Councillor Co-option** – to consider any applications received
 - b. **Policy Adoption** – to consider the following policies
 - Privacy Notice

- Data Protection Road Map

c. Policy Review – to review and sign the following policy

- Code of Conduct

d. Governance Checklist - to consider the Governance Checklist provided by CALC and identify any areas where the Council may need to strengthen governance, compliance, or operational practice ahead of the External Audit.

9. Planning

a. Planning Applications - to consider all recent applications received from Cumberland Council detailed below and any other planning applications submitted and published on the CC planning portal (Cumberland.gov.uk) between the circulation of this agenda and the meeting

i. Application Reference: FUL/2026/0039

Proposal: Extension of existing agricultural building

Location: The Gale, High Laws, Silloth, Wigton CA7 4LY

<https://cumberlandcouncil.my.site.com/pr3/s/planning-application/a3XbG000000ISvJUAU>

b. Pre-planning Application Consultation - to note

For information only. The Parish Council's response is included at Appendix C.

i. Application Reference: 2/25/9001

Proposal: Mobile Phone Base Station Installation

Location: 10100709, Land at Friars Garth, Abbeytown, Cumberland, CA7 4SY

10. Events & Communications Working Group – Preparation for 2026 Events

To consider the preparatory work required to support delivery of the 2026 programme of community events, including Cumbria in Bloom 2026 and the potential addition of a Food Cumberland Big Local Lunch event in June, see Appendix D for reference.

11. Defibrillator Provision – High Laws area

To consider whether to approve submission of a grant application for a third community defibrillator

12. Commemorative Plaque for Agricultural Machinery Display

To consider and approve the draft inscription and to review the quotation(s) received for a post-mounted bronze plaque, and to authorise the Clerk to place the order

13. Section 106 Funds – Remaining Allocation (£4,074.99)

To consider options for eligible community improvements and agree next steps.

14. Grants – to consider any requests received

15. Playpark Maintenance

a. To consider a request from a member of the community for a deep clean of the playpark equipment.

b. To consider correspondence from Synergy Outdoor Services regarding the RosPA Annual Inspection which identified several outstanding maintenance tasks. A quotation for itemised remedial works is currently being prepared and is expected to be available for the meeting.

16. InPost Parcel Lockers – Community Suggestion

To consider a suggestion from a resident that the Council explore the possibility of hosting an InPost parcel locker at the Community Sports Pavilion.

17. Developer Responses to Public Concerns – to receive and note the responses from developers regarding issues raised during Public Participation on 10 February (see Appendices A-B)

- 18. Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)
- 19. Confidential Item – Staffing**
To consider a staffing matter.
The public and press will be excluded under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business
- 20. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Friday 10 May.
- 21. Date of next meeting** – to confirm the date of the next meeting, the Annual Parish Meeting, as Tuesday 19 May which will follow the Annual Parish Meeting with Electors at 6.30pm in the Community Sports Pavilion

J Cornah Wade

Ms J Cornah Wade, Clerk to the Council
Eriskay Cottage, Bromfield, Wigton CA7 3NB
clerk@holmeabbey-pc.gov.uk

Bank Reconciliation 7a

Financial year ending 31 March 2026 Council: Holme Abbey Parish Council
Balances per bank statements at 28 February 2026

Account	Balance
HSBC	–
Petty Cash	£121.00
Unity Current Main Account	£942.21
Unity Instant Access	£26,364.45
Total bank balances	£27,427.66

Petty Cash

Uncleared payments

Date	Supplier	Reference	Amount
11/02/2026	Clerk	–	-£0.87

Total net balances at 28 February 2026: £27,426.79

Balances per bank statements at 31/03/2026

HSBC	-	
Petty Cash	110.56	
Unity Current Main Account	1,292.46	
Unity Instant Access	25,264.07	
Total bank balances		26,667.09

Total net balances at 31 March 2026: £26,667.09



Prepared by

Name: J Cornah Wade, Clerk & RFO

Date: 01.04.26

Approved by

Name and Role:

Date: 14.04.26

Approved by

Name and Role:

Date: 14.04.26

7c Invoices for payment

Listing of Unapproved Payments

Dated between 01/04/2025 and 31/03/2027

Voucher	Date	Description	Supplier	Account Name	Net (£)	Gross (£)
380 SO	01.05.26	April Salary	Clerk	Clerk salary	249.65	249.65
381 SO	01.05.26	April WFH	Clerk	Clerk expenses	26.00	26.00
396 BP	15.04.26	CALC membership 2026/27	Clerk	CALC	275.78	275.78
Total	—	—	—	—	551.46	551.43

7c Invoices paid

Voucher	Date	Description	Supplier	Net (£)	Gross (£)
364 BP	09.02.26	Defibrillator pad	Defib World	62.99	74.59
365 BP	16.02.26	Christmas event	Harrisons Store	449.92	452.82
369	17.02.26	Transfer between reserves	General	-2,500.00	-2,500.00
370	17.02.26	Transfer between reserves	Insurance excess	2,500.00	2,500.00
371	18.02.26	Internal transfer	Deposit	-1,000.00	-1,000.00
372	18.02.26	Internal transfer	Current	1,000.00	1,000.00
373 BP	03.03.26	Website provision to March 2027	Parish Online	280.00	336.00
376 BP	04.03.26	Playpark cleaning x2	Abbey Cleaning	120.00	120.00
377 BP	04.03.26	County Emblem Award Entry	Cumbria in Bloom	30.00	30.00
379 PC	06.03.26	Clerk postage	Clerk	7.83	7.83
382 BP	26.03.26	Trade Waste Q3	Cumberland Council	60.00	60.00
383 PC	23.03.26	Clerk postage	Clerk	1.74	1.74
385 BP	26.03.26	Trade Waste Q4	Cumberland Council	70.00	70.00
386	03.03.26	Internal transfer	Deposit	-500.00	-500.00
387	03.03.26	Internal transfer	Current	500.00	500.00
391	01.04.26	Easter expenses	A McIntyre	39.60	47.52
392	31.03.26	Internal transfer	Deposit	-800.00	-800.00
393	31.03.26	Internal transfer	Current	800.00	800.00
394	01.04.26	Structural Survey	Profound Building Consultants	795.00	795.00
Total	—	—	—	1,917.08	1,995.50

Standing Orders and Direct Debits

Voucher	Date Cleared	Description	Supplier	Net (£)	Gross (£)
363 DD	16.02.26	Electricity: January	Smartest	100.64	105.82
374 DD	28.02.26	Monthly fee January	Unity Trust	6.00	6.00
375 DD	31.03.26	Monthly fee February	Unity Trust	6.00	6.00
378 DD	15.03.26	Electricity: February	Smartest	61.10	61.10
384 DD	31.03.26	Cash & cheque handling	Unity Trust	2.40	2.40
397 DD	30.04.26	Monthly fee March	Unity Trust	7.00	7.00
Total	—	—	—	183.14	188.32

7d Receipts

Voucher	Date	Reference	Description	Customer	Total (£)
366	17.02.26	Cash	Christmas	Community donations	186.40
367	17.02.26	Cash	Room Hire	Craft & Chat	100.00
388	03.03.26	Credit	Office supplies	Cummersdale Parish Council	55.13
389	13.03.26	Credit	Allotment rent	Plot 8 2026/27	10.00
390	10.03.26	Credit	Allotment rent	Plot 3 2026/27	10.00
395	31.03.26	Credit	Quarterly Interest	Unity Trust	136.89
Total	—	—	—	—	498.42



Prepared by

Name: J Cornah Wade, Clerk & RFO

Date: 01.04.26

Approved by

Name and Role: Date: 14.04.26

Approved by

Name and Role: Date: 14.04.26

Appendix A – Gleeson Homes Response (Received 17 February)

Customer Care acknowledged receipt of the Council's email of 16 February and the accompanying video. The matter has been referred to their Technical Team for investigation. A site visit will be undertaken to assess the issue and identify any required remedial work. They remain available should further assistance be required.

Appendix B – Home Group Response (Received 17 February)

Home Group confirmed that the route between Abbots Close and Friars Garth is not recorded as an official footpath on their legal maps and therefore they will not install lighting there. They acknowledged that residents may use it as a shortcut, including those with mobility issues, but reiterated that it was never intended to be a formal path. The Housing Manager will speak with residents at The Glebe regarding lighting within that area. On dog fouling, they reiterated that all dog owners are responsible for cleaning up after their pets and advised that owners should carry a torch or use a phone light when walking dogs in the dark. Contact details were provided should further discussion be required.

Appendix C – Pre-planning Application Consultation: Proposed telecoms installation at Friars Garth, Abbeytown, Site ID 1755385 (Sent 13 March)

Thank you for consulting Holme Abbey Parish Council on the above pre-application proposal for a replacement telecommunications installation at Friars Garth, Abbeytown.

The Parish Council recognises the importance of maintaining reliable mobile coverage for residents, businesses and emergency services. We also acknowledge that the existing site is subject to a Notice to Quit and that a replacement location is required to maintain continuity of service.

Following review of the submitted drawings and supporting information, the Parish Council wishes to make the following observations.

1. Visual and streetscene impact

The proposed 15-metre streetworks pole and associated cabinets represent a significant new vertical feature within a residential setting. While we understand the operational requirements, the Parish Council would welcome further clarification on:

- Whether alternative designs (e.g., slimmer monopole, reduced cabinet footprint) were considered
- Whether the pole could be relocated marginally within the field boundary to reduce prominence
- Whether colour-treatment or screening could be incorporated to soften the visual impact

We note that several alternative sites were discounted on grounds of prominence; therefore, it is important that the chosen location demonstrates the least harm to the streetscene.

2. Highway and pedestrian safety

The submitted plans indicate:

- Construction access requirements
- Crane/cherry picker positioning
- Traffic management needs
- New street furniture close to the carriageway and pedestrian routes

Given these factors, the Parish Council is concerned about the adequacy of existing street lighting on Friars Garth, particularly in the vicinity of the proposed installation.

The introduction of a 15-metre pole and multiple cabinets will create new obstructions and shadows within the verge, and safe visibility for drivers and pedestrians must be maintained.

Request for Highways assessment and potential Section 278 mitigation

The Parish Council therefore requests that the Local Planning Authority and the Highway Authority consider whether improved street lighting is required to maintain highway and pedestrian safety.

If the Highway Authority identifies a need for lighting upgrades, we ask that these be secured via a Section 278 Agreement under the Highways Act 1980, ensuring that any necessary off-site works are delivered by the developer.

This request is made at the pre-application stage to allow early consideration and to ensure that any required mitigation can be incorporated into the formal submission

3. Construction management

Given the constrained nature of Friars Garth, the Parish Council requests that the applicant provide:

- A Construction Management Plan
- Details of traffic management arrangements
- Confirmation of working hours
- Measures to minimise disruption to residents

This will be particularly important if large vehicles or lifting equipment are required.

4. ICNIRP compliance

We note the applicant's confirmation that the installation will comply with ICNIRP public exposure guidelines. The Parish Council requests that the ICNIRP certificate be included with the formal planning submission.

5. Community engagement

The Parish Council welcomes the offer of wider public engagement. However, we consider that meaningful consultation would be more beneficial once the formal planning application has been submitted, when the full details are available and we are in a clearer position to discuss the proposal with the community

Conclusion

Holme Abbey Parish Council does not object in principle to the provision of replacement telecommunications infrastructure. However, we request that the applicant and the Local Planning Authority give full consideration to:

- Visual impact
- Highway and pedestrian safety
- The potential need for street-lighting improvements secured via Section 278
- Construction management arrangements

We look forward to continued engagement as the proposal progresses.
Holme Abbey Parish Council

Appendix D – Big Local Lunch Summary of Key Requirements

- This would be an additional event, which must take place during June 2026 and be free to attend .
- Consider whether the Parish wishes to apply for up to **£200** funding to support the event, primarily for food and/or food-growing costs.
- Agree the detailed grant criteria and delivery expectations (local produce, healthy/low-carbon food, low-waste, food-growing activity, reporting requirements)
- Events must:
 - Use and showcase **Cumbrian produce**
 - Provide **healthy, lower-carbon** food options
 - Be **low/no waste** and **single-use-plastic-free**
 - Include at least one **food-growing activity** (e.g., seed/plant swap, grow-your-own activity, link with allotments or farms)
- Event must be registered on the **Big Lunch Map**.
- Post-event reporting required by **12 July 2026** (attendees, provenance of food, waste minimisation, photos with consent).