

**CULGAITH ANNUAL PARISH MEETING  
MINUTES OF THE MEETING  
Held on 18<sup>th</sup> April 2016 at Skirwith Village Hall at 1930hrs**

**Present:** Councillors C. Richardson (Chair), M. Helm, P. Toppin, L. Wilson, P. Jago, P. Hemmingway

**In Attendance:** V. Stockdale (Skirwith), H. Aitken (ACT)

1. **Apologies:** Clerk K. Binney, Councillors D. Whitney, J. Hay, K. Philipson
2. **Welcome;** The Chair, Caroline Richardson, welcomed everyone to the meeting. Hellen Aitken of Act was present to give a presentation on Community Emergency Planning.
3. **Minutes of the Annual Parish Meeting 2015.** Resolved that the Minutes of the Annual Parish Meeting held on 20<sup>th</sup> April 2015 at Culgaith Victoria Institute be signed by the Chair as a true record.
4. **Public Participation**
  - The problem of lack of parking in Skirwith was raised, particularly in front of the church. It was also reported that a resident from another village is leaving a car in the church car park for long periods.
  - Concern was raised about the likely removal of footway lighting at Skirwith Church.
  - The meeting was reassured that the garden waste skip will be delivered shortly (this arrived on 22/4).
  - Concern was raised about the drainage of water from The Tarn, Culgaith. Cumbria Highways have been contacted to check that the gullies have not become blocked again.
5. **Community Emergency Planning – Hellen Aitken**

Hellen Aitken gave an interesting and informative presentation on Community Emergency Planning, i.e. planning as to how communities could work together in the event of emergencies, such as flooding. The essential steps in making a CEP are:

  - Appoint a small group to prepare the CEP
  - Take stock. Talk to the community to identify past incidents e.g. snow, ice, power cuts etc. and how they were dealt with. Find out what local skills, equipment and facilities would be available in an emergency.
  - Identify potential emergencies and obtain the permission of key members of the community who would be willing to act as contacts in the event of an emergency.
  - Consider writing a CEP. A simple Word template is available. ACT would be willing to give feedback on a draft plan. There is guidance on the ACT website and Hellen left informative factsheets on emergency planning.
  - Inform the community of the plan. The plan can also be placed on a secure area of the Cumbria Community Messaging site, where it can be viewed by the emergency services.
  - Review the CEP annually.

The presentation initiated a lively discussion amongst those present and Hellen answered questions about the practicalities of CEP.

*Draft minutes to be agreed at the next Annual Parish Meeting*

6. **Date of Next Annual Parish Meeting** – 24<sup>th</sup> April 2017 at Blencarn Village Hall.

DRAFT