

BROMFIELD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in Blencogo Village Hall on Thursday 25 September 2025 at 7.30pm.

Present: Cllrs. A. Cozens, R. Davison, W. Miller and M. Underwood.

Also Present: K. Thurlow, Cumberland Councillor and J. Rae (Clerk)

Cllr A. Cozens in the Chair

854/25 Apologies for absence

An apology for absence was received from Cllr J. Lee. The reason for absence was noted and accepted.

855/25 Declarations of interest

None.

856/25 Requests for dispensations

None.

857/25 Minutes - Meeting 31 July 2025

RESOLVED that the minutes of the meeting held on 31 July 2025 were a correct record and were signed by the Chair.

858/25 Public Participation

No members of the public were in attendance.

A member of the public had reported that the bus stop flag pole signs near Leegate House have been missing for several years. Stagecoach drivers are reluctant to stop, claiming there is no bus stop as there is no sign. As Cumberland Council are the responsible authority the report has been logged on the HIAMS.

859/25 Reports from Outside Bodies

Cumberland Council - Cllr K. Thurlow agreed to pursue the missing bus stop flag poles issue with Cumberland Council. Cllr Thurlow reported he had contacted Cumberland Council regarding the burst water pipe on the Blencogo to Bromfield road. Cumberland Council had confirmed that the pipes are not asbestos.

Village Hall Committee – Cllr A Cozens provided an update on recent activities at the Hall and the ongoing fundraising. The matter of the Village Hall heating/hot water being on through the summer was raised. Cllr A Cozens agreed to write to the Committee accordingly.

860/25 Financial Statement

The financial statement as at 31 August 2025 had been circulated with the agenda and was noted by members. Balance 31 August 2025 - Cumberland Building Society £8,637.85.

Members noted and approved the NJC pay award agreed on 24 July backdated to 1 April 2025.

861/25 Payments and Receipts

(a) Income Received:

Rent of Parish Land – Crookdake £ 5.00

Donation Wheyrigg Hall Hotel £150.00

(b) The following accounts were authorised for payment:

Clerk's account Quarter 2 £476.92

HMRC PAYE Quarter 2 £119.00

Ministry of Doing Domain renewal £ 18.98

862/25 Planning Matters

(a) Applications Received:

FUL/2025/0052 - Langrigg Hall, Langrigg, Wigton, CA7 3LH

Proposal: Conversion of former Coach House to Agricultural Workers dwelling and conservatory to existing main house

LBC/2025/0009 - Langrigg Hall, Langrigg, Wigton, CA7 3LH

Proposal: Listed Building Consent Conversion of former Coach House to Agricultural Workers dwelling and conservatory to existing main house

FUL/2025/0148 - Blencogo House, Blencogo, Wigton CA7 0BZ

Proposal: Erection of livestock building

(b) Decisions: None

863/25 Correspondence

The following correspondence received was noted:

CALC - Devolution update

Cumberland Local Plan Briefing- 16 September

CALC Cumberland Hyperfast Broadband Event - 7.00pm Tuesday 23rd September 2025

CALC - NJC Pay agreement

CALC News

ACRE/NALC flooding survey

Cumberland Council – Newsletters

Cumberland Council - Councillor Conduct: Respect, Social Media and Refresher Training

CALC - Important Update – New Assertion 10 in the 2025 Practitioners' Guide

CALC - Carbon Literacy Action Day 2025

CALC Invitation: Presentation by Alex Scott, Cumbria's Lord Lieutenant – 8 September

CALC AGM 4 October 2025 Braithwaite Institute Keswick

Fells and Solway Community Panel Meeting 22 September

Cumberland Council - new reporting system for reporting environmental issues (dog fouling, fly tipping etc.)

864/25 Highway Matters

The following matters were reported:

Cllr A Cozens agreed to report the blocked drains and recent flooding issues in Blencogo.

Cllr R. Davison reported that he had logged the broken bus stop sign at Sandraw Bridge with Cumberland Council.

865/25 Items for Discussion:

▪ **Notice Boards**

Cllr W. Miller reported that the Noticeboard Company had received the Parish Council's cheque and the new notice boards are in production and should be delivered and erected in the next few weeks.

▪ **Bank Mandate**

Members resolved that Cllrs Adrian Cozens and William Miller should be added to the bank mandate as authorised signatories on the account with Cumberland Building Society.

• **Himalayan Balssam – Langrigg and Crummock Becks**

A report had been received that Himalayan Balsam is present at the above location. Cllr W. Miller agreed to speak with the Rivers Trust regarding this issue.

▪ **Digital and Data Protection Responsibilities**

Members considered the new requirement introduced in the 2025 Practitioners' Guide for town and parish councils. Assertion 10 will apply to Annual Governance and Accountability Returns for the financial year beginning 1 April 2025. This new assertion focuses on ensuring that councils are compliant with digital and data protection responsibilities and places specific obligations on councils in the following areas:

Email Management – Councils must use a council-owned domain and avoid personal email accounts.

Website Compliance – Council websites must meet accessibility regulations (WCAG 2.2 AA), include a current accessibility statement, and publish required FOI/Transparency Code documents.

Personal Data & GDPR – Councils must comply with UK GDPR and the Data Protection Act 2018, including registration with the ICO, policies, and staff/councillor training.

IT Policy – Councils must adopt a formal IT policy covering email, data security, personal device use, and breach response.

A quotation to set up a .gov domain and to provide email addresses for individual councillors was considered. Registration of .gov domains are £125.00 plus VAT for two years, set up, DNS hosting and all changes inclusive. Email is £100 for a block of ten accounts or £50 for one account.

It was resolved to go ahead with the registration of a .gov domain with ten email accounts. An IT policy will be adopted once the domain and email accounts are set up and the Parish Council will also register with the ICO.

- **United Utilities Water Pipe Bromfield Road**

The burst water pipe on the Bromfield road had been discussed earlier in the meeting. It was proposed to contact United Utilities to establish whether there are any asbestos water pipes remaining in the Parish.

- **Resignation – Cllr J. Clark**

Cllr J. Clark had resigned from the Parish Council. The vacancy will be advertised.

- **Vacancies**

Members noted there are several vacancies on the Parish Council that can be filled by co-option. Cllr A Cozens agreed to include an advert in the parish newsletter to raise awareness of the vacancies.

- **FOI Request**

Advice had been sought from CALC regarding the recent FOI request received. CALC advised that as long as the information is available on line then the data transparency requirements have been met.

866/25 Items for the Next Agenda

Budget 2026-2027

867/25 Date and time of next meeting

Bi monthly Meeting 27 November 2025 7.30pm in the Committee Room, Village Hall, Blencogo

The Chair thanked everyone for attending and closed the meeting at 8.25 pm