

## Proposals for sharing Parish Council responsibilities

When advertising for a new Parish Clerk, the Parish Council was asked to look again at how responsibilities can be shared and whether Parish Councillors might lead in various areas, for example Highways and Planning, and liaison/contract monitoring in relation to the Lengthsman's contract and Caldbeck public toilets. When I took on the Parish Clerk's role, I had (optimistically) thought that the clerk might be responsible for much of the implementation of Parish Council decisions. But that seems a tall order and the Parish Council might consider giving greater clarity to responsibilities for progressing Parish Council actions.

Below is an updated table listing Parish Council functions/responsibilities and there may well be others. It would be good to populate the table with volunteers.

Responsibility/function	Parish Councillor
<p><b>Caldbeck - Hesket Newmarket Footpath</b> Liaison with Allerdale and other organisation with footpath creation powers. Drafting document setting out the relative merits/cost of the Hesket Lonning direct path alongside the Matthew Rudding option. Public consultation.</p>	Footpath Working Group
<p><b>Affordable Housing</b> Having obtained helpful pre planning advice, it has not been possible to take forward the project. There is a possibility of utilising the balance of Allerdale's grant to develop further proposals and the Parish Council is awaiting a proposal from other landowners.</p>	Alan Tyson
<p><b>Car parks and Signage - Welcome to Visitors</b> Following successful purchase of National surplus land, the Parish Council is responsible for car parks. The Parish Council may wish to erect signage including potential 'Welcome to visitors' display boards in Caldbeck and Hesket Newmarket, showing local maps and information. There are some very imaginative designs available which would provide an excellent resource and help enhance the Parish Council's role/reputation.</p>	
<p><b>Operation of the car parks - collection of donations</b> Provision of electronic payments and collection of cash donations</p>	Paul Doherty/ Tim Cartmell
<p><b>Operation of the car parks - maintenance/expansion</b> Lay out of car parking bays, maintenance of car parks, possible expansion</p>	Tim Cartmell
<p><b>Electric car charging point</b> Investigate the options for siting an electric car charging point</p>	Norman Atkinson
<p><b>Ongoing arrangements for Caldbeck public toilets</b> We have contracted Orian to undertake servicing of the facilities and that contract requires monitoring.</p>	
<p><b>Longer term decisions for Caldbeck public toilets</b> The Parish Council needs to determine if the current facilities provide an appropriate long term option. If so there is a need to upgrade the facilities, including provision of electricity supply and considering provision of disabled facilities. The Parish Council has considered re-siting the facilities in the past but I am unsure how conclusive that work has been. Having new, modern facilities much nearer the car park may be better for the community but it is unclear if there is a practical option and it may take some time to identify a site, undertake consultation, obtain the necessary planning approval etc. The Hodgsons have said they would support re-siting the facilities, including contributing to the funding/helping with ground works.</p>	

<p><b>Lengthsman</b> Mark Binney has undertaken the Lengthman's contract since July 2020. There is a need for liaison/contract monitoring.</p>	
<p><b>Keeping the Parish/villages tidy</b> Volunteer action for Autumn village tidies and Himalayan balsam clearing.</p>	
<p><b>Highways issues</b> This would include reporting new Highways problems to the County Council (using HIMS) and tracking progress on dealing with problems. Liaison with Highways Matt Bish and others. All Parish Councillors could report issues via HIMS but it may be helpful if one person took the lead and provided the Agenda item/update report.</p>	
<p><b>Leading on planning applications</b> This would include reviewing planning applications from the National Park and Allerdale Borough Council and responding with Parish Council comments by the deadline. As for Highways, it may be helpful if one person took the lead and provided the Agenda item/update report/drafted the Parish Council's responses.</p>	John Brown
<p><b>Maintaining benches, waste bins</b> Keeping an eye on the condition of Parish Council benches/waste bins.</p>	
<p><b>Notices/agendas for display on notice boards</b> It has been very helpful emailing Notices and Agendas to Alison and Tim for putting on the Notice Boards.</p>	Alison Young Poole & Tim Cartmell
<p><b>Biodiversity projects</b> Design, implementation and monitoring of biodiversity projects - Caldbeck Green, Heskett Newmarket Pond, land at Howbeck and Stadle Dykes</p>	Alison Young Poole & Biodiversity Working Group
<p><b>Website maintenance</b> Andrew Ward has redesigned the website and the Parish Council is making more use of the website and other media (Caldbeck Being Sociable). I have tried to keep the website in reasonable shape, particularly in preparation for Parish Council meetings, but depending on the skills of a new Parish Clerk, it may be helpful if a Parish Councillor took an overview/provided advice.</p>	
<p><b>On line banking</b> The Parish Council has made extensive use of on line banking. It may be helpful if a Parish Councillor took an overview/provided advice.</p>	

Simon Smith  
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