SHAP PARISH COUNCIL

Minutes of the ORDINARY MEETING, Held on Tuesday 7th July 2026 at 7.30pm Venue: The Market Cross, Shap

Attendance:

Chairman/Vice Chairman:	Cllr. J. Jackson
Councillors:	Cllr. A. Bindloss, Cllr. A. Sowerby, Cllr. N. Lindwall, Cllr. N. Capron, Cllr. D. Mallinson, Cllr. L. Snaith, Cllr. W. Jones
Unitary Councillor:	UCllr. N. Vecqueray
Clerk:	Mr G. Grace
Public:	One

Apologies for absence – Cllr. G. Crowe due to personal commitments, Cllr. L. Langdale due to work commitments. Apologies accepted.

Public Participation – One member of the public attended the meeting to report maintenance issues on the Memorial Park. Councillors agreed to carry out a site – walk 14/07/26 at 7pm. Findings will be shared with the contractor.

Minutes from the ordinary meeting held on 2nd June Council RESOLVED that these be approved. ***Proposed: Cllr. L. Snaith, Seconded: Cllr. N. Capron - all in favour.***

32/07/26 **Declarations of interest –** None
33/07/26 **Requests for dispensation** – None

34/07/26 **Finance**
The statement of accounts for June was circulated. Proposed: *Cllr. L. Snaith. Seconded: Cllr. N. Lindwall. All agreed.*

Payments received account 170:		
Nayax – toilet donations		£40.09
Toilet donations – cash deposit		£74.48
Market money May		£110.00
	Total	**£224.57**

Payments between meetings:		
Out of Eden		£62.91
Clerk expenses – ink cartridges, paper		£45.72
BG MuGA electricity		£6.14
Waterplus water bill		£89.23
	Total	**£204.00**

34.2 Council RESOLVED the following payments be made. *Proposed: Cllr. A. Bindloss. Seconded: Cllr. L. Snaith. All approved.*

34.3	Clerk expenses – 123 reg	£15.59
	Wages 1	£395.38
	Wages 2	£277.22
	Wages 3	£162.34
	Wages 4	£228.78
	Vodafone broadband	£24.41
	Natwest Service Charge	£20.45
	BG Public toilets electricity	£60.91
	Drain specialists Mennie Services Ltd.	£360.00
	CEF	£211.72
	Paul Hadley Painter and Decorator	£257.00
	Alan Twentyman Plumbing and Heating	£540.00
	Gordon Brown – Joiner	£500.00
	NS&I toilet grant transfer	£4,000.00
	Total	**£7,053.80**

35/07/26 Annual Governance and Accountability Return

35.1 A letter of engagement with the internal auditor has been requested by the external auditor, as well as a copy of the asset register. Clerk to action.

36/07/26 Planning

36.1 App. 2026/1172/PAPP. App. Type: Prior Approval. Proposal: Prior Notification under schedule 2, part 6, class A for a portal frame agricultural building attached to existing portal frame building. Location: Green Farm, Main Street, Shap, Penrith, CA10 3PW. Applicant: DE&AM Hodgson. No comments or objections raised.

36.2 App. 2026/1271/FPA. Proposal: Change of use of field barn and attached buildings to create a dwellinghouse with associated operations. Location: Crayston, Shap, Penrith, CA10 2NU. Applicant: Mr and Mrs B Young. No comments or objections raised.

36.3 Notice of intention to commence preparation of the Westmorland and Furness Local Plan. Scoping consultation to ask for views on 6 different themes. Cllr. N, Capron, Cllr W. Jones and Cllr. D. Mallinson, and Cllr. A. Bindloss to provide feedback for the consultation response.

36.4 App. 2026/1259/HOU. Proposal: Construction of detached double garage and store/workshop. Location: Nook Farm Cottage, Hardendale, Shap, Penrith, CA10 3LQ. Applicant: Mr Mark Doodson. No comments or objections raised.

37/07/26 Highways

37.1 Feedback from the W&F traffic management consultation was discussed. Concerns were raised about a proposed for one-way system for the entrance to Pow Lane. The proposal was considered inappropriate for wagons and tractors turning southbound. Clerk to respond.

37.2 Cllr W. Jones raised concerns about the proposal to replace yellow lines with H bars adjacent to the chip shop. Shap Parish Council will be consulted on new drawings before the project is taken forward.

37.3 Clerk to report the condition of the road and pavement outside the coop to W&F highways.

38/07/26 Memorial Park

38.1 Councillors were asked to attend a site walk of the Memorial Park Tuesday 14th at 7pm to review maintenance requirements. Cllr. W. Jones, Cllr. D. Mallinson, Cllr. N. Capron, Cllr. A. Sowerby, and the Chairman to attend.

38.2 Cllr. Snaith reported that the mural at the play area has been vandalised.

39/07/26 Grass cutting review

39.1 Councillors considered a request to add the road verge on Moss Grove to the Parish Grass cutting contract. Concerns were raised about the extra cost and long-term viability of extending and overseeing contract additions. The Parish Council pay to cut the Westmorland and Furness Highways road verges to improve the appearance of the village. Extending the contract will increase the cost and burden of managing assets owned by W&F.

40/07/26 Heritage funding expression of interest

40.1 UCllr. N. Vecqueray completed an expression of interest for grant funding to support the refurbishment of K Shoes. The fund declined to support the project as it was not considered to be in the scope of the fund.

40.2 The Chairman asked UCllr. N. Vecqueray to contact the property owner about the condition of the building and outline concerns.

41/07/26 Public toilets

41.1 Letters of thanks to be sent to Tradesman G. Brown, and A. Twentyman, to thanks them for their services and voluntary work undertaken on the Public Toilet refurbishment project. Proposed: Cllr. D. Mallinson, Seconded: Cllr. A. Sowerby.

41.2 The Chairman acknowledged the valuable support offered by Councillors W. Jones and Cllr. L. Langdale for the work carried out during the refurbishment project.

41.3 The Chairman asked for a usage and income report to be provided at the next meeting. Clerk to action.

41.4 Notices have been added to the doors asking people to pay for their use and reduced instances of the door being help open for users.

41.5 Toilet blockages have been reported at the public toilet. Regular checks are being carried out. Action: Clerk to produce signs to help improve service performance.

42/07/26 Policies for review.

31.1 For information - following adoption of the new data protection policy in June 2026, the clerk has registered with the ICO. An annual Direct Debit for £47.00 has been set up.

43/07/26 Website development

43.1 To meet audit requirements, the Parish website must now meet Assertion 10 WCAG 2.2 AA accessibility requirements.

43.2 Clerk to seek three quotations for building a new website. Instruction to award the contract will follow the Ordinary meeting in August.

44/07/26 Staff annual appraisal

44.1 Cllr. N. Capron and Cllr. D. Mallinson agreed to undertake the Staff annual appraisals. Date tbc.

44.2 Clerk salary to be reviewed as part of the annual appraisal.

The meeting closed at 21.00 pm.

Date of next meeting: the next meeting of the Council will be August 4th at 7:30p.m. **Venue**: The Market Cross.