

ARTHURET PARISH COUNCIL

You are summoned to a meeting of the **ARTHURET PARISH COUNCIL** that will be held in **THE COUNCIL OFFICES, 9 ESK STREET, LONGTOWN** on **MONDAY 6th JULY 2026** at **7:00pm**

Nicola Rushworth – Parish Clerk

1st JULY 2026

Council Rooms

9 Esk Street

Longtown

CA6 5PU

Nicola Rushworth

clerk@arthuretparishcouncil.gov.uk

AGENDA

1	Apologies for Absence To receive apologies and approve reasons for absence
2	Declaration of Interest To receive declarations by elected and co-opted members of interests in respect of items on this agenda
3	New Parish Councillors To welcome the new Parish Councillors • Katherine Nelligan • Jackie Jefferson
4	Public Participation To receive representation from members of the public on issues relating to items on this agenda. <i>Members of the public are permitted to speak for up to 15 minutes and are not permitted to speak at any other time during the meeting unless invited to do so by the Chair</i>
5	Minutes To authorise the Chair to sign, as a correct record, the minutes of the meeting held on the 11 th May 2026 To authorise the Chair to sign, as a correct record, the minutes of the meeting held on the 1 st June 2026
6	Cumberland Councillor Report To receive a report from Cumberland Councillor T Pickstone
7	To receive a report from representatives on other bodies (if applicable) 7.1 Longtown Community Centre Board of Trustees – Cllr Sir JFS Graham 7.2 Allotment Committee – Cllrs M Gunson and C Adams

	7.3 Village Veg – Cllr E Jeffrey and Cllr J Jefferson & Cumbria Action Report (<i>copy herewith</i>) 7.4 Borderlands Project – Cllrs M Gunson and C Johanssen
8	Tour De France 8.1 To form a working group and to liaise with Town Teams 8.2 To receive ideas regarding the planting of the flower beds
9	Signage for Longtown – Cllr E Jeffrey To receive a request for ‘Welcome to Longtown, the last town in England’ signage
10	Cumbria Local Nature Recovery Strategy – Cllr E Jeffrey To receive and note a report regarding the Cumbria Local Nature Recovery Strategy (<i>copy herewith</i>)
11	Old School Field – Cllr E Jeffrey To receive a request from Cllr E Jeffrey regarding the Cumberland Council land (<i>copy herewith</i>)
12	Play Area Training – Cllr C Johanssen To receive a request from Cllr C Johanssen regarding play area inspection training
13	Weekly Play Area Inspection – Cllr C Johanssen To receive a report from Cllr C Johanssen
14	Tour De Longtown To receive an update from the working group (<i>copy herewith</i>)
15	Funding Applications 15.1 To receive an application from Longtown Memorial Hall Community Centre for funding for a Summer Event (<i>copy herewith & emailed before meeting</i>) 15.2 To receive an application from Longtown Memorial Hall Community Centre for funding towards refreshments at the Remembrance Day Service (<i>copy herewith & emailed before meeting</i>)
16	Tree Quote - Clerk To receive a quote for the apple trees at Dolly’s Brae
17	Festivities To receive requests from the Festivities Work Group for the Senior Citizens Christmas Lunch (<i>copy herewith</i>)
18	August Office Hours - Clerk To receive a request regarding office hours in August (<i>copy herewith</i>)
19	Tender Forms - Clerk To receive and agree to the Grass Cutting tender form for 2027 season (<i>copy herewith</i>)
20	Grey Fleet Policy - Clerk To receive and agree to the new Grey Fleet Policy (<i>copy herewith</i>)

21	Reports To receive a report from the Clerk detailing what has been worked on in June 2026 (<i>copy herewith</i>)
22	Planning (<i>circulated prior to meeting</i>) To consider the following planning applications App Ref: 26/0329 Proposal: Remedial Works to Existing Garage Including Replacement Pitched Roof With New Flat Roof & Replacement Garage Door Location: 53 Esk Street, Longtown, Carlisle, CA6 5PU
23	Planning – Notification of Decision App Ref: 26/0161 Proposal: Display Of 4no. Illuminated Fascia Signs; 1no. Illuminated Petrol Forecourt Canopy Fascia; 4no. Non-Illuminated Wall Mounted Signs; 1no. Non-Illuminated Free-Standing Sign & 1no. Flag Sign Location: Spar Stores Bridge Street Service Station, 20 Bridge Street, Longtown, Carlisle, CA6 5UD GRANT PERMISSION App Ref: 26/0233 Proposal: Display Of Internally Illuminated Mini Fuel Pricing Totem Location: Spar Stores Bridge Street Service Station, 20 Bridge Street, Longtown, Carlisle, CA6 5UD GRANT PERMISSION
24	Public Bodies (Admission to Meetings) Act 1960 To consider resolving in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw
25	Applications for Parish Councillor To receive 1 application to become a Parish Councillor (<i>emailed before meeting</i>)
26	Section 7 of Standing Orders Regarding Bobbin Mill To re-visit the issue regarding the siting of a bench at Bobbin Mill

Report from Village Veggers, July 2026

The fruit and vegetables are growing after the hiccup of the courgettes.

In addition, there has been leeks and tomatoes planted.

As I informed you there has been a QR code put onto two of the raised beds for people to scan and this will take them to a website where there is the information about the Bobbin Mill Community Area.

We are finding that the benches are well used and that they are enjoying the peacefulness of the area.

I have also been approached by Maureen Lawrie, West Cumbria Development Officer and I arranged to meet her on Friday 26th June, 2026.

Myself and Jackie met with Maureen and it was a good meeting. She was impressed with what we have done to the Bobbin Mill Community Area and has requested that we agree to be a role model for the other groups. We both agreed on this and it will mean that we will have visitors to the site to demonstrate what can be achieved.

Maureen has also informed us that we have more options for applying for grants. One is the Heritage fund. I am to contact Netherby Hall for information on their representative to the group who will hopefully assist.

Maureen is going to email me all the options available so, I will be taking advantage of any available grants. These will be for items such as, compost, plants, bulbs, any more furniture available to be sited on the area.

Elizabeth

Jackie

The Bobbin Mill Community Area, Longtown

Site visit: 26/6/2026

<https://sites.google.com/view/thebobbinmill/home>

Site Information:

Address: Burn Street/Mill Street, Longtown

Owned and managed by: Arthuret Parish Council

Purpose: to provide a beautiful community space for local residents – mainly elderly and single people – to enjoy a place to meet, talk, and rest

Contact: elizabeth.jeffrey@arthuretparishcouncil.gov.uk

Historic site – originally part of the Longtown Bobbin Mill

Site has been open parkland since closure recently developed by members of Arthuret Parish Council

Approx .25 acre

Sited in quiet residential area with flats and bungalows housing mainly elderly people

Garden is mainly a grassed area with mature trees and recently installed benches

On corner perimeter are four raised beds and a pergola with sign forming an entrance

Village Veggers cultivate the raised beds with potatoes, red onions, beetroot, carrots, runner beans, leaks, tomatoes, strawberries and some herbs (lemon balm, sage, marjoram)

Open source seeds for this year's veg have been donated from a local allotment

There are two fruiting cherry trees

Signage invites the public to help themselves to the produce

Benches, raised beds, pergola, nesting boxes, bird feeders have all been donated by local business' including Irvings, Rebuild CIC, Cumberland Building Society, Aspatria Farmers (compost), Tynedale Services, Gleasons (Soil)

In winter, when the beds are dormant, they are used for seasonal displays – Halloween, Xmas, Easter

Residents have expressed appreciation and delight in the development of the area and enjoy the changing displays

Group information – Village Veggers

Two parish councillors have developed the site to its current status on a voluntary basis

There is no formal volunteering arrangement

Some local residents help out on an informal basis

Some funds from a previous Incredible Edible project were given to the Parish Council

Applications to local businesses have resulted in donations for materials and supplies

Vision/Plans

A yellow flower bed is to be created in time for next year's Tour de France which is coming

through the village. A local cycle shop is donating a yellow bike. Plans for a community event, bunting etc are in process.

The flower bed around the back wall is needing tidied, edged, replanted and bark put down. Physical labour and funds will be needed for this project.

Support Needs:

Seeds and compost or funding to purchase them

Volunteers to do heavier work

Funding information

Can offer:

Ideas around transforming raised beds and garden into seasonal displays

Information sent:

ACT's Guide to Funders

Links to National Garden Scheme and Eden Project funding

Link to Cumberland Community Growers Network

Link to London Edinburgh London sportif

Report prepared by:

Maureen Lawrie

ACTion for Communities with Cumbria

29th June 2026

Cumbria Local Nature Recovery

Bobbin Mill

The two volunteers, who have and are changing the Bobbin Mill into a Community area, state that they have fulfilled some of the criteria set by the Environment Act 2021.

Here is a list of the compliances.

- Using what was an overlooked area into a residents Community area
- Installing Bird boxes to encourage nature back into the area.
- Growing fruit and vegetables in the 3 raised beds, now 4, for the residents to harvest.
- Using the raised beds as an entertainment area by having displays for Easter, Christmas, Valentine's day, Remembrance Sunday and Halloween.
- Installing 3 benches on the grassed area for residents so sit and enjoy and to meet people.
- Installing a pergola for the use of growing and displays on the days listed above.

With the improvements provided by the Arthuret Parish Council, grass cutting and the pruning of the trees in the area, this is now an asset to the community.

Regards

Elizabeth Jeffrey

Jackie Jefferson

Cumbria Local Nature Recovery Strategy Workbook

Penrith Rugby Club 24th March, 2026

In the U.K. most nature has been depleted and also internationally, wildlife is disappearing.

Parish and Town Councils can help with actions in the community which can begin to help enormously.

This can be achieved by maintaining the existing habitats, create new areas of habitat for the native species to flourish.

Cumbria is one of 48 strategies. This is required by the environmental Act 2021. The Environment Act 2021 is a statement of biodiversity and it identifies opportunities for nature recovery.

This strategy must be local led. The LNRS will not do it for you it is guidance only. The hard work begins now by 'Joining the dots for nature'.

- **Why.**
We must begin making space for nature. Getting bigger and better and joined up spaces for nature. Take and embrace what you have and make space for nature. We need Parish Councils to take action. This must be done for nature. Also, it is good for health and wellbeing because spending time outside is good for health.
- **Where**
Any locally Town or Parish owned land can be used to create woodland, gardens or grassland. Encourage volunteers to take part to identify these areas. Also, to identify and halt the spread of non-native species of plants. It is up to the local council and residents to take action on nature recovery. Identify what we already own and draw up a map. Plan what you could have and what is possible. Create a Habitat map and identify local wildlife species.
Privately owned land can be given a licence to grow or acquired for the use of the Parish or Town Councils.
- **Who**
Identify Volunteers who have a good physical attribute and encourage and work with them. This must be community led.

These actions Must be undertaken by law and Town and Parish Councils must follow and consider and enhance biodiversity, plan and act upon what is agreed. Town and Parish Councils can have the greatest impact. Town and Parish Councils need to have a dedicated Nature Councillor and or a Volunteer.

Encourage residents to plant flowers, put up bird boxes, swift bricks and bee houses. Communicate with newsletters, flyers, media, events and Facebook pages.

Please inform CALC your intentions and your progress. Together we can make the Vision a Reality.

Cumbria Wildlife trust will assist with advice, information, support and empowerment. Encourage the planting of trees, nurseries, wildlife areas and gardens. Its all about Wildlife, wild places and people.

If you have mapped an area of importance to Nature this could be used in planning applications.

Natural England can supply a grant.

Elizabeth Jeffrey

26th March, 2026.

Motion to apply to the Cumberland Council to own the Lochinvar fields and changing rooms instead of the leasing of the land and property.

At the two meeting I have attended the Parish Councils are encouraged to make use of any green areas that are abandoned or are unloved.

These green areas can be used as recreational areas, wildlife areas and areas for mental health, health and wellbeing. There is funding to assist these projects.

It has been stated that if there is any areas than can be used for this purpose then we should be actively trying to make this land useful.

It was suggested that the Lochinvar Land and the Changing rooms that we currently lease from Cumberland Council should be requested to be given to us. We are already responsible for the upkeep of the land and the building so it would be no extra cost and would be an asset to the Parish Council.

I propose that Arthuret Parish Council formerly request this from Cumberland Council.

Christine Johanssen < johanssenchristine@gmail.com >

Wed, 24 Jun 2026 11:08:19 AM +0100

To "Parish Clerk"<clerk@arthuretparishcouncil.gov.uk>

Cc "Sir James Graham"<jamesgrahamcrofthead@icloud.com>,"Gordon Routledge"<gordonlr2525@gmail.com>

Hi nikki

Thanks Nikki here is a brief progress update.

- Progress: The established working group (Tour-de-Longtown 2027) separate from the main july tour de france has begun identifying regional oportunities and local, safeguarding advice and guidance, to maximise, promote and engage throughout our community for this once in a lifetime event, you will be notified of any futher developements for discussion at our meeting as this is a work in progress.

- just recieved your email regarding play area repairs/updates.

Note/ how we move forward and discuss re: costings and keeping our equipment up to standard.

Many thank
Christine

On Wed, 24 Jun 2026, 09:30 Parish Clerk, <clerk@arthuretparishcouncil.gov.uk> wrote:
Morning Christine,

I shall add these to the agenda, however, I will need your reports before I send the agenda out please. Thanks.

Regards,

Nicola Rushworth
Clerk to Arthuret Parish Council

Please note that my working days and hours are Tuesday's and Wednesday's 09:00 - 15:00, outside of these hours there may be a delay in responding

From: Christine Johanssen <johanssenchristine@gmail.com>
To: "Parish Clerk" <clerk@arthuretparishcouncil.gov.uk>, "Sir James Graham" <jamesgrahamcrofthead@icloud.com>, "Gordon Routledge" <gordonlr2525@gmail.com>
Date: Wed, 24 Jun 2026 08:45:44 +0100
Subject: Request: for Items for july agenda

Hi Nikki, Sir James and Gordon

Hope you are all enjoying this lovely weather

Could you place the following Items on the agenda for APC july meeting

- "Tour-de-Longtown" Working group Update/Summary report
- Weekly Play Area inspection reports/updates

Many Thanks

Christine

Stephanie Graham < steph.graham@longtowncc.co.uk >

Mon, 22 Jun 2026 3:27:41 PM +0100

To "Arthuret PC"<clerk@arthuretparishcouncil.gov.uk>

Hi Nicola,

I hope you are well. I am writing to request that an application for funding be added to the agenda for the next Parish Council meeting.

We would like to apply for £500 to support the running costs of a community family event taking place on 1st August. This event is being organised in partnership with the Longtown Social Club, the Graham Arms, the Tavern, Longtown Primary School and Limitless Fitness.

The day will include craft stalls, children's entertainment, a pensioners' afternoon tea, live music, family sports activities and much more.

We are seeking funding specifically to help towards the costs of the children's entertainment so that it can be offered free of charge, and to purchase food for the afternoon tea to ensure this can also be provided at no cost to attendees.

This will be the first community event of its kind in many years, and our aim is to build on its success annually. We hope to establish a special event that brings the community together and grows year by year. We believe this event will offer real value to the community and bring together residents of all ages. Our aim is to make this event accessible and inclusive to all local residents.

Your support would be an important stepping stone in helping us offer free activities and create an accessible, inclusive event for all local residents, ensuring that everyone in the community can take part regardless of circumstance.

Please let me know if any further information is required ahead of the meeting.

Kind regards,

Steph.

Steph Graham.
Centre manager.

Longtown Memorial Hall Community Centre .

A charitable company limited by guarantee registered in England & Wales.

Company registration number: 8552573 Charity registration number: 1153110

Stephanie Graham < steph.graham@longtowncc.co.uk >

Wed, 24 Jun 2026 1:57:40 PM +0100

To "Parish Clerk"<clerk@arthuretparishcouncil.gov.uk>

Dear Arthuret Parish Council,

I am writing to request consideration for funding to support the provision of free refreshments for local residents at this year's Remembrance Sunday event.

This year marks the 50th anniversary of RAF Spadeadam, making the occasion especially significant for our community. To honour this milestone, we are working alongside Longtown Primary School and the local Cadets to create a larger and more meaningful celebration for residents of all ages.

As part of the day, we will be displaying our collection of memorabilia and opening the Memorial Hall to the community. We hope this will offer a welcoming space for reflection, remembrance, and connection.

To ensure the event is accessible to all, we are seeking £100 to provide free refreshments for attendees. This contribution would help us create an inclusive and supportive environment for everyone who comes to pay their respects.

We would be grateful if you could consider this request.

Kind regards,

Steph.

Steph Graham.
Centre manager.

Longtown Memorial Hall Community Centre .

A charitable company limited by guarantee registered in England & Wales.

Company registration number: 8552573 Charity registration number: 1153110

LMHCC

Owned and managed for and by the local community. Arthuret Road, Longtown, Cumbria, Ca6 5SJ tel: 01228
791876

Festivities Working Group

The Working Group would like to have a disco at the Christmas Lunch this year.

They will set up on stage with lights and mirror balls and some uplighting and on entrance to the venue & through the lunch will play Christmas music. The DJ says he monitors the audience and judges what to play or not. For example – Rock, Motown or Soul music.



For a 4-hour set, the price is £350. We were thinking of 12:00-4pm.

The Working Group would also like to request that the 'Top Table' be abolished and that the guests should mingle with other attendees.

August Office Hours - Clerk

I would like to request that either the first or second week in August that on my working days the office be closed so that I can start to sort out the meeting room.

Everything that is in the meeting room and rear store cupboard needs going through and anything that hasn't been used within the last 2 years needs to be disposed of. The Council really shouldn't be holding on to things that aren't being used.

The meeting room needs to start to look like a meeting room and not a storage room.

As there is no meeting in August, I shall pull everything out into the middle of the room and then look at hiring a skip to dispose of all of it, if the Council agrees.

ARTHURET PARISH COUNCIL

FORM OF TENDER

GRASS CUTTING AND WEED KILLER APPLICATION 2027

Please indicate below the costs of undertaking grass cutting works at the locations specified per annum: -

Location	No. of Cuts	Cost per Area per Season
Lochinvar Play Area (4968.73 sq. meters) <i>Including strimming around the play area fencing</i>	16	
Lochinvar Playing Field (26285.86 sq. meters) <i>Pathways to be cut around the perimeter and across the middle</i>	16	
The Scaur (917.13 sq. meters) <i>And to strim along rivers edge</i>	16	
Dolly's Brae (4575.39 sq. meters) <i>And to strim along the top of the riverbank</i>	16	
Bobbin Mill Garden (638.13 sq. meters)	16	
THE CHANGING ROOMS <i>To cut grass around the Changing Rooms off Mary Street</i>	16	
BMX Track & to the right of <i>To cut the grass and strim the edges around the BMX track at the old Lochinvar School site</i>	16	
Memorial Island <i>To cut and strim the grass</i>	16	
Weedkilling <i>Around the Changing Rooms, along the track up to the football field, around the benches on The Scaur and Dolly's Brae, around the MUGA (Multi Use Games Area) and play area at Lochinvar Fields</i>	Up to 3 visits	
TOTAL COST		£

ARTHURET PARISH COUNCIL

SPECIFICATION

GRASS CUTTING AND WEED KILLER APPLICATION 2027

Description of the works:-

On sixteen (16) occasions (**taken as one cut per fortnight, with all areas being completed within the same week**) during the period March to October cut the grass and trim edges and around any obstacles, eg. trees or playground equipment at the below locations.

The first (1st) cut of the season will require the clippings to be removed and disposed of by the contractor. With the remaining cuts they can be left.

- Lochinvar Playing Field (only pathways to be cut, around the edge and across the middle) *(marked in yellow)*
- Lochinvar Play Area (all the grass area and strimming around the play areas) *(marked in red)*

(Please see below for locations)



- The Scaur (see fig. 1)
- Dollys Brae (see fig. 2)
- Bobbin Mill Garden (see fig. 3)

Fig.1

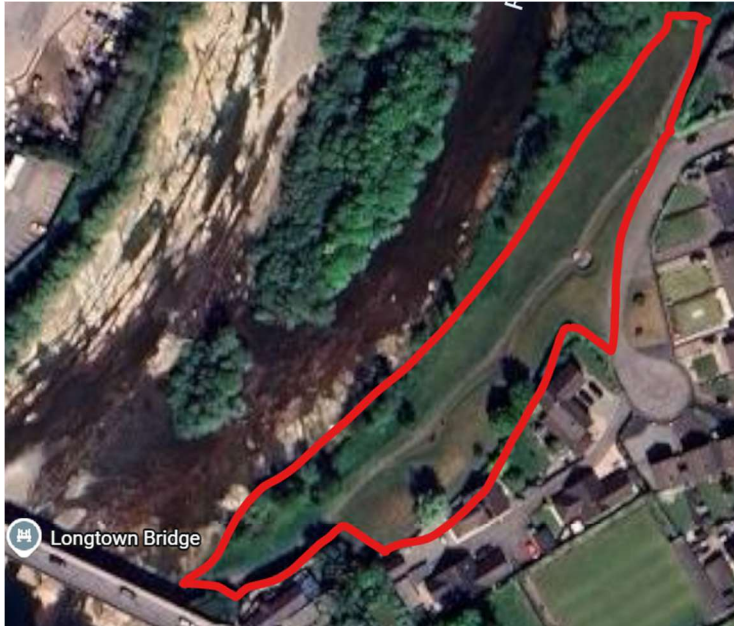


Fig. 2

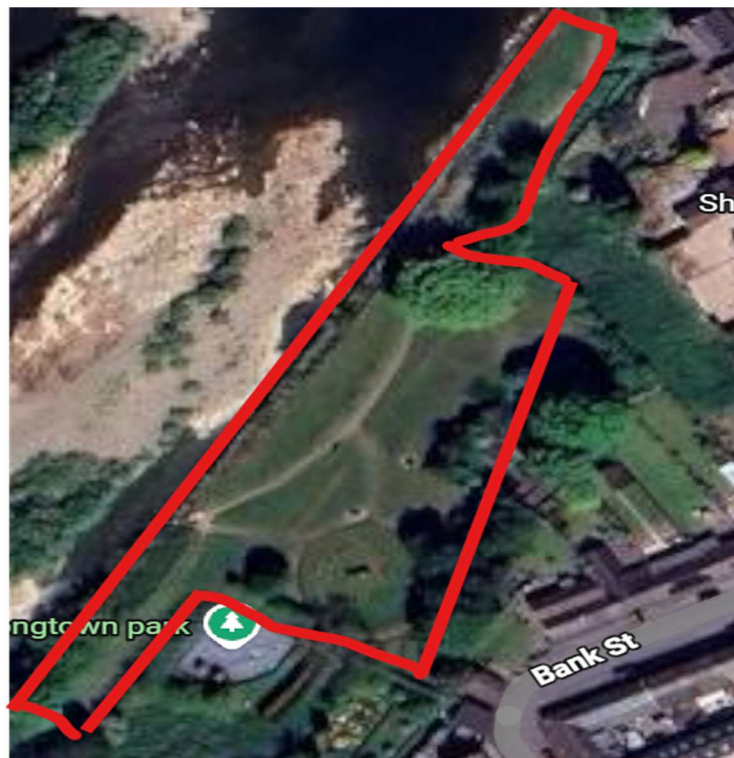
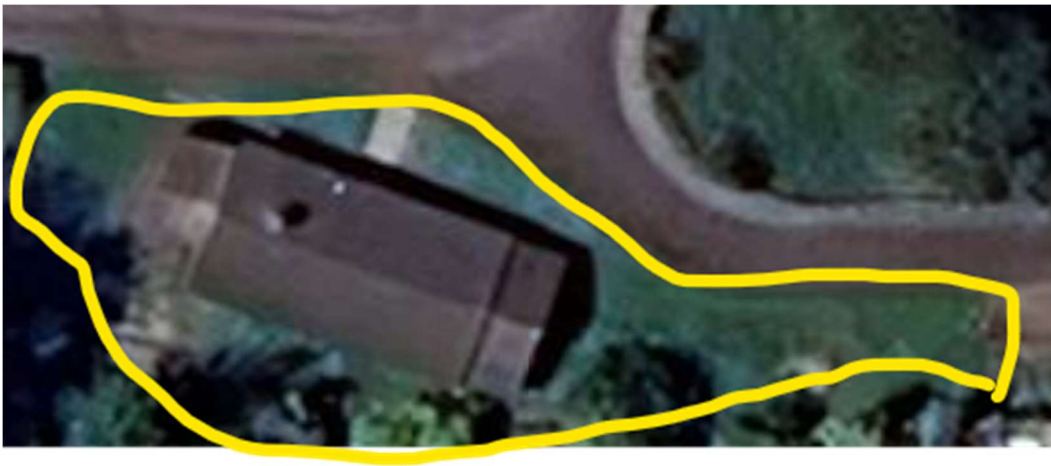


Fig. 3



The Changing Rooms



BMX Track



Memorial Island



Weedkilling

Weedkilling is to be undertaken up to 3 times between March and October at the following locations:

- Around the Changing Rooms
- Along the track up to the football field
- Around the benches on The Scaur and Dolly's Brae
- Around the MUGA (Multi Use Games Area) and play area at Lochinvar Fields

If your tender is successful, you will be required to provide your Professional Pesticide Certificates (PA1 and if applicable PA6). Failure to do so will result in the tender being void.

The contractor **MUST** inform the Clerk either by telephone or email when each cut has been completed on 01228 791739 or clerk@arthuretparishcouncil.gov.uk

GRASS CUTTING AND WEED KILLER APPLICATION 2027

I/We, the undersigned, _____,
in recognition of this principle, **CERTIFY** that this is a *bona fide* tender, intended to be competitive, and that I/we
have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or
arrangement with any other person. I/we also certify that I/we have not done and I/we undertake that I/we will
not do at any time before the date specified for the return of this tender any of the following acts:-

- (in this certificate, the word "person" includes any person and any body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not)

(In figures) £ exclusive of VAT

The date for possession will be:- 1st March 2027

The date for completion of the works will be:- 31st October 2027

Signed.....
On behalf of
Dated.....

A copy of your Public Liability Insurance Certificate is to be sent with your Form of Tender

GREY FLEET POLICY FOR STAFF AND VOLUNTEERS

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1. Introduction

- 1.1 This policy sets out Arthuret Parish Council's approach to management of the Grey Fleet and how it should be used.

2. Scope

- 2.1 The Grey Fleet Policy covers vehicles that are used by an employee for making a work-related journey (not vehicles owned, hired, or leased by the Council). In most cases this will be a privately-owned vehicle that is used on Council business (not travel to and from normal place of work); however, it could also include a vehicle that an employee has privately hired/borrowed and uses on Council business.
- 2.2 The 'Driving at work/managing work related road safety' guidelines, published by the Health & Safety Executive (HSE) in 2014, makes it clear that the Council has the same Duty of Care towards all its employees making work-related journeys regardless of vehicle ownership, so the grey fleet needs to be managed in exactly the same way as Council owned or leased fleet. It is an offence for the Council to allow staff to drive their own vehicle on Council business without the appropriate entitlement.

- 2.3 This policy must be read and complied with before any grey fleet use is considered, grey fleet use should be used as the last resort. Failure to follow this policy could result in disciplinary action being taken.

3. Business Travel

- 3.1 The Council is responsible for meeting the cost of travel by its employees on official business. Official travelling means necessary travel for the purpose of:
- Attendance at meetings in pursuit of official Council's business
 - Attendance at training courses
 - Journeys made on work related business
- 3.2 Official travelling does not include travel from home to normal place of work and the return journey.
- 3.3 It is necessary for the Council to review its spending on employee travel, and this means reviewing the cost of travel and promoting the most cost-effective method of transport for employees in the first instance as well as highlighting both safety and duty of care issues.
- 3.4 The Council is committed to reducing the impact on the environment from its business travel and the cost of this travel.
- 3.5 As part of the overall health and safety policy, the Council is also committed to managing the risks that employees encounter when driving for work and all employees are required to fully engage with this.

4. Necessity of Travel

- 4.1 Employees will only be reimbursed for expenses which they incur in the course of official travel in line with documented reimbursement rates.
- 4.2 The following considerations must be made prior to every journey, by the employee and their manager, before approval is given for an employee to use their private vehicle for work purposes and to submit mileage a claim.
- Is the meeting/visit absolutely necessary? E.g. can it be done on the telephone or Teams instead?
 - Is 'active travel' possible as an alternative to using own car, e.g. walking, cycling etc (there is a cycle mileage rate of 37p per mile as an incentive for staff to use their own bicycle for work purposes)
 - Staff must use public transport or a pool car instead of their own vehicle wherever possible, safe and practical.

5. Transport Hierarchy of Decision Making

- 5.1 Authorisation will be required by the Line Manager in advance of all journeys.
- 5.2 The following order of priority should be adhered to when travelling on official business
- Public transport
 - Pool vehicle
 - Private vehicle
- 5.3 For round trips expected to exceed 50 miles, employees should book a pool vehicle on-line rather than use their own vehicle
- 5.4 In exceptional cases (e.g. where there is a medical condition or disability or other reason) a journey in an employee-owned vehicle may exceed 50 miles. In these cases, authorisation will be required in advance of the journey from the Line Manager.

6. Using a Private Vehicle

- 6.1 Payments may be made to allow employees to use their own vehicles for journeys less than 50 miles, provided this is on Council businesses.
- 6.2 Employees driving for work in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose.
- 6.3 The employee must ensure that:
- The vehicle meets the minimum safety specifications required by the Council.
 - The vehicle is taxed and, where appropriate, has a valid MOT certificate
 - The motor insurance policy includes business use cover for the amount and type of mileage undertaken and, if necessary, also covers business passengers.
 - Possession of a valid licence to drive the vehicle being used
 - No medical reasons prevent the driver using the vehicle
 - The vehicle is not used inappropriately, e.g. unsecured load carrying or off-road access.

7. Ongoing Governance of Private Vehicle Use

- 7.1 It is the responsibility of the Line Manager to:
- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained.
 - Check vehicle documents in advance of first use of vehicle for business purposes and at least annually thereafter.
 - Follow monitoring, authorisation and reporting procedures to help manage transport usage.
- 7.2 It is the responsibility of employees using their own vehicles for business to:
- Present the vehicle's MOT certificate, insurance policy and service schedule for inspection in advance of first driving for work and thereafter on an annual basis or at other times when requested by Line Manager
 - Present their driving licence for inspection in advance of first driving for work and thereafter on an annual basis or at other times when requested by the Council.

- Notify their Line Manager of any changes imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle related issues
- Cooperate with monitoring, authorisation and reporting procedures.

8. Insurance of Private Vehicles

- 8.1 Motor Mileage Allowance will only be paid where the employee holds an insurance policy that covers the driver and vehicle for business use.
- 8.2 It is the responsibility of the Line Manager to verify the insurance status of their employees, via either the original insurance document or a cover note. Any material changes to the employee's insurance provision must be notified to the Line Manager.

9. Conditions of Use for Private Vehicles

- 9.1 At those times when an employee-owned vehicle is being used for business purposes, the driver shall not carry any non-Council passengers that is not related to the Councils business requirements.
- 9.2 At these times, the driver shall complete their journey from starting point to destination without undertaking any personal activities.

10. Mileage Claiming Process

- 10.1 Mileage claims shall be paid to employees only when the relevant document and licence checks have been carried out and reported in the correct manner.
- 10.2 All staff must ensure their vehicle; MOT and insurance information is updated when changes occur.
- 10.3 All staff must keep their personal details updated and make the appropriate changes where needed.
- 10.4 All mileage claims must be completed and submitted by the end of the following month of the date of the claim, any claims made after this date will be rejected. If this is not practical, written approval for any extension will be required from line managers. The Council reserves the right to withhold any payment where written approval has not been sought.

11. Managing Occupational Road Risk

11.1 When opting to drive on Arthuret Parish Council business it is important to remember and apply the following health and safety best practice:

- Ensure that you familiarise yourself with the controls of any vehicle be it your own vehicle or a pool car/hire car and before setting off you should complete your vehicle roadworthy checks.
- Never use a mobile phone or use other mobile devices whilst driving to avoid possible distraction.
- Always observe speed limits and never drive faster than road or driving conditions safely allow.
- Plan ahead allowing time at the start of any journey for delays end-route: congestion, hold-ups and bad weather.
- Do not undertake a journey if you are under the influence of alcohol /drugs or feel tired or unwell.
- Plan your journey to take enough breaks: a minimum break of at least 15 minutes after every two hours of driving is recommended.
- You must be able to read a new style number plate from 20 metres (66 feet). If you need to wear glasses or contact lenses for driving, you must always wear them whilst driving.

Approving committee: Arthuret Parish Council

Date of committee meeting:

Policy effective from:

Date for next review:

— policy ends here —

Clerks Report – June 2026

Correspondence from Parishioners

Numerous emails & phone calls have been dealt with

Dealing with....

- Contracts for the new employees
- New policy for grey fleet vehicles
- Decorator for the outside of the Council Offices
- In conversation with Riverside Housing regarding obtaining a grant for the new footpath & bollards
- In conversation with Cumberland Council Community Investment regarding obtaining a grant for the new footpath & bollards
- Chased T Dickman regarding installation of new waste bins on the football field
- New Electric smart meter due to be installed as current meter has reached its end of life
- New Councillors are being onboarded
- The gutters have been cleaned
- Repairs to the Parish Clock are now complete
- New water meter at the Changing Rooms due to be installed 25 June
- In contact with contractors for legionella testing at the Changing Rooms
- In contact with contractors for the provision of Fire Protection services for both buildings
- Concerns from Councillors regarding the Hopesyke Woodland Management plan were sent and a response received (response emailed to Councillors)
- Started working Remembrance Day – 50th anniversary of RAF Spadeadam
- Booked the Christmas lunch at Community Centre, contacted The Sycamore and the Rotary Club
- P.A.T. has been completed
-

The following documents have also been circulated: -

NALC - Chief executive's bulletin - 28 May 2026

CALC - FW: Highways slides from 20th May

NALC – NALC events

CALC - FW: CALC Partner Bulletin June 2026

CALC - Weekly Bulletin - 3 June 2026

NALC - Chief executive's bulletin - 4 June 2026

CALC - FW: Upcoming Digital Skills Training from CloudyIT – Ready to Share

NALC – Events

CALC - FW: Family Help, Partnerships & Youth Justice | Service update

Cumbria Bus Reform Pilot Study – invitation to stakeholder engagement

CALC - Weekly Bulletin - 10 June 2026

Cumbria Police - Neighbourhood Policing Update: Carlisle & Rural

CALC - FW: NACTSO message for member councils.

NALC - Chief executive's bulletin -11 June 2026

CALC - FW: Upcoming Digital Skills Training from CloudyIT

CALC - Weekly Bulletin - 17 June 2026

CALC - REMINDER: CALC Climate/Net Zero Event

NALC - Chief executive's bulletin - 18 June 2026

Cumbria Community Foundation June newsletter

NALC events

CALC - Weekly Bulletin - 24 June 2026

CALC - Reminder: CLNRS Workbook Follow-Up Session – 14 July

Westlinton Parish Council - Meeting for Parish Councils

CALC - Climate Change/Net Zero Event Slides

CALC - FW: Powering communities; exploring community energy opportunities workshop

NALC - Chief executive's bulletin - 25 June 2026

Planning Notices – x 1

Grant Permission Planning Application – x2