

## HELINGTON PARISH COUNCIL

### Minutes of the meeting held on Wednesday 3 February 2016 in the Helington and Brigsteer Village Hall at 7.30 pm

**Present:** Cllrs S Carman, A Davies, B Mansbridge, J Seddon, S Steer, G Wilson. Also present were District Cllr A Rawlinson, County Cllr J Bland (part), Ms J Saunders (Clerk) and 6 members of the public.

#### **61/15 Election of Chairman**

Acting Chairman Cllr B Mansbridge took the chair during this item. The resignation of Cllr J Seddon was received. Cllr Seddon recorded his thanks to his fellow councillors for their support and to both former and current Clerks. Thanks were also conveyed to District Councillor Annie Rawlinson and County Cllr Jim Bland. Cllr Seddon was thanked for his work as Chairman. Cllr A Davies was unanimously elected as Chairman for the remainder of the 2015/16 Council year. Cllr Davies signed the Declaration of Acceptance of Office which was witnessed by the Clerk and received by the Council. Cllr Davies also expressed thanks to Cllr Seddon for his work as Chairman.

#### **62/15 Apologies**

It was resolved for apologies with reasons given to be noted and accepted from Cllr B Sykes. Apologies from County Cllr J Bland for late arrival due to attendance at another meeting were also received.

#### **63/15 Declarations of Interest / Dispensation Requests**

It was noted that Cllr J Seddon had previously declared a pecuniary interest in agenda item 6 relating to the Lyth & Witherslack Proposed Water Level Management Board and been granted a dispensation to speak and vote on the matter for the life of the Council.

#### **64/15 Minutes**

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 4 November 2015 as a true record.

#### **65/15 Public Participation**

Ian Gregg thanked District Cllr A Rawlinson for organising the public meeting held in Brigsteer in January on the proposed Water Level Management Board, which he felt had redressed the lack of public consultation on the issue.

#### **66/15 Lyth & Witherslack Proposed Water Level Management Board**

District Cllr A Rawlinson reported that she was currently documenting submissions received both at the meeting and via other channels, and planned to submit a report to Cabinet prior to its consideration of the issue, which was currently scheduled to take place on 29 June 2016, subject to developments in the meantime. Ruth Forrester from the Environment Agency had updated the public meeting in January. District Cllr Giles Archibald (Cabinet member) had attended the public meeting and had since contacted Cabinet members re the issues raised. Cllr Rawlinson felt that the meeting had been a useful learning experience and invited local people to continue to convey their views to her. Her draft report would be copied to all contributors and anyone who requested it, and a further meeting would be held if desired. Cllr Rawlinson concluded by stating that a whole valley solution was being sought, rather than an outcome acceptable to just one group.

### **67/15 Planning**

The following planning decisions by SLDC were noted (SL/2015/0915 and SL/2015/1117 had been submitted after the last meeting and the Clerk had responded on behalf of members under delegated powers):

**i. SL/2015/0880 - High House Farm, Helsington, Kendal - Improvements to service yard, including regrading and landscaping (part retrospective).**

**Decision - Grant with Conditions.**

**ii. SL/2015/0915 - Garden Cottage, Sizergh, Kendal - Change of Use from dwelling to offices for National Trust staff and volunteers.**

**Decision - Grant with Conditions.**

**iii. SL/2015/1117 - Berry Holme, Helsington - Upgrade of existing 21m high telecommunications tower, comprising replacement top panel and installation of six antennae.**

**Decision - Grant with Conditions.**

Councillors felt that SL/2015/0880 should be closely monitored to ensure compliance with the conditions attached to the planning permission, due to the applicant's history of non-compliance. District Cllr A Rawlinson agreed to take up the matter with SLDC's Planning Team.

### **68/15 Community Led Plan**

Cllr S Carman reported that the Community Led Plan survey had run for 4 weeks prior to Christmas, and that 72 returns had been received, of which 44 were hard copies. There had been some technical issues with the online survey relating to cookies, and apologies were conveyed to anyone affected. Samuel Frank had subsequently uploaded hard copies of survey responses onto the Citizen Space site. A meeting with ACT was scheduled for the following day to discuss grant funding, reviewing the findings from the survey and next stage of the process. It was anticipated that a draft report would be compiled in March and presented at the Annual Parish Meeting (provisionally scheduled for April). Following that, an Action Plan would be drawn up, but this would not be during the life of the current Council. Cllr Carman advised that members of the Council who do not continue as councillors after the May elections may remain on the CLP Working Group, and that the Group is also seeking to recruit new members. Finally, Cllr Carman expressed thanks to all those who had completed the survey, and gave an assurance that the Plan would be a relevant document addressing the issues raised by local people.

### **69/15 Parish Land**

- a) It was reported that the inspection report on trees on parish land had still not been received. Cllr S Steer agreed to chase the report. A local resident had asked if he may remove scrub and saplings from narrow strip of land alongside the toll road. It was agreed that Cllr B Mansbridge would advise the resident to put his request in writing to the Council for consideration at the next meeting.
- b) Registration of parish land. Cllr B Mansbridge advised that there were difficulties remaining with the registration of two pieces of parish land and that she had arranged a meeting with a retired solicitor from Levens who had offered to assist in the matter. It was noted that there are no deeds relating to either piece of land, but that no other party has claimed ownership. Cllr J Seddon advised that he had documentation regarding the land, including some documents which had only recently come to light, in his possession and he agreed to pass this to Cllr B Mansbridge.
- c) Clerk advised that she had received a response from Gemma Wren, Countryside Manager with the National Trust, regarding the Council's offer of

Strickland Quarry and Peat Houses to the Trust. It was noted that the Trust did not feel that it would be appropriate to take on the land which would require extra resources, but the Trust had offered help with management advice. It was resolved to contact Gemma Wren again to arrange a meeting to discuss management of the land.

#### **70/15 Highways/Footpaths**

- a) Notification from Cumbria Highways of Closure of U5625 Hawes Bridge, Natland following flood damage and alternative route for motor vehicles had been circulated previously and was noted. It was further noted that it was anticipated that the road would be closed to vehicles for 12 months but was open to pedestrians.
- b) Cllr S Steer reported that the finger post indicating the bridleway from the road end at Briggs House Farm to Helsington Church had been knocked over. Clerk agreed to report this via Cumbria Highways.

#### **71/15 Reports**

- a. There were no reports from members on meetings attended;
- b. Cllrs S Steer and G Wilson had nothing to report from Helsington Community Land Trust as there had been little recent action. It was understood that there would be an open event when progress was made towards the purchase of land.
- c. Cllr S Carman reported on resurfacing and lighting improvements to the overspill car park. A Memorandum of Understanding re the Wheatsheaf's use of the Village Hall car park will be drawn up with the aim of easing traffic congestion in the village and the council will be consulted. The Village Hall is being well used and supported, with forthcoming cultural events including theatrical and concert performances.
- d. District Cllr A Rawlinson reported that, aside from work relating to the proposed Water Level Management Board, much of her time recently had been taken up with the aftermath of the floods in December. There had been considerable concern about flooding on the A590. Cllr Rawlinson acknowledged the work of SLDC and members of the local community in responding to the floods. Cllr Rawlinson suggested that, following training she had received in emergency preparedness prior to the major flooding incident and in the light of recent events, she could work with the Parish Council on Emergency Planning. Cllr Rawlinson also gave an update on the problems affecting the O2 mast which dated back to the adverse weather in December and were still ongoing. Tim Farron MP had written to O2 and BT regarding the matter. A temporary generator had been installed and it was hoped the problems would be resolved imminently. Cllr Rawlinson advised she had a Locality Budget of £1000 to share between the 3 parishes in her ward to which applications should be submitted by end of March.
- e. County Cllr J Bland's report was deferred due to his late arrival; he subsequently reported on the work being undertaken by Highways to repair and grit roads, and also on the informative public meeting on the proposed Water Level Management Board.

#### **72/15 Clerk's Report and Correspondence**

The Clerk's Report on recent correspondence, some of which had previously been circulated to members by email or post, was received and noted:

- Correspondence re pheasant shooting in Honeybee Wood. Cllr A Davies had responded to this correspondence, and it was also noted that this was a new shoot, that the pheasant shooting season had now ended and that much of the land concerned was in Underbarrow parish.
- Transparency Fund award of £257.59 to assist the Council to work towards compliance with the Transparency Code had been received.

- Poster listing Tim Farron's advice surgeries had been displayed on parish notice board.
- Letter from NALC inviting participation in HM Queen's 90<sup>th</sup> Birthday celebrations. Cllr S Carman agreed to lead a group considering marking the occasion and to liaise with the Wheatsheaf which had already expressed an interest in holding an event. The possibility of lighting a Beacon and/or participating in a nationwide litter pick was discussed. Clerk was asked to inquire whether Underbarrow parish had any plans to light a Beacon.
- Lake District National Park Extensions Project regarding the establishment of a Programme Board to oversee implementation of the changeover process and handover of some local authority functions. An invitation had been extended to the parishes affected to put forward a candidate to represent all parishes that will become part of LDNPA in August. Members were keen on Helsington Parish Council being represented on the Board, as the largest parish affected and a parish which is very supportive of its inclusion in the National Park Extension. Councillors also felt that continuity of representation could not be guaranteed due to the forthcoming parish elections, and also due to the unlikelihood of one councillor being able to attend every Board meeting due to holiday and other commitments. Clarification was requested on when the Board was likely to commence its meetings, and whether it would be acceptable for Helsington Parish Council to make a commitment to send a representative to Board meetings, though it may not always be the same individual.
- South Westmorland LAP - next meeting due to take place on Wednesday 2 March 2016 at Helsington and Brigsteer Village Hall.
- Clerk reminded members that the Council's published email address was the correct one to use for Parish Council business. The Clerk's request to take one week's leave in March and to carry one week's leave forward to 2016/17 was approved.

### **73/15 Website**

A proposal from Ibex Creative to redevelop the Parish Council's website (copy of brief circulated previously) was considered. Clerk advised that Transparency Fund award would cover some of the costs of the work required to the website. District Cllr A Rawlinson proposed contributing funding from her Locality Budget towards website costs, and agreed to liaise with the Clerk on this. It was resolved to instruct Ibex Creative to proceed with the redevelopment of the website as per the brief.

### **74/15 South Lakeland District Council Parish Remuneration Panel Report 2016/17**

The report and recommendations of the PRP (copies circulated previously) were received and considered. It was resolved to seek clarification on whether it is possible for members to claim travel and subsistence expenses without formal approval of payment of a token Parish Basic Allowance.

### **75/15 Finance**

- a) The final Budget for 2016/17 (circulated previously), was received and noted. It was noted that the precept request of £6882.44 had been sent to SLDC;
- b) The Financial Risk Assessment for 2015/16 (copy circulated previously) was considered and approved;
- c) The Review of the Effectiveness of Internal Audit Report (copy circulated previously) was considered and approved. It was resolved to approve the re-appointment of Mr Alan Hartley as Internal Auditor to conduct the 2015/16 internal audit;
- d) It was resolved to confirm that the Council will opt in by default to the new Sector Led Body audit procurement arrangements from 2017;
- e) To following payments were authorised:

i. Jane Saunders (Clerk's salary, 1 Dec 2015 - 31 Mar 2016, by SO)	£912.36
ii. Jane Saunders (Clerk's salary, 18 additional hours 5 Nov 2015 - 31 Jan 2016)	£189.48
iii. Jane Saunders (Clerk's expenses, 1 Nov 2015 - 31 Jan 2016)	£181.55
iv. Helsington & Brigsteer Village Hall (room hire 1 Jul - 4 Nov 2015)	£72.50
v. Stephen Carman (CLP postage)	£142.50
vi. Samuel Frank (CLP survey data input)	£88.00
vii. Ibex Creative (website development 50% deposit)	£180.00
viii. Ibex Creative (final balance and annual charges for hosting and updates to Wordpress and domain name registration)	£288.00

**76/15 Future meetings**

- It was confirmed that the date of the next scheduled meeting of Helsington Parish Council would be Wednesday 6 April 2016 at 7.00pm;
- Future agenda items - Helsington & Brigsteer Village Hall Car Park; Tree Inspection Report; Registration of parish land
- It was confirmed that the Annual Parish Meeting would take place on Wednesday 6 April 2016 at 8pm, with the agenda to include the Chairman's Report and a report on progress with the Community Led Plan.

The meeting closed at 21.16pm

Signed: .....  
 (Chairman)  
 Date: 6 April 2016