

## HELINGTON PARISH COUNCIL

### Minutes of the Annual Meeting held on Wednesday 18 May 2016 in the Helsington and Brigsteer Village Hall at 7.30 pm

**Present:** Cllrs A Davies, (Chairman), S Carman, K Forsyth and S Savasi.  
Also present were County Cllr J Bland, Ms J Saunders (Clerk) and 2 members of the public.

#### **1/16 Election of Chairman**

Previous Chairman Cllr A Davies took the chair for this item.  
Cllr A Davies was proposed, seconded and unanimously elected Chair of Helsington Parish Council for the municipal year 2016/17.  
Cllr A Davies signed the Declaration of Acceptance of Office of Chairman, witnessed by the Clerk, and this was received by the Council.

#### **2/16 Election of Vice-Chairman**

Cllr B Mansbridge was proposed, seconded and unanimously elected Vice-Chair of Helsington Parish Council for the municipal year 2016/17.  
It was resolved that Cllr B Mansbridge would be asked to sign a Declaration of Acceptance of Office of Vice-Chairman (not mandatory) before the next scheduled meeting on 6 July 2016.

#### **3/16 Apologies**

It was resolved for apologies with reasons given to be noted and accepted from Cllr B Mansbridge and Cllr J Seddon.

#### **4/16 Declarations of Acceptance of Office**

It was noted that all members' Declarations of Acceptance of Office had been received.

#### **5/16 Declarations of Interest / Dispensation Requests**

There were no declarations of interest in respect of items on the agenda, and no dispensation requests. Members were reminded that they must complete and return their Declaration of Interests forms and their Declaration as to Expenses forms by the deadline of Friday 3 June 2016.

#### **6/16 Minutes**

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 6 April 2016 as a true record.

#### **7/16 Public Participation**

Andy Clifford reported a further incident in which a vehicle had damaged his property wall, but this had been repaired promptly.

#### **8/16 Appointment of Representatives**

- (i) South Westmorland Local Area Partnership: Cllr B Mansbridge (reserve Cllr J Seddon);
- (ii) South Westmorland Village Maintenance Association: Cllr J Seddon was nominated, subject to his agreement;
- (iii) Helsington and Brigsteer Village Hall Committee: Cllr S Savasi;
- (iv) Community Led Plan Working Group; Cllr S Carman (Chair), Cllr K Forsyth, Cllr J Seddon (non-Council Group members to be confirmed);
- (v) Broadband Champions: Cllr A Davies;
- (vi) LDNP Extensions Programme Board: Cllr J Seddon (reserve Cllr A Davies).

#### **9/16 Policies and Procedures**

It was resolved to accept the Standing Orders, Financial Regulations, Code of Conduct, Publication of Information Scheme, Data Protection Policy, Press and Media Policy and Complaints Procedure.

#### **10/16 Co-option**

Information had been circulated previously on the co-option process with regard to the vacancy on the Council following the recent election. It was noted that a potential candidate had been identified to members, and that the Council could proceed directly to co-opt this person. However, it was considered to be good practice to advertise the vacancy to attract possible candidates, and to ensure that the process is fair, open and transparent. It was therefore resolved to advertise the vacancy on the parish noticeboard and the website, inviting applications in writing to the Clerk by 1 July 2016. Cllr A Davies agreed to contact the potential candidate recently identified to advise him of the process. The decision on the co-option of a councillor would be considered at the next meeting on 6 July 2016.

#### **11/16 Annual governance statement 2015/16**

It was resolved to approve the Annual governance statement 2015/16 for the annual return (copy circulated previously).

#### **12/16 Accounting statements 2015/16**

(i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2016 (copies circulated previously) were received and noted. It was agreed to earmark the unspent budgets for Parish Maintenance (£500) and Training (£150) in the reserves for spending in current or future years.

(ii) It was resolved to approve the Accounting statements 2015/16 for the annual return (copy circulated previously).

(iii) The Budget 2016/17 (previously agreed; copy circulated for information) was received and noted.

#### **13/16 Planning**

(i) The following planning decisions by SLDC were received and noted:

CU/2016/0002 - The Barn, Low Road, Brigsteer - Change of Use of agricultural barn to single dwelling.

Decision – Refuse. It was noted that this was not a planning application as such but a check that certain criteria under permitted development rights would be met. The site notice was the only notification/consultation on the proposal.

(ii) SL/2016/0196 - Larkrigg Riding School, Larkrigg – Formation of all-weather exercise area for horses. This application has been declared invalid and removed from SLDC's website. Clerk advised that this application had now been re-submitted under the same reference number.

Since the agenda for the meeting had been issued, the Council had also received notification of another application, SL/2016/0422 - Extension to porch at Glenwood, Brigsteer. As neither application could be discussed at the meeting, an alternative arrangement re the planning consultation process was required.

(iii) It was resolved that, in the municipal year 2016/17, in the event of there not being a scheduled Council meeting before a planning consultation deadline on minor or small scale applications, authority would be delegated to either:

a) the Chair (or in their absence the Vice-Chair) to convene a meeting of a Planning Committee comprising all members of the Parish Council; or

b) the Clerk to respond to planning applications on behalf of members following email consultation.

Any responses to planning consultations submitted under delegated powers would be reported to the next meeting of the Council.

#### **14/16 Parish Land**

a) An Inspection Report by Treescapes Consultancy Ltd on trees on parish land (copy report circulated previously) was received and noted. It was further noted that currently none of the trees in the areas inspected posed a significant risk, but that

work may be required in the future. In particular, trees overhanging roads or parking areas and trees with ivy growth would need maintenance work. It was noted that a dying tree near Crooked Gate which overhangs the road should be kept under review. It was resolved to monitor trees on parish land annually.

b) It was agreed that no immediate work on tree management was required.

Mrs G Nelson's request for the removal of two trees on the old toll road adjacent to her land (deferred from previous meeting) was considered. It was agreed that, as the Inspection Report had not indicated any significant concerns about the trees in this area, no work would be undertaken to the trees at present. It was noted that Mrs Nelson had been advised that the Council accepted responsibility for the trees on its land. Clerk to advise Mrs Nelson of the Council's decision.

c) Cllr B Mansbridge had reported no further progress regarding the registration of parish land.

d) It was noted that the Clerk would be writing to Levens Hall estate re ownership of parish land adjacent to Syke House near the Watering Place.

Correspondence from John and Marion Cheesbrough re landscaping of land adjacent to Syke House was received and noted. It was noted that former Cllr B Sykes had suggested the use of Burlington blue slate chippings. It was agreed that Cllr A Davies would respond suggesting the use of limestone chippings.

#### **15/16 Highways/Footpaths**

Cllr A Davies reported that he had contacted Cumbria Highways re mapping of drainage points and gullies in the parish and had been advised that the survey work has been undertaken and that input from parishes is not required at this stage. Once information from the survey work has been collated, parishes may be asked for their assistance at that stage. Cllr A Davies agreed to copy the email he had received from Cumbria Highways to members, as this advice was at variance with the understanding of the matter communicated by County Cllr J Bland.

Cllr A Davies also reported that he and Cllr B Mansbridge had met with an officer from Cumbria Highways and agreed the location of the proposed SID (speed indicator device) on Brigsteer brow. Clarification was needed re the provision and installation of a pole on which to locate the device. It had been suggested that a lengthsman could undertake the installation of such a pole, but it was confirmed that there was no lengthsman working in the parish area.

#### **16/16 Community Led Plan**

Cllr S Carman advised that there was a need to recruit further members to the Working Group. Further work was to be undertaken on analyzing the results of the survey, and development of an Action Plan. The inclusion of a resilience plan was suggested, and it was noted that there were many useful models of the latter available.

#### **17/16 Reports - to receive the following reports:**

a) Any meetings attended; Cllr A Davies and Cllr S Savasi had attended recent CALC training courses. Cllr J Seddon had circulated a written report on LDNP Extensions Programme Board meeting of 7 April 2016.

b) Helsington Community Land Trust Ltd; it was noted that clearance work was being undertaken on the site adjacent to the Village Hall.

c) Helsington & Brigsteer Village Hall; future events at the Hall would include B-Fest on 9 July and a possible play for Highlights in the autumn, but it was noted that there was no new year event planned at present.

d) District Councillor A Rawlinson was not in attendance;

e) County Councillor J Bland reported that the Environment Agency had agreed a three year extension to continuing to operate the pumps in the Lyth Valley, ie until June 2019. It was assumed that consequently SLDC Cabinet's discussion on the issue would be deferred.

#### **18/16 Clerk's Report and Correspondence**

A number of items of correspondence had been received and previously circulated by email: CALC Circular May 2016; info re CALC training courses; online petition about

planning decisions; change to Highways Hotline number; notice of road closure C5059 in Brigsteer; invitation to United Utilities Updating Drought Plan consultation events; email re maintenance of parish land near Syke House (discussed under item 14); Clerks and Councils Direct (hard copy only).

It was noted that an invitation to a LDNPA Local Plan Review meeting in April had inadvertently been sent to the wrong parish (Heslington), but that an assurance had been received that there would still be an opportunity for input into the Review process. It was agreed to invite Graham Standring, Area Ranger, to a future meeting.

#### 19/16 Finance

a) The following payments were approved:

i. Zurich Municipal (Insurance Renewal due 1 June 2016)	£191.65
ii. CALC (Annual Subscription 2016/17)	£130.00
iii. CALC (Training courses for councillors, May 2016)	£59.00
iv. Jane Saunders (Clerk's salary, June 2016, by SO)	£273.70
v. Steve Carman (Queen's 90 <sup>th</sup> Birthday Beacon event)	£40.92
Cllr S Carman recorded his thanks all the volunteers who helped with this event (Richard Wilson, David Clarke, those who helped with building bonfire and as stewards) and to the Wheatsheaf for organising and publicising the event.	
vi. Information Commissioner's Office (Data Protection registration, by DD)	£35.00

It was further resolved to approve the following continuing payments in the municipal year 2016/17: Jane Saunders, Clerk, by monthly standing order and the Information Commissioner's Office by annual direct debit.

b) A request for a donation to the Underbarrow and Brigsteer Children's Christmas Party was received and noted. It was resolved to make a donation of £100.

c) The following receipts since 1 April 2016 were noted:

SLDC precept - £6882.44  
SLDC Council Tax Reduction Grant - £305.27  
HMRC VAT refund re 15/16 - £166.33

It was noted that the bank balance at 6 May 2016 was £13,373.99.

d) It was resolved to submit an application to the Transparency Fund 2016/17 to cover the cost of a laptop, Microsoft Office 365 software and staff hours to undertake further work on compliance with the Transparency Code.

e) It was resolved to delegate authority to Clerk and the current bank signatories to change the Council's banking arrangements, ie the closure of its accounts with Barclays and the opening of a new business account with another bank.

f) It was further resolved that, in addition to Cllrs B Mansbridge and J Seddon, Cllrs A Davies and S Savasi would also become signatories on the new bank account.

#### 20/16 Future meetings

The dates of Council meetings for the municipal year 2016/17 were confirmed as follows: Wednesday 6 July 2016, Wednesday 7 September 2016, Wednesday 2 November 2016, Wednesday 1 February 2017 and Wednesday 5 April 2017.

Meetings would usually commence at 7.30pm, and be held in the Helsington and Brigsteer Village Hall. Cllr S Carman conveyed his apologies re next meeting on 6 July 2016.

The following future agenda items were agreed:

- Co-optioin of a councillor;
- LDNPA Local Plan Review;
- Electoral review of South Lakeland District Council – consultation on draft recommendations re new electoral wards, boundaries and names.

The meeting closed at 20.55pm.

Signed: .....

(Chairman)

Date: 6 July 2016