

HELINGTON PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 3 May 2017 in the Helington and Brigsteer Village Hall at 7.30 pm

Present: Cllrs A Davies, (Chairman), B Mansbridge, S Carman, R Park, K Ritchie, S Savasi and J Seddon.

Also present were Ms J Saunders (Clerk) and 1 member of the public.

1/17 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 Helington Parish Council for the municipal year 2017/18. Cllr A Davies signed the Declaration of Acceptance of Office of Chairman, witnessed by the Clerk, and this was received by the Council.

2/17 Election of Vice-Chairman

Cllr B Mansbridge was proposed, seconded and unanimously elected Vice-Chair of Helington Parish Council for the municipal year 2017/18. Cllr B Mansbridge signed a Declaration of Acceptance of Office of Vice-Chairman (not mandatory), witnessed by the Clerk, and this was received by the Council.

3/17 Apologies

County Cllr J Bland (attending another meeting but would attempt to attend afterwards) and District Cllr Annie Rawlinson.

4/17 Declarations of Interest / Dispensation Requests

Cllr S Savasi declared an interest in respect of item 13 (iii and iv) on the agenda re the Parish Road due to her property being accessed over the lane. As these items would be for information only and not discussion, it was agreed that there would be no need for Cllr Savasi to leave the room during this item.

5/17 Minutes

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 5 April 2017 as a true record, subject to an amendment to the wording of a resolution in minute 98/16 d).

6/17 Public Participation

David Smithson requested an update requested regarding damage to the bridge at Mill Ghyll. It was noted that this would be dealt with under the Highways agenda item.

7/17 Appointment of Representatives

The following appointments were made:

(i) South Westmorland Local Area Partnership: Cllr B Mansbridge;

(ii) South Westmorland Village Maintenance Association: Cllr A Davies.

(Former representative Cllr J Seddon advised that he had a file relating to gritting arrangements);

(iii) Helington and Brigsteer Village Hall Committee: Cllr S Savasi;

(iv) Community Led Plan Working Group: Cllr S Carman (Chair), Cllr K Ritchie. (Non-Council members to be confirmed);

(v) Broadband Champions: Cllr A Davies;

(vi) Helington Community Land Trust Ltd: in abeyance.

8/17 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.

9/17 Future meetings

- (i) The dates of Council meetings for the municipal year 2017/18 were confirmed as Wednesday 5 July 2017, Wednesday 6 September 2017, Wednesday 1 November 2017, Wednesday 7 February 2018 and Wednesday 4 April 2018;
- (ii) It was confirmed that meetings would usually commence at 7.30pm, and be held in the Helsington and Brigsteer Village Hall.

10/17 Annual governance statement 2016/17

It was resolved to approve the Annual governance statement 2016/17 for the annual return (copy circulated previously).

11/17 Accounting statements 2016/17

- (i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2017 (copies circulated previously) were received and noted.
- (ii) It was resolved to approve the Accounting statements 2016/17 for the annual return (copy circulated previously).
- (iii) The Budget 2017/18 (previously agreed; copy circulated for information) was received and noted.

12/17 Planning

The following planning applications, updates and decisions were received, considered and/or noted:

(i) Lake District National Park Authority

(view applications, responses and decisions online at <http://www.lakedistrict.gov.uk/swiftlg/apas/run/wphappcriteria.display>):
7/2017/5122 - Brantholme, Brigsteer, Kendal, LA8 8AN - Re-roofing, overcladding, replacement windows and extension under existing balcony.

Decision - Grant with conditions.

(ii) South Lakeland District Council

(view applications, responses and decisions online at <http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>):
SL/2017/0295 - Prizet Filling Station (Southbound), Helsington, Kendal - Extension to forecourt shop. (Extension for comments granted until 4 May 2017).

No comments.

(iii) Planning delegation

It was resolved that, in the municipal year 2017/18, in the event of there not being a scheduled Council meeting before a planning consultation deadline, 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.

13/17 Parish Land

To receive and consider updates regarding:

- i. Quote for legal advice re establishing ownership of parish land at Crooked Gate. Cllr S Savasi had received advice from a conveyancer colleague that he would review and revise the application to register this land for a fee of £100 + VAT in order for it to be re-submitted. It was resolved to accept the quote for the legal work involved, as the Council had a responsibility to establish its ownership of the land or otherwise.
- ii. Application for a right of access by prescription over the lane to parish land lying to the south west of Low Barrow House, Low Lane, Brigsteer; The working group comprising Cllrs A Davies, S Savasi and B Mansbridge had produced a draft statement of truth, but this would have to be certified by a solicitor. Advice received was that all interested parties (ie adjacent landowners) needed to make

separate applications, but that these should be submitted together.

Working group to meet again to progress this matter.

- iii. Proposed wayleave agreement with BT Openreach in respect of the installation of 2 poles with attached wires and fittings on the Parish Road;
Advice from BT that the wayleave was no longer required as an alternative cable route had been found was received and noted.
- iv. Progress report re resident's request for permission to concrete the Parish Road. It was noted that Cllr S Carman had not yet met with the resident as the latter was away.

14/17 Highways

- (i) To receive a report from County Cllr J Bland regarding current highways issues and his recent site visits with a highways engineer. Cllr J Bland was not in attendance at this point, but had advised Cllr A Davies that the proposed site visits had not taken place. However, a Highways engineer had agreed that work would be undertaken to the bridge at Mill Ghyll, the road surface at Crooked Gate and the lane to Brigsteer Causeway, and the location of a speed indicator device on Brigsteer Brow;
- (ii) A complaint about a vehicle which had caused damage to the roadside near Kell Cottage was received and noted. It was also noted that 'road closed' signs had been erected at Low Lane, and that residents had been advised of the road closure, but that no work had been undertaken.

15/17 Public Rights of Way

There were no issues reported.

16/17 Community Led Plan

It was reported that no further progress had been made with issuing the Action Plan.

17/17 Lake District National Park Local Plan Review – Call for Sites 2017

It was resolved not to submit any potential development sites, as there were already sites which had been allocated for housing both within and just outside the parish.

18/17 SLDC/EDC Review of Older Person's Housing Strategy - to receive and consider submitting a response to the review questionnaire (copy attached).

It was resolved to delegate completion of this questionnaire to Cllr K Ritchie, and that a general lack of awareness of schemes and services to support older people would be highlighted in the response.

19/17 Reports

The following reports were received and noted:

- a) No meetings had been attended by members;
- b) Helsington Community Land Trust Ltd; Notification of possible expansion of its geographic area to include whole of the Lyth valley had been received. No response had been received to the informal suggestion that a parish councillor could attend HCLT meetings. It was resolved to write to HCLT regarding this suggestion, and also to make the alternative suggestion that a representative of HCLT could attend Council meetings in order to give a report, or send a regular written report.
- c) Helsington & Brigsteer Village Hall; Cllr S Savasi reported that the AGM had taken place, there was a full quota of trustees and the finances were in good shape. Thanks were conveyed to the Council for its grant support for the Village Hall, which was most welcome as other sources of grant funding would not necessarily be available in future.
- d) District Councillor A Rawlinson was not in attendance;
- e) County Councillor J Bland was not in attendance at this point.

20/17 Clerk's Report and Correspondence

A number of items of correspondence had been received and previously circulated by email. The following items were also received and noted:

- i. A request to the Farmers Flood Group for further information about its work had resulted in an invitation to a meeting of South Lakeland flood groups in Kendal on

20 April 2017, at which a representative of the Farmers Flood Group would be speaking. It was noted that no councillor had been able to attend this meeting, but it was resolved to inquire whether any minutes were available.

- ii. Publication by NALC of Governance and Accountability for Smaller Authorities in England (March 2017) and The Good Councillor Guide (April 2017).
- iii. Invitation to SLDC Code of Conduct briefing on Tuesday 23 May 2017 at 5.30 - 7.00pm at Kendal Town Hall. Cllr S Savasi advised she would be attending.

21/16 Finance

a) The following payments were noted and authorised:

i.	Jane Saunders (Clerk's salary, May 2017, by SO)	£325.75
ii.	Jane Saunders (Clerk's salary, June 2017, by SO)	£325.75
iii.	Information Commissioner's Office (Data Protection reg, by DD)	£35.00
iv.	Zurich Municipal (Insurance renewal due 1 June 2017)	£224.00
v.	CALC (Annual Subscription 2017/18)	£132.60
vi.	SLCC (Membership subscription 2017/18)	£101.00

b) The following future expenditure was approved:

Councillor training: Cllr S Savasi, CALC Common Land Course (full day), July 2017, £75.00. Cllr Savasi was undecided about how helpful the course would be with current land management issues, but was authorised to attend if she felt it would be worthwhile.

22/16 Cllr John Seddon

Cllr John Seddon's notice of resignation with effect from the end of the meeting was received and noted. Cllr Seddon explained that he had originally intended to serve as a councillor for only one term of four years, but had stood again in order to help with completion of the Community Led Plan. He stated that he had enjoyed working with fellow councillors, and commended the strength and leadership of the current Council. Thanks were conveyed to Cllr Seddon for his five years' service, particularly for his time as Chairman and his work on the Community Led Plan.

It was noted that the vacancy would be advertised in accordance with legislation to allow electors the opportunity to request an election, and that if an election was not requested, the Council would proceed with the co-option process as undertaken the previous year. The Clerk was authorised to advertise the vacancy as necessary.

(Cllr J Bland arrived at the meeting during this agenda item).

The meeting closed at 20.40 pm.

Signed:
(Chairman)
Date: 5 July 2017