

## HELINGTON PARISH COUNCIL

### Minutes of the meeting held on Wednesday 1 November 2017 in the Helsington and Brigsteer Village Hall at 7.30 pm

**Present:** Cllrs A Davies (Chairman), B Mansbridge, S Carman, M Cheesbrough, K Ritchie and S Savasi.

Also present were Ms J Saunders (Clerk), County Cllr J Bland, and 3 members of the public.

#### **57/17 Apologies**

Apologies with reasons given from Cllrs R Park were noted and accepted.

#### **58/17 Declarations of Interest / Dispensation Requests**

Cllr S Savasi declared an interest in agenda item 6c re resident's request to concrete the Parish Road. She is a resident on the road and had been consulted as such by the Council for her views on the proposal. She stated she would withdraw from the discussion and decision on this agenda item.

#### **59/17 Minutes**

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 6 September 2017 as a true record.

#### **60/17 Public Participation**

Mr Rob Caddick asked why there was no speed limit in Brigsteer. He had witnessed a vehicle travelling at dangerous speed down the hill into and through Brigsteer, and noted the number of cars parked in the vicinity of the Wheatsheaf which created a serious hazard.

Councillors referred to previous requests made by the Council for a 'Reduce speed now' sign and a speed indicator device to be installed on the hill. It was felt that the hill in Brigsteer is particularly dangerous, and reference was made to other local villages which do have speed limits in place. Cllr J Bland advised that the cost of signage was an issue. It was noted that action on road safety was identified as an issue in the Community Led Plan and that the Council needed to take the matter forward. Various measures were suggested, including signage such as 'Reduce speed now' or 'Please drive slowly through our village,' a speed limit and the installation of a mini roundabout near the Wheatsheaf. It was agreed that traffic calming measures should be an agenda item at the next meeting, that advice would be sought from Highways, and that an officer from Highways would be invited to the meeting.

#### **61/17 Planning**

The following planning application, decision and update were received and noted:

##### **Lake District National Park Authority**

(LDNPA applications, responses and decisions may be viewed online at <http://www.lakedistrict.gov.uk/swiftlg/apas/run/wphappcriteria.display>)

- i. 7/2017/5716 - Four Walls, Brigsteer, Kendal - Construction of a new replacement 2 storey extension. Application for variation of a condition.  
There were no comments in respect of this application.

ii. 7/2017/5351 - Plum Tree Cottage, Brigsteer, Kendal - Single storey, open veranda with glass roof on garden side of property.  
Decision - Grant with conditions.

iii. 7/2017/5483 - Land to east of Helsington and Brigsteer Village Hall - Development of 8 new houses including 5 affordable.

Update - Clerk advised she had emailed HCLT on 23 October 2017 re its agreement to provide reports on its monthly meetings (no reports had been received since 29 June 2017), and to invite its Chair Matthew Jessop to the Council meeting to update both Council and the community re planning application. No response had been received.

Also, Clerk had emailed LDNPA on 23 October 2017 requesting an update on the progress of the application and the timescale for its determination. Planner Andrew Smith was on leave until 6 November 2017, and no other officer had responded to the request for an update. Cllr B Mansbridge suggested that the Council should write to HCLT again regarding regular reports. Further discussion was deferred to agenda item 7b Reports - HCLT.

## **62/17 Parish Land**

a) Registration of parish land at Crooked Gate: Cllr S Savasi advised that she had reviewed the Council's original application to register the land and felt that a little additional evidence could be supplied in order to reconstruct the title. She suggested that the working group would need to re-convene to undertake further work. Following this, a conveyancer from Temple Heelis would review the revised application before submission. The chairman was authorised to sign a letter of engagement to Temple Heelis for a fee of £100 + VAT as previously agreed.

b) 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: Notification had been received from the Land Registry that the Council's application to register the right of way had been completed. Completion of registration documents were passed to Clerk. Thanks were conveyed to the members who had worked on the application, and especially to Cllr S Savasi.

c) Resident's request for permission to concrete the Parish Road:

Cllr S Savasi took no part in the discussion or decision and left the room during this item. Since the last meeting, clarification had been received from Mr Robinson re the extent of area he is seeking permission to concrete (the full width of the lane to the north of the bus shelter), and that he was happy to undertake the work himself but not at his own expense (two neighbours had agreed to contribute). Clerk had written to all 6 residents with wayleaves or easements over the lane seeking their views, and 5 responses had been received and circulated: 1 was not affected; 3 were in favour of the proposal; 1 wanted two strips of concrete. It was noted that the far end of lane was already concreted, that the lane is quite narrow, and that the proposed concreting would not have a significant impact on drainage. It was further noted that the worst part of the lane is that closest to the highway, and that part of this is technically the highway anyway. Following a vote, it was resolved to consent to Mr Robinson's proposal to concrete the full width of the lane to the north of the bus shelter. Clerk agreed to write to Mr Robinson, and to copy this letter to the other Parish Road residents.

d) Inspection of trees on parish land: Councillors were reminded that it had been agreed previously that Cllrs A Davies, M Cheesbrough and R Park would undertake an inspection of trees after the leaves fallen.

## **63/17 Reports**

a) Meetings and events attended - Cllr S Savasi had attended Community Led Housing in Cumbria event. There is a large pot of money to allocate to affordable housing projects including in areas where there is a high incidence of holiday homes. Resistance from locals to developments was mentioned,

but it was suggested that small developments were likely to be more acceptable. It was noted that there is a capacity building grant for initial funding and a scheme grant for the building project, and also plenty of advice available. Further discussion was deferred to the Community Led Plan - Housing agenda item.

Cllr A Davies had attended a meeting re the Lyth Valley Storm Desmond draft flood investigation report, a copy of which had been circulated to members.

- b) Helsington Community Land Trust Ltd - no report had been received. It was noted that HCLT has received funding from SLDC's pot. Concern was expressed about the lack of communication and consideration for local people on the part of HCLT. It was felt that local people are concerned and anxious about the proposed development, and that lives are being blighted. It was further noted that local people who had been involved with HCLT had withdrawn from the organisation, which no longer appeared to be based in the parish of Helsington. Suggestions were made re writing to HCLT conveying these concerns and requesting communication with the parish, and also asking SLDC to require HCLT to communicate with parish. It was noted that Chris Hutton, SLDC's Community-led Housing Officer had offered to meet with Helsington Parish Council and HCLT, so further discussion was deferred to the Community Led Plan - Housing agenda item.
- c) Helsington & Brigsteer Village Hall – Cllr S Savasi advised that the Village Hall had a new website which it is envisaged will be developed as a community hub. Cllr A Davies offered to publicise this. It was also reported that maintenance work at the Village Hall was ongoing.
- d) Local Police Team - Sgt Bill Nolan had advised that Helsington had been missed off the local police team's list of parishes. Clerk had been given PCSO Jayne Park's contact details, and advised that parish would receive either a visit or written report in future. Clerk had supplied police with meeting dates, but no report had been received prior to this meeting. Cllr A Davies reported that there had been a burglary in Brigsteer in the last few days which had been reported to the police.
- e) District Councillor A Rawlinson - not in attendance.
- f) County Councillor J Bland reported on local road resurfacing works. He also agreed to report a large pothole on Whetstone Lane.

#### **64/17 Clerk's Report and Correspondence**

A number of items of correspondence had previously been circulated to members by email. Attention was drawn to:

- i. Boundary Commission for England consultation proposals re parliamentary constituency boundaries. (Information received the previous day and therefore too late for inclusion on the agenda. Members could respond as individuals);
- ii. CALC AGM on Saturday 18 November 2017 in Carlisle (papers circulated);
- iii. Thanks to Mike Fleetwood who had assisted with an inquiry from member of public re Helsington School;
- iv. Clerk and Councils Direct magazine.

#### **65/17 Community Led Plan**

- a) It was reported that the Plan in full and the Summary document had been uploaded to the website. The Summary and a covering letter were to be mailed to every household in November at a printing cost of £200.40 inc VAT plus postage. A uniform approach using post rather than partial hand delivery was preferred. It was resolved to approve this expenditure. Once the Plan was issued, the claim for the grant funding from ACT would be submitted.

Cllr S Carman stressed the importance now of working through the Actions, some of which have tight timescales, and that separate working parties/steering groups

needed to be established. At present only Cllrs Carman and Ritchie remain on the Steering Group; both willing to continue, but Cllr Carman advised that he did not wish to chair any of the working groups. It was suggested that a councillor could take the lead on each theme. The covering letter in the mailing contains a request for volunteers to participate in the steering groups. Progress on the Actions would be a standing item on every Council meeting agenda. It was resolved to arrange a CLP meeting for all councillors on 22 November 2017 at 7.00pm in the Village Hall to allocate work on the Actions. Cllr S Carman agreed to book room.

- b) Housing:
  - (i) Cllr S Savasi had previously reported on Community Led Housing in Cumbria event.
- c) (ii) Further to the discussion of action to support the development of affordable housing, it was resolved that Cllr S Savasi would arrange a meeting as proposed with Chris Hutton, in order to highlight the issues between the parish and HCLT, and to establish what public money is being spent on HCLT's proposed development. A follow up meeting including HCLT would then be considered. Parish Council representation would be agreed once a date had been set for the meeting.

**66/17 SLDC Development Management Policies Development Plan Document (DPD)**  
<http://democracy.southlakeland.gov.uk/documents/s19839/Publication%20of%20South%20Lakeland%20Local%20Plan%20Part%203%20DMP%20DPD%20-%20Appendix%201.pdf>

It was noted that the Document would be published for a 6-week formal consultations period from 2 November 2017. It was resolved to make no representations.

**67/17 Staffing**

- a) It was resolved to consent to the Clerk undertaking employment as Clerk to Hutton Roof Parish Council;
- b) It was noted that no changes were required to the terms of the Clerk's Contract of Employment;
- c) It was resolved to authorise the Chairman to sign a letter to the Clerk advising that she is not eligible for automatic enrolment in a pension scheme.

**68/17 External Audit**

- a) The completion of the External Audit of the Annual Return for the year ended 31 March 2017 was noted and the External Auditor certificate and report were received and noted. The requisite information had been published at <http://helsingtonpc.org.uk/wp-content/uploads/2017/09/Annual-Return-for-the-year-ended-31-March-2017-inc-External-auditor-report-and-certificate.pdf> ;
- b) It was resolved to approve and accept the Council's Annual Return including the External Auditor certificate, reports and recommendations for the year ended 31 March 2017.

**69/17 Internal Audit arrangements for 2017/18**

The Review of the Effectiveness of Internal Audit Report was received and noted. It was resolved to approve the appointment of Mrs Julie Hartley as Internal Auditor to conduct the 2017/18 internal audit for a fee of £100.00.

**70/17 Finance**

- a) **Grants 2017/18:** It was resolved to confirm payment of a grant of £1,325.00 to Helsington & Brigsteer Village Hall (as allocated in 2017/18 Budget).

It was resolved to approve the following grants/donations:

- i. Children's Christmas Party - £100
- ii. Remembrance Sunday Poppy Wreath - £30
- iii. Brigsteer Community Orchard Group - £28

b) **Grants 2018/19:**

Grant requests for 2018/19 from the Village Hall (£1325) and the Children's Christmas Party respectively were received and noted. It was further noted that donations would be considered for a Poppy wreath, end of WW1 commemorations in 2018, the Brigsteer Community Orchard Group, and RAF 100<sup>th</sup> anniversary.

c) **Receipt of Transparency Fund grant** of £322.17 was noted;

d) It was resolved to offer Hutton Roof Parish Council shared use of Helsington's printer at £55 p/a (based on use of 1.5 cartridges per year). Any arrangement would be monitored, and any additional use of consumables would be charged separately.

e) The **Bank Reconciliation dated 16 October 2017** showing a bank balance of £11,317.91 was received and noted. The **Budget Monitoring Report 2017/18 to 16 October 2017** was also received and noted;

f) A copy of the draft **Budget for 2018/19** was received and noted. It was resolved to approve the Budget for 2018/19, and to authorise the Clerk to submit the precept request to SLDC as appropriate;

g) It was resolved to authorise the following **payments**, in addition to the grants for 2017/18 approved above:

i. Jane Saunders (Clerk's salary, Nov 2017 - Jan 2018, by monthly SO)	£977.25
ii. Jane Saunders (Clerk's expenses, 1 Sept - 31 Oct 2017)	£54.00
iii. Jane Saunders (renewal of Office 365 software for Council)	£59.99
iv. Helsington and Brigsteer Village Hall (room hire 2017)	£136.50
v. CALC (Effective Councillor training for Cllr M Cheesbrough)	£65.00
vi. Viking (CLP stamps and envelopes; ink cartridge)	£113.31
vii. Stramongate Press (CLP printing of Summary and covering letter)	£200.40

**71/17 Future meetings**

The date of the next scheduled meeting was confirmed as Wednesday 7 February 2018. Agenda items to include CLP Actions, any follow up to the meeting with Chris Hutton re affordable housing and HCLT, and traffic calming measures.

The meeting closed at 9.00 pm.

Signed: .....

(Chairman)

Date: 7 February 2018