

HELINGTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 4 April 2018 in the Helsington and Brigsteer Village Hall at 7.30 pm

Present: Cllrs A Davies (Chairman), B Mansbridge, S Carman, M Cheesbrough, S Savasi and R Caddick.

Also present were Ms J Saunders (Clerk), Cllr J Bland, Cllr A Rawlinson and 10 members of the public.

90/17 Apologies

Apologies with reasons given were noted and accepted from Cllr K Ritchie.

91/17 Declarations of Interest / Dispensation Requests

None

92/17 Minutes

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 7 February 2018 as a true record.

93/17 Public Participation

None.

94/17 Planning

The following planning applications and decisions 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. 7/2018/5112 - Sizergh Castle, Sizergh, Kendal - Car park ticket machine and information sign. **No observations.**
- ii. 7/2018/5184 - 4 Low Chambers, Brigsteer, Kendal - Alteration to rear elevation to combine existing window and door openings to form single larger opening with sliding/folding glazed doors to garden. **No observations.**
- iii. 7/2017/5848 - Plumtree Barn, Brigsteer, Kendal - Additional family accommodation to an existing dwelling.
The owner of the property had written to the Council requesting an amendment to this agenda item as the property had been renamed Willow Tree Barn. However, the planning application and consent was in the former name of Plumtree Barn. The agenda item could not be changed, but the change of name was noted.
Decision - Grant with conditions.
- iv. 7/2018/5032 - Fern Cottage, Brigsteer, Kendal - Domestic extension.
Decision - Grant with conditions.

95/17 Community Led Plan

It was agreed to defer the progress reports on CLP Actions to the Annual Parish Meeting.

Cllr A Davies reported that CCC Highways had advised they were unable to assist with the problem of standing water on the road between Church Road and Whetstone Lane but would not object to parish volunteers undertaking work to clear/dig out the gullies and drains. It was agreed that any such work would require a risk assessment and appropriate signage/safety notices, and that advice

should be sought from the Council's insurers before proceeding.
The Housing Group reported that it wished to proceed with exploring the commissioning of a Housing Needs Survey and approval was granted to the Group to take this forward. It was agreed to consider the matter further at the May meeting.

96/17 Highways

Deep potholes and mud on the road to the Church had been reported via highways website on 12 March 2018. Notification had been received on 29 March that the fault was resolved but the potholes were still there. The problem was re-raised on 2 April 2018, but believed to be low priority.

97/17 Reports

- a) Meetings and events attended. No reports.
- b) Helsington Community Land Trust Ltd. Chair M Jessop had advised that discussions with South Lakes Housing were ongoing but that there was nothing further to report.
- c) Helsington & Brigsteer Village Hall. It was reported that a Committee Meeting was due.
- d) Local Police Team. No report.
- e) District Councillor A Rawlinson apologised for her recent absence due to work and other commitments. She stated that she had enjoyed serving as a councillor and thanked everyone for their support but advised she would not be standing in the forthcoming elections. She agreed to complete any outstanding work during her remaining time in office, and to send Clerk information about Customer Connect, the new way of contacting SLDC.
- f) County Councillor J Bland reported on the scale of the problem with potholes and the cost of repairs but noted that some potholes in Whetstone Lane had been repaired.

98/17 Clerk's Report and Correspondence

A number of items of correspondence had previously been circulated to members by email. The following items were noted:

- i. SLDC declined to accept work programme suggestion re Local Plan formulation on grounds it was specific to Helsington and not District as a whole.
- ii. Summary of Issues with RN213 paper also submitted to LDNPA Planning and copies to Paula Allen (Strategy Planner).
- iii. Acknowledgement from Amanda Pharaoh, SLDC Affordable Housing Officer, of response to Older Person's Housing Strategy consultation - 'Many thanks for your email and the Parish Council's time and considered comments, it is appreciated.'
- iv. Mushroom shelter, Scout Scar - update from Underbarrow and Bradleyfield PC advising that councillors/volunteers are intending to do repairs themselves and thanking Helsington for offer of help.
- v. SLDC Notice of District Elections 3 May 2018.
- vi. CALC's proposed Planning Training events.
- vii. LDNPA/CALC Meet the Planners event in Keswick 24 April 2018. Cllr S Savasi advised she wished to attend this event, Clerk to book.
- viii. Rural Services Network survey re Priority Services Register.

Some councillors were aware of the priority register and registration for people who may consider themselves more vulnerable than the average at times of electricity disruption. It was agreed that the Council (via CLP Housing Group) would be interested in promoting a local scheme targeted at trying to ensure that all people that may be eligible are part of the Priority Services Register. Clerk to submit survey response accordingly.

- ix. Clerk's workload: Year end tasks - accounts, bank reconciliation, HMRC VAT claim, HMRC PAYE finishing old year, meeting with internal auditor on 17 April 2018. Instructions had been received re new audit arrangements for year ended 31 March 2018. The Annual Governance and Accountability Return would be completed and approved at next meeting in May.

99/17 General Data Protection Regulation 2018

Clerk's Report on GDPR 2018 and recommendations had been circulated prior to meeting. Clerk had attended a full day training course organised by CALC on 8 March 2018. It was resolved to allocate a further 10 hours in the first instance to the Clerk to complete a data audit and to begin work documenting data practices. It was further resolved to renew the Council's data protection registration (£35.00) by completing a new direct debit instruction re the Information Commissioner's Office (ICO), but to defer action regarding the appointment of a Data Protection Officer until definitive advice on the issue is received.

100/17 LDNPA Parish Member Election

Notice of Election and Nomination Papers had been circulated prior to meeting. It was agreed that no nomination would be submitted.

101/17 SLDC Parish Charter 2018/19

A draft updated Parish Charter which had been circulated prior to the meeting was received and noted.

101/17 Parish Land

To receive and consider correspondence and updates regarding:

a) Registration of parish land at Crooked Gate and boundary issue regarding this land; Cllr S Savasi advised that she had been unable to find any further evidence to reconstruct the title and that the only alternative was to apply for adverse possession. Cllr Savasi was authorised to submit this application.

Cllr A Davies advised that part of the parish land at Crooked Gate had been fenced off by the owners of Honeypot Cottage and is being built on. Both Clerk and Chairman had had correspondence with the owners of Honeypot Cottage regarding this encroachment. The owners of Honeypot Cottage had suggested a site visit but wished to obtain their solicitor's advice first. Cllr A Davies stated that the fenced off area is larger than that shown on Land Registry map. It was resolved that the Clerk would write to the owners of Honeypot Cottage again regarding the encroachment on parish land.

b) Changes required to registration of all parish land. It was resolved to amend the registration of all parish land with updated contact details. It was resolved to include the Council's email address and the Clerk and Chairman's respective postal addresses. Cllr S Savasi agreed to complete and submit the necessary forms, and it was noted that no fees were payable for making these changes.

102/17 Finance

a) A draft Grants and Donations Policy which had been circulated previously was considered and approved;

b) A new Direct Debit Instruction re the renewal of data protection registration (£35.00) with the ICO was authorised;

c) The following payments were authorised:

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| i. Jane Saunders (Clerk's salary, April 2018 by Standing Order) | £325.75 |
| ii. Jane Saunders Clerk's salary for additional hours Feb/March 2018) | £193.30 |
| iii. Jane Saunders (Clerk's expenses, 1 Feb - 31 Mar 2018) | £54.87 |
| iv. CALC (Data Protection course) | £70.00 |

(it was noted that Hutton Roof Parish Council had agreed to contribute towards the cost of this course).

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| v. Viking (office supplies) | £81.68 |
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Approval was also granted for Cllr R Caddick's attendance on CALC training courses for new councillors.

89/17 Future meetings

The date of the next scheduled meeting was confirmed as Wednesday 2 May 2018 (Annual Meeting).

The meeting closed at 08.25 pm.

Signed:
(Chairman)
Date: 2 May 2018