

HELINGTON PARISH COUNCIL

Minutes of the meeting held on **Wednesday 7 November 2018 at 7.30pm**
in the Helsington & Brigsteer Village Hall

Present Cllrs S Carman, K Ritchie, A Davies, S Savasi, M Cheesbrough, R Caddick and E Templeton.
Also present: District Cllr Kevin Holmes and 1 member of the public (part).

58/18 Apologies

All members were present.

Further apologies were received from Peter Tanfield on behalf of Village Hall Board members and Cllr K Holmes conveyed apologies on behalf of Cllr J Bland.

59/18 Declarations of Interest / Dispensation Requests

None.

60/18 Minutes

The minutes of the meeting held on Wednesday 5 September 2018 were approved for signing by the Chairman subject to the deletion of the word Cllr in minute 47.

61/18 Public Participation

None.

62/18 Highways

- i. Information had been received on Cumbria County Council's Working Together programme re highway maintenance activities using volunteers or a lengthsman:
<https://cumbria.gov.uk/yourcommunitysupport/workingtogether.asp>.
Peter Hosking, Highway Network Manager, South Lakes, had postponed his attendance at the Council meeting, suggesting instead that parish council representatives attend the CALC District Association meeting on 29 November 2018 to hear CCC's Working Together presentation. It was understood that following this further information will be distributed to parish councils. Peter Hosking advised he would come to a future Council meeting if appropriate. It was agreed that Cllr K Ritchie, S Savasi and any other councillors who were available would attend.
- ii. An update was received on the installation of a pole for speed indicator device on Brigsteer Brow. Clerk in consultation with Cllrs A Davies and K Ritchie had agreed the exact location of the pole and supplied details of SW LAP SID specifications to Highways. However, Highways had advised that the timescale for the installation of the pole was 3 months 'due to the onset of winter maintenance operations.' Clerk reported that a contact in Natland parish had agreed to incorporate Helsington into the rota (currently only 3 parishes with each parish having use for 4 – 5 weeks), deliver SID and run through instructions for use.
It was noted that a traffic survey had been undertaken in Brigsteer village recently and Clerk was asked to inquire with Highways about the results of this.
- iii. A proposal to pay for the installation of a pair of 'pedestrians in the road ahead/no footway' warning triangle signs at two locations near the Village Hall at an estimated cost of £800 was considered. Cllr K Ritchie advised that Victoria Upton from Highways had identified this as the highest risk area in the village, particularly due to use of the road by pedestrians on dark winter evenings. It was noted that the Village Hall has purchased portable signage but that this is only used when events are on. It was agreed that as road safety is a theme of the Community Led Plan, the Council should treat safety improvements as a priority. It was further suggested that there had been a number of near misses at this location if not actual accidents. Some concern was expressed about the efficacy of such signage, the additional street clutter and the need for similar signage at other locations in Brigsteer which had not been visited by Victoria Upton. It was noted that there were sufficient funds available in reserves (Maintenance or CLP) to cover the proposed expenditure. It was resolved to proceed with the installation of a pair of signs for location near the Village Hall.
It was further resolved to obtain a quote from Highways for the installation of an additional sign ('pedestrians in the road ahead/no footway') to be located at the entrance to the other end of the village at Parkend Lane near Low Chambers or Plumtree House. It was suggested that there may already be a pole in this location onto which a sign could be placed. It was agreed not to delay the other works already agreed pending consideration of this additional work. It was

also agreed to ask Highways to undertake a further traffic survey after the installation of the new signs to test their efficacy.

63/18 Planning

The following planning applications, responses, decisions and updates were noted:

Lake District National Park Authority

(view applications, responses and decisions online at

<http://www.lakedistrict.gov.uk/swiftlg/apas/run/wphappcriteria.display>):

- i. 7/2018/5424 - Chambers Tenement, Brigsteer - Proposed rear porch extension.
Decision - Approved with conditions.
- ii. 7/2017/5483 - Development of 8 new houses including 5 affordable on land to the east of Helsington & Brigsteer Village Hall. **No decision; to receive an update from applicant.**
- iii. 7/2018/5551 - 1 Low Chambers, Brigsteer - Alteration to rear elevation to combine existing kitchen window and door openings to form single larger opening with French doors and side light window. **No objections (response submitted by Clerk following email consultation). Decision dated 31 October 2018 - Approved with conditions.**
- iv. 7/2018/5533 - Crooked Gate, Brigsteer - Proposed detached dwelling. **Objection (response submitted by Clerk following email consultation).** Awaiting determination. It was noted that Highways had recommended refusal due to safety concerns.
- v. It was noted that planning application SL/2018/0890 re Low Sizergh Farm was included on the current weekly list but the application was described as invalid.

64/18 Community Led Plan

The following progress reports on Actions were received:

Theme 1 - Housing. Cllrs S Savasi and M Cheesbrough advised that they were still waiting for SLDC's Rural Housing assessment model.

Theme 2 - Road Safety. Cllr K Ritchie referred to progress reported under Highways item.

Theme 3 - Sustainable Environment. Cllr A Davies advised that he had received responses from neighbouring parishes to which he had written regarding Helsington's aspiration to improve footpath access in the Lyth Valley. Levens and Crosthwaite were supportive, but not Underbarrow. Cllr Davies also reported negative feedback from LDNPA with regard to possible improvements.

Theme 4 - Vibrant Communities. Cllr S Carman reported that he had met with the Village Hall board regarding action to make the Hall more inclusive and that a further meeting was to be held in December re Village Hall policy and marketing in this respect. Work on the Community Emergency Plan was nearly complete; this would then be published and distributed.

65/18 Reports

The following reports were received:

- a) Meetings and events attended; Cllr S Savasi had attended a CAfS presentation on electric cars and the possibility of charging points in Brigsteer in the future was discussed; a master composter course and she would be offering talks to the WI and for BOG day; Planning course re National Planning Policy Framework and sustainable development (presentation circulated to members). Cllrs E Templeton and R Caddick had attended Planning for new members course which highlighted the need to use National Planning Policy Framework to inform meaningful responses.
- b) Helsington Community Land Trust Ltd; as reported under Planning item.
- c) Helsington & Brigsteer Village Hall; Cllr S Savasi reported that the trustees are currently considering inclusivity; the GDPR policy has been completed; bookings are healthy but a bookings supervisor is required; members' list is being updated; film crew in village had been successfully managed without disruption to Hall use; photographic exhibition and other events are on website.
- d) Local Police Team; no report received.
- e) District Cllr K Holmes confirmed the award of his grant of £300 towards new parish notice board. Cllr Holmes was thanked for the grant. Cllr S Carman advised that he was seeking permission to locate the new noticeboard outside the Village Hall; other possible locations were considered.
- f) County Cllr J Bland was not in attendance.

66/18 Clerk's Report and Correspondence

Correspondence circulated by email was noted. It was noted that Mark Kidd, LDNPA new parish member for Central & South East Area, had agreed to attend 6 February 2019 meeting. Hard copies of

CALC Annual Report 2018 and agenda and papers for CALC AGM on Saturday 10 November 2018 were available to members.

67/18 SLDC Community Governance Review

It was noted that an initial response to the Community Governance Review for South Lakeland had been submitted (following delegation of authority to CLP Working Group). The response supported a boundary change involving the retention of Brigsteer village and Helsington and the possible addition of properties on the Moss in the parish, which would then be wholly within the LDNP, and the reallocation of areas to the east of the A591 to other more appropriate parishes.

68/18 SLDC Development Management Policies Development Plan Document (DM DPD)

<https://www.southlakeland.gov.uk/planning-and-building/south-lakeland-local-plan/development-management-policies-development-plan-document-dpd/development-management-policies-dpd-examination>

The DM DPD Main Modifications Consultation and deadline were noted. It was further noted that although the document will apply in the local planning authority area of South Lakeland and not the Lake District National Park, it would apply in the latter area until such time as the new LDNPA Local Plan was adopted and that the timescale for this had been revised due to the volume of responses received. It was resolved not to respond to the Consultation.

69/18 Parish Land

a) Cllr S Savasi reported that the application to register parish land at Crooked Gate on grounds of adverse possession had been cancelled by the Land Registry following a survey of the site. The Land Registry needed evidence of occupation but the surveyor had found little evidence of factual possession and that the land was in 'a fairly natural state' and 'open to the world at large and a member of the public has been free to park on part of the land.' If the Council wished to pursue the matter it would need to fence off the land, make a note of the date of exclusion and then apply again in 12 years' time. It was resolved not to pursue acquiring title to the land at Crooked Gate and that the land would no longer be included on any lists of parish land (unregistered land is not included on the asset register). It was further resolved to write to the resident who has been using the land for car parking to explain the Council's position with regard to the land and to suggest they may wish to consider seeking legal advice on the matter. Safety concerns regarding potentially dangerous trees on the land were noted and it was agreed that the Council had a moral responsibility to continue to monitor these and inform Highways of any concerns, but that it must be indicated in any reports that this is not parish land and that this must be made clear in the minutes of this meeting.

b) Cllr S Savasi reported on the application for a right of access by prescription over the lane to parish land at Dobdale Hill Quarry. The Land Registry title for Dobdale Quarry had been updated to note the claimed right of way over Dobdale Road. However, the Land Registry had advised that it would not serve notice on the servient landowners (it is understood that the track is owned by two landowners) as the servient land is unregistered. It was noted that the right of access over the lane to Dobdale Quarry must continue to be exercised and that evidence of this could be in documentation of the regular inspection of parish land. It was resolved that Cllr Savasi would inquire about registering a caution against first registration of the servient land (cost £40) so the Council would be notified and could remake a claim at that time. Cllr Savasi was thanked for her work on this matter.

c) The management and maintenance of parish land.

It was noted that registered parish land is listed on the asset register (updated September 2018) and various reports on inspections/surveys of registered and unregistered land undertaken in recent years are on held. It was resolved to address the future management and maintenance of all parish land by producing an inspection schedule to facilitate recording, monitoring and resolution of issues relating to trees, surfaces, walls, boundaries etc. Professional help would be called on as appropriate. Cllr S Carman agreed to produce an inspection schedule.

70/18 Battle's Over - A Nation's Tribute

Cllr S Carman confirmed that he had recruited volunteers including car parking marshalls and a resident had produced a risk assessment for the event. Information had been/would be supplied to the press, social media, parish council website and to Cllr A Davies for email circulation. It was noted that hi vis jackets were available but that it may be necessary to purchase a small amount of safety equipment. It was noted that the Wheatsheaf was organising separately a lantern parade.

71/18 Notice board

Cllr S Carman reported a quote for a new notice board at a cost of £430 + VAT and the proposed location next to the Village Hall notice board, for which consent was being sought. Other possible locations were also discussed. It was resolved to approve the quote, with the purchase being supported by Cllr K Holmes' grant funding. It was noted that the Council would arrange installation with possible minimal additional expenditure on materials.

72/18 Staffing

It was noted that no changes are required to the terms of the Clerk's Contract of Employment.

73/18 Finance

a) Grants 2018/19:

i. It was resolved to confirm payment of a grant of £1,325.00 to Helsington and Brigsteer Village Hall (as allocated in 2018/19 Budget).

ii. It was resolved to make a donation to the Royal British Legion for the Remembrance Sunday Poppy Wreath £30.00.

iii. It was noted that no further requests for grants/donations have been received.

b) Grants 2019/20:

A grant request from the Village Hall Board for £1325.00 was received, considered and approved.

c) Receipt of Lake District Community Fund grant of £125.00 re Brigsteer Community Orchard was noted;

d) Hutton Roof Parish Council's continued use of Helsington's printer (01/11/18 - 31/10/19) at a cost of £60 was approved.

e) A Financial Report (comprising Bank Reconciliation 15 October 2018 and Budget Monitoring Report 2018/19) was received and noted;

f) The draft Budget for 2019/20 was received and considered. It was resolved unanimously to approve the Budget as drafted (subject to confirmation of the SLDC grant) and to authorise the Clerk to send the precept request to SLDC;

g) The following payments were authorised:

i. CALC (Planning training courses for Cllrs Caddick, Templeton & Savasi)	£114.00
ii. Helsington and Brigsteer Village Hall (room hire 2018)	£117.00
iii. Temple Heelis (fee and disbursements re parish land applications)	£231.96
iv. Jane Saunders (Clerk's expenses, 1 July - 31 Oct 2018)	£90.00
v. Jane Saunders (renewal of Office 365 software for Council)	£59.99
vi. Helsington and Brigsteer Village Hall (grant 2018/19)	£1,325.00
vii. Royal British Legion (poppy wreath)	£30.00
viii. White Hill Direct Ltd (notice board)	£516.00

h) It was noted that changes to the Bank Mandate had finally taken effect, after much councillor and officer time had been devoted to the matter. Signatory access had been changed as requested and new signatories would have access to online banking if they wished.

74/18 Future meetings

It was noted that the next meeting would take place on Wednesday 6 February 2019. Agenda items would include Mark Kidd (LDNPA parish member), Highways Working Together programme and internal audit arrangements.

The meeting closed at 09.07 pm.

Signed: (Chairman)

Date: 6 February 2019