

HELINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held virtually on Wednesday 1 July 2020 at 7.30pm

Present: Cllrs S Carman (Chairman), K Ritchie, R Caddick, M Cheesbrough, A Davies and E Templeton.

Also present were Clerk J Saunders, 2 members of the public and County Cllr J Bland (latter present for part of meeting but unable to be heard).

1/20 Apologies

None.

2/20 Declarations of Interest / Dispensation Requests

Cllr E Templeton declared an interest in planning application 7/2020/5342 in respect of Mill Ghyll, Low Lane, Brigsteer as her husband undertakes occasional work for the agent.

3/20 Minutes

The minutes of the Meeting held on Wednesday 5 February 2020 were approved (Chair to sign when possible).

4/20 Public Participation

Ann Bryan addressed the Council regarding request under agenda item 16a) regarding the transfer and extension of the lease of parish land at Plum Tree Farm and responded to councillors' questions. It was agreed to bring this item forward and take as agenda item 10. Another member of the public advised that Japanese knotweed was growing on the Toll Bar Road. Cllr A Davies agreed to confirm identification and location in order for this to be reported to Highways by Clerk.

5/20 Annual Governance and Accountability Return 2019/20 - Certificate of Exemption

It was resolved to approve completion of the Certificate of Exemption from limited assurance review and to authorise the Clerk to submit the Certificate of Exemption to the external auditor.

6/20 Annual Internal Audit Report 2019/20

The Annual Internal Audit Report 2019/20 for the Annual Governance and Accountability Return was received and approved. It was noted that internal controls had been found to be sound and in good order and that all control objectives had been achieved.

7/20 Annual Governance Statement 2019/20

The draft Annual Governance Statement 2019/20 was considered and it was agreed that there was a sound system of internal controls in place, including arrangements for the preparation of the Accounting Statements. It was resolved to approve the Annual Governance Statement 2019/20 for the Annual Governance and Accountability Return.

8/20 Accounting Statements 2019/20

- (i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2020 were received and noted (balance of £9,377.05 carried forward on 31 March 2020).
- (ii) The Accounting Statements 2019/20 for the Annual Governance and Accountability Return were received and approved.

9/20 Notice of the period for the exercise of public rights relating to the annual accounts

It was noted that the period for the exercise of public rights would be Monday 6 July - Friday 14 August 2020.

10/20 Parish Land

a) A request was received regarding the transfer and extension of the lease of land at Plum Tree Farm. It was resolved to approve the transfer to Ann Bryan and Melanie Yates as requested and to offer the new tenants an option to renew for a further five years at the end of the current tenancy period on 31 March 2024. It was agreed that the former and new tenants would arrange the practicalities of the transfer.

b) Cllr A Davies reported that the trees planted at Dobdale Hill Quarry under SLDC's Tree Planting Scheme appeared to have rooted well and that the tree guards were in place. SLDC had been contacted regarding the need for their contractors to water regularly in dry conditions and at present the trees were looking healthy.

c) Cllr S Carman reported that, following email consultation with councillors, urgent tree work including the removal of ash trees on the Toll Bar Road and removal of overhanging branches on the Toll Bar Road & Underbarrow Road had been undertaken (one tree to be removed at end of nesting season, part payment of £100 withheld accordingly).

The professional inspection of trees on parish land which was required had been on hold. Clerk had been unable to obtain a quote from a suitable contractor but inquiries would be renewed.

11/20 Finance

a) Payments made 1 April - 30 June 2020 were noted and formally authorised (Account of payments attached as Appendix 1; payments had been notified and authorised by email consultation).

b) The following recurring payments were noted and authorised:

Jane Saunders - salary paid by monthly standing order;

ICO (Data Protection registration) - paid by annual direct debit in May.

c) The following payments were authorised:

i. Jane Saunders (Clerk's expenses, 1 Feb - 30 June 2020)

£94.50

ii. Viking (stationery)

£56.46

12/20 Postponement of Parish Elections

It was noted that the Parish Elections scheduled for 7 May 2020 have been postponed until 6 May 2021 due to the coronavirus pandemic. Clerk explained that current councillors' terms of office had been extended by one year but that any councillors who did not wish to continue in office may resign. The resignation of Shelley Savasi had been received after the agenda had been issued and this was duly noted. Cllr M Cheesbrough indicated her intention to resign and it was suggested that any councillors wishing to resign should do so as soon as possible so that all vacancies could be advertised simultaneously. Clerk advised that local electors had to be given the opportunity to request an election (which would not be held until 6 May 2021) but if an election was not requested, the vacancies could be filled by co-option. It was agreed that, assuming an election was not called, those who had previously expressed an interest in standing for election in May 2020 would be contacted and the vacancies would be advertised. It was noted that any decisions on co-option would be made formally at the next meeting.

13/20 Reports

a) Chairman and Parish Councillors;

Cllr M Cheesbrough reported on the Brigsteer Village Neighbour Support Plan and the informal work undertaken by volunteers to support residents who have needed help with shopping, collecting medication and social contact during the coronavirus emergency. Copies of the Wellbeing and Mental Health during Covid-19 booklet had been circulated by email and hand delivered where appropriate. It was suggested that volunteers could be thanked via Cllr A Davies' email list and on the website. Cllr A Davies confirmed that he had circulated a considerable amount of information during the crisis and that recently a thank you letter from the Lord-Lieutenant for Cumbria had been circulated. Cllr S Carman agreed to write bespoke letters of thanks to local volunteers in consultation with Cllrs A Davies and M Cheesbrough.

Cllrs M Cheesbrough and S Savasi had attended a webinar on Electric Vehicle Charging with Charge My Street (Lancaster) about the provision of electric charging points in rural communities in the north. It was suggested that Village Halls are suitable sites for fast electric charging points. There was general support for the scheme and it was suggested that the Village Hall may wish to progress it. It was resolved to thank S Savasi and take up her offer to research further, co-ordinate with the Village Hall and report back.

S Savasi had also reported to the Clerk that routine maintenance work on the bus shelter had been undertaken by Luigi Savasi and Peter Tansfield and replacement 'No fouling' signs were requested for the shelter walls. Cllr A Davies agreed to try to obtain signs from SLDC.

b) Helsington Community Land Trust Ltd; no report.

c) Helsington & Brigsteer Village Hall;

It was reported that the Village Hall had been awarded a grant of £10,000 to replace loss of income during its closure. The Hall was still closed but a virtual meeting had been held to discuss procedures required to allow for its future re-opening.

d) Local Police Team; no reports until further notice.

e) District Cllr K Holmes; no report.

f) County Cllr J Bland; no report (no audio connection).

14/20 Clerk's Report and Correspondence

Clerk reported on management and dissemination of coronavirus emergency information.

Website updates re coronavirus advice, changes to services, postponement of parish elections and revised meeting arrangements had been done. It was resolved to accept an estimate of £120 from Ibex Creative to make the website more compliant with new accessibility standards (Accessibility Regulations 2018) applicable from September 2020.

15/20 Planning

a) Lake District National Park Authority

(view applications, responses and decisions online at

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

- i. 7/2019/5791 - Over Mill Beck, Brigsteer - Demolition of garage, new two-storey extension on Western gable. **Decision - Granted with conditions.**
- ii. 7/2019/5801 and 7/2019/5849 - National Trust Sizergh Castle, Sizergh - Installation of Biomass District Heating system, including Solar PV system to Visitor Centre roof (full planning and listed building consent applications respectively). **Decisions - Granted with conditions.**
- iii. 7/2020/5025 - Sizergh Castle, Sizergh - Erection of a polytunnel. Application for prior notification of agricultural or forestry development. **Decision - Prior approval not required.**
- iv. 7/2020/5067 - National Trust Sizergh Castle, Sizergh - Reconfiguration of the car park at Sizergh - removal of areas of existing car parking and the development of part of an existing field as new area of parking. **No comments. (Response submitted by Clerk following email consultation). Withdrawn 10 June 2020.**
- v. 7/2020/5168 - Lane House, Low Lane, Brigsteer - Construction of a covered muck midden. Application for prior notification of agricultural or forestry development. **Decision - Prior approval not required.**
- vi. 7/2017/5061 - Field adjacent to Helsington Pool Bridge, Brigsteer - Construction of field shelter. Approved with conditions 30 March 2017. E/2019/0345 - Alleged works not in accordance with the approved plans. **The Planning Investigation Report, the Expediency Report and the decision to take no further action were noted. Strong feelings were**

expressed about the decision to take no action in the face of clear breaches of planning control.

- vii. 7/2020/5324 - Brigg House Farm, Kendal - Amendment to design, condition 2 on planning permission 7/2016/5513 for conversion of barn into 5 dwellings.
No comments. (Response submitted by Clerk following email consultation).
- viii. 7/2020/5342 - Mill Ghyll, Low Lane, Brigsteer - Demolition and replacement of a single residential dwelling. (Cllr E Templeton left the meeting during this item and took no part in the discussion or decision). **No comments.**

b) South Lakeland District Council

(view applications, responses and decisions online at

<http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>):

- i. SL/2019/0694 - Prizet Filling Station Northbound, Helsington - Extension of Prizet Service Station to include drive-thru Costa restaurant, offices, car parking with electric charging points and associated site works. New information received 17 February 2020.
Helsington Parish Council notes the revised proposals and reiterates its previous comment that consideration should be given to provision of a footway/cycleway alongside the northbound carriageway of the A591 (preferably as far as the A6 Milnthorpe Road junction to Kendal) to facilitate access for pedestrians, cyclists and those using public transport. (Response submitted by Clerk following email consultation).
Application withdrawn 4 March 2020.
- ii. SL/2020/0195 - Prizet Filling Station Northbound, Helsington - Extension of Prizet Service Station to include drive-thru Costa restaurant, offices, car parking with electric charging points and associated site works. New application received 24 March 2020
No objections. However, some concerns have been raised regarding highways safety (particularly visibility on egress from the site) and pedestrian access (there is no footway to the bus stop on the northbound carriageway). Helsington Parish Council reiterates its comment that consideration should be given to provision of a footway/cycleway alongside the northbound carriageway of the A591, preferably as far as the A6 Milnthorpe Road junction to Kendal, to facilitate access for pedestrians, cyclists and those using public transport. (Response submitted by Clerk following email consultation).

16/20 South Lakeland Local Plan Review

The early engagement documents at <https://www.southlakeland.gov.uk/planning-and-building/south-lakeland-local-plan/local-plan-review/>, local promotion of the information and the extension of the online surveys deadline to 18 September 2020 were noted.

17/20 Highways

- i. It was noted that use of the speed indicator device on Brigsteer Brow had been halted during the coronavirus emergency and that 2 volunteers were required to assist with its use when continued.
- ii. Concerns re parking issues in the vicinity of the Wheatsheaf were discussed. It was noted that the matter had been referred to Cumbria Highways and it was agreed that Highways needed to review the situation. The need for alternative parking for Wheatsheaf customers was also considered. It was suggested that the Wheatsheaf and the Village Hall could consider signage to the overflow parking facility at the Village Hall and also that part of the parish land opposite the Wheatsheaf could be used to create new parking spaces. It was agreed that the issues would be considered further at a future meeting.
- iii. Blocked gullies on Brigsteer Brow and Kendal Road had been reported in March. Highways had inspected the sites but it was not known if remedial work had been undertaken.

- iv. A discarded road sign at the junction of Low Lane and Underbarrow Road had been reported by a member of the public and subsequently reported to Cumbria Highways. A second discarded road sign at Lane House Farm, Low Lane had also been reported to Cumbria Highways.

18/20 Community Led Plan

Theme 1 - Housing. The Housing Working group's Summary paper re SLDC's Rural Housing Needs survey tool was received and noted. Cllr M Cheesbrough indicated her willingness to continue serving on the Housing Working Group.

Theme 2 - Road Safety. On behalf of local residents, Cllr E Templeton raised the issue of tractor drivers speeding and/or driving whilst using mobile phones in Brigsteer, reporting an incident in which a tractor driver had to swerve to avoid pedestrians in the road near the Village Hall. Cllr K Ritchie also referred to an incident in which a car had been forced off the road by a tractor pulling out of the Toll Road. It was agreed that any incidents of illegal driving (eg driving whilst using a mobile phone, under-age driving etc) should be reported to the police. It was acknowledged that other drivers and cyclists also posed a threat to road safety but tractors were of particular concern due to their size. There was uncertainty about the best way to approach local farmers and contractors about this issue and it was agreed that Cllr S Carman would seek advice from Cllr Jim Bland.

Cllr Templeton also highlighted the lack of any barrier to prevent skidding/uncontrolled vehicles leaving the road on the lower part of Brigsteer Brow (between Crooked Gate and the Wheatsheaf) and the risk to the houses below. Councillors were encouraged to visit this site in the autumn when the vegetation has died back in order to examine the problem more closely.

Cllr M Cheesbrough noted a number of accidents involving cyclists and suggested that the issue of speeding cyclists needed addressing. She pointed out that part of Brigsteer is a speed tracking target on Strava which contributes to the problem.

It was resolved that the Community Led Plan Working Group would reconvene in the autumn to review and update the plan, with a particular focus on road safety and also to consider a proposal for a new theme of Community Resilience in the light of the coronavirus pandemic.

Theme 3 - Sustainable Environment. Nothing further to report.

Theme 4 - Vibrant Communities. Nothing further to report.

19/20 SLDC Parish Remuneration Panel (PRP) Report 2020/21

The report and recommendations of the PRP were received and adopted. It was resolved that Helsington Parish Council would not pay the Basic Parish Allowance or a Chairman's Allowance but that members would claim Travel and Subsistence Expenses as appropriate.

20/20 Future meetings

(i) The dates of meetings for the remainder of 2020/21 were confirmed as Wednesday 2 September 2020, Wednesday 4 November 2020, Wednesday 3 February 2021 & Wednesday 7 April 2021.

(ii) It was confirmed that meetings would usually commence at 7.30pm and be held in the Helsington and Brigsteer Village Hall and/or remotely, as authorised by the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England & Wales) Regulations 2020.

The meeting closed at 9.40pm.

Signed: (Chairman)

Date:

APPENDIX 1
ACCOUNT OF PAYMENTS BY HELSINGTON PARISH COUNCIL
1 APRIL - 30 JUNE 2020

Date	Voucher No	Payment method	To whom paid, particulars of payment	Gross £	Net £	Notes
15/04/2020	1	SO	Jane Saunders (Clerk's salary)	£340.34	£340.34	2020/21 national pay award not yet agreed
17/04/2020	2	Online payment	James Park (tree work)	£260.00	£260.00	Invoice £360 - part payment agreed
11/05/2020	3	DD	ICO (Data Protection registration)	£35.00	£35.00	£5 reduction for payment by DD
15/05/2020	4	Online payment	B E Nelson (tree guards)	£678.00	£565.00	Approved 05/02/20
15/05/2020	5	SO	Jane Saunders (Clerk's salary)	£340.34	£340.34	
21/05/2020	6	Online payment	SWVMA (winter gritting)	£95.03	£95.03	Revised schedule rec'd 24/2/20
21/05/2020	7	Online payment	CALC Annual Subscription	£132.42	£132.42	
21/05/2020	8	Online payment	SLCC Annual Subscription	£84.00	£84.00	Invoice £126 - Hutton Roof PC to pay £42
21/05/2020	9	Online payment	Julie Hartley (internal audit)	£100.00	£100.00	Internal audit completed 30/04/20
21/05/2020	10	Online payment	Jane Saunders (Clerk's salary, additional hours)	£157.08	£157.08	Re Feb/March 2020
21/05/2020	11	Online payment	Zurich Municipal (Insurance)	£224.00	£224.00	Premium unchanged, renewal by 01/06/20
15/06/2020	12	SO	Jane Saunders (Clerk's salary)	£340.34	£340.34	