

HELINGTON PARISH COUNCIL

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

Present: Cllrs A Davies, (Chairman), B Mansbridge, S Carman, K Ritchie.
Also present were County Cllr J Bland, Ms J Saunders (Clerk) and 5 members of the public.

76/16 Apologies

Apologies with reasons given from Cllrs R Park, S Savasi and J Seddon were noted and accepted. Apologies were also received from District Cllr A Rawlinson.

77/16 Declarations of Interest / Dispensation Requests

None

78/16 Minutes

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 2 November 2016 as a true record.

79/16 Public Participation

None

80/16 Planning

The following planning decisions and updates 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. 7/2016/5725 - 1 Low Chambers, Brigsteer, Kendal – Amend condition no 3 on approval ref 7/2016/5561 to omit the words “non-opening” in relation to the window.
Decision - Grant with Conditions.
- ii. 7/2016/5829 - Kerswell, Brigsteer, Kendal - Construction of in-ground swimming pool.
It was noted that following email consultation the Clerk had responded on behalf of members under delegated powers: **No comments.**
Decision - Grant with Conditions.
- iii. 7/2016/5834 - Kerswell, Brigsteer, Kendal – Variation of condition no 2 of planning approval ref 7/2016/5544 to allow increased garage length and formation of a cinema room beneath the summer kitchen (i.e. underground).
It was noted that following email consultation the Clerk had responded on behalf of members under delegated powers: **No comments or objections.**
Decision - Grant with Conditions.
- iv. 7/2016/5513 - Briggs House Farm, Helsington, Kendal - Conversion of barn into 5 dwellings.
Planning update - It was noted that this application was due to be considered by Development Control Committee on 1 February 2017.
- v. SL/2016/0703 - Land to the East of Helsington and Brigsteer Village Hall, Brigsteer, Kendal.
Planning update - Amended plans and further consultation still expected.

South Lakeland District Council

(SLDC applications, responses and decisions may be viewed online at <http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>):

- i. SL/2017/0028 - Growing Well, Low Sizergh Farm, Low Lane, Sizergh - Erection of building for storage and machinery, catering unit, composting facilities, 1 new poly tunnel, car parking, external works to existing portacabins and associated landscaping.
It was resolved to submit a response of **No comments**.
- ii. SL/2016/0824 - Prizet Filling Station, Helsington, Kendal - Construction of 3 two-storey office buildings together with associated carparking, landscaping and external works (resubmission SL/2012/0466).

Decision - Grant with Conditions.

81/16 Parish Land

a) Registration of parish land at Crooked Gate:

Cllr B Mansbridge advised that the application to register this land had been returned by the Land Registry due to insufficient evidence of ownership. The Land Registry had suggested that the Council should obtain legal advice/representation. It was suggested that the retired solicitor previously consulted on the matter could be consulted again, but that this would not constitute legal advice. A decision on whether to pursue the registration of this land was deferred. It was further suggested that the land could still be developed as a parking area, either by the Council or by a neighbouring property owner at their own risk.

b) Parish land adjacent to Syke House near the Watering Place, Brigsteer:

Cllr A Davies reported that Cllr S Savasi had advised that it would not be possible to register a caution on this land. It was again suggested that the retired solicitor who had previously advised on the matter could be consulted again.

c) Parish land lying to the south west of Low Barrow House, Low Lane, Brigsteer:

It was noted that Land Registry records re ownership of the access lane had not been updated, and that Cllr S Savasi had agreed to check again in due course.

d) Parish Road:

Information was received regarding easements and wayleaves for access over the Parish Road. It was noted that wayleave payments were due and would be requested in respect of Kerswell, Bieldgarth and Barngarth.

e) The draft asset register was considered and approved as drafted.

f) There were no other matters regarding parish land.

82/16 Highways/Footpaths

- (i) Clerk had obtained a map showing drains and gullies in the parish from Cumbria Highways, along with a request for assistance in mapping any additional gullies and prioritising 5 problem locations/drains. Cllr Alan Davies agreed to undertake this work.
- (ii) Cllr J Bland advised that due to recent ill-health he had been unable to follow up the requests for a 'reduce speed now' sign on the hill down to Brigsteer, and signage re Low Lane but would now act on these.
- (iii) Cllr J Bland also agreed to seek clarification on the TROs (traffic restrictions) in place in Brigsteer.
- (iv) Cllr J Bland also agreed to investigate what had happened regarding the provision of a speed indicator device on the hill in Brigsteer.
- (v) Correspondence regarding damage to the bridge at Mill Ghyll, Low Lane, Brigsteer, was received and noted. Clerk reported that the Highway Network Manager had advised that Highways had no record of a bridge at this location and that that in his view the damage was to a boundary wall which was the

responsibility of the adjacent landowner. Cllr A Davies felt this was unlikely as the property boundaries are set back from the highway, and he agreed to visit the site to check this.

- (vi) Cllr A Davies reported on correspondence received regarding the possibility of reinstating the path at Dobdale Hill. The option of creating a path with the cooperation of the landowner was noted, but inquiries would first have to be made to establish who the landowner was.
- (vii) Correspondence from Area Ranger Graham Standing regarding LDNPA's takeover of responsibility for Rights of Way and its draft work programme was received and noted. It was agreed to accept Graham Standing's offer to meet with councillors in February or March to discuss the work programme and other PROW issues. Cllrs A Davies, K Ritchie and S Carman expressed a wish to be involved, and the Clerk agreed to arrange the meeting.

83/16 Community Led Plan

A copy of the draft Community Led Plan had been circulated prior to the meeting. Thanks were conveyed to the Working Group for its work on the Plan. It was noted that the CLP would be a live document subject to ongoing review and modification. It was also anticipated that the Executive Summary and Introduction would be modified following consultation with ACT. It was resolved to approve and adopt the Community Led Plan.

It was further resolved to delegate authority to the CLP Working Group to:

- i. Modify the Plan following consultation with ACT;
- ii. Arrange dissemination of the Plan to the community, and decide by which means to do this (whether paper copies, or letter advising of availability of document and including link to Plan on website);
- iii. Send copies of the Plan to CCC, LDNPA and SLDC.
- iv. Establish sub-groups (including volunteers) to be responsible for different areas of the Action Plan.

Cllr S Carman advised he would be seeking the release of grant funding from ACT re the CLP. Clerk agreed to check financial records re LAP grant funding re CLP.

84/16 SLDC Development Management Policies Development Plan Document (DPD) - Draft Plan Consultation <https://www.southlakeland.gov.uk/planning-and-building/south-lakeland-local-plan/development-management-policies/>

It was noted that following the Council's initial response to the consultation on 12 December 2016, SLDC agreed to extend the consultation deadline to 2 February 2017. A further response to the consultation (draft copy circulated previously) was considered and approved. Thanks were conveyed to the CLP Working Group, and especially Cllr J Seddon who drove the work on the response. It was resolved to submit the consultation response and a copy of the CLP to SLDC.

85/16 Reports

- a) There were no reports of meetings attended.
- b) Helsington Community Land Trust Ltd - information about the allocations policy and revised register of interest form had been received, circulated and posted on the website.
- c) Helsington & Brigsteer Village Hall - a letter of thanks had been received for the grant funding. It was noted that lighting was soon to be installed in the car park.
- d) District Councillor A Rawlinson was not present, but had advised Cllr A Davies that she would be contributing to the defibrillator fund from her locality budget. She was also continuing to attend meetings re the Lyth Valley WLMG.
- e) County Councillor J Bland had nothing to further to report. He was thanked for his attendance and good wishes were conveyed to him in respect of his recovery.

86/16 Community Housing Fund

Correspondence regarding the Community Housing Fund was received and noted. It was agreed that the Clerk would forward the information to HCLT.

87/16 Fibre Broadband

Cllr A Davies reported that fibre broadband was now available in the parish. In Brigsteer the fibre was to premises, enabling faster speeds, and it was reported that many local people had signed up for the service. The service is available from BT and it was also understood that Kencomp, another provider, would be updating its systems in order to give higher speeds.

Cllr A Davies reported that Levens was working with B4RN (Broadband for Rural Networks) to bring its fibre broadband, which offers higher download and upload speeds, to the village. Andy Clifford was investigating the possibility of extending the B4RN service to Brigsteer, but this would involve digging a trench and sharing costs. Cllr A Davies agreed to circulate further information by email when available.

88/16 South Lakeland District Council Parish Remuneration Panel Report 2017/18

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

89/16 Staffing

(The Clerk left the room during this agenda item).

- a) The Clerk's Contract of Employment was reviewed, updated and approved.
- b) The Clerk's Report on Workplace Pensions was received and noted. It was resolved to adopt the recommendations therein, and authority was delegated to the Clerk to undertake the action required to ensure the Council's compliance with its legal duties from 1 November 2017.
- c) The Clerk's remaining annual leave entitlement for 2016/17 was noted, and approval was granted for her to carry forward one week's leave to 2017/18.

90/16 Clerk's Report and Correspondence

A number of items of correspondence had previously been circulated to members by email. The Clerk reported that the National Trust had recently installed signage in the car parking area at St John's Church, Helsington, advising that cars were parked there at the owners' risk. Clerk also advised that the Council had been added to the CALC's LDNPA Parish Forum list, so should receive notification of future meetings.

91/92 Finance

- a) The final Budget for 2017/18 and the precept request of £7,144.61 which had been sent to SLDC were noted.
- b) The Financial Risk Assessment for 2016/17 was considered and approved.
- c) The Review of the Effectiveness of Internal Audit Report was considered and approved. It was resolved to approve the re-appointment of Mr Alan Hartley as Internal Auditor to conduct the 2016/17 internal audit.
- d) It was noted that PFK Littlejohn LLP will be the external auditor under the new Sector Led Body audit arrangements for five years from the financial year commencing 1 April 2017.
- e) The following payments were noted and authorised:
 - i. Jane Saunders (Clerk's salary, February 2017 by Standing Order) £273.70
 - ii. Jane Saunders Clerk's salary, March 2017 by Standing Order) £273.70
 - iii. Jane Saunders (Clerk's salary, additional hours & pay award adjustment) £271.55
 - iv. Jane Saunders (Clerk's expenses, 1 Nov 2016 - 31 Jan 2017) £87.17
 - v. Alan Davies (Poppy Wreath) £30.00
 - vi. Ibex Internet Ltd (Website hosting and domain name registration) £108.00

vii. CALC (CiLCA training) £39.50

f) To receive an update re the Council's banking arrangements.
Cllr B Mansbridge and the Clerk reported ongoing problems with the service provided by Barclays Bank. It had proved impossible to register for online banking or to obtain authority for the Clerk to access account information. It was suggested that operation of the account would be easier if the Clerk were a signatory, but it was understood that this was not allowed. Clerk agreed to check with CALC regarding this, but if this were not possible it was resolved to open an account with Lloyds Bank as an alternative.

92/16 Future meetings

Dates of future meetings were confirmed:

Wednesday 5 April 2017 - Ordinary Meeting at 7pm, followed by Annual Parish Meeting, the latter to include presentation of CLP Action Plan and refreshments;

Wednesday 3 May 2017 - Annual Meeting.

The meeting closed at 20.57pm.

Signed:

(Chairman)

Date: 5 April 2017