

HELINGTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 6 September 2017 in the Helington and Brigsteer Village Hall at 7.30 pm

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

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

42/17 Apologies

All members were in attendance.

Apologies were received from District Cllr A Rawlinson (attending another meeting, but had agreed to email brief report and follow up any issues if necessary), and County Cllr J Bland (attending another meeting, had provided verbal report re Highways to Cllr A Davies).

43/17 Declarations of Interest / Dispensation Requests

Cllr S Savasi declared a personal interest in agenda items 7c and d, as she lives on the Parish Road. She stated she would participate in item 7d, but would not participate in the discussion or any vote on 7c.

44/17 Minutes

It was resolved for the Chairman to sign the minutes of the ordinary Meeting held on Wednesday 5 July 2017 and the Planning Committee meeting held on Wednesday 2 August 2017 as a true record.

45/17 Public Participation

None.

46/17 Planning

It was noted that no planning applications or decisions had been received since the Planning Committee meeting on Wednesday 2 August 2017.

47/17 Cumbria Design Guide

Notification had been received of Cumbria County Council's Draft Cumbria Design Guide July 2017. It was noted that the consultation deadline had been extended to the end of September 2017 at CALC's request. After some discussion of the contents of what was a lengthy technical document, it was resolved to submit no observations.

48/17 Parish Land

a) Registration of parish land at Crooked Gate: Cllr S Savasi reminded members that it had been agreed that a revised application to register this land would be submitted. This work had not yet been undertaken but it would now be a priority;

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:

The application had been submitted, but there had been no response from the Land Registry. The Clerk had received a telephone call from Mr Colin Walker, owner of Lane House Barn and the lane, and he had subsequently supplied a copy of his letter to the Land Registry dated 1 August 2017 in response to the application, which was read out. Mr Walker advised that he does not object to the

right of access for pedestrians and vehicles, but requests that access is on the left hand (going down)/south side of the lane, away from the barn to allow a safe access area to and from the barn. He also advised that he intends to clear vegetation from both sides of the lane as this is currently reducing the overall width of lane. It was resolved to delegate the response to further communication from the Land Registry regarding the application to the Working Group.

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

Cllr S Carman reported that he had met with Mr Howard Robinson to discuss his request, and that Mr Robinson had given details of the proposed method and extent of construction, ie the lane under parish ownership and not up to the highway. It was noted that part of the lane passes over the verge of the highway, and as such is the responsibility of Cumbria County Council, so this would not be included in the proposal. It was further noted that Mr Robinson wishes to concrete the whole width of the lane, and is prepared to do this at his own expense.

Mr Robinson was present at the meeting and answered councillors' questions on his proposal. He confirmed that residents at one neighbouring property were not in favour of concreting the full width of the lane, but for aesthetic reasons would prefer 2 concrete strips with a central verge. Mr Robinson advised that this would be twice as expensive and less effective, and he was therefore not prepared to do this. He also pointed out that he had been maintaining the lane for many years, including filling potholes and putting in a drain, but that chippings were always washed away. He clarified that he did not intend to concrete the area adjacent to the verge as this would encourage people to park there.

It was resolved to write to all residents concerned to ask for their opinions on the matter, in order to allow the Council to make an informed decision on how to proceed, though it was accepted that it may not be possible to please everyone.

d) Resident's proposals relating to building works and maintenance at Four Walls, Brigsteer:

There were no objections to the proposed work to facilitate access during building works, provided that the bank and wall are reinstated on completion of the works. There were also no objections to the proposal to cut back vegetation on the side of the Parish Road, on condition that neighbours are consulted and in agreement with the nature and extent of the cutting back.

e) Tree on Village Hall car park:

It was noted that the Village Hall Committee had removed the ivy from a tree in the car park, and requested an update regarding the survey of trees on parish land. The latter was the subject of the next agenda item.

f) Inspection of trees on parish land:

It was noted that the last survey of trees on parish land was undertaken in April 2016. This had recommended the removal of the ivy and pruning secondary pendulous branches to achieve a clearance of 5.2m above the car park. The Council had resolved in May 2016 to monitor trees on parish land annually. It was resolved that Cllrs A Davies, M Cheesbrough and R Park would undertake an inspection of the trees later in the autumn once the leaves had fallen.

Clerk agreed to circulate a copy of the 2016 Tree Survey to members.

49/17 Highways

(i) Correspondence relating to resurfacing works on U5605 Brigsteer Causeway was received and noted. It was further noted that the works had been completed, including the final section of the road into Brigsteer;

(ii) It was noted that a letter had been sent to Cllr Jim Bland listing the outstanding highways issues in the parish and requesting a site visit. Cllr A Davies reported that Cllr Bland had advised that a site visit had already taken place but at too short notice for the Parish Council to be informed, and that the outstanding works would be undertaken 'when time and money permits';

(iii) There was no other information or updates regarding highways.

50/17 Public Rights of Way

It was noted that Graham Standring, Area Ranger for the Central and South East Area had left LDNPA in July, and that David Switzer had since taken over the role. David had advised that LDNPA is due to take over responsibility for the maintenance of Public Rights of Way in the extension area of the LDNPA from Cumbria County Council, but that the agency agreement has not yet been signed by the Council. David will advise as soon as this happens.

51/17 Reports

- a) Meetings and events attended: None.
- b) Helsington Community Land Trust Ltd: A letter had been sent to HCLT as agreed at the meeting on 5 July 2017, but events had moved on, with the Trust having submitted a new planning application in July. The letter had been acknowledged, but no further communications from HCLT had been received;
- c) Helsington & Brigsteer Village Hall: Cllr S Savasi advised that a Committee meeting was due to take place soon.
- d) Brigsteer Village Emergency Telephone System (VETS): Cllr A Davies reported on this new system whereby in the event of an emergency Brigsteer residents first dial 999 and then a local number which simultaneously phones 10 local volunteers. Leaflets had been distributed to Brigsteer residents explaining the system. The Council noted the system, and wished to record its appreciation for the work of Alan and Elspeth Platts and the team of volunteers.
- e) District Councillor A Rawlinson was not in attendance.
- f) County Councillor J Bland was not in attendance.

52/17 Community Led Plan

Cllr S Carman advised that there was no further progress to report. It was noted that a copy of the Community Led Plan had been uploaded to the website.

53/17 Clerk's Report and Correspondence

A number of items of correspondence had previously been circulated to members by email.

- i. Clerk had dealt with correspondence from residents re planning application 7/2017/5483;
- ii. A Review of Councillors' Declarations of Interest had been completed, with all Declarations checked and updated as necessary. It was noted that SLDC's Monitoring Officer had been advised accordingly, that the notifications are published on SLDC's website (see link on Members page of parish site), and that the Report on Parish Review was due to go to SLDC's Standards Committee in September;
- iii. It was noted that the CALC Member Survey 2017 had been completed and submitted by the Clerk as agreed;
- iv. It was noted that a Transparency Fund application for 2017/18 for £322.17 towards staffing costs re website compliance had been submitted via CALC;
- v. A letter regarding the Independent Remuneration Panel Report re Allowances for Parish Councils 2018/19 was received and noted. It was resolved not to make any recommendations in relation to allowances and expenses for Parish Councils in 2018/19;
- vi. CALC's 'Developing Your Skills programme September - December 2017' was received and noted;
- vii. Forthcoming reform of data protection legislation and introduction of the General Data Protection Regulation in May 2018 was noted. Clerk advised that CALC training is to be offered.
- viii. Hard copy of 'Clerk and Councils Direct' received and noted.

54/17 LDNPA Business Plan 2017 – 2020

LDNPA's Business Plan 2017 - 2020 was received and noted. It was noted that the deadline for comments had been extended to the end of September 2017. It was resolved to make no comments or suggestions in respect of the Plan.

55/17 Finance

- a) Notification had been received from the external auditor of its intention to qualify the audit for the year ended 31 March 2017, due to the inclusion of a fixed assets figure of £40,954 which meant that the accounts for the previous two years had not been prepared on the same basis;
- b) Clerk advised that the current internal auditor would not be continuing in the role next year. It was resolved to delegate authority to the Clerk to contact potential suitable candidates to undertake the role for 2017/18;
- c) Clerk confirmed that the Barclays accounts had been closed, and that the Lloyds account was operational. To date only one of the three signatories had accessed Lloyds online banking facility. The bank balance at 6 September 2017 was noted as £12, 411.88;

d) The following payments were authorised:

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| i. Jane Saunders (Clerk's salary, September 2017) | £325.75 |
| ii. Jane Saunders (Clerk's salary, October 2017) by SO | £325.75 |
| iii. Jane Saunders (Clerk's salary, additional hours 19/06/17 - 31/08/17) | £279.21 |
| iv. Jane Saunders (Clerk's expenses, 01/07/17 - 31/08/17) | £56.40 |
| v. CALC (Common Land Course, Cllr S Savasi) | £75.00 |
| vi. SLCC (Clerk's CiLCA registration fee) | £250.00 |
| vii. Viking (office supplies and stamps) | £85.63 |

e) The following expenditure was also approved:

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| i. CALC (The Effective Councillor training for Cllr M Cheesbrough) | £65.00 |
| ii. SLCC (Arnold-Baker on Local Council Administration, 10th ed, 2016 - the essential guide to local government law relating to parish councils) | £78.40 |

f) It was noted that £400 had been allocated for grants for community groups in the budget for 2017/18, and that this was as yet unspent. This sum was in addition to the grant of £1,325 allocated to the Village Hall. Consideration was given to funding the maintenance of the defibrillator, but it was understood that sufficient funding was already in place. It was resolved to publicise the availability of grant funding on the website and the noticeboard, and also to invite requests for grant funding in 2018/19. It was agreed to set a deadline for requests of 31 October 2017 so that these could be discussed at the next meeting and included in the Budget for next year if appropriate.

56/17 Future meetings

The date of the next scheduled meeting was confirmed as Wednesday 1 November 2017. It was noted that agenda items would include:

- Financial report, including Budget Monitoring statement for 17/18;
- Budget for 18/19 (draft to be circulated well in advance of meeting to allow maximum time for consideration);
- Community Led Plan actions

The meeting closed at 20.50 pm.

Signed:
(Chairman)

Date: 1 November 2017