

HELINGTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 7 February 2018 in the Helsington and Brigsteer Village Hall at 7.30 pm

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

Also present were Ms J Saunders (Clerk), Victoria Upton (CCC Highways), PCSO Jayne Park, Cllr J Bland and 10 members of the public.

72/17 Apologies

All members were in attendance.

Apologies were received from Cllr J Bland who had advised he would be late.

73/17 Councillor resignation

Richard Park's resignation from the Council was received and noted.

It was further noted that the vacancy had been advertised in accordance with the legislation, and as an election had not been requested the vacancy should be filled by co-option (agenda item 13).

74/17 Declarations of Interest / Dispensation Requests

None

75/17 Minutes

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 1 November 2017 as a true record.

76/17 Public Participation

PCSO Jayne Park attended and reported that there had been no recent crime in Brigsteer, though there had been a spate of rural crime in the Grange/Cartmel area, in which outbuildings, empty properties and elderly residents were particularly targeted. PCSO Park advised that she would not be able to attend every meeting, but would send a report if unable to attend, and could visit residents on request.

A resident reported an attempt earlier that day by an articulated lorry to get through the village. Use of sat nav was held responsible for such incidents. The poor condition of the road between Thorns Lane and Underbarrow was reported, with at least one car having been damaged by potholes. It was reported that one pothole had been repaired recently.

Concern was expressed about the condition of the mushroom shelter on Scout Scar. There was graffiti on the walls and damaged panels which had been removed had not been reinstated. It was agreed to raise the matter with Underbarrow and Bradleyfield Parish Council and to offer assistance or help with fundraising if appropriate.

77/17 Highways

Victoria Upton, Team Leader Traffic Management, Cumbria Highways South Area attended and spoke about the work of her team of 7 officers relating to speed of traffic, road safety, and traffic calming measures. She explained that a separate Network team dealt with maintenance and defects, noting the number of repairs undertaken since Desmond but also that defects were continuing to emerge during the current freeze/thaw weather conditions.

Concerns were expressed about the state of the road surface in the parish and the speed of traffic in Brigsteer, especially on the hill. The promise of the use of the shared speed indicator device (SID) was noted: Ms Upton advised that Cllr J Bland had just approved funding for the pole and that Highways was aware of the agreed location on the hill. It was noted that the SID does not have to relate to the speed limit, but can be a community led agreement.

It was further noted that a 'Reduce Speed Now' sign on the hill had been requested but the Council had previously been advised that no funds were available for this. It was agreed that the Parish Council could purchase a sign and install it on an existing pole. It was felt that the current signage in this location was insufficient. It was agreed that physical traffic calming was not feasible on the hill due to noise and drainage issues. Ms Upton referred to the positive effect of 'dragon's teeth' road markings, as used in Grange.

Concern was also expressed about the national speed limit in Brigsteer. Ms Upton advised that a Traffic Regulation Order (TRO) would be required to introduce a 30 mph speed limit as there are no street lights, and that the cost of this would be considerable (ie all Cllr Bland's annual funding).

The issue of the blind junction at the Wheatsheaf (scene of a serious accident) was also noted, and whether road markings could reduce speed of traffic and improve safety here.

It was agreed Cllr K Ritchie would contact Victoria Upton to arrange a walk around the village to develop proposals.

Ms Upton also agreed to reiterate the Council's request for repairs to the parapet of the bridge at Mill Ghyll, Low Lane.

Consideration of the proposal to purchase a 'Reduce Speed Now' sign was deferred.

78/17 Planning

The following planning application, 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. 7/2018/5032 - Fern Cottage, Brigsteer - Domestic extension. **No comments.**
- ii. 7/2017/5716 - Four Walls, Brigsteer, Kendal - Construction of a new replacement 2 storey extension. Application for variation of a condition.
Decision - Grant with conditions.
- iii. 7/2017/5803 - The National Trust Sizergh Castle, Sizergh, Kendal - Planned works to upgrade the passive fire protection to areas of the castle. Application for listed building consent.

It was noted that a response of '**no comments**' had been submitted by the Clerk under delegated powers.

Decision - Listed building consent granted with conditions.

- iv. 7/2017/5848 - Plumtree Barn, Brigsteer, Kendal - The proposal is to provide additional family accommodation to an existing dwelling.

It was noted that a response of '**no objections**' had been submitted by the Clerk under delegated powers. It was understood that this application had been granted, but formal notification had not been received.

- v. 7/2017/5483 - Land to east of Helsington and Brigsteer Village Hall - Development of 8 new houses including 5 affordable.

Updates and reports on a number of meetings which had taken place regarding the application were received:

- Parish Council representatives with Chris Hutton, SLDC Affordable Housing Officer, on 9 November 2017;
- Parish Council representatives with HCLT representatives and Chris Hutton on 30 January 2018. Meeting notes by Chris Hutton and information

subsequently supplied by Matthew Jessop, Chair HCLT, were received and noted. It was agreed to publish the meeting notes on the website. It was suggested that the only new document supplied was the revised drainage proposal.

- Residents' group with Cllr Giles Archibald, SLDC leader, and Chris Hutton on 13 December 2017. A copy of David Prescott's paper 'Summary of Issues with RN213' was received and noted;
- Richard Bryan (Chair, Village Hall) and Matthew Jessop (Chair, HCLT) on 20 January 2018.

It was resolved to forward a copy of David Prescott's paper (December 2017) to LDNPA.

79/17 SLDC Request for Topics for Consideration by the Overview and Scrutiny Committee 2018/19 (view consultation at <https://cumbria.citizenspace.com/south-lakeland-district-council/scrutiny-work-programme-2018-19/>)

A draft submission re Local Plan formulation was received and considered. It was resolved to submit suggestions for the work programme as drafted.

80/17 Community Led Plan

Members reported on progress with CLP Actions:

Theme 1 - Housing. (Cllrs S Savasi and M Cheesbrough). It was reported that it had initially been understood that HCLT would commission a housing needs survey but that at the meeting with HCLT it had been established that LDNPA would be using HCLT's Register of Interests as evidence of housing need. It was noted that evidence of housing need does not come through the CLP, but that the Council could request statistical information from HCLT's Register or commission a housing needs survey (with or without HCLT). It was noted that HCLT covers the wider Lyth valley area, whereas a survey commissioned by the Council would be specific to the parish. It was agreed that the suggestion of commissioning a housing needs survey and the availability of funding from SLDC would be explored with Chris Hutton by the Housing Working Group.

A draft response to SLDC's Older Person's Housing Strategy consultation prepared by the Housing Working Group was considered and approved. It was resolved to submit the response to SLDC as drafted.

Theme 2 - Road Safety (Cllr K Ritchie). It was reported that proposals on traffic calming measures would be developed by March 2018 as per the Action Plan.

Theme 3 - Sustainable Environment (Cllr A Davies). It was reported that the problem of dog fouling, particularly associated with pub users, was being addressed by the Wheatsheaf providing an information pack for dog owners. Posters re dog fouling had also been obtained from SLDC. Advice had been received from LDNPA that it had still not taken over responsibility for public rights of way in the extension area.

Theme 4 - Vibrant Communities (Cllr S Carman). It was reported that work on an employment survey, a community emergency plan and a plan with the Village Hall and the Wheatsheaf to increase the involvement of young people and the farming community was under way. Volunteers were invited to support this work.

81/17 Reports

- a) Meetings and events attended. It was noted that plans for Battle's Over, A Nation's Tribute on 11 November 2018 would be based at St John's Church and include formal and informal aspects, including a bonfire, church bells, a reading and a celebration.
- b) Helsington Community Land Trust Ltd. The meeting with HCLT on 30 January 2018 and information emailed subsequently had already been noted. It was felt that the meeting had been worthwhile, but concern was expressed regarding the level of SLDC representation at the meeting and the lack of

involvement of Cllr Annie Rawlinson. Cllr A Davies agreed to contact Cllr Rawlinson and invite her to the next CLP meeting to discuss housing. It was agreed that the Clerk would contact Matthew Jessop to remind him of dates of Council meetings and request reports from HCLT. A provisional date for a further meeting with HCLT had been set for March. It was noted that the new HCLT website was still under construction and that some information published was out of date.

- c) Helsington & Brigsteer Village Hall. Plans for a family day in June, and craft and photography fair were reported. A need for more trustees was noted.
- d) Local Police Team. PCSO Jayne Park had attended and reported during Public Participation.
- e) District Councillor A Rawlinson was not in attendance;
- f) County Councillor J Bland advised that his late arrival was due to attendance at Underbarrow & Bradleyfield Parish Council meeting. He confirmed his funding for the pole for the SID, work to improve visibility on the road junction to St John's Church and the work of Highways addressing weather related defects. Cllr Bland also referred to the CCC Budget and possible severe cuts to Highways budget.

82/17 Clerk's Report and Correspondence

A number of items of correspondence had previously been circulated to members by email. Attention was drawn to:

- i. Great British Spring Clean campaign starting with weekend 2 - 4 March 2018. Cllr S Savasi advised she had registered an interest in the campaign on its website and Cllr A Davies agreed to circulate information and request volunteers and suggestions for areas of work.
- ii. Notice of Election of Parish Member to LDNPA. It was noted that nominations for election must be supported by Council and that the deadline for nominations was 18 April. This would be considered at the April meeting.
- iii. Review of Local Government Ethical Standards by Committee on Standards in Public Life (deadline 18 May 2018). It was agreed that members would contact the Clerk if they wished this to be a future agenda item.
- iv. Clerk and Councils Direct magazine and Canal & Rivers Trust publication re planning for waterways.
- v. Thanks for grants received from Children's Christmas Party Committee and Royal British Legion respectively.
- vi. Employment information update:
Declaration of Compliance had been submitted to The Pensions Regulator re automatic enrolment duties;
Local government pay offer of 2% from 1 April 2018 and a further 2% on 1 April 2019 had been made to unions;
Clerk's remaining annual leave entitlement for 2017/18 of 4.2 weeks was noted. It was agreed that Clerk could carry forward 1 week's leave to 2018/19 leaving 3.2 weeks to be taken before end March. Clerk agreed to circulate an update re workload and leave in next three weeks.

83/17 Parish Land

- a) Registration of parish land at Crooked Gate. Cllr S Savasi reported that she was still working on reconstructing the title to the land and was awaiting responses to inquiries she had made regarding a copy of a statutory declaration in respect of the sale of the Sunday School (Honeypot Cottage) by Carlisle Diocese. It was noted that the parish land is being used by the owners of Honeypot Cottage during their building works but is not actually being built on.
- b) The boundary of parish land lying to the south west of Low Barrow House, Low Lane, Brigsteer. An email had been received from adjacent landowners querying

the boundary between the parish land and the lane, suggesting the parish land was wider than the area currently fenced. Cllr A Davies believed that documentation suggested that the boundary as shown on the Land Registry map (ie following the line of the fence) was correct so no further action is needed.

- c) Inspection of trees on parish land. A Tree Survey undertaken on 2 February 2018 by Cllr A Davies and M Cheesbrough, assisted by local resident Peter Welsh, was received and noted. There were no trees causing particular concern, apart from a tree opposite the Wheatsheaf car park. However, it was unclear whether this tree is on parish land as the Land Registry map shows the boundaries incorrectly. It was agreed to consult Victoria Upton regarding possible Highways responsibility.

84/17 Co-option of a councillor

Clerk advised that it was normally considered good practice to advertise any vacancy in the interests of equal opportunities, openness and transparency. However, the Council could proceed directly to co-option, particularly as the previous co-option process in June/July 2017 had identified two excellent candidates, the unsuccessful of whom had been encouraged to re-apply if another vacancy arose. This candidate had confirmed his willingness to serve as a councillor, and a second candidate had also expressed an interest in the role. It was resolved unanimously to co-opt Rob Caddick as a councillor. It was anticipated that there would soon be another vacancy on the Council and this would be advertised with the second candidate encouraged to apply. It was agreed that discussion of the advertisement and the selection process would be a future agenda item.

85/17 General Data Protection Regulation 2018

i. Clerk reported on the introduction of new data protection legislation in May 2018 which will affect how organisations deal with personal data.

ii. Clerk advised that the Council would need to appoint a Data Protection Officer, (CALC suggests that in a small parish the Clerk could undertake this role with some additional hours to undertake an audit and ensure compliance), to continue to register with the Information Commissioner's Office (ICO) at a cost of up to £55 pa (currently £35) and source training. The costs involved in the additional workload (tbc), ICO registration and training (tbc) were also considered. It was noted that CALC is lobbying for funding provision for parish councils to support compliance. Clerk advised that she had already registered an interest in CALC training scheduled for March, and that Hutton Roof had offered to split the cost (tbc) of this training with Helsington. Clerk was authorised to book training as required. Reference was made to Cllr Alan Davies' email list, but it was noted that this was not a Parish Council list.

86/17 External Audit 2017/18

The appointment of the external auditor PFK Littlejohn LLP and arrangements for 2017/18 were noted. Clerk advised that as the Council had a turnover of less than £25,000 it could certify exemption from a limited assurance review, but would still need to complete and publish an Annual Governance and Accountability Return and have an external auditor to deal with any electors' queries. The Clerk advised that the new annual return documentation had been received and would be completed at the May meeting.

87/17 Parish Remuneration Panel Report 2018/19

(<https://www.southlakeland.gov.uk/media/4579/parish-remuneration-panel-report-2018-2019.pdf>).

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.

88/17 Finance

- a) The final Budget for 2018/19 was received and noted, and it was further noted that the precept request of £7,496.76 had been sent to SLDC.
- b) The Financial Risk Assessment for 2017/18 was considered and approved.
- c) The Asset Register was reviewed and approved.
- d) A grant request from the Cumbria Children's Dyslexia Project was received and considered. It was resolved not to give a grant as it was unclear how children in the parish would benefit from the project. It was felt that the Council should have a policy re requests for grants and donations. Clerk agreed to seek model policies.
- e) Receipt of ACT grant funding of £700 towards CLP costs was noted. This covered previous expenditure incurred by Council. It was agreed that earmarked CLP funds would be shown in year end accounts.
- f) The following payment issues following previous meeting were noted:
 - i. Cheque raised for Stramongate Press (£200.40) was for incorrect amount. Cheque destroyed on receipt of invoice and confirmation no VAT payable; new cheque for £167.00 issued on 22 November 2017.
 - ii. Cheque raised for Children's Christmas Party (£100) reported lost in post and stopped; replacement cheque issued 13 December 2017.
- g) The following payments were authorised:

i. Jane Saunders (Clerk's salary, February 2018 by Standing Order)	£325.75
ii. Jane Saunders Clerk's salary, March 2018 by Standing Order)	£325.75
iii. Jane Saunders (Clerk's expenses, 1 Nov 2017 - 31 Jan 2018)	£74.22
iv. Ibex Internet Ltd (Website hosting and domain name registration)	£108.00

89/17 Future meetings

- The dates of the next scheduled meetings were confirmed as:
- Wednesday 4 April 2018 (Ordinary Meeting and Annual Parish Meeting)
 - Ordinary meeting agenda items to include LDNPA election; Review of Local Government Ethical Standards if requested by members; changes to registration of Parish Land; CLP progress report; Grants and Donations policy.
 - Annual Parish Meeting agenda to include Chairman's report; CLP progress report, with focus on traffic calming; Battle's Over, A Nation's Tribute event on 11 November 2018. Cllr K Ritchie gave her apologies for both meetings.
 - Wednesday 2 May 2018 (Annual Meeting). Election of Chairman (Cllr A Davies advised he did not wish to continue in the role of Chairman next year).

The meeting closed at 09.32 pm.

Signed:
(Chairman)
Date: 4 April 2018