

HELINGTON PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend the **Annual Meeting of the Parish Council** to be held on **Wednesday 2 May 2018 at 7.30pm** in the Helington and Brigsteer Village Hall for the purposes detailed in the following

A G E N D A

1. **Election of Chairman** - to elect a Chairman for the municipal year 2018/19, and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman** - to elect a Vice-Chairman for the municipal year 2018/19, and to receive the Vice Chairman's Declaration of Acceptance of Office (not mandatory).
3. **Apologies** - to receive apologies with reasons for absence.
4. **Declarations of Interest / Dispensation Requests**
 - To receive declarations of interest by members in respect of items on this agenda. (Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the register or at the meeting);
 - To consider any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
5. **Minutes** - to approve the minutes of the meeting held on Wednesday 4 April 2018 (copy attached).
6. **Public Participation** - members of the public will be given the opportunity to speak, ask questions with regard to this agenda, or raise matters of possible interest for a future agenda.
7. **Councillor resignation** - to receive and note the resignation of Beryl Mansbridge from the Council, and to note that the vacancy has been advertised in accordance with the legislation.
8. **Appointment of Representatives** - to appoint representatives on another organisations and committees:
 - (i) South Westmorland Local Area Partnership;
 - (ii) South Westmorland Village Maintenance Association;
 - (iii) Helington and Brigsteer Village Hall Committee;
 - (iv) Community Led Plan Working Group;
 - (v) Broadband Champions;
 - (vi) CALC South Lakeland District Association (currently no representation; quarterly meetings, next meeting 14 June 2018);
 - (vii) CALC Lake District Parishes Forum (currently no representation; biannual meetings, next meeting October 2018)
9. **Policies and Procedures**
 - (i) To consider and approve updated Standing Orders (draft copy attached);
 - (ii) To consider and approve updated Financial Regulations (draft copy attached);
 - (iii) To note Code of Conduct, Publication of Information Scheme, Press and Media Policy, Complaints Procedure and Grants and Donations Policy (view at <http://helingtonpc.org.uk/information/>).

10. General Data Protection Regulation 2018

To receive a report from the Clerk, and to consider and approve Retention of Documents Policy and Data Protection Policy (draft copies attached).

11. Future meetings

(i) To confirm the dates of the Council meetings for 2018/19 as Wednesday 4 July 2018, Wednesday 5 September 2018, Wednesday 7 November 2018, Wednesday 6 February 2019 and Wednesday 3 April 2019;

(ii) To confirm that meetings will usually commence at 7.30pm, and be held in the Helsington and Brigsteer Village Hall.

12. Annual Governance and Accountability Return 2017/18 - Certificate of Exemption

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

13. Annual Internal Audit Report 2017/18

To receive and approve the Annual Internal Audit Report 2017/18 for the Annual Governance and Accountability Return (copy attached).

14. Annual Governance Statement 2017/18 - To receive and approve the Annual Governance Statement 2017/18 for the Annual Governance and Accountability Return (copy attached).

15. Accounting Statements 2017/18

(i) To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2018 (copies attached).

(ii) To receive and approve the Accounting Statements 2017/18 for the Annual Governance and Accountability Return (copy attached).

(iii) To receive a copy of the Budget 2018/19 for information (copy attached), and to consider and approve earmarked reserves.

16. Notice of the period for the exercise of public rights relating to the annual accounts

To note that the period for the exercise of public rights will be Monday 4 June - Friday 13 July 2018.

17. Planning

To receive and consider the following planning applications, notices, updates and/or decisions:

Lake District National Park Authority

(view applications, responses and decisions online at

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

- i. 7/2018/5134 - Land opposite Lane House, Low Lane, Brigsteer, Kendal, LA8 8AT - Notice of Intention - Extension of farm building to provide a covered muck midden.
No objections (response submitted by Clerk following email consultation).

18. Lake District Local Plan Review

To note public consultation on Lake District Local Plan Review

(www.lakedistrict.gov.uk/localplan) taking place in May and June 2018 and to consider how to respond to the consultation, including delegating authority to a Working Group to respond on behalf of the Council.

19. Community Led Plan

To receive a progress report on Actions:

Clerk to the Council
Ms Jane Saunders, 60 Castle Street, Kendal, Cumbria, LA9 7AS
Tel 07849103127
Email helsingtonpc@outlook.com
www.helsingtonpc.org.uk

Theme 1 - Housing.

To receive a report on the proposed commissioning of a Housing Needs Survey.

Theme 2 - Road Safety

To receive advice from the insurers re the use of volunteers to undertake work on gullies.

To consider the purchase of a 'Reduce Speed Now' sign for installation on the hill (£45.80 + VAT).

Theme 3 - Sustainable Environment

Theme 4 - Vibrant Communities

20. Reports - to receive the following reports:

- a) Meetings and events attended;
- b) Helsington Community Land Trust Ltd;
- c) Helsington & Brigsteer Village Hall;
- d) Local Police Team
- e) Any relevant matters from District Councillor A Rawlinson;
- f) Any relevant matters from County Councillor J Bland.

21. Clerk's Report and Correspondence

To receive a report from the Clerk, note correspondence received, and consider any action required.

22. Co-option of a councillor

To consider the options regarding the co-option of a councillor, and to decide how to proceed with the co-option. (NB this item is relevant only if an election has not been requested).

23. Parish Land

To receive and consider updates regarding:

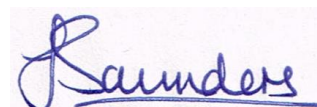
- i. Registration of parish land at Crooked Gate and boundary issue regarding this land;
- ii. Amendments to contact details in respect of registered parish land.

24. Finance

a) To authorise the following payments:

- i. To note the National Salary Award 2018/19 for local government employees, to approve the new pay scale for Clerk with effect from 1 April 2018 in accordance with contract and to amend the standing order re Clerk's salary to £332.24 p/m wef May 2018.
- ii. Jane Saunders (Clerk's salary, pay scale adjustment and additional hours) £147.16
- iii. Zurich Municipal (Insurance renewal due 1 June 2018) £224.00
- iv. Julie Hartley (Internal Audit fee) £100.00
- v. Cllr Shelley Savasi (travelling expenses, Meet the Planners event) £30.25
- vi. CALC (Annual Subscription 2018/19) £137.00
- vii. SLCC (Annual Subscription 2018/19 - full cost £115) £75.00

b) To consider and approve amendments to the Bank Mandate.



Clerk to the Council

25 April 2018