

HELINGTON PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 2 May 2018 at 7.30pm in the Helington and Brigsteer Village Hall

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

Also present were Ms J Saunders (Clerk), Cllr J Bland and 4 members of the public.

1/18 Election of Chairman

Previous Chairman Cllr A Davies took the chair for this item.

Cllr S Carman was proposed, seconded and unanimously elected Chair of Helington Parish Council for the municipal year 2018/19. Cllr Carman signed the Declaration of Acceptance of Office of Chairman, witnessed by the Clerk, and this was received by the Council. Cllr S Carman took the chair and thanked Cllr A Davies for the splendid job he had done in the role of Chairman, which was endorsed by all members.

2/18 Election of Vice-Chairman

Cllr K Ritchie was proposed, seconded and unanimously elected Vice-Chair of Helington Parish Council for the municipal year 2018/19. Cllr Ritchie signed a Declaration of Acceptance of Office of Vice-Chairman (not mandatory), witnessed by the Clerk, and this was received by the Council.

3/18 Apologies

Apologies with reasons given from Cllr R Caddick were noted and accepted.

4/18 Declarations of Interest / Dispensation Requests

None

5/18 Minutes

It was resolved for the Chairman to sign the minutes of the Meeting held on Wednesday 4 April 2018 as a true record.

6/18 Public Participation

Thanks were conveyed to Cllr A Davies for his conscientious work as Chairman. A request was made to pursue the idea of using a lengthsman to undertake road repairs such as filling potholes. It was agreed that this would be a future agenda item.

The amount of litter collected during the Spring Clean organized by Cllr S Savasi was noted and it was suggested that litter picking could be a regular event. It was noted that equipment was available and that a Lake District litter pick event was planned for July. It was suggested that the parish would organise a further 'deep clean' in November, and that this work would be incorporated into CLP activity.

7/18 Councillor resignation

The resignation of Beryl Mansbridge from the Council was received and noted. It was resolved to write to Beryl to convey thanks for her 10 years of service, which had included being Chair during a difficult period for the Council.

It was noted that the vacancy had been advertised in accordance with the legislation and that as an election had not been requested, the Council should fill the vacancy by co-option (agenda item 22).

8/18 Appointment of Representatives

It was resolved to confirm the following appointments:

- (i) South Westmorland Local Area Partnership; ad hoc representation.
- (ii) South Westmorland Village Maintenance Association; Cllr S Carman
- (iii) Helsington and Brigsteer Village Hall Committee; Cllr S Savasi.
- (iv) Community Led Plan Working Group; all councillors.
- (v) Broadband Champions; Cllr A Davies.
- (vi) CALC South Lakeland District Association; Cllr K Ritchie initially.
- (vii) CALC Lake District Parishes Forum; Cllr S Carman.

9/18 Policies and Procedures

- (i) Draft updated Standing Orders were considered. It was resolved to circulate a revised draft copy (amendments to 17d) and e), 19c) and 21a)) for members' consideration and approval;
- (ii) Draft updated Financial Regulations were considered and approved.
- (iii) The Code of Conduct, Publication of Information Scheme, Press and Media Policy, Complaints Procedure and Grants and Donations Policy (all available at <http://helsingtonpc.org.uk/information/>) were noted and accepted.

10/18 General Data Protection Regulation 2018

Clerk reported on updates received regarding GDPR, noting a statement from the ICO on 11 April 2018 that 'the GDPR is a journey rather than a destination.' Councils need to demonstrate they are making progress towards getting processes and procedures in place and taking steps towards compliance. Other Councils are viewing this work as long term, ie involving a 1 year action plan. Advice had been received from NALC on 26 April 2018 re a proposed amendment to the Data Protection Bill to exempt parish councils from the requirement to appoint a DPO, but all other measures would still apply. It was stressed that someone, whether designated DPO or Clerk, would still need to work on compliance. It was confirmed that the Council's registration with the ICO as a Data Controller had been renewed.

Clerk reported that had obtained a range of useful toolkits and templates from the ICO, NALC/CALC and SLCC. A draft Retention of Documents Policy was considered and approved. A draft Data Protection Policy was also considered, but it was agreed that this would remain in draft form until further information and clarification was received. Clerk advised that further work was needed on privacy notices, data audit, procedures re storage and security of data and data subject access procedures. However, due to concern about demands on the Council's limited resources, it was resolved that for the time being the Clerk would maintain an overview of information and updates as received and continue to advise the Council with regard to further work required.

11/18 Future meetings

- (i) The dates of Council meetings for 2018/19 were confirmed as Wednesday 4 July 2018, Wednesday 5 September 2018, Wednesday 7 November 2018, Wednesday 6 February 2019 and Wednesday 3 April 2019;
- (ii) It was confirmed that meetings will usually commence at 7.30pm and be held in the Helsington and Brigsteer Village Hall.

12/18 Annual Governance and Accountability Return 2017/18 - 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.

13/18 Annual Internal Audit Report 2017/18

The Annual Internal Audit Report 2017/18 for the Annual Governance and Accountability Return was received and approved.
It was reported that a very thorough internal audit had been undertaken and that financial controls were found to be sound and in accordance with proper practices. One minor recommendation was made that cheque signatories should also sign cheque stubs in accordance with the Council's Financial Regulations.

14/18 Annual Governance Statement 2017/18

Clerk advised that in view of the internal auditor's findings, the Council could be confident in agreeing that a sound system of internal control is in place and answer yes to statements 1 - 8 as applicable. It was resolved to approve the Annual Governance Statement 2017/18 for the Annual Governance and Accountability Return.

15/18 Accounting Statements 2017/18

(i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2018 were received and noted. Earmarked reserves for Training, Parish Maintenance and Community Led Plan were noted and approved.
(ii) The Accounting Statements 2017/18 for the Annual Governance and Accountability Return were received and approved.
(iii) Budget for 2018/19 and receipt of the Precept and CTSG were noted.

16/18 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 4 June - Friday 13 July 2018.

17/18 Planning

The following planning applications and response was 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>):
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).

18/18 Lake District Local Plan Review

It was noted that a public consultation on Lake District Local Plan Review (www.lakedistrict.gov.uk/localplan) would take place in May and June 2018. It was resolved to delegate authority to the Community Led Plan Working Group to respond to the consultation on behalf of the Council. It was noted that individuals may also respond to the consultation. Clerk reported that LDNPA had advised it would be sending out publicity material for display on noticeboards and websites. It was resolved to display this material and to publish the Council's response on the website. It was agreed to schedule a CLP Working Group meeting to formulate a response to meet the deadline of 29 June 2018.

19/18 Community Led Plan

Theme 1 - Housing.
Cllr S Savasi explained the need for a parish housing needs survey as nothing currently available was recent and sufficiently detailed (HCLT needs register too narrow in scope). HCLT had agreed in principle that this could be a joint venture but there was some local distrust of working with HCLT. It was stressed that any survey would be independent. Cllrs Savasi and Cheesbrough had met with Amanda

Pharoah, SLDC's Affordable Housing Officer, who has taken over some of Chris Hutton's role following his departure, and discussed the rural housing survey commission, undertaken jointly by SLDC, Copeland BC and LDNPA. It is envisaged that a model for collecting housing needs data in rural communities will be produced, and it was suggested that the model could be tested in Helsington. Cllr Savasi advised she had been introduced to this project by Paula Allen from LDNPA at the Meet the Planners event she had attended recently. The Group is also working with ACT and undertaking collection of data locally.

Cllr Savasi agreed to circulate a written report to councillors.

Theme 2 - Road Safety

It was noted that a group of residents had undertaken work on gullies independently of the Council. Clerk reported on advice from the insurers re the use of volunteers to undertake work on gullies; the insurers would provide basic cover at no additional cost with immediate effect and continuing into policy renewal from 1 June 2018.

Basic cover includes public liability cover for volunteers, public and property and personal accident cover. Appropriate 'reasonable care' measures ie hi vis clothing, signage, training, risk assessments etc are required to be in place. If this kind of work/activity is to be ongoing, insurers would require more information regarding its frequency, number of volunteers and number of collected hours in order to gauge the level of risk and highlight potential issues.

No action was taken regarding the purchase of a 'Reduce Speed Now' sign for installation on the hill as a pole was still required.

Theme 3 - Sustainable Environment

Cllr A Davies reported that NT have put an additional gate in the wall into the woods at Park End. Information had been circulated regarding the new LDNPA Area Ranger Marian Jones and the Lake District Community Fund. It was agreed that Cllr Davies would make contact with Marian Jones and that information about the Community Fund would be forwarded to the Community Orchard Group.

Theme 4 - Vibrant Communities

Nothing to report.

20/18 Reports

a) Meetings and events attended; Cllr Savasi had attended the Meet the Planners event which consisted of talks and workshops and focused on the Local Plan Review. As well as discussing the rural housing survey commission with Paula Allen, she had also been advised about the Neighbourhood Plan route, which could be a simple document containing just one item. It was noted that the extension area of the National Park is not part of the World Heritage site as it was not part of the original application.

b) Helsington Community Land Trust Ltd; Matthew Jessop had advised that HCLT was still awaiting meetings with both SLDC and SLH to progress plans for affordable housing and therefore remained 'in waiting' before any progress could be made in any aspect of the proposed development.

c) Helsington & Brigsteer Village Hall; Cllr Savasi reported on the AGM held the previous week and the hall was commended as a valued community asset.

d) Local Police Team; No report received. It was noted that the Police had been called recently to a burglary of tools from a barn on the Causeway.

e) Any relevant matters from District Councillor A Rawlinson; Not in attendance (eve of elections).

f) Any relevant matters from County Councillor J Bland; Cllr Bland reported on recent repairs to potholes, including Underbarrow Road. He agreed to report a tree root affecting the highway on Kendal Road near Whetstone Lane.

21/18 Clerk's Report and Correspondence

A number of items of correspondence had previously been circulated to members by email. The following items were noted:

- i. LDNPA - votes to be cast in election of a parish member.
- ii. LDNPA - Appointment of Marian Jones as Area Ranger for South East region of Central and South east Distinctive area in LDNPA. Ranger Contact list had been circulated.
- iii. Report of re-emergence of Japanese knotweed on parish land adjacent to Toll Road, about 25m west of junction with Underbarrow Road. Resident had treated with Roundup but advised no further action until treatment has taken effect on root system and offered to monitor. It was resolved to thank the resident for the information and action, and that Cllr S Carman would seek professional advice on this issue.
- iv. Mike Fleetwood's assistance with a website inquiry re parish history.
- v. Calor Rural Communities Fund for off grid communities - information had been circulated.

22/18 Co-option of a councillor

Options regarding the co-option of a councillor were discussed, including advertising the vacancy. However, it was felt that as the Council is halfway through its 4 year term and a candidate had already been identified, the Council should proceed directly to co-option. It was therefore resolved unanimously to co-opt Eve Templeton.

23/18 Parish Land

- i. Registration of parish land at Crooked Gate. Cllr Savasi advised that an application for adverse possession would probably require a visit by the Land Registry and also that only land in the Council's possession could be registered. Clerk confirmed that there had been no response to a further letter sent on 11 April 2018 to the neighbouring landowner asking whether legal advice had been obtained re the boundary issue and requesting a meeting with Council representatives as previously suggested.
- ii. Cllr Savasi confirmed that she had submitted applications to amend the contact details in respect of registered parish land.

24/18 Finance

- a) The following payments were authorised:
 - i. The National Salary Award 2018/19 for local government employees was noted and the new pay scale for Clerk with effect from 1 April 2018 was approved in accordance with her contract. It was resolved 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 & 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) It was resolved to remove Beryl Mansbridge from and add Cllrs S Carman and M Cheesbrough to the Bank Mandate.

The meeting closed at 09.30 pm.

Signed:
 (Chairman)
 Date: 4 July 2018