

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 1 May 2019 at 7.30pm** in the Helsington 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 2019/20, 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 2019/20, 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 3 April 2019 (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. **Appointment of Representatives** - to appoint representatives on another organisations and committees:
 - (i) South Westmorland Local Area Partnership;
 - (ii) South Westmorland Village Maintenance Association;
 - (iii) Helsington and Brigsteer Village Hall Committee;
 - (iv) Community Led Plan Working Group;
 - (v) Parish Land Working Group;
 - (v) Broadband Champions;
 - (vi) CALC South Lakeland District Association (quarterly meetings);
 - (vii) CALC Lake District Parishes Forum (biannual meetings).
8. **Policies and Procedures**

(view at <http://helsingtonpc.org.uk/information/>):

To note Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy, Retention of Documents Policy, Publication of Information Scheme, Press and Media Policy, Complaints Procedure and Grants and Donations Policy.
9. **Future meetings**
 - (i) To confirm the dates of the Council meetings for the remainder of 2019/20 as Wednesday 3 July 2019, Wednesday 4 September 2019, Wednesday 6 November 2019, Wednesday 5 February 2020 and Wednesday 1 April 2020;
 - (ii) To confirm that meetings will usually commence at 7.30pm, and be held in the Helsington and Brigsteer Village Hall.

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

10. Annual Governance and Accountability Return 2018/19 - 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.

11. Annual Internal Audit Report 2018/19

To receive and approve the Annual Internal Audit Report 2018/19 for the Annual Governance and Accountability Return (copy attached).

12. Annual Governance Statement 2018/19 - To receive and approve the Annual Governance Statement 2018/19 for the Annual Governance and Accountability Return (copy attached).

13. Accounting Statements 2018/19

(i) To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2019 (copies attached).

(ii) To receive and approve the Accounting Statements 2018/19 for the Annual Governance and Accountability Return (copy attached).

(iii) To receive a copy of the Budget 2019/20 for information (copy attached), and to consider and approve earmarked reserves.

14. 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 17 June - Friday 26 July 2019.

15. 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. 7/2019/5061 - Willow Tree Barn, Brigsteer - Proposed pod style building to be used ancillary to main dwelling. **Granted with conditions.**

16. Lake District Local Plan Review

To note current public consultation on the Pre-Submission Draft Local Plan including Allocations of Land (www.lakedistrict.gov.uk/localplan) and to consider whether to submit any representations seeking changes.

17. Community Governance Review

<https://www.southlakeland.gov.uk/voting-and-elections/electoral-reviews/community-governance-review-2018-to-2019/>

To consider and approve making a further submission during the current consultation.

18. Community Led Plan

To receive a progress report on Actions:

Theme 1 – Housing;

Theme 2 - Road Safety – all Actions now completed;

Theme 3 - Sustainable Environment;

Theme 4 - Vibrant Communities.

19. Reports - to receive the following reports:

a) Chairman and Parish Councillors (meetings, events attended etc);

b) Helsington Community Land Trust Ltd;

- c) Helsington & Brigsteer Village Hall;
- d) Local Police Team;
- e) District Councillor K Holmes;
- f) County Councillor J Bland.

20. Clerk's Report and Correspondence

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

21. Highways

To receive updates on outstanding highways issues:

- i. Road surface at Crooked Gate;
- ii. The collapsed slabs across the beck outside the Village Hall;
- iii. Drainage/flooding at Orchard House, Rose Cottage and Syke House.

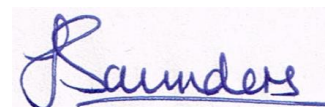
22. Parish Land

To receive and consider an update regarding the registration of a caution against first registration of the lane to parish land at Dobdale Hill Quarry.

23. Finance

To authorise the following payments:

- i. To note that the standing order re Clerk's salary has been amended to £340.34 p/m wef April 2019 (approved 6/2/19).
- ii. CALC (Annual subscription 2019/20) £129.12
- iii. SLCC (Annual subscription 2019/20 - full cost £122) £80.00
- iv. Julie Hartley (Internal Audit fee) £100.00
- v. Jane Saunders (new printer for Council) £109.99
- vi. Zurich Municipal (Insurance renewal due 1 June 2019) £tbc



Clerk to the Council
24 April 2019