

## HELINGTON PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council** held on  
**Wednesday 1 May 2019 at 7.30pm** in the Helsington and Brigsteer Village Hall

**Present** Cllrs K Ritchie, A Davies, S Savasi, M Cheesbrough and R Caddick.  
Also present were County Cllr J Bland, District Cllr K Holmes and Clerk J Saunders.

### **1/19 Election of Chairman**

Previous Vice-Chairman K Ritchie took the chair for agenda items 1 and 2.  
Cllr S Carman had indicated his willingness to continue in the role of Chairman and was proposed, seconded and unanimously re-elected Chairman for the municipal year 2019/20. It was resolved to allow Cllr Carman to deliver his Declaration of Acceptance of Office at a later date prior to the next meeting of the Council.

### **2/19 Election of Vice-Chairman**

Cllr K Ritchie indicated her willingness to continue in the role of Vice-Chairman and was proposed, seconded and unanimously re-elected Vice-Chairman for the municipal year 2019/20. Cllr Ritchie signed a Declaration of Acceptance of Office of Vice-Chairman, witnessed by the Clerk, and this was received by the Council. The remainder of the meeting was chaired by Cllr K Ritchie.

**3/19 Apologies** with reasons given were received and accepted from Cllr S Carman and Cllr E Templeton.

### **4/19 Declarations of Interest / Dispensation Requests**

None.

### **5/19 Minutes**

It was resolved to approve the minutes of the meeting held on Wednesday 3 April 2019.

### **6/19 Public Participation**

It was reported that prior to the meeting a member of the public had reported further deterioration in the condition of the bridge at Mill Ghyll on Low Lane as more stones from the facing wall had fallen into the beck. Vegetation and tree roots were causing further damage to the wall which was struck by a vehicle a few years ago. Further details were to be emailed to the Clerk and the matter would then be reported to Highways.

### **7/19 Appointment of Representatives**

The following appointments were made:

- (i) South Westmorland Local Area Partnership; in abeyance so no appointment made
- (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) Parish Land Working Group; all councillors, led by Cllr A Davies.
- (v) Broadband Champions; Cllr A Davies.
- (vi) CALC South Lakeland District Association (quarterly meetings) - next meeting 6 June 2019 at Kendal Town Hall; ad hoc representation.
- (vii) CALC Lake District Parishes Forum (biannual meetings); ad hoc representation.

### **8/19 Policies and Procedures**

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 (<http://helsingtonpc.org.uk/information/>) were noted.

### **9/19 Future meetings**

- (i) The dates of the Council meetings for the remainder of 2019/20 were agreed as Wednesday 26 June 2019 (change to proposed date), Wednesday 4 September 2019, Wednesday 6 November 2019, Wednesday 5 February 2020 and Wednesday 1 April 2020;
- (ii) It was confirmed that meetings would usually commence at 7.30pm, and be held in the Helsington and Brigsteer Village Hall.

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

### **11/19 Annual Internal Audit Report 2018/19**

The Annual Internal Audit Report 2018/19 for the Annual Governance and Accountability Return was received and approved. Financial controls had been found to be sound and in accordance with proper practices.

### **12/19 Annual Governance Statement 2018/19**

The draft Annual Governance Statement was considered and it was agreed that there was a sound system of internal controls in place. It was resolved to approve the Annual Governance Statement 2018/19 for the Annual Governance and Accountability Return.

### **13/19 Accounting Statements 2018/19**

- (i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2019 were received and noted.
- (ii) The Accounting Statements 2018/19 for the Annual Governance and Accountability Return were received and approved.
- (iii) A copy of the Budget 2019/20 was received. Earmarked reserves were noted but it was resolved not to add to these.

### **14/19 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 17 June - Friday 26 July 2019.

### **15/19 Planning**

The following planning applications and decisions were noted:

#### **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.**
- ii. 7/2019/5268 - Notification had been received of a new application in respect of Willow Tree Barn, Brigsteer to change the use of an approved Pod style building (as granted 7/2019/5061) away from association with main dwelling to one for holiday use. As this application had been received too late for inclusion on the agenda, a response would be submitted following email consultation with councillors. Councillors were asked to circulate any comments by Wednesday 8 May 2019.
- iii. 7/2019/5155 Mill Ghyll, Low Lane, Brigsteer - Single-storey extension and alterations. **Granted 29/04/19.**

### **16/19 Lake District Local Plan Review**

The current public consultation on the Pre-Submission Draft Local Plan including Allocations of Land ([www.lakedistrict.gov.uk/localplan](http://www.lakedistrict.gov.uk/localplan)) was noted. It was further noted that there were no allocations in Helsington. It was resolved not to submit any representations seeking changes.

### **17/19 Community Governance Review**

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

A draft submission was discussed and a number of amendments proposed. Cllr K Ritchie agreed to re-draft the response and circulate for approval prior to submission by the deadline of 26 May 2019.

### **18/19 Community Led Plan**

Theme 1 - Housing; nothing further to report.

Theme 2 - Road Safety - all Actions now completed.

It was reported that Cllr S Carman had met with a representative from Levens parish and a number of issues had been raised regarding the SID. However, councillors were advised that there would be no need to program the device; it should arrive fully charged and function for 2/3 weeks before being re-charged and passed on to the next parish and that if any repairs were required these should be organised by the Council in possession of the device but all parishes should contribute to any costs involved. It was resolved that neither a site visit to view the SID nor a risk assessment were required. It was further agreed that the SID should be trialled, its impact monitored (possibly by the use of a recording device) and the issue referred back to the CLP Working Group prior to any consideration of the purchase of a permanent solar powered SID.

Theme 3 - Cllr A Davies reported that the National Trust had cleared a previously impassable footpath from the Church to Heather Bank and installed new footpath signage.

Theme 4 - Vibrant Communities; nothing to report.

### **19/19 Reports** - to receive the following reports:

- a) Chairman and Parish Councillors (meetings, events attended etc); no reports.
- b) Helsington Community Land Trust Ltd; no report.
- c) Helsington & Brigsteer Village Hall; Cllr S Savasi reported that the AGM had taken place and that hall bookings and income were good. There were changes in trustees and new trustees and volunteers were sought. Planned events included BOG day and events in the autumn and at new year.
- d) Local Police Team; no report.
- e) District Cllr K Holmes reported on the District Council elections taking place the following day and the granting of planning permission for Sizergh Fell Quarry in Levens (for a small holiday complex) which means the site may be sold by the Parish Council to fund a new Village Hall.
- f) County Cllr J Bland reported that both Whetstone Lane and Crooked Gate were due to be resurfaced soon.

### **20/19 Clerk's Report and Correspondence**

Clerk reported on District Council elections on 2 May 2019 and receipt of a Statement of Parties and Individual Candidates Nominated and Notice of Poll for the European Parliamentary Election on 23 May 2019. The new notice board had been installed outside the Village Hall and Clerk and Chairman were keyholders.

### **21/19 Highways**

To receive updates on outstanding highways issues:

- i. Road surface at Crooked Gate; Cllr J Bland confirmed this was scheduled for completion soon.
- ii. The collapsed slabs across the beck outside the Village Hall; Cllr J Bland advised that this had been inspected but no indication had been given of any work to be done.

- iii. Drainage/flooding at Orchard House, Rose Cottage and Syke House. It was reported that surface water was running down the highway from Orchard House following the removal of the septic tank and that there were ongoing drainage/flooding issues on the lowest point of the highway in the vicinity of Rose Cottage, Syke House and Honeybee House. It was suggested that new and larger drains were needed. Cllr J Bland agreed to report the problems and to request an inspection by a highways engineer.

**22/19 Parish Land**

Cllr S Savasi advised that a caution against first registration of the lane to parish land at Dobdale Hill Quarry had been registered. However, due to an error by the Land Registry the cautioner’s name and email address were incorrect so this would have to be rectified.

**23/19 Finance**

The following payments were authorised:

- i. It was noted that the standing order re the 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, £91.66 exc VAT) £109.99
- vi. Zurich Municipal (Insurance renewal due 1 June 2019) £tbc

The Clerk was authorised to proceed with payment of the premium when renewal documents were received on condition it was within budget (£250).

**The meeting closed at 8.25pm.**

**Signed:** ..... **(Chairman)**

**Date: 26 June 2019**