

## 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 19 May 2021 at 7.30pm** in the **Helsington and Brigsteer Village Hall** for the purposes detailed in the following

### A G E N D A

**In the interests of meeting safely, Covid-19 secure measures and social distancing will be strictly observed. Please do not attend if you or anyone in your household has Covid-19 symptoms in the 7 days prior to the meeting. The public's attention is drawn to Agenda item 7 re Public Participation. Members of the public wishing to attend in person should register with the Clerk prior to the meeting.**

1. **Election of Chairman** - to elect a Chairman for the municipal year 2021/22, 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 2021/22, 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 Acceptance of Office** - to note receipt of members' Declarations of Acceptance of Office, and (if required) to resolve that any members unable to complete their Declarations may do so before the next scheduled meeting on 7 July 2021.
5. **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.
6. **Minutes** - to approve the minutes of the meeting held on Wednesday 7 April 2021 (copy attached).
7. **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. **On this occasion, members of the public are encouraged to submit written representations if possible, rather than attending in person. Members of the public wishing to attend in person should register with the Clerk prior to the meeting.**
8. **Appointment of Representatives** - to appoint representatives on another organisations and committees:
  - (i) Helsington and Brigsteer Village Hall Committee;
  - (ii) Community Led Plan Working Group;
  - (iii) Parish Land Working Group;
  - (iv) South Westmorland Village Maintenance Association;
  - (v) Broadband Champions;
  - (vi) CALC South Lakeland District Association (quarterly meetings);
  - (vii) CALC Lake District Parishes Forum (biannual meetings).

Clerk to the Council  
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## 9. 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 (copy updated Grants and Donations Policy attached for approval).

## 10. Future meetings

(i) To confirm the dates of the Council meetings for the remainder of 2021/22 as Wednesday 7 July 2021, Wednesday 1 September 2021, Wednesday 3 November 2021, Wednesday 2 February 2022 and Wednesday 6 April 2022;

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

## 11. Annual Governance and Accountability Return 2020/21 - 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.

## 12. Annual Internal Audit Report 2020/21

To receive and approve the Annual Internal Audit Report 2020/21 for the Annual Governance and Accountability Return (copy attached).

## 13. Annual Governance Statement 2020/21 - To receive and approve the Annual Governance Statement 2020/21 for the Annual Governance and Accountability Return (copy attached).

## 14. Accounting Statements 2020/21

(i) To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2021 (copies attached).

(ii) To receive and approve the Accounting Statements 2020/21 for the Annual Governance and Accountability Return (copy attached).

(iii) To receive a copy of the Budget 2021/22 for information (copy attached).

## 15. 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 Thursday 3 June - Wednesday 14 July 2021.

## 16. Finance

a) To authorise the following payments:

i. Jane Saunders (Clerk's salary, paid by monthly standing order)	£349.74
ii. CALC (Annual subscription 2021/22)	£135.90
iii. Julie Hartley (Internal Audit fee)	£100.00
iv. Jane Saunders (Clerk's expenses, 1 Feb - 31 May 2021)	£81.00
v. Zurich Municipal (Insurance renewal due 1 June 2021; premium unchanged)	£224.00

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

## 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. 7/2021/5228 - Rose Lodge, Brigsteer - Extension to front elevation and conversion of integral garage to study. **No decision.**
- ii. 7/2021/5294 - Boundary House, Brigsteer - Refurbishment and extension to existing

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domestic house and associated landscaping - following withdrawal of 7/2021/5118.  
**Helsington Parish Council notes the amendments to the proposal and has no further comments** (response submitted by Clerk following email consultation). **No decision.**

**b) South Lakeland District Council**

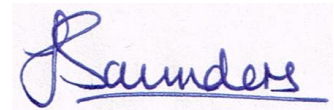
(view applications, responses and decisions online at

<http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>):

- i. SL/2021/0119 - Prizet Filling Station Southbound, Helsington - Extension to forecourt convenience store. **No decision.**

**18. Reports** - to receive the following reports (reports may be submitted in writing in advance of the meeting):

- a) Chairman and Parish Councillors;
- b) Parish Clerk;
- c) Helsington & Brigsteer Village Hall;
- d) Local Police Team;
- e) District Councillor K Holmes;
- f) County Councillor J Bland.



**Clerk to the Council**

12 May 2021