

HELINGTON PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council** held on
Wednesday 19 May 2021 at 7.30pm in the **Helsington and Brigsteer Village Hall**

Present: Cllrs S Carman, K Ritchie, J Cooper, G Riley, J Sunderland & Clerk J Saunders.
(NB In accordance with guidance received, County and District Councillors and members of the public had been asked not to attend in person unless essential and to submit written reports or representations if necessary).

1/21 Election of Chairman

Previous Chairman S Carman took the Chair. Cllr S Carman was proposed, seconded and unanimously re-elected as Chairman for the municipal year 2021/22. Cllr Carman signed a Declaration of Acceptance of Office, witnessed by the Clerk, and this was received by the Council.

2/21 Election of Vice-Chairman

Cllr J Cooper was proposed, seconded and unanimously elected as Vice-Chairman for the municipal year 2021/22. Cllr J Cooper signed a Declaration of Acceptance of Office, witnessed by the Clerk, and this was received by the Council.

3/21 Apologies.

District Cllr K Holmes (attending SLDC Annual Meeting) and County Cllr J Bland (had agreed not to attend).

4/21 Declarations of Acceptance of Office

It was noted that all members' Declarations of Acceptance of Office had been received.

5/21 Declarations of Interest / Dispensation Requests

None. (Cllr G Riley queried whether his current Declaration of Interest was acceptable; Clerk to check with SLDC).

6/21 Minutes

It was resolved to approve the minutes of the meeting held on Wednesday 7 April 2021.

7/21 Public Participation

None.

8/21 Appointment of Representatives

The following appointments of representatives were made:

- (i) Helsington and Brigsteer Village Hall Committee; Cllr K Ritchie.
- (ii) Community Led Plan Working Group; all councillors, Cllr S Carman to chair.
- (iii) Parish Land Working Group; former councillor A Davies' work leading this Group was noted. It was agreed that ad hoc arrangements would suffice for the time being.
- (iv) South Westmorland Village Maintenance Association; Cllr S Carman.
- (v) Broadband Champions; it was agreed that representation was no longer needed.
- (vi) CALC South Lakeland District Association (quarterly meetings); ad hoc representation.
- (vii) CALC Lake District Parishes Forum (biannual meetings); ad hoc representation.

9/21 Policies and Procedures

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

Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy, Retention of Documents Policy, Publication of Information Scheme, Press and Media Policy and Complaints Procedure were reviewed and noted. An updated Grants and Donations Policy

was noted and approved.

10/21 Future meetings

- (i) The dates of Council meetings for the remainder of 2021/22 were confirmed as Wednesday 7 July 2021, Wednesday 1 September 2021, Wednesday 3 November 2021, Wednesday 2 February 2022 and Wednesday 6 April 2022;
- (ii) It was confirmed that meetings would usually commence at 7.30pm and be held in the Helsington and Brigsteer Village Hall.

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

12/21 Annual Internal Audit Report 2020/21

The Annual Internal Audit Report 2020/21 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.

13/21 Annual Governance Statement 2020/21

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 2020/21 for the Annual Governance and Accountability Return.

14/21 Accounting Statements 2020/21

- (i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2021 were received and noted.
- (ii) The Accounting Statements 2020/21 for the Annual Governance and Accountability Return were received and approved.
- (iii) A copy of the Budget 2021/22 was received and noted.

15/21 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 Thursday 3 June - Wednesday 14 July 2021.

16/21 Finance

a) The following payments were authorised:

- 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) Changes to the Bank Mandate were considered and it was resolved to remove former Cllr A Davies and to add Cllrs J Cooper, K Ritchie, J Sunderland and G Riley (the latter subject to his confirmation) as signatories.

17/21 Planning

The following planning applications, notices, updates and/or 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. 7/2021/5228 - 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 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.**

18/21 Reports

- a) Chairman and Parish Councillors; Cllr S Carman reported that agreement had been reached with the Village Hall re siting of a new bench but that groundworks and wording for the plaque were still to be finalised. Cllr G Riley raised for the third time the concerns of Low Lane residents regarding the drop to their properties caused by the re-surfacing works and raising of the carriageway. It was resolved to ask County Cllr J Bland to contact the residents concerned regarding this matter.
- b) Parish Clerk (written report circulated prior to the meeting); advice received and noted regarding Declarations of Acceptance of Office, Spending Returns and Declarations of Interest. It was noted that the two vacancies on the Council should be filled by co-option. It was agreed that the Clerk would draft a flyer advertising the vacancies for distribution to all households in the parish. Clerk to circulate draft for approval, Cllr G Riley to arrange printing and Cllrs to arrange distribution. It was noted that consideration of any candidates and formal co-option would take place at the July meeting. Information and updates on various other matters were received but, due to the need to restrict the agenda to essential business only, formal discussions and decisions had been deferred to the July meeting.
- c) Helsington & Brigsteer Village Hall; Cllr K Ritchie - nothing to report.
- d) Local Police Team; no report.
- e) District Councillor K Holmes had advised that a new leader of SLDC would be appointed.
- f) County Councillor J Bland had advised that he was trying to arrange for a temporary bridge to be installed on Helsington Moss Road pending the permanent replacement.

The meeting closed at 8.25pm.

Signed: (Chairman)

Date: 7 July 2021