

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 04 May 2022 at 7.30pm** in the **Helsington and Brigsteer Village Hall** for the purposes detailed as follows:

AGENDA

1. **Election of Chairman:** To elect a Chairman for the municipal year 2022/23 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 2022/23 and to receive the Chairman's Declaration of Acceptance of Office.
3. **Apologies:** To receive apologies with reasons for absence.
4. **Welcome of New Councillor:** To formally welcome Cllr. John Seddon, co-opted at the meeting on 06 April 2022.
5. **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 06 July 2022.
6. **Declarations of Interest / Dispensation Requests:**
 - a. To receive declarations of interest by Members in respect of items on the 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).
 - b. 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.
7. **Minutes:** To approve the Minutes of the meeting held on Wednesday 06 April 2022.
8. **Public Participation:** Members of the public will be given the opportunity to speak or ask questions with regard to this Agenda, or raise matters of possible interest for a future Agenda. NB: Following the conclusion of this item, members of the public will be permitted to address the Council only at the Chairman's discretion.
9. **Appointment of Representatives:** To appoint representatives on other organisations and committees:
 - a) Helsington and Brigsteer Village Hall Committee;
 - b) Community Led Plan Working Group;
 - c) Helsington Resilience Plan
 - d) Parish Land Working Group;
 - e) Broadband Champions;
 - f) CALC (South Lakeland District Association)
 - g) CALC (Lake District Parishes Forum)
10. **Policies and Procedures** (View at <http://helsingtonpc.org.co.uk/information/>)
To note and accept: Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy, Retention of Documents Policy, Publication of Information Scheme, Press & Media Policy, Complaints Procedure and Grants & Donations Policy.
11. **Future Meetings:** To confirm the dates of future meetings of the Council for 2022-23 as (for 2022): 06 July; 07 September; 02 November; (and for 2023): 01 February; 05 April. All meetings to commence at 7.30 pm and held in Helsington & Brigsteer Village Hall unless otherwise determined.

12. Annual Governance & Accountability Return 2021-22 (AGAR)

- a) **Certificate of Exemption:** To approve completion of the Certificate of Exemption (from Limited Assurance Review) and to authorise the Clerk to submit the Certificate to the External Auditor.
- b) **Annual Internal Audit Report 2021-22:** To receive and approve the Annual Internal Audit Report 2021-22 for the AGAR or to make provision for approval if not available.
- c) **Annual Governance Statement 2021-22:** To receive and approve the Annual Governance Statement 2021-22 for the AGAR
- d) **Accounting Statement 2021-22**
 - i) To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2022
 - ii) To receive and approve the Accounting Statements 2021-22 for the AGAR
 - iii) To receive a copy of the Budget for 2022-23 for information
- e) **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 13 June – 22 July 2022.

13. Finance

- a) To **Authorise** the following payments:
 - i) CALC Annual Subscription 2022-23 £143.80
- b) To **Note** receipt of Precept on 25/04/22 £9,906.77
- c) To **Agree** the increase of Clerk's monthly standing order for salary from £349.74 to £355.81 w.e.f. May 2022 (back-pay National Award for 2021-22)
- d) To **Agree** the following payments in principle subject to final amounts and confirmation of payments by email:
 - i) Julie Hartley (Internal Audit Fee (£100 in 2021-22)
 - ii) Zurich Municipal Annual Insurance Premium due 01 June 2022 (£224.00 for 2021-22)
- d) Bank Mandates: To receive update report

14. Planning: To note the following applications, responses, decisions and updates:

- a. **Lake District National Park Authority:** View applications, responses / decisions online at: <http://www.lakedistrict.gov.uk/swiftlg/apas/run/wphappcriteria.display>
 - i. **7/2022/5267: Orchard House, Brigsteer:** Alterations and extension as detailed. Appears to be a re-submission of 7/2021/5720 (already considered – No Objection submitted).
- b. **South Lakeland District Council:** View applications, responses and decisions online at: <http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>
 - i. **SL/2021/0775: Land south of Prizet Filling Station Southbound:** Construction of a new business building etc. No Objection submitted. **Not yet determined.**
 - ii. **PN/2022/0015: 4 locations Milnthorpe Road & A591** for erection of 4xlightweight poles under The Electronic Communications Code (Reg. 5). **Approved 14/03/22**
 - iii. **SL/2022/0196: Prizet House LA8 8AB:** Non-material amendment to planning consent SL/2020/0794. **Not yet determined.**
 - iv. **SL/2022/0356: 2, Gatehouse Cottages:** Internal and external repairs and refurbishments. Date for comment – 16/05/2022

15. Parish Land: To note updates on:

- a) Land opposite the Village Hall
- b) Tree Work on Parish Land
- c) Drainage on the Parish Road
- d) Registrations of Title

16. Highways

- a) To receive a report on the Highways Defects Schedule
- b) Low Lane: update

- c) Speed Indicator Devices: Reports on progress noting receipt of £1,000 from Cllr Bland's Project Fund

17. Reports

- a) Chairman and Parish Councillors
- b) Helsington & Brigsteer Village Hall
- c) Local Police Team
- d) District Councillor
- e) County Councillor

18. The Queens Platinum Jubilee: To note progress with community plans

19. Community Initiatives

- a) Community Led Plan
- b) Resilience Plan

20. Future Meetings

The next meeting is scheduled for 06 July 2022 to be held in the Helsington & Brigsteer Village Hall commencing at 7.30 pm.

Martin Curry MRICS
Clerk, Helsington Parish Council
29/04/2022