

## HELINGTON PARISH COUNCIL

**DRAFT MINUTES of the ANNUAL PARISH COUNCIL held on Wednesday 04 May 2022 at 7.30p.m. in the Helington and Brigsteer Village Hall**

**PRESENT: Cllrs S. Carman, J. Cooper, K. Ritchie, J. Seddon, J. Sunderland, G. Riley, M.R. Curry (Clerk) and District Cllr. K. Holmes**

**1/22 Election of Chairman:** Cllr. Carman was proposed by Cllr. Seddon and seconded by Cllr. Riley. There were no other nominations and Cllr. Carman was elected unanimously. A Declaration of Acceptance of Office was signed and handed to the Clerk.

**2/22 Election of Vice-Chairman:** Cllr. Cooper expressed a willingness to stand down. Cllr. Sunderland was proposed by Cllr. Carman and seconded by Cllr. Riley. There were no other nominations and Cllr. Sunderland was elected unanimously. A Declaration of Acceptance of Office was signed and handed to the Clerk.

**3/22 Apologies:** Apologies were received from County Cllr. J. Bland (attending another meeting).

**4/22 Welcome of New Councillor:** Following his co-option as a Councillor at the meeting on 06 April (which he was unable to attend) Cllr. Seddon was formally welcomed to the Parish Council by the Chairman. A Declaration of Acceptance of Office was signed and handed to the Clerk.

**5/22 Declarations of Acceptance of Office:** The Clerk confirmed that other Members of the Council were not required to sign new Declarations of Acceptance of Office.

**6/22 Declarations of Interest / Dispensation Requests:** None were declared.

**7/22 Minutes:** It was **Resolved** to Approve the Minutes of the meeting held on Wednesday 06 April 2022.

**8/22 Public Participation:** A representation from the floor drew attention to the continuing problems caused by the ongoing closure of the bridge on Moss Lane. Concern about this had been raised by Crosthwaite Parish Council. The Chairman noted the point and advised that the matter would be considered later on the Agenda under Highway matters.

**9/22 Appointment of Representatives:** The following representatives were confirmed:

- a) Helington & Brigsteer Village Hall Committee: Cllr. K. Ritchie.
- b) Community Led Plan Working Group: All - but chaired by Cllr. S. Carman.
- c) Helington Resilience Plan: Cllr. K. Ritchie.
- d) Parish Land Working Group: It was Agreed that the Group was no longer needed. Cllr. Seddon's offer to provide liaison support was welcomed and accepted (though he made the point that he disagreed with the principle of the Parish Council owning land).
- e) CALC (South Lakeland District Association): ad hoc representation.
- f) CALC (Lake District Parishes Forum): ad hoc representation.

In addition to the above, the Clerk recommended that a Website Working Group was required to review and update content. This was **Agreed** and Cllr. Sunderland offered to provide initial input on this.

**10/22 Policies and Procedures:** The Clerk had reviewed the status of governance documents and the following were noted and **Approved:** Standing Orders, Financial Regulations, Code of Conduct, Data Protection, Retention of Documents Policy, Publication of Information Scheme, Press and Media Policy, Grants and Donations Policy and Complaints Procedure.

Cllrs **Approved** a recommendation that in future years all documents should be reviewed at a Working Group meeting to be convened in February.

**11/22 Future Meetings:** The dates of meetings for 2022/23 were **Agreed** as follows:

For 2022: 06 July; 07 September; 02 November;

For 2023: 01 February; 05 April.

All meetings to be held in Helsington & Brigsteer Village Hall at 7.30 p.m. unless otherwise determined.

### **12/22 Annual Governance and Accountability Return 2021-22 (AGAR)**

- a) **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.
- b) **Annual Internal Audit Report:** The Annual Internal Audit Report for 2021-22 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. The Parish Council expressed its thanks to Julie Hartley for conducting the internal audit.
- c) **Annual Governance Statement 2021-22:** The draft Annual Governance Statement was considered, and it was noted that there was a sound system of internal controls in place. It was resolved to **Approve** the Annual Governance Statement 2021/22 for the Annual Governance and Accountability Return.
- d) **Accounting Statements 2021-22**
  - (i) The bank reconciliation and budget monitoring statement for the year ended 31 March 2022 were received and noted.
  - (ii) The Accounting Statements 2021-22 for the Annual Governance and Accountability Return were received and **Approved**.
  - (iii) A copy of the budget of the budget for 2021-22 was received and noted.
- e) **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 13 June to 22 July 2022.

### **13/22 Finance**

- a) The following payments were **Authorised:**
  - (i) CALC Annual Subscription 2022-23 £143.80
  - (ii) Julie Hartley – Internal Audit fee £100.00
  - (iii) CALC – Training course fee £ 20.00
  - (iv) It was **Agreed in principle** to pay the annual Insurance premium to Zurich when due (between meetings) subject to final amounts and confirmation of payment by email.
- b) It was **Agreed** to increase the Clerk's monthly standing order for salary from £349.74 to £355.81 with effect from May 2022 as a result of the National Pay Award for 2021-22.
- c) Receipt of the Precept on 25/04/2022 in the sum of £9,906.77 was noted.
- d) Bank Mandates: It was noted that Cllr Sunderland's mandate had not yet been confirmed. Cllr Carman undertook to chase this with the bank. The Clerk will check any outstanding paperwork in respect of his mandate.

**14/22 Planning:** The following applications, responses, decisions and updates were noted:

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** confirmed).

**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. **No Objection confirmed.**

#### 15/22 Parish Land:

- a) **Land Opposite the Village Hall:** There is no response as yet on the rectification of address for service from the Land Registry.
- b) **Tree Work on Parish Land:** Work at Peat Houses and on the Toll Bar Road remains in abeyance until the Autumn. Trees on Crooked Gate are in the hands of Cumbria County Council.
- c) **Drainage on the Parish Road:** The Clerk reported that he had written to residents concerned for an update, but no reply has yet been received. It was agreed to consider a deadline for completion by the end of summer if necessary.
- d) **Registrations of Title:** Registrations of title with HM Land Registry remain work in progress.

#### 16/22 Highways:

- a) **Defects Schedule:** No additions were noted; the Schedule has yet to be placed on the website.
- b) **Low Lane:** Cllr. Riley undertook to pursue a meaningful update on this matter.
- c) **Speed Indicator Advice (SID):** Cllr Cooper confirmed that the grant from Cumbria County Council has been approved and the Clerk confirmed that £1,000 from Cllr Bland's Capital Fund has also been paid to the Helsington account. It was **Agreed** to approach Robinson's Brewery to see if there was a possibility of an increase of their offered contribution of £250. It was also **Agreed** to place an order with Pandora Signs for a SID. Cllr Cooper will follow this up.
- d) **Moss Lane Bridge:** In addition to the inconvenience to road users resulting from the bridge closure, it was noted that a collateral problem was the developing use of the 'dead-ends' for anti-social behaviour, with litter from parked cars being a prime example. It was acknowledged that design and cost elements were major considerations and that there was a major requirement to stabilise the substrate before repairs to the bridge could be completed. The importance of repair was stressed however, and it was **Agreed** to join with Crosthwaite Parish Council and co-sign a letter to County Highways to urge a speedy resolution to this problem.

#### 17/22 Reports

- a) **Chairman and Parish Councillors:** No reports submitted.
- b) **Helsington & Brigsteer Village Hall:** Cllr. Ritchie reported that the Village Hall has appointed a committee, including Parish Council representatives to deliver Platinum Jubilee celebrations including a community event styled as a 'Big Picnic' on Sunday 05 June. Cllr Carman confirmed that he will try to procure a commemorative bench using funds provided by District Cllr. Holmes in time for the event. It was acknowledged that some financial top-up might be required from the Parish Council which would need to be confirmed. The suggested location was to be on the road verge adjacent to the Village Hall.

- c) **Local Police Team:** No specific report had been received.
- d) **District Councillor:** Cllr. Holmes reported on the recent incidence of thefts from locations in the Lyth Valley which required vigilance from the local community. The third meeting of the interim Local Government Reorganisation Group will be held on 10 May against the recent appointment of personnel to key posts in the new structure. He also confirmed that SLDC continues to develop a Resilience and Emergency Plan which will be available to the new Authority by Vesting Day in 2023.
- e) **County Councillor:** On behalf of Cllr Bland, Cllr. Holmes confirmed that improvement plans for the A590 between Brettagh and Meathop continue to be developed.

**18/22 The Queen’s Platinum Jubilee:** This had already been discussed at Item 17/22(b).

**19/22 Community Initiatives**

- a) **Community Led Plan:** It was felt that the development of a Community Led Plan should be considered as part of the proposed Resilience Plan.
- b) **Resilience Plan:** Cllr. Ritchie confirmed that a draft plan is in place and that support from CALC for those Parish Councils developing Resilience Plans was being monitored. It was **Agreed** that an initial meeting of representatives from community organisations would be held on 23 May (at 7.00 p.m. in the Village Hall) to kick-start the development of a Resilience Plan (within which the development of a Community Led Plan would be considered).

**20/22 Future Meetings:** The next meeting is scheduled for 06 July 2022 to be held in the Helsington & Brigsteer Village Hall commencing at 7.30 p.m.

The meeting closed at 8.55 p.m.

Signed.....

Chairman

Date: