

## HUTTON ROOF PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend the **Annual Meeting of Hutton Roof Parish Council on Thursday 19 May 2022 at 6.00pm** at Hutton Roof Village Hall for the purposes detailed in the following agenda

Please note that this meeting will be followed by the **Annual Parish Meeting** which will commence no earlier than 6.30pm

### AGENDA

#### 1. Election of Chair

To elect a Chair for the municipal year 2022/2023, and to arrange delivery of the Chair's Declaration of Acceptance of Office.

#### 2. Election of Vice-Chair (not mandatory)

To consider electing a Vice-Chair for the municipal year 2022/2023, and to arrange delivery of the Vice-Chair's Declaration of Acceptance of Office if appropriate.

#### 3. Apologies

To receive apologies with reasons for absence.

#### 4. 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.

#### 5. Minutes

To approve the minutes of the Meeting held on Thursday 20 January 2022 (copy attached).

#### 6. 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.

#### 7. Appointment of Representatives

To consider the appointment of representatives to other organisations and committees:

- Hutton Roof Village Hall
- Friends of Hutton Roof Common
- CALC South Lakeland District Association (quarterly meetings)

#### 8. Policies and Procedures

To review Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy and Retention of Documents Policy

(All policies can be viewed at <https://www.huttonroofpc.co.uk/information.html>)

#### 9. Certificate of Exemption

To review and approve the Certificate of Exemption from limited assurance review and to authorise submission (copy attached)

#### 10. Annual Internal Audit Report 2021/2022

To receive and approve the Internal Audit Report 2021/2022 (copy attached)

#### 11. Annual Governance Statement

To receive and approve the Annual Governance Statement (copy attached)

## 12. Annual Accounting Statements

- To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2022 (copies attached)
- To receive and approve the Annual Accounting Statement (copy attached)

## 13. 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 Monday 13 June – Friday 22 July 2022

## 14. Finance

- To note/authorise the following payments:

i	Julie Hartley (Internal Audit 2021-2022)	£75.00
ii	Scott Thornley (Clerk's Expenses)	£19.35
- To consider any quotes obtained for a new parish notice board.
- To consider a donation to the fund for the extension of the Village Hall

## 15. Reports

- Chair and Parish Councillors
- District Councillors
- County Councillor
- Clerk's Report and Correspondence
- Hutton Roof Village Hall

## 16. Planning

To note the following planning applications, responses and/or decisions: (view applications, responses and decisions online at

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

- SL/2022/0159 at Stonethwaite, Newbiggin – Removal of condition 4 (agricultural occupancy) attached to planning permission 5/76/1338
- SL2022/0312 & SL/2022/0313 at Manor Farm, Newbiggin – Conversion of barn to form single dwelling and erection of ancillary garage/storage building with associated landscaping works (Revision to Planning permission SL/2018/0506 & Listed Building Consent SL/2018/0507)

## 17. Tree Preservation Orders

Cllr J Morgan to report.

## 18. Highways and Public Rights of Way

- Cllr J Morgan to give an update on highways, signage and traffic management issues and to consider further action to be taken
- To update on the repair of potholes
- Clerk to report on sharing the SID with other parishes
- To consider the issue of road verge cutting (Cllr J Chaplow to report).

## 19. Hutton Roof Craggs

To receive an update on Hutton Roof Craggs.

## 20. Date of the next meeting

The next meeting will be on Monday 12 September 2022 at Hutton Roof Village Hall to commence at 7.00pm.



**Clerk to the Council**

11 May 2022