

Hutton Roof Parish Council

Minutes of the Annual Parish Council meeting on Thursday 19 May 2022 at Hutton Roof Village Hall

Present: Councillors Judi Morgan, Jacky Chaplow, Christine Helliwell, John Power

Unitary Councillor Vicky Hughes

Clerk, Scott Thornley

To be presented for acceptance at the Parish Council meeting on Monday 12 September 2022

52	/22	Election of Chair: Cllr. Chaplow was proposed by Cllr. Morgan and seconded by Cllr. Helliwell and it was RESOLVED to elect Cllr. Chaplow as Chair for 2022-2023. Cllr. Chaplow duly signed the Declaration of Acceptance of Office.	
53	/22	Election of Vice-Chair: Cllr. Power was nominated by Cllr. Helliwell and seconded by Cllr. Morgan and it was RESOLVED that Cllr. Power be elected as Vice-Chair for 2022-2023.	
54	/22	Apologies for absence: RESOLVED to accept apologies from Cllr. Hall who had been delayed at work.	
55	/22	Declarations of Interest/Dispensation Requests: There were no interests to declare.	
56	/22	Minutes of the meeting on Thursday 20 January 2022: RESOLVED that the minutes of the meeting on Thursday 20 January 2022 were a correct record and a copy was signed by the Chair.	
57	/22	Public Participation: a) No recent report had been received from the police. b) No reports had been received from County or District Councillors Unitary Councillor Hughes gave a brief overview of what had happened in the Westmorland and Furness Council to date. c) It was noted that a number of potholes have been reported to Cumbria County Council but no action had been forthcoming. It was suggested that the Clerk take a screenshot of the logs to send to councillors. Noted that 2 carers visiting a client in the village had both suffered punctures after driving over one of the potholes. It was noted that speeding through Hutton Roof was a problem, however with the speed limit being 60mph there was very little that could be done. It was suggested that a project named Quiet Lanes may be able to help and it was agreed that Cllr. Chaplow will share this information with all councillors who could meet before the next meeting to discuss this. RESOLVED to post a notice on the noticeboard inviting comments.	
58	/22	Appointment of Representatives: RESOLVED to make the following appointments: Hutton Roof Village Hall – Eve Simpson Friends of Hutton Roof Common – Judi Morgan and Stuart Williams CALC District Association – Scott Thornley	
59	/22	Review of Policies and Procedures: The council reviewed the following policies and RESOLVED to adopt them all: Standing Orders Financial Regulations Data Protection Policy Retention of Documents Policy Code of Conduct	

Chairperson:.....

Date:.....

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60	/22	Certificate of Exemption: Having noted the receipts at £4,575.40 and payments at £3,175.01 it was RESOLVED to declare the council exempt from Limited Assurance Review and the Certificate of Exemption was signed by the Chair.	
61	/22	Annual Internal Audit Report: The meeting received the report of the Internal Auditor, Julie Hartley and it was RESOLVED to approve the findings.	
62	/22	Annual Governance Statement: The meeting received the Annual Governance Statement presented by the clerk and it was RESOLVED to answer all questions "Yes" and a copy was signed by the Chair.	
63	/22	Annual Accounting Statement: The meeting received the Annual Accounting Statement presented by the clerk and it was RESOLVED to approve the statement and a copy was signed by the Chair.	
64	/22	Notice of the period for the exercise of public rights: The clerk presented the notice with the recommended dates set for the exercise of public rights. It was RESOLVED to approve the notice.	
65	/22	Finance: RESOLVED to authorise the following payments: Julie Hartley (internal Audit 2021-2022) £75.00 Scott Thornley (Clerks Expenses) £19.35 No quotes had been received regarding the noticeboard. Cllr. Chaplow to speak to Irvings regarding making a new one. A donation to the Village Hall Extension Fund was considered and it was RESOLVED to clarify the appropriate amount under Section 137 before proceeding.	
66	/22	Reports: A report from the previous Chair had been circulated prior to the meeting and was summarised. There were no reports from County or District Councillors The Clerk reported that the precept had been received and the Internal Audit had been completed. The District Association was currently looking at how Parish Councils can work more closely with the new Unitary Authority and that Local Area Partnerships may be about to restart. Correspondence Received included Local Government Reorganisation Updates, CALC Newsletter, and an email about the potholes from a local resident. Hutton Roof Village Hall – It was noted that the preparatory work regarding the extension was progressing slowly and that the decision to change to a CIO was currently in process.	
67	/22	Planning: The following applications were noted and comments had already been sent to SLDC: SL/2022/0159 at Stonethwaite, Newbiggin – Removal of condition 4 (agricultural occupancy) attached to planning permission 5/76/1338 SL/2022/0312 & 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)	
68	/22	Tree Preservation Orders: Cllr. Morgan advised that there was nothing to report. She had written to Graeme Nicholson at SLDC but had heard nothing back. There were currently no TPO's in Hutton Roof.	

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		RESOLVED to post a notice regarding tree planting on the noticeboard with regard to the Queen's Green Canopy scheme and to enquire whether there are still trees available on the scheme.	
69	/22	Highways and Public Rights of Way: There had already been significant conversation regarding the potholes earlier in the meeting. There was some discussion about the number of HGV's entering the narrow lanes around the area and causing damage to bridges. It was RESOLVED to keep a log of all these incidents and to invite an officer from SLDC to make a site visit.	
70	/22	Hutton Roof Craggs: Noted that the project with Butterfly Conservation was coming to an end and that there were plans to have a public meeting in the near future.	
71	/22	Date of next meeting: The next meeting will be held on 12 September 2022 at 7.00pm, in Hutton Roof Village Hall. Meeting closed at 20.15	

Chairperson:.....

Date:.....