

# Hutton Roof Parish Council

## Minutes of the Ordinary Parish Council meeting on Monday 13th May 2024 at Hutton Roof Village Hall

Present: Councillors John Power (Chair), Nick Hampson, Christine Helliwell, Michelle Prickett

Clerk: Christine Davidson, District Councillor Vicky Hughes and 2 members of the public

*To be presented for acceptance at the Parish Council meeting on Monday 6<sup>th</sup> August 2024*

143	/24	<b>Election of Chair:</b> Cllr Power was nominated by Cllr Helliwell and elected unanimously to the chair for 2024/25	
144	/24	<b>Declaration of Acceptance</b> The Chair duly signed the Declaration of Acceptance of Office	
145	/24	<b>Apologies for Absence</b> There were no apologies for absence as all Councillors were present.	
146	/24	<b>Declarations of Interest /Dispensation Requests</b> Cllr Prickett declared an interest in item 7 Village Hall Report due to quote submission by Fabtec.	
147	/24	<b>Minutes of the Meeting of 12<sup>th</sup> February 2024</b> It was agreed that the Minutes of the Meeting of the 12 <sup>th</sup> February 2024 were a true record and duly signed by the Chairman.	
148	/24	<b>Public Participation.</b> It was reported that a directional finger post requested from Highways for the Village Hall has not yet been actioned. – Clerk to enquire  Due to speeding issues it was suggested extra 30mph signs were requested from Highways. Clerk to request	
149	/24	<b>Reports:</b> There were no items raised by the Chair or other Councillors.  District Cllr Hughes updated the Parish Council on the reorganisation of District Councillors portfolios. There will be a safety inspection of road surfaces. Any issues should still be reported online on the 'Highways Hotline'  New Clerk is awaiting access to the bank and once this is confirmed, updated financial reports can be updated. The website will shortly be updated.  The Village Hall is almost complete and should be signed off before the Fell Race. There is an issue with the railings which should shortly be resolved. A quote was submitted for concrete bases for the new benches totalling £650 plus VAT – it was proposed this quote be accepted and this was unanimously agreed.	
150	/24	<b>Certificate of Exemption from External Audit:</b> The Certificate of Exemption was presented and it was resolved to approve this.	
151	/24	<b>Annual Governance Statement:</b> The Annual Governance Statement was presented and it was resolved to approve this.	
152	/24	<b>Annual Accounting Statement:</b> The Annual Accounting Statement was presented and it was resolved to approve this.	

Chairperson:.....

Date:.....

# Hutton Roof Parish Council

## Minutes of the Ordinary Parish Council meeting on Monday 13th May 2024 at Hutton Roof Village Hall

<b>153</b>	<b>/24</b>	<p><b>Internal Audit Report</b> The Internal Audit Report was presented and it was resolved to approve this.</p>									
<b>154</b>	<b>/24</b>	<p><b>Policy Reviews:</b> The following Policy Documents were reviewed and it was RESOLVED to adopt them without any changes: Standing Orders Code of Conduct Data Protection Policy Retention of Documents Policy</p> <p>The Financial Regulations have recently been updated by NALC and these will be reviewed and agreed at the next meeting.</p>									
<b>155</b>	<b>/24</b>	<p><b>Finance</b> It was agreed to authorise the following payments:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Christine Davidson – Clerk Expenses</td> <td style="text-align: right;">£43.65</td> </tr> <tr> <td>CALC Subscription -</td> <td style="text-align: right;">£146.01</td> </tr> <tr> <td>ICO Data Protection fee (Direct Debit)</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>G Airey – Internal Audit fee</td> <td style="text-align: right;">£75.00</td> </tr> </table> <p>Previous Clerk Scott Thornley will set up the payments for Cllr Power to authorise. Scott Thornley will be removed from the bank signatory list once Christine Davidson is registered.</p> <p>To note receipt of 2024-25 Precept of £4677</p>	Christine Davidson – Clerk Expenses	£43.65	CALC Subscription -	£146.01	ICO Data Protection fee (Direct Debit)	£40.00	G Airey – Internal Audit fee	£75.00	
Christine Davidson – Clerk Expenses	£43.65										
CALC Subscription -	£146.01										
ICO Data Protection fee (Direct Debit)	£40.00										
G Airey – Internal Audit fee	£75.00										
<b>156</b>	<b>24</b>	<p><b>Planning:</b> None</p>									
<b>157</b>	<b>24</b>	<p><b>Highways and Rights of Way</b> Discussed previously. Clerk to chase signage and continue to report potholes on the online Highways system.</p>									
<b>158</b>	<b>24</b>	<p><b>Hutton Roof Craggs</b> Nothing to report</p>									
<b>159</b>	<b>24</b>	<p><b>Dates for meetings for the 2024-25 Year</b> It was agreed the next 3 meetings would be held on: Tuesday 6<sup>th</sup> August 2024 Tuesday 12<sup>th</sup> November 2024 Tuesday 4<sup>th</sup> February 2025</p> <p>To commence at 7pm in the Village Hall</p>									

Chairman:.....

Date.....

Chairperson:.....

Date:.....