

## HUTTON ROOF PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend a **Meeting of the Parish Council** to be held on **Wednesday 1 August 2018 at 7.00pm** in Hutton Roof Village Hall for the purposes detailed in the following

### A G E N D A

1. **Apologies** - to receive apologies with reasons for absence.
2. **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.
3. **Minutes** - to approve the minutes of the Annual Meeting held on Wednesday 8 May 2018 (copy attached).
4. **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.
5. **Hutton Roof Crags**
  - i. To receive an update regarding the proposed Restoring the Rakes Project 2018.
  - ii. To receive an update on the Environmental Stewardship Agreement re Hutton Roof Crags.
6. **Parish Plan**

To consider and approve a proposal to work on the development of a Parish Plan.
7. **Planning**
  - a) To note the following planning applications, responses and decisions: (view applications, responses and decisions online at <http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>):
    - i. SL/2018/0258 - Nessfield Gale Barn, Hutton Roof  
Demolition of garage, single story extension to the south elevation and two storey extension to the west elevation and conversion and extension of outbuilding to form annexe accommodation. **Decision - Grant with conditions.**
    - ii. SL/2018/0384 - OS Field No 5200, opposite Badger Gate, Hutton Roof - Erection of a farm building and laying of hard core apron. **No comments**
    - iii. SL/2018/0433 - Crag View, Hutton Roof - Single dwelling. **No comments.**
    - iv. SL/2018/0443 - Newbiggin Old Hall, Newbiggin - Installation of two dormer windows to rear, formation of pitched roof over existing rear dormer, conversion of existing attached garage & store to form linked annexe accommodation. **No comments.**
    - v. SL/2018/0506 and SL/2018/0507 - Manor Farm, Newbiggin – Conversion of barns to form 3 dwellings and erection of ancillary garage and domestic storage building.  
**Unable to respond. In the interests of openness and transparency, it should be noted that the applicant and the applicant's son are both members of Hutton Roof Parish Council. As the Council currently comprises only four councillors, this means that there are insufficient members to comment on the applications.**

(The above responses were submitted by the Clerk on behalf of members under delegated powers).

Clerk to the Council  
Ms Jane Saunders, 60 Castle Street, Kendal, Cumbria, LA9 7AS  
Tel 07849103127  
Email [huttonroofpc@gmail.com](mailto:huttonroofpc@gmail.com)  
[www.huttonroofpc.co.uk](http://www.huttonroofpc.co.uk)

b) To note that South Lakeland District Council has moved to paperless planning applications.

## 8. Reports

- i. Chairman and Parish Councillors
- ii. District Councillors
- iii. County Councillor
- iv. Clerk's Report and Correspondence, to include:  
Hutton Roof War Memorial Consultation Report;  
BT telephone kiosk;  
Review of Declarations of Interest;  
Submission of Declaration of Compliance with the Pensions Regulator;  
Survey questions from South Westmorland Local Area Partnership.
- v. Hutton Roof Village Hall

## 9. Highways and Public Rights of Way

To receive information or updates regarding highways and/or public rights of way.

## 10. General Data Protection Regulation 2018

To receive an update and advice on GDPR 2018 and to consider authorising the Clerk to continue work on compliance.

## 11. Annual Governance and Accountability Return 2017/18

To note that the Certificate of Exemption has been submitted to the external auditor, that the Annual Governance and Accountability Return 2017/18 and the required information have been published and that the period for the exercise of public rights has been completed.

## 12. Finance

a) To consider and approve Zurich Municipal Insurance quote for a new bespoke policy at a reduced annual premium of £224.00.

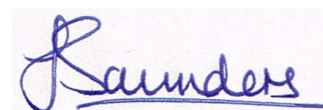
b) To authorise the following payments:

- |   |         |
|---|---------|
| i. Jane Saunders (Clerk's salary, paid by monthly SO)             | £189.85 |
| ii. Jane Saunders (Clerk's salary, GDPR work 01/05/18 - 31/07/18) | £87.62  |
| iii. Jane Saunders (Clerk's expenses, 01/05/18 - 31/07/18)        | £37.35  |
| iv. Elizabeth Fox (website updates)                               | £tbc    |

c) To receive an update regarding amendments to the Bank Mandate.

## 13. Future meetings

To note the dates of future meetings as Thursday 1 November 2018 and Tuesday 8 January 2019, and to note any items for inclusion on a future agenda.



**Clerk to the Council**

23 July 2018