

HUTTON ROOF PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend the **Annual Meeting of the Parish Council** to be held virtually on **Wednesday 5 May 2021 at 6.00pm** 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.

Meeting Room location and joining details:

<https://us02web.zoom.us/j/89969323286?pwd=RFp4UkQ0cXA1M045SHpuc2VVTXVtdz09>

Meeting ID: 899 6932 3286

Passcode: 887218

Dial by your location (UK)

+44 208 080 6591, +44 208 080 6592, +44 330 088 5830, +44 131 460 1196, +44 203 481 5237

Find your local number: <https://us02web.zoom.us/j/89969323286?pwd=RFp4UkQ0cXA1M045SHpuc2VVTXVtdz09>

- 1. Election of Chair** - to elect a Chair for the municipal year 2021/22, 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 2021/22, 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. Minutes** - to approve the minutes of the meeting held on Monday 1 February 2021 (copy attached).
- 5. 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.
- 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 (attendance at monthly meetings);
 - Friends of Hutton Roof Common;
 - CALC South Lakeland District Association (quarterly meetings, next meeting 10 June 2021).
- 8. Policies and Procedures**

(view at <https://www.huttonroofpc.co.uk/information.html>):

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

Clerk to the Council
Ms Jane Saunders, 60 Castle Street, Kendal, Cumbria, LA9 7AS
Tel 07849103127
Email huttonroofpc@gmail.com
www.huttonroofpc.co.uk

9. Annual Governance and Accountability Return 2020/21 - Certificate of Exemption

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.

10. Annual Internal Audit Report 2020/21

To receive and approve the Annual Internal Audit Report 2020/21 for the Annual Governance and Accountability Return (to follow).

11. Annual Governance Statement 2020/21 - To receive and approve the Annual Governance Statement 2020/21 for the Annual Governance and Accountability Return (copy attached).

12. Accounting Statements 2020/21

(i) To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2021 (copies attached).

(ii) To receive and approve the Accounting Statements 2020/21 for the Annual Governance and Accountability Return (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 Thursday 3 June - Wednesday 14 July 2021.

14. Finance

a) To authorise the following payments:

i.	CALC (Annual Subscription 2021/22)	£112.92
ii.	CALC (Effective Cllr Module 2 training course for Cllr J Morgan)	£20.00
iii.	Julie Hartley (Internal Audit fee)	£75.00
iv.	Jane Saunders (Clerk's salary, additional hours Jan - April 2021)	£138.36
v.	Jane Saunders (Clerk's expenses, 01/02/21 - 30/04/21)	£41.39
vi.	Information Commissioner's Office (Data Protection registration, annual DD)	£35.00
vii.	Jane Saunders (Clerk's salary, paid by monthly standing order)	£199.85
viii.	Zurich Insurance (policy renewal due 01/08/21)	tbc

b) To note receipt of SLDC Member's Locality Grant of £200 (Cllr Tom Harvey) towards a new parish notice board and to consider any quotes obtained.

15. Reports

- i. Chair and Parish Councillors
- ii. District Councillors
- iii. County Councillor
- iv. Clerk's Report and Correspondence
- v. 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>):

- i. **SL/2020/0120 - Kelker Well, Newbiggin** - Demolition of existing barn and erection of 3 bed dwelling (Revised SL/2019/0915). **No decision.**
- ii. **SL/2020/0937 - Barn at End of Shortbutts Lane, Hutton Roof** - Variation/removal or discharge of conditions attached to planning permission SL/2020/0651. **Granted with conditions.**
- iii. **SL/2020/0616 - Sealford Farm, Newbiggin** - Single storey extension to front elevation and rear conservatory/summer room. **No decision.**

- iv. **SL/2020/0845 - Newbiggin Farm, Newbiggin** - Change of use and alterations to redundant storage building to accommodation suitable for holiday letting with landscaping and parking area. **Granted with conditions.**

17. Tree Preservation Orders

Cllr J Morgan to report.

18. Co-option of a councillor

To receive an update on the co-option process and to consider any candidates for co-option.

19. Highways and Public Rights of Way

To receive an update regarding highways, signage and traffic management issues and to consider further action.

20. Hutton Roof Crag

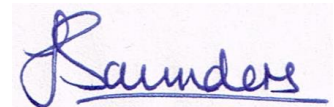
To receive an update on Hutton Roof Crag.

21. Greening Campaign South Lakeland

To consider information received on the Greening Campaign.

22. Future meetings

- (i) To consider dates for future Council meetings in 2021/22;
- (ii) To confirm that meetings will usually commence at 7.00pm and be held in Hutton Roof Village Hall.



Clerk to the Council

27 April 2021