

HUTTON ROOF PARISH COUNCIL

Minutes of a **Meeting of the Parish Council** held **virtually** on
Monday 1 February 2021 at 6.00pm.

Present: Cllrs J Morgan (Chair), J Chaplow, C Helliwell.

Also present: J Saunders (Clerk).

36/20 Apologies

It was reported that Max Burrow had formally tendered his resignation as a parish councillor earlier that day. His resignation was received and accepted with understanding and regret and it was resolved to write to Max to thank him for his work as a councillor.

Cllr Roger Bingham had conveyed his apologies as he was attending other meetings; he had submitted a written report.

37/20 Declarations of Interest / Dispensation Requests

None.

38/20 Minutes

The minutes of the Meeting held on Monday 2 November 2020 were approved.

39/20 Public Participation

None.

40/20 Reports

- i. Chair and Parish Councillors: all matters dealt with under other agenda items.
- ii. A report (and subsequent corrections) from District Councillor/County Councillor Roger Bingham had been received and circulated by email. It was noted that SLDC's Bay proposal had been submitted and consultation was ongoing, and works were planned for Sealford Lane and Clawthorpe Lane.
- iii. Clerk's Report and Correspondence:
Clerk outlined the process with regard to advertising the vacancy on the Council. It was resolved that, assuming an election was not called following publication of the statutory notice, the vacancy would be advertised and anyone interested in serving as a parish councillor would be invited to contact the Council. The co-option of a councillor would then be an agenda item at the next meeting. Correspondence had been received regarding collapsed walls on land owned by a local charity; Cllr J Morgan reported that, with the trustees' agreement, she and Eve Simpson had rebuilt the wall. Further repairs were to be undertaken by the landowner.
Cllrs J Chaplow and C Helliwell had attended an online Planning training course and Cllr J Morgan had attended the first module of the online Effective Councillor course. It was felt that in person training was more useful and effective than the online courses currently on offer.
Further work had been undertaken on the website, including addressing some accessibility issues, adding an Accessibility Statement, updates including information on the proposals for local government reorganisation and archiving older documents.
A re-declaration of compliance with The Pensions Regulator had been completed in December 2020 (no employees to enrol in a pension scheme). It was noted that the Clerk would be taking 3.4 weeks' annual leave before the end of March and carrying forward 1 week's leave to 2021/22.
- iv. It was noted that Hutton Roof Village Hall was currently closed due to the lockdown.

41/20 Finance

- a) The Asset Register was reviewed and approved.
- b) The Financial Risk Assessment and Management for 2020/21 was considered and approved.
- c) The Review of the Effectiveness of Internal Audit Report, including a recommendation to re-appoint the internal auditor, was considered and approved.
- d) The final Budget for 2021/22 was received and noted, and it was further noted that the precept of £4,553.68 had been submitted to SLDC.
- e) The following payments were authorised:

CALC (Planning training course 10/12/20 for Cllrs Chaplow and Helliwell)	£40.00
CALC (Effective Councillor 1 training for Cllr J Morgan)	£20.00

It was noted that a further £20.00 would be due if Cllr Morgan completed Module 2.

Jane Saunders (Clerk's expenses, 01/11/20 - 31/01/21)	£27.00
Jane Saunders (Zoom subscription)	£14.39

It was agreed that Elle Fox would be paid for work on the website on receipt of an invoice.
- f) It was noted that the Parish Online subscription was not paid because a receipt was received indicating that the subscription had been paid by B4RN.

42/20 Planning

The following planning applications, responses and decisions were received and noted:
(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/2020/0651 - Barn at End of Shortbutts Lane, Hutton Roof** - Conversion of barn into single dwelling, associated external works and installation of septic tank.
Granted with conditions.
- iii. **SL/2020/0937 - Barn at End of Shortbutts Lane, Hutton Roof** - Variation/removal or discharge of conditions attached to planning permission SL/2020/0651.
No objections, but pointed out (re Section 6 of the Application form) that the site can be seen from the public footpath which runs adjacent to the barn. (Response submitted by Clerk under delegated powers following email consultation). **No decision.**
- iv. **SL/2020/0719 - Pickle Farm, Hutton Roof** - Infill extension to form garden room with balcony terrace at first floor. **Granted with conditions.**
- v. **SL/2020/0616 - Sealford Farm, Newbiggin** - Single storey extension to front elevation and rear conservatory/summer room. **Noted that the proposed extensions to both the front and rear of the building will alter the shape of the building and increase its footprint considerably. Requested that consideration is given to the appropriateness of the scale of the development in relation to the existing row of houses and to the likely impacts on the amenity of neighbouring properties, notably overshadowing and loss of privacy. Recommended the use of sympathetic materials and finishes for proposed doors and windows.** (Response submitted by Clerk under delegated powers following email consultation). **No decision.**
- vi. **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.
No comments. (Response submitted by Clerk under delegated powers following email consultation). **No decision.**

43/20 SLDC Local Plan Review

The draft Settlement Services and Accessibility Assessment for Hutton Roof and the response submitted on behalf of the Council were noted. It was resolved to delegate authority to the Clerk and/or Chair to respond to any further consultation documents on behalf of the Council.

44/20 Local Government Reorganisation in Cumbria

The various proposals submitted by the principal authorities were noted (further details and links on the website). An invitation to SLDC's online consultation event re its Bay proposal on 4 February 2021 was also noted.

45/20 Highways and Public Rights of Way

Cllr J Morgan reported on a helpful response received recently from Victoria Upton (Cumbria Highways Team Leader Traffic Management) regarding outstanding highways, signage and traffic management issues. It was agreed that Cllr Morgan would pursue these issues with Ms Upton and aim to arrange a site visit to consider the various locations and requirements when possible after the lockdown and in the new financial year. Cllr Morgan would also ask Ms Upton and Cllr Bingham to look into the parking issues at Lowther Court.

46/20 Hutton Roof Craggs

It was noted that Friends of Hutton Roof Common's work was suspended due to Covid, but it was hoped this would resume later in the year.

47/20 Future meetings

It was agreed that the next meeting would be the Annual Meeting on Wednesday 5 May 2021 at 6.00pm.

The meeting closed at 6.45pm.

Signed:(Chair)

Date:.....