

HUTTON ROOF PARISH COUNCIL

Minutes of the Meeting held on **Thursday 1 November 2018 at 7.00pm**
in Hutton Roof Village Hall

Present: Cllrs S Travis (Chair), P Huntington, D Travis and N Hall.

Also present for all or part of the meeting were Cllrs T Harvey, Brian Cooper and 5 members of the public.

36/18 Apologies

Apologies were received from Cllr R Bingham.

37/18 Declarations of Interest / Dispensation Requests

Cllrs D Travis and S Travis declared a disclosable pecuniary interest in Planning agenda item 5iii re SL/2018/0506 and SL/2018/0507 in respect of Manor Farm, Newbiggin (agenda item for information only). There were no requests for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

38/18 Minutes

It was resolved to approve the minutes of the Meeting held on Wednesday 1 August 2018.

39/18 Public Participation

None.

40/18 Planning

a) The following planning applications and decisions were noted:

(view applications, responses and decisions online at

<http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>):

- i. SL/2018/0433 - Crag View, Hutton Roof - Single dwelling. **Decision - Grant with conditions.**
 - ii. 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. **Decision - Grant with conditions.**
 - iii. (Cllr P Huntington took the chair during this item).
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. **No decision.**
 - iv. SL/2017/1033 - Turners Farm, Hutton Roof - Replacement windows and doors.
This application had been received after the agenda had been issued and circulated to members that day. Members were asked to circulate any comments by email before 7 November to allow the Clerk to submit a response under delegated powers.
- b) It was noted that since South Lakeland District Council's move to paperless planning applications, no information has been received other than the weekly planning lists.

41/18 Reports

- i. Chairman and Parish Councillors: Chairman noted the successful public meeting about a Community Led Plan. The re-opening of Badger Gate Bridge was also noted.
- ii. District Councillor Tom Harvey: Cllr Harvey advised that Cllr Bingham was undergoing major surgery and that Cllr Cooper was hoping to attend later during the meeting. He reported that SLDC was undertaking a restructure of its senior management team, losing one director. In addition, there would in future be a 10% reduction in staffing overall due to digitisation. He noted the ongoing work to refresh the Local Plan. Finally, he highlighted the availability of LIPs funding, a significant pot of money for locally important projects (see website or contact Cllr Harvey) and councillors' own funding for small projects (£1000 per councillor).
- iii. County Councillor: not in attendance.

- iv. Clerk's Report and Correspondence:
 - Notification from Historic England that Hutton Roof War Memorial, St John's Churchyard, has been awarded Listed Building Status (Grade II);
 - Royal Mail poster and advice re scam mail;
 - Great North Air Ambulance - request for donation. Donation to be considered when setting budget for 2019/20;
 - CALC Membership Subscriptions Review 2018 - to be noted when setting Budget;
 - CALC Annual Report and AGM papers.
- v. Hutton Roof Village Hall: Eve Simpson reported on yoga classes and a Halloween Party.

42/18 Highways and Public Rights of Way

The re-opening of Badger Gate Bridge and repairs to potholes were noted. Fallen trees had been cleared from the highway, but a remaining stump was deemed to be posing a danger. Cllr T Harvey offered to contact the landowner. It was agreed that Cllr S Travis would advise Clerk re landowner's details for forwarding to Cllr Harvey. Damage to walls at the Sealford/Newbiggin crossroads caused by lorries turning and the need for advisory signage was noted. Cllr T Harvey agreed to investigate suitable signage. It was noted that the Parish Council could purchase and install signage itself, and it was resolved to take funds from an underspent budget area up to a maximum of £50 as required.

43/18 Community Led Plan

It was reported that 16 people had attended the public meeting held on 2 October 2018 and there had been 39 responses to the questionnaire which had been sent out. Eve Simpson reported that 2/3 of responders would like to see some change/improvements in Hutton Roof, the remainder would like the village to stay the same. The consensus was to preserve a lot of the village as it is - eg in terms of size and landscape - and not to see great changes. Cllr S Travis noted that the priority issues identified for the Parish Council were issues of which the Council was already aware and acting upon. It was suggested that a gritter for the village may be a priority for Newbiggin rather than the village as a whole; the possibility of purchasing a gritter with LIPs funding was suggested. Hutton Roof Crag and the Village Hall were recognised as key assets. It was agreed that Eve Simpson would circulate the questionnaire responses by email. It was further agreed to convene another public meeting in early December and to invite Fran Richardson, ACTion with Communities in Cumbria Development Officer, to discuss the process and the next steps. The information on the ACTion with Communities in Cumbria website on Community Led Plans was noted. Cllr T Harvey indicated the potential value of a Plan in identifying the community's priorities to other authorities and as an influencing document. Eve Simpson was thanked for her work on the questionnaire.

44/18 SLDC Community Governance Review

SLDC's Community Governance Review for South Lakeland was received and noted. The only concern raised was that there are 2 parishes in Cumbria called Hutton Roof, but it was not felt that any changes were required in respect of the parish.

45/18 SLDC Development Management Policies Development Plan Document (DM DPD)

SLDC's DM DPD Main Modifications Consultation was noted. It was understood that there was little substantive change to the Document consulted on previously and it was resolved that no comments would be submitted.

46/18 Hutton Roof Crag

- i. Stuart Williams reported on the continuing path clearance work on the Crag, positive feedback received on improved access and an increase in the number of people exploring the Crag. He advised that Peter Standing was hoping for a meeting and site visit with Nigel Pilling

of Natural England to explain what work is required. Peter would like a path to be cleared to the Cuckoo Resting Chair to allow views of the geological features. A donation of £100 had been received from Peter from the sale of his geological trail to cover the cost of tools purchased. It was acknowledged that a balance was needed in improving access to the Craggs but not turning the area into 'a theme park'.

ii. Cllr D Travis reported that he had been advised that Nigel Pilling (Natural England) was unavailable when he had attempted to contact him with regard to a report on work undertaken on the Craggs under the Environmental Stewardship Agreement. Cllr D Travis agreed to pursue the matter with Natural England.

47/18 Finance

a) Clerk advised that currently quarterly bank statements are available online but that she has no online access to the bank account. She understood that due to a change in banking regulations future statements would be monthly. Clerk advised she would prefer monthly statements but these would have to be sent to her by post. Cllr D Travis had emailed a PDF of statement dated 4 October 2018 to Clerk but these are not printable. Cllr D Travis agreed to request monthly statements by post in future.

A copy of the Bank Reconciliation at 15 October 2018 showing receipts of £3,879.56, payments of £2,319.07 and a balance of £3,109.40 was received and noted.

b) The following payments were authorised:

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| i. Jane Saunders (Clerk's salary, paid by monthly SO) | £189.85 |
| Cllr D Travis agreed to correct the Standing Order amount to £189.85. | |
| ii. Jane Saunders (Clerk's salary adjustment June - Oct 2018) | £1.15 |
| iii. Jane Saunders (Clerk's expenses, 01/08/18 - 31/10/18) | £37.35 |
| iv. Helsington Parish Council (shared use of printer and cost of ink) | £60.00 |

c) Clerk reported receipt of a letter from the bank dated 28 August containing confirmation of the mandate change request. However, it was unclear whether all changes had been implemented, as it appeared that the contact details had been changed but not all new signatories added. Cllr D Travis agreed to seek clarification from the bank.

Unity Trust Bank was recommended as able to accommodate the needs of parish councils, though it was understood that there was a charge for business banking. Clerk agreed to investigate the service offered by this bank.

48/18 Chairman's Announcement

Cllr S Travis announced that he was standing down as Chairman at the end of the meeting. He explained that work commitments meant that he could not give the time and commitment required to be Chairman and to help with the proposed Community Led Plan. It was agreed that Cllr P Huntington would take over as Acting Chairman. It was noted that there was currently a vacancy for someone to serve as a councillor and to help with the proposed Plan, and also that parish elections were due to be held in May 2019.

49/18 Future meetings

It was noted that the next meeting would be on Tuesday 8 January 2019 and that the agenda would include setting the budget for 2019/20.

The meeting closed at 8.05pm.

Signed:(Chairman)

Date: 8 January 2019