

HUTTON ROOF PARISH COUNCIL

Minutes of the **Parish Council Meeting** held on **Monday 21 October 2019 at 7.00pm**
at Hutton Roof Village Hall

Present: Cllrs J Morgan, N Hall and M Burrow

Also present: County and District Cllr R Bingham (part), Clerk J Saunders and 1 member of the public.

35/19 Apologies

Apologies with reasons given were received and accepted from Cllr J Chaplow.

36/19 Declarations of Interest / Dispensation Requests

- Cllr J Morgan declared an interest in planning item 5ii re Crag View as she lives in a neighbouring property; as the item was for information only it was agreed that Cllr Morgan should remain in the meeting during this item.
- Cllr M Burrow submitted a request for a dispensation to speak and vote in respect of consideration of and responses to all planning applications on the grounds that a dispensation would enable the Council to transact its business and be in the interests of the local community (without dispensation to all members the Council risks being inquorate and therefore unable to respond). The dispensation request was granted for the term of office of the Council.

37/19 Minutes

The minutes of the Meeting held on Tuesday 30 July 2019 were approved.

38/19 Public Participation

None.

39/19 Planning

The following planning applications, responses and decisions were noted:

(view applications, responses and decisions online at

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

- SL/2019/0310 - OS Field No 1837, opposite Hutton Roof Post Office, Glebe Barn, Hutton Roof** - Formation of new field access, formation of new stone walls and entrance area. **Decision - Granted 2 August 2019.**
- SL/2019/0499 - Crag View, Hutton Roof** - Single dwelling with new vehicular and pedestrian access. **No comments** on amended plans received 11 September 2019. (Response submitted by Clerk following email consultation. Cllr J Morgan had declared an interest in this matter and taken no part in the consultation). **No decision.**
- SL/2019/0578 - Land to rear of Meadowside, Hutton Roof** - Single dwelling. **Decision - Granted 18 September 2019.**

40/19 County and District Councillor's Report

(As Cllr R Bingham had to leave the meeting early, it was agreed to bring his report forward on the agenda). Cllr Bingham noted numerous complaints about leaves blocking drains and advised that it was not yet known whether winter gritting would cover the road from the church to the A65. Cumbria County Council was preparing for its Budget round in the new year. The Police are recruiting 25 more officers this year resulting in, it had been claimed, Cumbria being the best staffed constabulary in the country. It was planned to install CCTV cameras along the Cumbria/Lancashire border to combat the County Lines drug dealers but Cllr Bingham is continuing to argue that local parishes should not be expected to contribute to the cost of this scheme. Cllr Bingham also highlighted the work of the Bridgeway Sexual Assault Service. SLDC finances were noted to be sound, with 99% of debts owing from 2017/18 having been recovered and a major saving of £190k achieved on insurance. There was a £55k underspend

on HR but a £44k overspend on car parks. Following further flooding problems after recent wet weather, Cllr Bingham advised he was pressing for immediate work on vulnerable areas. SLDC has also adopted a tree planting policy under its Climate Change agenda.

41/19 Highways and Public Rights of Way

- i. The following updates regarding highways and signage issues (following further correspondence with Cumbria Highways Traffic Management Team) were received and noted:
 - Re signage from A65 of length restriction at Badger Gate Bridge: Highways had agreed that the signage should include metric measurements and that a new sign was to be made and installed to replace the damaged sign at the junction.
On 9 October 2019 Highways had advised that the sign ticket was being processed, however this had been delayed due to the Tour of Britain.
 - Re access to the sawmill: A sign stating 'No access to the sawmill for long vehicles' at this junction had also been requested but Highways had advised that funding for new signage (one sign and labour costs approximately £400) comes from either the County Councillor's budget provision or from the Parish Council. Clerk had written to Highways suggesting that it should fund the sign as £400 was seen to be a sensible investment to make to save the bridge from further expensive damage as sustained previously as a result of HGVs attempting to use this route.
On 9 October 2019 Highways had advised that further monitoring of the situation was required along with the involvement of Cllr R Bingham when reviewing his members priority works for a future tax year (Cllr Bingham had been copied into this email exchange). It was noted that further damage had recently been sustained by the bridge after a lorry attempted to cross it.
It was resolved that the Parish Council would be prepared to contribute half the cost of the signage (ie £200) and that Cllr J Morgan would put this offer to Peter Hosking, the Highway Network Manager. If this proved unsuccessful, it was agreed to write to Tim Farron MP regarding the matter.
 - Re no left turn at Buttle House: The re-instatement of a sign indicating no left turn for long vehicles at Buttle House had been requested. Highways had advised that a rectangular advisory sign (approx. £400) could be funded from either the County Councillor's budget provision or by the Parish Council. Clerk had written to Highways suggesting (as in the previous case) that it should fund the sign as £400 was seen to be a sensible investment to save the bridge from further expensive damage as sustained previously as a result of HGVs attempting to use this route.
On 9 October 2019 Highways had advised that further monitoring of the situation was required along with the involvement of Cllr R Bingham when reviewing his members priority works for a future tax year (Cllr Bingham had been copied into this email exchange). It was resolved that Cllr J Morgan would raise the provision of this sign with Peter Hosking.
 - Re dangerous speeding through village: signage to encourage drivers to slow down such as 'Please drive carefully through our village' and 'Children playing' had been requested. Highways had advised that the request had been taken to a partnership group called Collision Reduction and Safer Highways (CRASH) and a response was awaited. Clerk had written to Highways requesting an update from the CRASH group and stressing the desirability of signage such as the above to encourage drivers to slow down but in its response of 9 October 2019 Highways stated that an update was still not available but that it would relay the information as it comes through.
It was noted that a recent speed survey undertaken re a planning application for the site opposite Hutton Roof Post Office suggested that the average speed recorded was 25mph.
 - Re winter gritting: an amendment to the gritting route to include the road from Hutton Roof Church to the A65 prior to next winter had been requested. Highways had confirmed that the winter maintenance policy was being reviewed this summer.
Clerk had written to Highways requesting an update from the Network Department but as of

9 October 2019 this had not been available but would be relayed as it came through. It was resolved to request grit supplies for Newbiggin and Clawthorpe Road.

ii. Cllr J Morgan had obtained a copy of a report by Dorset AONB on traffic management in rural villages, 'Traffic in Villages - Safety and Civility for Rural Roads.' This described action/signage which has the most impact on slowing the pace of traffic in villages eg 'gates' on verges at entry points. Cllr Morgan agreed to circulate a link to this report.

42/19 Reports

- i. Chair and Parish Councillors. No reports.
- ii. Clerk's Report and Correspondence. Items of correspondence and information circulated by email were noted. Clerk highlighted the following: CALC Training programme for September - December 2019. Cllr J Chaplow had completed Module 1 of The Effective Councillor course and was due to attend Module 2 the following week. Planning training courses had been added to the programme - afternoon sessions costing £45 (evening courses planned for spring), book via Clerk. Invitation to CALC AGM Saturday 9 November, 10.30am, Wigton. Re website - Joan Martin of Photo North had provided new higher resolution images for use as banners, further enhancing the website. With help from web designer, Clerk has now taken on responsibility for routine updates. 4 apple trees to be planted at the Village Hall under SLDC's tree planting scheme and thanks conveyed to Eve Simpson for liaising with SLDC arboriculturalist.
- iii. Hutton Roof Village Hall. Eve Simpson reported that the arboriculturalist had confirmed ash dieback and recommended removal of tree. ENW had accepted responsibility and agreed to fell the tree, probably in the spring. Work planned to improve toilets and storage facilities in the next year.

43/19 BT Payphone Removal Consultation

Notification of a consultation regarding BT's proposal to remove the public payphone opposite Crag View, Hutton Roof had been received from SLDC. It was noted that in 2018 the Parish Council had received an assurance from BT that the Hutton Roof payphone would be left 'in service for the time being at least' and that under Ofcom regulations SLDC has power of veto over proposed payphone removals. It was agreed that the public payphone is vital in emergencies for both residents and visitors, particularly as mobile reception is poor and residents using B4RN/VoIP lose access to telephone service during power cuts. It was resolved to object to the removal of the public payphone on these grounds.

44/19 Hutton Roof Crag

Cllr J Morgan reported on Friends of Hutton Roof Common's programme of events and talks on butterflies, bats and dark skies and work recommencing on the Rakes. Nigel Pilling had asked for the meeting scheduled for September to be rearranged but had not responded regarding proposed alternative dates. It was hoped to include representation from the commoners at this meeting and it was anticipated that the consultant taking on management of the Stewardship Agreement would also attend.

45/19 Co-option of a councillor

Christine Helliwell had confirmed her willingness to serve as a councillor but was unable to attend due to illness. It was resolved unanimously to co-opt Christine Helliwell on to the Council.

46/19 Employment matters

a) Clerk reported on the Council's status as an employer, confirming that as required the Council is registered as an employer with HMRC and that she is employed by the Council with a written contract of employment which is reviewed annually. A draft revised contract along

with a Job Description and information on National Pay scales had been circulated. It was noted that the Clerk operates the HMRC PAYE RTI payroll software to submit monthly returns to HMRC which include tax and NI calculations and that printed payroll records are kept, signed by 2 councillors and subject to internal audit. Clerk also confirmed that the Council meets its obligations with regard to automatic enrolment in a pension scheme and has completed a declaration of compliance with the Pensions Regulator in this respect. Furthermore, Employers' Liability Cover is included in the Council's insurance policy schedule. Information from NALC and HMRC respectively regarding employment issues may be obtained from the Clerk and CALC was also noted as a good source of information and advice for the Council on employment matters.

b) Proposed changes to the Clerk's Contract of Employment were considered and approved. It was noted that the Clerk remains on a single salary point but that the salary increases in accordance with any National Salary Award.

47/19 Finance

- a) A Financial Report comprising Bank Reconciliation 30 September 2019 and Budget Monitoring Report 2019/20 were received and noted;
- b) A draft Budget for 2020/21 was considered. It was resolved to allocate an additional £400 towards Highways signage/traffic management improvements. It was resolved to approve the Budget and the provisional precept of £4,576.36 and to authorise the Clerk to send the precept request to SLDC when the SLDC grant amount is known;

c) The following payments were authorised:

Jane Saunders (Clerk's additional hours May - Sept 2019)	£112.20
Jane Saunders (Clerk's expenses, 01/08/19 - 31/10/19)	£37.35
Helsington Parish Council (use of printer 01/11/19 - 31/10/20)	£60.00
GeoXphere Ltd (Parish Online subscription)	tbc
(It was noted that this subscription had been £30+VAT the previous year and Cllr N Hall confirmed that B4RN would again reimburse the Council for the cost. Clerk was authorized to pay subscription on receipt of invoice).	
E Fox (domain renewal and web updates)	£73.75
CALC (Effective Councillor training course for Cllr J Chaplow)	£80.00

d) It was confirmed that changes to the bank mandate had been implemented as requested. New signatories would need to confirm that they had access to online banking.

48/19 Future meetings

It was resolved that the next meeting would be on Wednesday 29 January 2020 at 7.00pm.

The meeting closed at 8.00pm.

Signed:(Chair)

Date: 29 January 2020