

HUTTON ROOF PARISH COUNCIL

Minutes of the meeting held on Tuesday 21 November 2017 at Hutton Roof Village Hall at 7.00 pm

Present: Cllrs S Travis (Chairman), P Huntington, D Travis, N Hall (following his co-option at agenda item 6).

Also present were Cllr B Cooper (part), Cllr R Bingham (part), Ms J Saunders (Clerk) and 2 members of the public.

Apologies were received from Mrs E Simpson.

Before the commencement of the meeting, the Chairman highlighted changes to the format of the agenda, particularly with regard to public participation.

1. Apologies

All members were present.

2. Declarations of Interest / Dispensation Requests

None.

3. Minutes

It was resolved for the Chairman to sign the minutes of the Meeting held on Thursday 21 September 2017 as a true record.

4. Public Participation

Potholes in the road at Green Lane End Farm were reported.

The need to reinstate the Red Bridge footbridge on the footpath from Lupton to Hutton Roof was also reported.

5. Staffing

- i. The appointment of Jane Saunders as Clerk & Responsible Financial Officer was confirmed.
- ii. A Contract of Employment and Job Description for the Clerk/RFO were approved, and the Chairman was authorised to sign the contract on behalf of the council.

6. Co-option of a councillor

It was noted that there were two vacancies on the council, which should have five members and has a quorum of three. Nick Hall confirmed his willingness to become a councillor, and that he had been sent the agenda and papers for the meeting. It was unanimously resolved to co-opt Nick Hall, who signed a Declaration of Acceptance of Office and joined the Council with immediate effect. It was further resolved that Cllr Hall would approach other individuals who may be interested in serving as a parish councillor.

7. Reports

- i. Chairman and Parish Councillors
Chairman welcomed the new councillor and new Clerk, and also advised that work on the new website was under way. There were no other reports.
- ii. District Councillors
Cllr B Cooper gave updates regarding New Road Common, revenue generated from parking and caravan site at Bowness, and £2.36m funding for affordable housing projects.
- iii. County Councillor
Cllr R Bingham was not in attendance at this point in the meeting, but

following his arrival during agenda item 9, he reported on the County Council's Budget proposals, plans for the amalgamation of police, fire and ambulance services for efficiency savings, and highways improvement works, including locally the need for improvements to the A65, signage (sign re bus parking requested), speed control and flood measures.

iv. Clerk's Report and Correspondence

A number of items had previously been circulated to members by email. Attention was drawn to the Publication of SLDC's Local Plan Development Management Policies Development Plan Document; the Parliamentary Boundary Commission review of Parliamentary boundaries; Cumbria Office of Police and Crime Commissioner's Precepts Survey. Correspondence confirming BT's agreement not to remove any phone boxes in district was noted - consequently, no further action taken regarding adoption request.

v. Hutton Roof Village Hall

It was noted that hire charges would increase to £7 p/h and £70 for a full day in 2018. Users are encouraged to leave the Hall in good clean condition. Proposals for a key safe or door code were not acceptable to the insurers. More regular bookings have been taken, eg scouts. The next Committee meeting was noted as 8 January 2018.

8. Planning

- i. It was noted that no planning applications, updates, or decisions had been received since the last meeting. Clerk reported that weekly emails from Development Management were not currently being received.
- ii. Planning delegation: It was resolved that, in the event of there not being a scheduled Council meeting before a planning consultation deadline in 2017/18, authority would be delegated to either
 - a) the Chair (or in their absence the Vice-Chair) to convene a meeting of a Planning Committee comprising all members of the Parish Council; or
 - b) the Clerk to respond to planning applications on behalf of members following email consultation, and to report any responses submitted to the next meeting of the Council.

9. Parish land and assets

- i. It was resolved to undertake further work to identify, register and/or record land and assets owned by the Parish Council. Cllr N Hall agreed to investigate ownership of various parcels of land. It was suggested that the Council may own land currently managed by charities, and that information could be sought from the Charity Commission and/or the Land Registry.
- ii. It was reported that tree work had been undertaken on Hutton Roof Crag. No correspondence had been received from Natural England since the Commoners' Committee was set up. It was noted that the current 5 year arrangement would expire in 2018.

10. Highways and Public Rights of Way

Clerk agreed to report the issues raised in Public Participation. Cllr D Travis reported the installation of larger cattle grids. However, nothing had been done regarding the road at Badger Gate Bridge or flooding at Newbiggin Lane. Cllr R Bingham agreed to request salt/grit delivery to Newbiggin.

11. Website

It was reported that the website was currently under construction. Clerk reported that content including some statutory information had been sent to the web designer. Confirmation from individual councillors of what contact information they are happy to have published on the website was requested.

12. External Audit

- a) The completion of the External Audit of the Annual Return for the year ended 31 March 2017 was noted, and the External Auditor certificate and report were received and noted. It was further noted that the requisite information had been published on the notice board and on the Village Hall's website.
- b) It was resolved to approve and accept the Council's Annual Return including the External Auditor certificate, reports and recommendations for the year ended 31 March 2017.

13. Internal Audit arrangements for 2017/18

The Review of the Effectiveness of Internal Audit Report was received and noted. It was resolved to approve the appointment of Mrs Julie Hartley as Internal Auditor to conduct the 2017/18 internal audit for a fee of £75.

14. Finance

- a) Clerk reported that Cllr D Travis had advised that the bank balance was £3,269.00 on 21 November 2017. Receipts of Transparency Fund grant of £712.81 and ENWL wayleave payment of £34.16 were included in this. Clerk advised that she currently had no access to bank account information, and understood a recent bank statement had been sent to the current contact address.
- b) Banking arrangements:
 - i. It was resolved to authorise a change to the bank mandate to allow all current councillors to be signatories. It was agreed that the Clerk would attempt to compile a Mandate Change Form.
 - ii. It was further resolved to authorise a change to the contact details re the bank account to those of the Clerk;
 - iii. It was resolved to set up a standing order to pay the Clerk monthly.
- c) It was resolved to authorise the following payments:

i. Jane Saunders (Clerk's salary, October 2017)	£150.35
ii. Jane Saunders (Clerk's salary, November 2017)	£186.14
iii. Hutton Roof Village Hall (room hire)	£12.00
iv. Parish Online Annual Subscription Renewal 07/11/17 - 07/11/18	£33.60

Cllr N Hall advised that B4RN had agreed to reimburse this subscription fee.
- d) It was resolved to accept a proposal from Helsington Parish Council to share its printer at a cost of £55.00 p/a, based on use of 1.5 ink cartridges and subject to review. This payment was duly authorised.
- e) It was resolved to pay for the hire of the Village Hall in 2018 by annual invoice in January. Clerk would request invoice when bookings made for 2018 meetings.
- f) It was resolved to authorise the Clerk to purchase a laptop and software to the value of the costs covered by the Transparency Fund grant.

15. Future meetings

Dates of future meetings were confirmed (all meetings to commence at 7.00pm):
Tuesday 9 January 2018 - Budget and Precept
Tuesday 8 May 2018 - Annual Meeting and Annual Parish Meeting
Wednesday 1 August 2018
Thursday 1 November 2018
Tuesday 8 January 2019.

The meeting closed at 8.06 pm.

Signed:
(Chairman)

Date: 9 January 2018