

HUTTON ROOF PARISH COUNCIL

Minutes of the meeting of the Parish Council held on **Tuesday 8 January 2019 at 8.00pm**
in Hutton Roof Village Hall

(The formal Parish Council meeting was preceded at 7.00pm by a public meeting to discuss the process and next steps in the development of a community led plan).

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

Also in attendance for all or part of the meeting: Cllr R Bingham and 6 members of the public.

50/18 Election of Chairman

(Acting Chairman Cllr P Huntington took the chair for this item).

Cllr P Huntington was unanimously elected Chairman for the remainder of the municipal year 2018/19. Cllr Huntington signed the Declaration of Acceptance of Office of Chairman, witnessed by the Clerk, and this was received by the Council. It was resolved not to elect a Vice Chairman.

51/18 Apologies

All members were present.

Apologies were received from District Cllrs B Cooper and T Harvey.

52/18 Declarations of Interest / Dispensation Requests

Cllrs D Travis and S Travis declared a disclosable pecuniary interest in Planning agenda item 7i 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.

53/18 Minutes

It was resolved to approve the minutes of the Meeting held on Thursday 1 November 2018.

54/18 Public Participation

It was reported that two footpath signs were down: one on path from Hutton Roof to Newbiggin Lane near layby south of junction with Newbiggin Lane and another on bridleway from Rose Bank to Newbiggin Lane.

No progress had been made re advisory signage at village entrances. It was noted that Cllr T Harvey had agreed to look into this.

It was noted that the gritters were still turning round at the Church. Cllr R Bingham agreed to investigate again why they were not continuing.

Parish elections for Hutton Roof due in May 2019 were noted and the nominations procedure was outlined.

55/18 Community Led Plan

It was agreed that a Steering Group should be formed for the purpose of talking further with Fran Richardson of ACT about focussing issues. It was suggested that the Steering Group could take the form of a Community Forum instead. Volunteers would be sought from the community and local groups to form a Steering Group with a view to the Group meeting before the Annual Parish meeting in May. Eve Simpson agreed to publish an appeal in the next newsletter for volunteers to join the Group.

56/18 Planning

The following planning decisions were received and noted:

(view applications, responses and decisions online at

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

- i. 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. **Decision - Grant of planning permission and listed building consent with conditions.**
- ii. SL/2017/1033 – Turners Farm, Hutton Roof - Replacement windows and doors. Response of ‘No comments’ submitted by Clerk under delegated powers. **Decision - Grant of listed building consent with conditions.**

57/18 Reports

- i. Chairman and Parish Councillors: Cllr P Huntington thanked Cllr S Travis for his work as former Chairman. Cllr Travis thanked members for their support and noted the closer working relationship between the Parish Council and the Village Hall Committee.
- ii. District Councillors: Cllr R Bingham outlined district council responsibilities re planning and refuse collection and referred to the ongoing issue re New Road Common/car park.
- iii. County Councillor R Bingham advised that roads and potholes continued to be a priority concern with the public.
- iv. Clerk’s Report and Correspondence: all correspondence had been circulated by email and/or was covered by other agenda items.
- v. Hutton Roof Village Hall: nothing to report.

58/18 Hutton Roof Crag

Cllr D Travis advised that he had again been unable to contact Nigel Pilling at Natural England regarding a report on work undertaken under the Environmental Stewardship Agreement. Cllr S Travis agreed to try to obtain information from contacts who had formerly worked for Natural England. It was understood that the Agreement would run until 2024.

A discussion ensued about the need to establish a forum for discussion about what people want for the Crag as a village asset. The model of the Ullswater Way discussed at the earlier public meeting was noted with interest. The possibility of the parish council submitting an application for stewardship was raised and Cllr S Travis agreed to investigate this.

59/18 SLDC Parish Remuneration Panel (PRP) Report 2019/20

The report and recommendations of the PRP were received and adopted.

It was resolved that members would not claim the Basic Parish Allowance or Chairman’s Allowance but would claim Travel and Subsistence Expenses as appropriate.

60/18 Clerk’s Contract of Employment

Draft changes to para 9.1 of the Clerk’s Contract of Employment to reflect the Clerk’s current salary point and the new national pay scales being implemented from 1 April 2019 were approved. The Chairman was authorised to sign the revised contract. It was noted that Clerk had three weeks of annual leave entitlement remaining: it was agreed that Clerk would take 2 weeks leave before the end of March (dates to be advised) and carry 1 week forward.

61/18 Finance

a) A **Financial Report** comprising Bank Reconciliation dated 31 December 2018 and Budget Monitoring Report 2018/19 was received and noted.

b) A draft **Budget for 2019/20** was considered and approved, resulting in a precept of £3,821.36. It was further resolved to allocate £100 to Community Led Planning expenditure but that this amount would be taken from reserves if required. The Clerk was authorised to send the precept request to SLDC.

c) The **Financial Risk Assessment and Management for 2018/19** was considered and approved.

d) The **Review of the Effectiveness of Internal Audit Report** including a recommendation to re-appoint the internal auditor was considered and approved.

d) The **Asset Register** was reviewed and approved.

e) **Banking arrangements:** Clerk advised she was receiving monthly statements by post and had been able to obtain account information by phone and in branch as a recognised official. Clerk agreed to seek confirmation from the bank regarding signatories added and removed. Clerk had investigated Unity Trust Bank as requested: the current account offered would be suitable but would incur a fee of £6 per month. It was resolved to remain with Barclays but to keep banking arrangements under review.

f) The following payments were authorised:

i.	Jane Saunders (Clerk's salary, paid by monthly SO Jan - March 2019) (Monthly SO to be amended to £194.48 with effect from April 2019)	£189.85
ii.	Jane Saunders (Clerk's expenses, 1 Nov 2018 - 31 Jan 2019)	£60.05
iii.	Parish Online (annual subscription paid 6 December 2018)	£36.00
iv.	Hutton Roof Village Hall (room hire for 4 PC meetings in 2019)	£52.00
v.	Hutton Roof Village Hall (room hire for 2 Parish Plan meetings)	£19.50
vi.	Hutton Roof Village Hall (annual contribution towards village newsletter 2019)	£25.00
vii.	Elle Fox (website updates 16/09/18 - 4/1/19)	£22.75

62/18 Parish elections and future meetings

It was noted that parish elections would take place on 2 May 2019 and it was confirmed that the Annual Meeting of the new parish council and the Annual Parish Meeting would both take place on Thursday 9 May at 7pm. Provisional dates for other meetings in 2019 were agreed as Tuesday 30 July 2019 and Monday 28 October 2019 at 7pm but these would be subject to ratification by the new Council in May.

The meeting closed at 9.00 pm.

Signed:(Chairman)

Date: 9 May 2019