

## HUTTON ROOF PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council** held on **Thursday 9 May 2019**  
**at 7.15 pm** at Hutton Roof Village Hall

(The meeting was preceded by the Annual Parish Meeting at 7.00pm)

Present: Former Chairman P Huntington, Cllrs J Morgan, N Hall and J Chaplow  
Also present County and District Cllr R Bingham, Ms J Saunders (Clerk) and 7 members of the public.

### **1/19 Election of Chairman**

Former Chairman P Huntington took the Chair for this item.

Cllr J Morgan was proposed, seconded and unanimously elected as Chairman for the municipal year 2019/20. Cllr Morgan signed the Chairman's Declaration of Acceptance of Office, witnessed by the Clerk, and this was received by the Council. Cllr Morgan took the Chair for the rest of the meeting and thanked P Huntington for his contributions. It was resolved to write to all the former councillors to thank them for their years of service and it was noted that the Parish Council would have ceased to exist without their involvement.

### **2/19 Election of Vice-Chairman**

Cllr N Hall was proposed, seconded and unanimously elected as Vice-Chairman for the municipal year 2019/20. Cllr Hall signed the Vice Chairman's Declaration of Acceptance of Office, witnessed by the Clerk, and this was received by the Council.

### **3/19 Declarations of Acceptance of Office**

The result of the uncontested parish election was noted and it was confirmed that members' Declarations of Acceptance of Office had been received.

### **4/19 Apologies**

All members were present.

Apologies were received from District Cllrs B Cooper and Tom Harvey who were attending other meetings.

### **5/19 Co-option of councillors**

It was noted that the Council could fill the two vacancies by co-option, without the need to advertise. It was resolved to that councillors would seek to identify suitable candidates for co-option and that suggestions would be brought to the next meeting for consideration.

### **6/19 Declarations of Interest / Dispensation Requests**

It was noted that Declaration of Interests & Expenses Return and Declaration forms must be completed and returned by 30 May 2019. There were no declarations of interest or dispensation requests.

### **7/19 Minutes**

The minutes of the meeting held on Tuesday 8 January 2019 were approved.

### **8/19 Public Participation**

Re agenda item 19ii, it was suggested that an incorrect address had been used to describe the location of the proposed development and that the site is opposite the Post Office, Glebe Barn, Hutton Roof.

Issues raised at the Annual Parish Meeting regarding Highways signage (which is in feet and inches) and access to the sawmill for long vehicles were noted. The need for re-instatement of a sign at Buttle House re no left turn was also noted. Cllr R Bingham agreed to pass on these matters to Highways.

Various suggestions were made regarding the need for other signage including 'Please drive carefully through our village' and 'Children playing' but it was also noted that there was no speed limit in the village and there was some concern about signage 'pollution'.

Cllr Bingham advised that the route taken by the gritter was not due to be reviewed until next year so would continue as at present next winter (ie not covering road from church to A65). As it was felt that the gritting route should take into account the school bus route, it was suggested that Highways should be asked to review the route prior to next winter. Cllr Bingham advised writing to Peter Hosking at Highways regarding the signage and gritting issues.

#### **9/19 Appointment of Representatives**

The appointment of representatives on another organisations and committees was considered and agreed as follows:

- (i) South Westmorland Local Area Partnership (meet three times a year); in abeyance so no appointment made.
- (ii) Hutton Roof Village Hall (attendance at monthly meetings); ad hoc representation.
- (iii) CALC South Lakeland District Association (quarterly meetings, next meeting 6 June 2019); ad hoc representation.

#### **10/19 District and County Councillor's Report**

At Cllr Bingham's request, his report under agenda item 17 was brought forward as he had to leave in order to attend another meeting. Cllr Bingham reported on increases in Council Tax re the County Council, SLDC and the Police. He also reported on public transport issues, fire engines, new Chairman and Vice Chairman at the County Council and the District Council elections on 2 May 2019.

#### **11/19 Policies and Procedure**

It was noted that Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy and Retention of Documents Policy were all published at <https://www.huttonroofpc.co.uk/information.html> and that no changes were required at present.

#### **12/19 Future meetings**

- (i) It was confirmed that the next meeting would be held on Tuesday 30 July 2019 and that future meeting dates would be confirmed nearer the time.
- (ii) It was also confirmed that meetings would usually commence at 7.00pm and be held in Hutton Roof Village Hall.

#### **13/19 Annual Governance and Accountability Return 2018/19 - Certificate of Exemption**

It was resolved to approve completion of the Certificate of Exemption from limited assurance review and to authorise the Clerk to submit the Certificate of Exemption to the external auditor.

#### **14/19 Annual Internal Audit Report 2018/19**

The Annual Internal Audit Report 2018/19 for the Annual Governance and Accountability Return was received and approved. It was noted that financial controls had been found to be sound and in accordance with proper practices and that recommendations from the previous year's internal audit had been implemented.

#### **15/19 Annual Governance Statement 2018/19**

The draft Annual Governance Statement was considered and it was agreed that there was a sound system of internal controls in place. It was resolved to approve the Annual Governance Statement 2018/19 for the Annual Governance and Accountability Return.

#### **16/19 Accounting Statements 2018/19**

- (i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2019 were received and noted (balance of £1,912.79 carried forward at 31 March 2019).

(ii) The Accounting Statements 2018/19 for the Annual Governance and Accountability Return were received and approved.

(iii) A copy of the Budget 2019/20 was received for information and the precept of £3821.36 was noted.

#### **17/19 Notice of the period for the exercise of public rights relating to the annual accounts**

It was noted that the period for the exercise of public rights will be Monday 17 June - Friday 26 July 2019.

#### **18/19 Reports**

- i. Cllr J Morgan again expressed appreciation for the work of former Chairman P Huntington and the other retired councillors.
- ii. Clerk reported on the following:
  - CALC training - Effective Councillor training courses in June (£80 for both modules, £45 for one). Members were advised that the Council would pay for the cost of training courses and travel expenses.
  - CALC Summer Conference - Saturday 22 June 2019, at Stoneybeck Inn nr Penrith. Members were advised to book directly if interested.
  - Website - [www.huttonroofpc.co.uk](http://www.huttonroofpc.co.uk). Information required from councillors for publication on the Members' page was noted and it was also agreed to review the content of the home page at the next meeting. Clerk advised that the information which has to be published on the website to comply with the Transparency Code would be uploaded in the next few weeks.
  - Use of notice board - Clerk advised that as well as publication on the website, it was beneficial to post information such as agendas, statutory notices, election notices and MP surgery dates on the parish notice board. It was noted that there were two suitable notice boards and Cllr J Morgan agreed to post notices as appropriate.
- iii. Hutton Roof Village Hall. Positive feedback had been received about improvements to the car park and new events such as the pop-up pub.

#### **19/19 Highways and Public Rights of Way**

It was resolved to write to Peter Hosking, Cumbria Highways, regarding the signage and gritting issues raised during public participation.

#### **20/19 Planning**

The following planning applications were noted/considered:

- i. SL/2019/0232 - Single dwelling at Crag View, Hutton Roof (Application for approval of reserved matters). (Cllr J Morgan declared an interest in this item as she lives in a neighbouring property; as the item was for information only and there was no discussion Cllr Morgan remained in the meeting). The former Council's response of **No comments** (submitted by Clerk following email consultation) was noted. It was further noted that the application had been **withdrawn** on 30 April 2019.
- ii. SL/2019/0310 - OS Field No 1837, opposite The Old Post Office, Hutton Roof - Formation of new field access, formation of new stone walls and entrance area.  
It was noted that the location of the proposed development was incorrectly described as 'opposite The Old Post Office'. It was resolved to advise SLDC that the correct location is opposite The Post Office, Glebe Barn, Hutton Roof, LA6 2PG.

#### **21/19 Community Led/Parish Plan**

Cllr J Morgan reported that a public meeting had been held on 7 February 2019 at which it had been agreed that there was no appetite for forming a Steering Group. However, it was agreed that the feedback received from the questionnaires should be noted and considered and Cllr Morgan had drafted a document which collated the responses and identified actions for the Parish Council and the Village Hall Committee. It was agreed that Cllr Morgan would circulate

this document and that it would be a future agenda item.

### 22/19 Hutton Roof Crag

Cllr J Morgan advised that a formal group the Friends of Hutton Roof Common had been set up to support the work on the fell/common. The first meeting had been held on 14 March 2019, members and a committee had been recruited and over 30 people had signed up to the mailing list. Cllr Morgan advised that she was a member of the group and was acting as its secretary. Agreement had been reached between the commoners and Natural England regarding clearance operations and the works were being supported by Stephen Ward and Peter Standing. Cllr Morgan was to arrange a meeting with Nigel Pilling of Natural England to discuss the next steps. A meeting with Cumbria Wildlife Trust to discuss future joint working had also been arranged and Cllr J Chaplow would be attending this.

### 23/19 Finance

a) The following payments were authorised:

- i. It was noted that the standing order re the Clerk's salary had been amended to £194.48 with effect from April 2019 (approved 8/1/19)
- ii. Jane Saunders (Clerk's salary, additional hours Jan - April 2019) £121.53
- iii. Jane Saunders (Clerk's expenses, 01/02/19 - 30/04/19) £35.10
- iv. Julie Hartley (Internal Audit fee) £75.00
- v. Hutton Roof Village Hall (printing of parish plan questionnaires) £40.00
- vi. Hutton Roof Village Hall (room hire for parish plan meeting on 7/2/19) £6.50
- vii. CALC (Annual Subscription 2019/20) £105.96
- viii. SLCC (contribution to Annual Subscription 2019/20 - full cost £122) £42.00
- ix. Information Commissioner's Office (Data Protection registration fee, DD) £35.00

b) It was resolved to request changes to the Bank Mandate, removing former councillors from the mandate and adding new councillors as signatories with access to online banking.

The meeting closed at 8.15pm.

Signed: .....(Chair)

Date: 30 July 2019