

## HUTTON ROOF PARISH COUNCIL

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

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

Also present for part/all of the meeting were Cllrs R Bingham, B Cooper and T Harvey and 2 members of the public.

### **22/18 Apologies**

All members were present.

### **23/18 Declarations of Interest / Dispensation Requests**

Cllrs D Travis and S Travis declared a disclosable pecuniary interest in Planning item v re SL/2018/0506 and SL/2018/0507 in respect of Manor Farm, Newbiggin.

Cllr P Huntington declared an interest in Report item iv re Hutton Roof War Memorial Consultation as he is a member of Hutton Roof Church Council.

### **24/18 Minutes**

The minutes of the Annual Meeting held on Wednesday 8 May 2018 were approved, subject to a revision of 19/18 re the Environmental Stewardship Agreement in respect of Hutton Roof Crags to 'It was suggested that the Council could *review any new works for the next 5 years.*'

### **25/18 Public Participation**

None.

### **26/18 Hutton Roof Crags**

- i. The update regarding the proposed Restoring the Rakes Project 2018 was deferred until the end of the meeting as speaker Peter Standing was not available until 8pm. It was noted that a new community group was undertaking path clearance work on the Crags.
- ii. Cllr S Travis advised that he had reviewed the documentation relating to the Environmental Stewardship Agreement re Hutton Roof Crags. It has previously been understood that Natural England (NE) could agree to a break clause after 5 years, but it now appeared that the Agreement was for a full 10 years. The copy Agreement previously supplied to the Council contained schemes of work and payment rates. However, NE had not provided a report on the Agreement as requested (a report on butterfly conservation work had been offered but had not been forthcoming) and Nigel Pilling of NE had declined the Council's invitation to attend the meeting. It was unclear whether the Council could raise any objections regarding the management of the land and it was felt that input was required from an agricultural consultant with expertise in these agreements. Cllr S Travis had identified an appropriate consultant whom he agreed to contact for initial advice and a quote for any work involved. It was agreed that any quote would be referred back to the Council. Cllr D Travis agreed to contact Nigel Pilling at NE with regard to a report on work undertaken.

### **27/18 Parish Plan**

Cllr S Travis referred to a meeting of the Village Hall Committee in July at which it had been suggested that the Village Hall Committee and the Parish Council could work together on the development of a Parish Plan, the aim of which would be to improve the quality of life of local people. Various areas of work were suggested including: highways; access, information and facilities for walkers; landscape and environment issues; the use of the Village Hall as a community hub. It was suggested that a Plan should be community led and that residents' views could be sought via a questionnaire. It was noted that many other parishes had produced Plans and that advice, experience and possibly funding was available. It was agreed

that the Parish Council would work with the Village Hall Committee to organise a public meeting to be held in September regarding the proposal and the drafting of a questionnaire.

## 28/18 Planning

a) The following planning applications, responses and decisions were received and noted: (view applications, responses and decisions online at <http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>):

- i. SL/2018/0258 - Nessfield Gale Barn, Hutton Roof  
Demolition of garage, single story extension to the south elevation and two storey extension to the west elevation and conversion and extension of outbuilding to form annexe accommodation. **Decision - Grant with conditions.**
- ii. SL/2018/0384 - OS Field No 5200, opposite Badger Gate, Hutton Roof - Erection of a farm building and laying of hard core apron. **No comments. Decision - Withdrawn (per weekly list of 01/08/18).**
- iii. SL/2018/0433 - Crag View, Hutton Roof - Single dwelling. **No comments.**
- iv. 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. **No comments.**
- v. 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.  
(Cllr P Huntington took the chair for this item. Cllrs S Travis and D Travis had declared an interest but did not leave the room as this would have rendered the meeting inquorate.)  
**Unable to respond. In the interests of openness and transparency, it should be noted that the applicant and the applicant's son are both members of Hutton Roof Parish Council. As the Council currently comprises only four councillors, this means that there are insufficient members to comment on the applications.**

It was noted that the above responses were submitted by the Clerk on behalf of members under delegated powers.

b) It was noted that South Lakeland District Council has moved to paperless planning applications.

## 29/18 Reports

- i. Chairman and Parish Councillors. No reports.
- ii. District Councillors.  
Cllr R Bingham reported that the three district councillors were covering 9 parishes. He noted that the move to online planning had not been well received by some parishes. Cllr B Cooper reported that the Overview and Scrutiny Committee had challenged the performance of Northern Rail with its representatives, particularly on the Lakes Line. Cllr T Harvey reported on Customer Connect and the progress towards digitisation of Council services, especially in planning and customer access, noting that 'super access' for parishes would be facilitated. He explained that efficiency savings would be made due to reducing staff by around 43.
- iii. County Cllr R Bingham noted the disruption caused by recent cancellation of services on the Lakes Line and the current closure of the Windermere Ferry. He advised that a Highways officer had recently undertaken three site visits to local roads in need of repair and that Badger Gate Bridge would remain closed as the substructure was damaged and the repair works would probably not be done until September. He stressed that the barriers/blocks must not be removed and the bridge must not be used as it is an offence to do so and the bridge is at risk of collapse. Cllr Bingham also referred to continuing financial pressures, but noted that the number of police officers has increased by 25 and that PCSOs are now trained as retained firefighters.
- iv. Clerk's Report and Correspondence.  
No comments submitted on Historic England Hutton Roof War Memorial Consultation; Email received from BT advising that as telephone kiosk was not being adopted, it would be removed. SLDC had advised that no phone boxes would be removed, but BT

stated SLDC had vetoed 30 of 33 proposed removals and that the remaining 3 were to be adopted. BT had subsequently agreed to retain Hutton Roof telephone box in service and confirmed it would re-consult if removal was proposed again in future; Review of Declarations of Interest: Cllrs P Huntington, D Travis and N Hall confirmed their Declarations were up-to-date, Cllr S Travis had completed a new Declaration; Clerk reported submission of Declaration of Compliance with the Pensions Regulator; Survey questions from South Westmorland Local Area Partnership noted. No responses, members were given one further week to submit any responses to Clerk; CALC District Association Meeting on Thursday 20 September 2018 at 7pm at Gilpin Bridge noted (ad hoc representation agreed; Cllr N Hall to attend if available); SLDC Parish Remuneration Panel meeting on 10 September 2018 re issues of allowances and expenses for parish councillors in 2019/20 noted; NALC Call for Evidence to House of Lords Select Committee on the rural economy by 27 August 2018 noted; Website updates noted, including accounts information for 2017/18, new Standing Orders, Financial Regulations, Data Protection and Data Retention policies.

- v. Hutton Roof Village Hall. Covered under Parish Plan item.

### **30/18 General Data Protection Regulation 2018**

It was noted that the GDPR came into effect on 25 May 2018 and included the amendment to exempt parish councils from the requirement to appoint a Data Protection Officer (DPO). It was noted that although Parish Councils were exempt from appointing a DPO, CALC had advised that 'the information audit and registers have to be set up, privacy notices updated, any unnecessary data deleted, files archived etc. Clerks need to be clear to the council about the requirements and the hours that it will entail' and that this work would be time consuming. Clerk advised that work had been undertaken on data disposal, deletion and minimisation in accordance with Data Retention Policy adopted at May meeting. Work re documentation of data retained was ongoing. Clerk also advised councillors to consider their own storage and retention of Council data with reference to Council policies. It was resolved to authorise the Clerk to allocate a maximum of 2 additional hours p/m to data protection compliance work.

### **31/18 Highways and Public Rights of Way**

The unsuitability for long vehicles of the diversion following the closure of Badger Gate Bridge was noted. Cllr R Bingham was asked to request either an alternative diversion via the Burton/Kirkby Lonsdale Road or appropriate signage from the village side of the diversion.

### **32/18 Annual Governance and Accountability Return 2017/18**

It was noted that the Certificate of Exemption had been submitted to the external auditor, that the Annual Governance and Accountability Return 2017/18 and the required information (AGAR, Notice of Public Rights, Payments, Bank Reconciliation, Explanation of significant variances and Asset Register) had been published and that the period for the exercise of public rights had been completed (4 June - 13 July 2018).

### **33/18 Finance**

- a) A Zurich Municipal Insurance quote for a new bespoke policy at a reduced annual premium of £224.00 was considered and approved.
- b) In addition to the above, the following payments were authorised:
 

i.	Jane Saunders (Clerk's salary, paid by monthly SO)	£189.85
ii.	Jane Saunders (Clerk's salary, GDPR work 01/05/18 - 31/07/18)	£87.62
iii.	Jane Saunders (Clerk's expenses, 01/05/18 - 31/07/18)	£37.35
iv.	Elizabeth Fox (website updates)	£26.50
- c) It was reported that the request for amendments to the Bank Mandate had still not been implemented. Cllr P Huntington advised he had been unable to obtain certified documents as required despite visiting several branches. It was therefore resolved to request the removal of

Cllr Huntington from the Mandate Change Form.

**34/18 Hutton Roof Crag - Restoring the Rakes Project 2018**

Peter Standing gave a short presentation on his Restoring the Rakes Project 2018, the Farleton and Hutton Roof Festival on 14 - 17 September 2018 and the launch of his new Farleton/Hutton Roof Geotrail. Some concern was expressed about volunteers undertaking work for which the commoners were being paid by Natural England, but it was recognized that the Restoring the Rakes Project was a modest and sensible standalone scheme which focused on a small area of the Crag close to the village, and that this would demonstrate what could be achieved. It was resolved to support the Restoring the Rakes Project in principle. Peter Standing advised he would be discussing the project further with Natural England.

**35/18 Future meetings**

Dates of future meetings were noted as Thursday 1 November 2018 and Tuesday 8 January 2019. It was agreed to set the date for the Annual Meeting in May 2019 at the next meeting.

The meeting closed at 8.40pm.

Signed: .....(Chairman)

Date: 1 November 2018