

HUTTON ROOF PARISH COUNCIL

Minutes of the **Parish Council** Meeting held **virtually**
on **Tuesday 23 June 2020 at 6.00pm**

Present: Cllrs J Morgan (Chair), N Hall, J Chaplow and C Helliwell

Also present: Clerk J Saunders and one member of the public

Those present were advised that the meeting was being recorded and that the recording would be destroyed following the preparation of the minutes.

1/20 Apologies

Apologies with reason given were received and accepted from Cllr M Burrow.

2/20 Declarations of Interest / Dispensation Requests

None.

3/20 Minutes

The minutes of the Meeting held on Wednesday 29 January 2020 were approved (Chair to sign when possible).

4/20 Public Participation

Member of the public advised that she had reported a large pothole on the road between Sealford crossroads and the church and noted further damage to Badgergate Bridge.

5/20 Annual Governance and Accountability Return 2019/20 - 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.

6/20 Annual Internal Audit Report 2019/20

The Annual Internal Audit Report 2019/20 for the Annual Governance and Accountability Return was received and approved. It was noted that internal controls had been found to be sound and in good order and that all control objectives were achieved.

7/20 Annual Governance Statement 2019/20

The draft Annual Governance Statement 2019/20 was considered and it was agreed that there was a sound system of internal controls in place, including arrangements for the preparation of the Accounting Statements. It was resolved to approve the Annual Governance Statement 2019/20 for the Annual Governance and Accountability Return.

8/20 Accounting Statements 2019/20

(i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2020 were received and noted (balance of £2,178.06 carried forward at 31 March 2020).

An underspend on training was noted as only one councillor had undertaken any training.

Cllr J Chaplow recommended the CALC training for new councillors. It was anticipated that CALC would offer a new training programme later in the year, though training may be virtual.

(ii) The Accounting Statements 2019/20 for the Annual Governance and Accountability Return were received and approved.

9/20 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 6 July - Friday 14 August 2020.

10/20 Finance

a) Payments made and due 1 April - 30 June 2020 were noted and authorised (Account of payments attached as Appendix 1). Cllr J Chaplow advised that she was registered for online

banking for the Council's account but that she also operated online banking for another account with the same bank. On 20 June 2020 she had inadvertently made 2 payments from the Council's account instead of the other account and cancelled a standing order and a direct debit. Cllr Chaplow reported that she had advised the Clerk of the errors, refunded the payments made in error and reinstated the standing order. Clerk had agreed to set up the direct debit to the ICO again.

b) The following recurring payments were noted and approved:

Jane Saunders - salary paid by monthly standing order;

ICO (Data Protection registration) - paid by annual direct debit in May.

11/20 Reports

- i. Chair and Parish Councillors
Cllr J Morgan advised that she would produce her Chair's Report re 2019/20 which would be published on the website. She also reported the need for a larger parish notice board. She offered to obtain quotes and investigate the possibility of grant funding from District Councillors.
- ii. District Councillors/
- iii. County Councillor
Cllr R Bingham had sent a written report which had been circulated prior to the meeting. Cllr J Morgan summarised the report which highlighted the Councils' responses to the coronavirus emergency and changes to services. It was noted that Highways works from Badgergate to Green Lane End should be completed.
- iv. Clerk's Report and Correspondence
Correspondence received from police advising that they would not be sending representative or forwarding any report to parish council meetings until further notice due to officers being redeployed during coronavirus emergency. It was agreed to invite Friends of the Lake District's Dark Skies Officer to a future Parish Council meeting. Work undertaken to update the website was noted and it was agreed that the Clerk would investigate work to the site which would be required to comply with new accessibility standards coming into effect in September 2020.
- v. Hutton Roof Village Hall.
Eve Simpson reported that the Village Hall was still closed but it was hoped it would reopen within the next few weeks. A grant of £10,000 had been applied for and received. This would replace income lost due to the cancellation of the Fell Race for only the second time in its history. A meeting would be held to discuss the reopening, guidance for users and details of the proposed extension works.

12/20 Planning

The following planning application and response was noted:

(view applications, responses and decisions online at

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

- i. **SL/2020/0120 - Kelker Well, Newbiggin** - Demolition of existing barn and erection of 3 bed dwelling (Revised SL/2019/0915). Cllr M Burrow had declared an interest in this matter and took no part in the email consultation. Response of 'No comments' submitted by Clerk under delegated powers following email consultation. **No decision.**

13/20 Highways and Public Rights of Way

Cllr J Morgan reported that she had had no further update from Mo Dooz, Traffic Management Team Leader, regarding the signage issues at Badgergate Bridge. Dissatisfaction was expressed with the lack of meaningful response from Highways. Cllr Morgan advised she had drafted an email to Peter Hosking, Highway Network Manager, which she would copy to parish councillors and County Cllr R Bingham.

It was reported that a sign was in place on the public footpath from Johnson House to Docker Moor asking the public not to use the path in order to protect the farm occupants but that the footpath was not officially closed.

14/20 Hutton Roof Crags

It was reported that representatives of Friends of Hutton Roof Common had had a constructive meeting with Natural England in February. However, arrangements made in respect of work parties and the Fell Race had not been put into practice due to the coronavirus emergency. It was hoped that work parties would resume soon in a socially distanced manner. It was also hoped to hold Friends of Hutton Roof Common’s AGM in due course.

15/20 SLDC Local Plan Review

The early engagement documents at <https://www.southlakeland.gov.uk/planning-and-building/south-lakeland-local-plan/local-plan-review/> and local promotion of the information were noted. It was further noted that the online surveys deadline had been extended to 18 September 2020. Cllr J Chaplow had attended the Local Plan Review launch event in March. Eve Simpson was asked to promote the online surveys via the Village Hall mailing list.

16/20 SLDC Parish Remuneration Panel (PRP) Report 2020/21

The Report and recommendations of the PRP were received and adopted. It was resolved that the Council would not pay the Basic Parish Allowance or Chairman’s Allowance but that members would claim Travel and Subsistence Expenses as appropriate.

17/20 Future meetings

Future meeting dates were provisionally agreed as Tuesday 1 September 2020 at 7.30pm and Monday 2 November 2020 at 7.00pm.

The meeting closed at 6.50pm.

Signed:(Chair)

Date:.....