

HUTTON ROOF PARISH COUNCIL

Minutes of the meeting held on Tuesday 9 January 2018 at Hutton Roof Village Hall at 7.00 pm

Present: Cllrs S Travis (Chairman), P Huntington, D Travis, N Hall.
Also present were Cllr R Bingham (part), Ms J Saunders (Clerk) and no members of the public.
Apologies were received from Cllr B Cooper.

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 November 2017 as a true record, subject to the amendment of minute 10 to read 'Cllr D Travis reported the installation of larger drainage grids on Jubilee Lane.'

4. Public Participation

None.

5. Reports

- i. Chairman and Parish Councillors
Chairman announced that the new website had gone live (agenda item).
Cllr N Hall advised that the Boundary Stone had been reinstated on Mill Lane.
- ii. District Councillors
Cllr R Bingham reported on a lively meeting at which he had highlighted the lack of playing fields in rural areas. He also noted proposed Council Tax increases to fund social care and the police.
- iii. County Councillor
Cllr R Bingham reported on recent visits to local residents and noted the high number of complaints about potholes.
- iv. Clerk's Report and Correspondence
A number of items from CALC and SLDC had previously been circulated to members by email. Clerk reported problems with communications from Cumbria County Council - Cllr R Bingham agreed to take up the matter.
Clerk had re-registered the Council as an employer with HMRC, a new PAYE scheme had been opened and HMRC's online payroll reporting system was now being used. Clerk's request to take 2 weeks' annual leave before the end of March and to carry 1 week's leave forward to 2018/19 was approved.
- v. Hutton Roof Village Hall
It was noted that the AGM had taken place the previous day.

6. Planning

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 now being received.

7. Parish land and assets

- i. Cllr N Hall reported on his investigations regarding various parcels of land

currently managed by local educational charities. Parish Online mapping suggested that it was unlikely that any of the land is registered, but Cllr Hall was authorised to undertake Land Registry searches online (fees payable).

ii. Clerk had emailed Natural England on 18 December 2017 re Higher Level Stewardship Agreement. Nigel Pilling, Lead Adviser, South Cumbria Team, had confirmed he was responsible for Hutton Roof Craggs and agreed to send a copy of the Agreement, but this had not yet been received. It was believed that current arrangements would expire in 2018, and the Council wished to establish what work had been undertaken (understood to be minor scrub clearance), and what would be undertaken in future. Clerk to circulate copy Agreement when received.

8. Highways and Public Rights of Way

Clerk advised potholes in road at Green Lane End Farm had been reported via Cumbria Highways online system. Current status showing as 'Fault assessed, awaiting update.' Cllr R Bingham agreed to pursue the matter.

Clerk had initially reported the need to reinstate the Red Bridge footbridge over Lupton Beck of Lupton to the Countryside Access Team, but the report had been referred to Highways. Cllr R Bingham confirmed it was a Highways matter and that he was pursuing this.

9. Website

It was reported that the new parish council website www.huttonroofpc.co.uk had gone live. Members were pleased with the appearance and content of the site, designed by Elle Fox, and Clerk advised that the site represented a move towards compliance with the Transparency Code. It was resolved that the Clerk would request reciprocal links between the Parish Council and Village Hall sites, and promote the site via the Parish Council's email list.

10. Parish Remuneration Panel Report 2018/19

The Report and recommendations of the Parish Remuneration Panel were received and adopted. It was resolved that members would not claim the Basic Parish Allowance or the Chairman's Allowance, but would claim Travel and Subsistence expenses as appropriate.

11. General Data Protection Regulation (GDPR) 2018

i. Clerk reported on the introduction of new data protection legislation in May 2018 which will affect how organisations deal with personal data.

ii. Clerk advised that the Council would need to appoint a Data Protection Officer (CALC suggests that in a small parish the Clerk could undertake this role with some additional hours to undertake an audit and ensure compliance), register with the Information Commissioner's Office (ICO) at a cost of up to £55 pa and source training. The costs involved in the additional workload, ICO registration and training were also considered. Clerk advised that she had already registered an interest in CALC training scheduled for March, and that it may be possible to share the cost with Helsington parish. Clerk was authorised to book training as required, and to contact ICO regarding registration.

12. External Audit 2017/18

The appointment of the external auditor PFK Littlejohn LLP and arrangements for 2017/18 were noted. Clerk advised that as the Council had a turnover of less than £25,000 it could certify exemption from a limited assurance review, but would still need to complete and publish an Annual Governance and Accountability Return and have an external auditor to deal with any electors' queries. The Clerk advised that annual return documentation had been received that day, and would be completed at the May meeting.

13. Finance

- a) A **Financial Report** including copies of Bank Reconciliation 31 December 2017 and Budget Monitoring Report 2017/18 attached was received and noted. The balance at the bank was £2,676.21 at 31 December 2017, with payments authorised at the last meeting totalling £623.23 and a receipt of £30.44 from ENWL. It was noted that the 'actual spend' figures on the Budget Monitoring Report were also to 31 December 2017, and that although a small overspend was forecast, additional income had been received from the Transparency Fund;
- b) A draft **Budget for 2018/19** was considered which would give rise to a precept of £3,803.76 and a forecast balance of £1,056.56 to be held in reserves. It was agreed that this was the minimum budget on which the Council could operate efficiently, and it was resolved to approve the Budget and precept as drafted. The Clerk was authorised to submit the precept request to SLDC;
- c) The **Financial Risk Assessment and Management for 2017/18** was considered and approved;
- d) The **Asset Register** was considered and approved;
- e) **Banking arrangements** – Clerk reported that she had compiled and circulated the Mandate Change Form and that Cllrs S Travis and P Huntington needed to supply copies of ID verified in branch before the form could be submitted;
- f) The following payments were authorised:
- | | |
|---|-------------------|
| i. Jane Saunders (Clerk's salary, paid by monthly SO) | £186.14 |
| ii. Jane Saunders (Clerk's salary, additional hours) | £171.82 |
| iii. Jane Saunders (Clerk's expenses) | £96.26 |
| iv. Jane Saunders (purchase of laptop and software for Council) | £298.00 |
| v. Hutton Roof Village Hall (room hire for 2018) | (tbc, max £56.00) |
| vi. Elizabeth Fox (website design, photo licences, domain registration, 2 year hosting) | £243.85 |
- g) A **Grant request** from Cumbria Children's Dyslexia project was received and noted. It was resolved to decline to give a grant as the project was not local and would not specifically benefit local people. It was felt that the Council's limited resources should be aimed at engaging with and supporting the local community, particularly younger people.
- h) It was resolved to submit an application for £139.40 to the **Transparency Fund 2017/18** in respect of monthly website and staffing costs.

14. Future meetings

Dates of future meetings were confirmed (all meetings to commence at 7.00pm):
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 20.10 pm.

Signed:
(Chairman)
Date: 8 May 2018