

HUTTON ROOF PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend a **Meeting of the Parish Council** to be held on **Tuesday 8 January 2019 at 8.00pm** in Hutton Roof Village Hall for the purposes detailed in the following

A G E N D A

Please note that the formal Parish Council meeting will be preceded at 7.00pm by a public meeting to discuss the process and next steps in the development of a community led plan. All welcome to attend either or both meetings.

1. **Election of Chairman** - to elect a Chairman for the remainder of the municipal year 2018/19, and to receive the Chairman's Declaration of Acceptance of Office.
2. **Apologies** - to receive apologies with reasons for absence.
3. **Declarations of Interest / Dispensation Requests**
 - To receive declarations of interest by members in respect of items on this agenda. (Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the register or at the meeting);
 - To consider any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Minutes** - to approve the minutes of the Meeting held on Thursday 1 November 2018 (copy attached).
5. **Public Participation** - members of the public will be given the opportunity to speak, ask questions with regard to this agenda, or raise matters of possible interest for a future agenda. (Maximum 10 minutes: this is the only part of the meeting during which the public may speak, unless by prior arrangement).
6. **Community Led Plan**

To note the outcomes of the public meeting held prior to this meeting and to consider any further action required.
7. **Planning**

To note the following planning decisions:
(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.**
8. **Reports**
 - i. Chairman and Parish Councillors
 - ii. District Councillors
 - iii. County Councillor
 - iv. Clerk's Report and Correspondence
 - v. Hutton Roof Village Hall.

Clerk to the Council
Ms Jane Saunders, 60 Castle Street, Kendal, Cumbria, LA9 7AS
Tel 07849103127
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www.huttonroofpc.co.uk

9. Hutton Roof Crag

To receive any updates regarding the Crag, and specifically the request to Natural England for a report on work undertaken under the Environmental Stewardship Agreement.

10. SLDC Parish Remuneration Panel (PRP) Report 2019/20

To receive and adopt the report and recommendations of the PRP

(<https://www.southlakeland.gov.uk/media/6212/report-to-parish-and-town-councils-from-parish-remuneration-panel-2019-to-2020.pdf>), and to consider whether the Council wishes to pay a Basic Parish Allowance, Chairman's Allowance and/or Travel and Subsistence Expenses.

11. Clerk's Contract of Employment

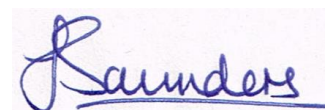
To review the Clerk's Contract of Employment and approve changes in accordance with new national pay scales to be implemented on 1 April 2019.

12. Finance

- a) To receive a **Financial Report** (copies of Bank Reconciliation 31 December 2018 and Budget Monitoring Report 2018/19 attached);
- b) To consider and approve **Budget for 2019/20** (copy draft Budget attached), and to authorise Clerk to send precept request to SLDC;
- c) To consider and approve the **Financial Risk Assessment and Management for 2018/19** (draft copy attached);
- d) To consider and approve the **Review of the Effectiveness of Internal Audit Report** (draft copy attached), including a recommendation to re-appoint the internal auditor.
- d) To consider and approve the **Asset Register** (draft copy attached);
- e) **Banking arrangements** - to receive an update on mandate changes and alternative banking arrangements;
- f) To authorise the following payments:
 - i. Jane Saunders (Clerk's salary, paid by monthly SO Jan - March 2019) £189.85
(Monthly SO to be amended to £194.48 with effect from April 2019)
 - 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) £tbc

13. Parish elections and future meetings

To note that parish elections will take place on 2 May 2019 and to confirm the date of the Annual Meeting of the new parish council and the Annual Parish Meeting as Wednesday 6 May 2019.



Clerk to the Council
2 January 2019