

## HUTTON ROOF PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend the **Annual Meeting of the Parish Council** to be held on **Thursday 9 May 2019 commencing no earlier than 7.15 pm** (the meeting will follow the Annual Parish Meeting at 7.00pm) at Hutton Roof Village Hall for the purposes detailed in the following

### A G E N D A

1. **Election of Chairman** - to elect a Chairman for the municipal year 2019/20, and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman (not mandatory)** - to consider electing a Vice-Chairman for the municipal year 2019/20, and to receive the Vice Chairman's Declaration of Acceptance of Office if appropriate.
3. **Declarations of Acceptance of Office** – to receive a report on the result of the uncontested parish election and to receive members' Declarations of Acceptance of Office.
4. **Apologies** - to receive apologies with reasons for absence.
5. **Co-option of councillors** - to consider filling the 2 vacancies by co-option.
6. **Declarations of Interest / Dispensation Requests**
  - To note that Declaration of Interests & Expenses Return and Declaration forms must be completed and returned by 30 May 2019.
  - 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.
7. **Minutes** - to approve the minutes of the meeting held on Tuesday 8 January 2019 (copy attached).
8. **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.
9. **Appointment of Representatives** - to consider the appointment of representatives on another organisations and committees:
  - (i) South Westmorland Local Area Partnership (meet three times a year);
  - (ii) Hutton Roof Village Hall (attendance at monthly meetings);
  - (iii) CALC South Lakeland District Association (quarterly meetings, next meeting 6 June 2019).
10. **Policies and Procedures**

(view at <https://www.huttonroofpc.co.uk/information.html>):

To review Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy and Retention of Documents Policy.
11. **Future meetings**
  - (i) To confirm the dates of the Council meetings for 2019/20 as Tuesday 30 July 2019, Monday 28 October 2019 and a further date in January 2020;

Clerk to the Council  
Ms Jane Saunders, 60 Castle Street, Kendal, Cumbria, LA9 7AS  
Tel 07849103127  
Email [huttonroofpc@gmail.com](mailto:huttonroofpc@gmail.com)  
[www.huttonroofpc.co.uk](http://www.huttonroofpc.co.uk)

(ii) To confirm that meetings will usually commence at 7.00pm and be held in Hutton Roof Village Hall.

**12. Annual Governance and Accountability Return 2018/19 - Certificate of Exemption**

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.

**13. Annual Internal Audit Report 2018/19**

To receive and approve the Annual Internal Audit Report 2018/19 for the Annual Governance and Accountability Return (copy attached).

**14. Annual Governance Statement 2018/19** - To receive and approve the Annual Governance Statement 2018/19 for the Annual Governance and Accountability Return (copy attached).

**15. Accounting Statements 2018/19**

(i) To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2019 (copies attached).

(ii) To receive and approve the Accounting Statements 2018/19 for the Annual Governance and Accountability Return (copy attached).

(iii) To receive a copy of the Budget 2019/20 for information (copy attached).

**16. Notice of the period for the exercise of public rights relating to the annual accounts**

To note that the period for the exercise of public rights will be Monday 17 June - Friday 26 July 2019.

**17. Reports**

- i. Chairman and Parish Councillors
- ii. District Councillors
- iii. County Councillor
- iv. Clerk's Report and Correspondence
- v. Hutton Roof Village Hall

**18. Highways and Public Rights of Way**

To receive information or updates regarding highways and/or public rights of way matters.

**19. Planning**

To receive, note and/or consider the following planning applications:

(view applications, responses and decisions online at

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

- i. SL/2019/0232 - Single dwelling at Crag View, Hutton Roof (Application for approval of reserved matters). **No comments** (response submitted by Clerk following email consultation).
- 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.

**20. Community Led/Parish Plan**

To receive an update on the proposed Steering Group/Community Forum.

**21. Hutton Roof Crag**

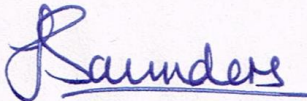
To receive an update on Hutton Roof Crag and the formation of Friends of Hutton Roof Common.

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## 22. Finance

a) To authorise the following payments:

- |       |   |         |
|-------|---|---------|
| i.    | To note that the standing order re Clerk's salary has 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 (Annual Subscription 2019/20 - full cost £122)   | £42.00  |
| ix.   | Information Commissioner's Office (Data Protection registration fee, DD)  | £35.00  |
- b) To consider amendments to the Bank Mandate.



**Clerk to the Council**

1 May 2019