

## HUTTON ROOF PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council**  
held virtually on **Wednesday 5 May 2021 at 6.00pm.**

(This meeting was followed by the **Annual Parish Meeting** which commenced at 6.45pm).

**Present:** Cllrs J Morgan (Chair), J Chaplow (Vice Chair following agenda item 2), C Helliwell.  
**Also present:** J Saunders (Clerk).

### **1/21 Election of Chair**

Cllr J Morgan was proposed, seconded and unanimously elected as Chair for the municipal year 2021/22. It was agreed to arrange signing and delivery of the Chair's Declaration of Acceptance of Office at a later date.

### **2/21 Election of Vice-Chair**

Cllr J Chaplow was proposed, seconded and unanimously elected as Vice-Chair for the municipal year 2021/22. It was agreed to arrange signing and delivery of the Vice-Chair's Declaration of Acceptance of Office at a later date.

### **3/21 Apologies**

Apologies from Cllr N Hall (work commitments) were received and accepted.

### **4/21 Minutes**

The minutes of the meeting held on Monday 1 February 2021 were approved.

### **5/21 Declarations of Interest / Dispensation Requests**

None.

### **6/21 Public Participation**

None.

### **7/21 Appointment of Representatives**

The appointment of representatives to the following organisations/meetings was considered:

- (i) Hutton Roof Village Hall (attendance at monthly meetings);
- (ii) Friends of Hutton Roof Common;
- (iii) CALC South Lakeland District Association (quarterly meetings, next meeting 10 June 2021).

Cllr J Morgan advised that she was involved with both Hutton Roof Village Hall Committee and Friends of Hutton Roof Common and attended their meetings anyway; Cllr J Chaplow agreed to act as reserve. It was resolved that representation would be informal and attendance at the above meetings optional, but that councillors would endeavour to attend as appropriate in order to report back to the Council.

### **8/21 Policies and Procedures**

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

Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy and Retention of Documents Policy were reviewed and approved.

### **9/21 Annual Governance and Accountability Return 2020/21 - 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.

### **10/21 Annual Internal Audit Report 2020/21**

The Annual Internal Audit Report 2020/21 for the Annual Governance and Accountability

Return was received and approved. It was noted that financial controls had been found to be sound and in accordance with proper practices.

#### **11/21 Annual Governance Statement 2020/21**

The draft Annual Governance Statement 2020/21 for the Annual Governance and Accountability Return was considered and it was agreed that there was a sound system of internal controls in place. It was resolved to approve the Annual Governance Statement 2020/21 for the Annual Governance and Accountability Return.

#### **12/21 Accounting Statements 2020/21**

(i) The Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2021 were received and noted (balance of £3,826.73 carried forward at 31 March 2021).

(ii) The Accounting Statements 2020/21 for the Annual Governance and Accountability Return were received and approved.

#### **13/21 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 Thursday 3 June - Wednesday 14 July 2021.

#### **14/21 Finance**

a) The following payments were noted and approved:

- |       |   |         |
|-------|---|---------|
| i.    | CALC (Annual Subscription 2021/22)  | £112.92 |
| ii.   | CALC (Effective Cllr Module 2 training course for Cllr J Morgan)            | £20.00  |
| iii.  | Julie Hartley (Internal Audit fee)  | £75.00  |
| iv.   | Jane Saunders (Clerk's salary, additional hours Jan - April 2021)           | £138.36 |
| v.    | Jane Saunders (Clerk's expenses, 01/02/21 - 30/04/21)                       | £41.39  |
| vi.   | Information Commissioner's Office (Data Protection registration, annual DD) | £35.00  |
| vii.  | Jane Saunders (Clerk's salary, paid by monthly standing order)              | £199.85 |
| viii. | Zurich Insurance (policy renewal due 01/08/21)                              |         |

It was resolved that the renewal notice would be circulated when received and that, as long as the premium was within budget, payment would be authorised on receipt of the invoice.

b) Receipt of SLDC Member's Locality Grant of £200 (Cllr Tom Harvey) towards a new parish notice board was noted but no quotes had yet been obtained.

#### **15/21 Reports**

- i. Chair and Parish Councillors: (Chair's Report minuted under Annual Parish Meeting which followed this Council meeting).
- ii. District Councillors were not present.
- iii. County Councillor was not present.
- iv. Clerk's Report and Correspondence: The end of emergency legislation allowing virtual meetings and the future return to face-to-face meetings was noted. Current CALC Training programme was also noted.
- v. Hutton Roof Village Hall: No updates.

#### **16/21 Planning**

To note the following planning applications, responses and/or decisions:

(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). **Refused.**
- ii. **SL/2020/0937 - Barn at End of Shortbutts Lane, Hutton Roof** - Variation/removal or discharge of conditions attached to planning permission SL/2020/0651. **Granted with conditions.**

- iii. **SL/2020/0616 - Sealford Farm, Newbiggin** - Single storey extension to front elevation and rear conservatory/summer room. **No decision.**
- iv. **SL/2020/0845 - Newbiggin Farm, Newbiggin** - Change of use and alterations to redundant storage building to accommodation suitable for holiday letting with landscaping and parking area. **Granted with conditions.**

**17/21 Tree Preservation Orders**

Cllr J Morgan noted the lack of Tree Preservations Orders in respect of trees in Hutton Roof and queried whether there should be some. It was suggested that trees on the Craggs would be protected by SSSI status. It was agreed that the Clerk would make inquiries of SLDC’s Arboricultural Officer.

**18/21 Co-option of a councillor**

It was noted that, as an election had not been called, the Council could proceed to fill the vacancy by co-option. It was resolved to advertise the vacancy on the website and notice boards and that councillors would identify and contact possible candidates. A leaflet drop targeting new residents was also suggested.

**19/21 Highways and Public Rights of Way**

Cllr J Morgan reported that the proposed site visit with Victoria Upton (Cumbria Highways Team Leader Traffic Management) regarding all outstanding highways, signage and traffic management issues had not yet taken place and advised she would chase this.

**20/21 Hutton Roof Craggs**

Cllr J Morgan reported on the significant work organised by Butterfly Conservation. Contractors and FoHRC volunteers had undertaken a considerable amount of clearance work, one result being a profusion of violets which were attracting more butterflies. A sideline in producing wood products (pea and bean sticks) which were supplied to local residents in return for donations was also noted. The involvement of mental health charities and their clients in the work on the Craggs, to the benefit of individuals’ mental health, was agreed to be a very positive development.

**21/21 Greening Campaign South Lakeland**

Information on the Greening Campaign was received and noted. At Cllr J Chaplow’s request, Clerk agreed to re-circulate the information and to include as an agenda item at the next meeting.

**22/21 Future meetings**

- (i) It was agreed that the next Council meeting would be on Monday 6 September 2021 but that future meeting dates would be subject to confirmation nearer the time.
- (ii) It was confirmed that meetings would usually commence at 7.00pm and be held in Hutton Roof Village Hall.

The meeting closed at 6.45pm.

Signed: .....(Chair)

Date:.....