

Preston Patrick Parish Council

**Minutes of the Annual Meeting of Preston Patrick Parish Council held on Monday 22nd May 2017
following the Annual Parish Assembly in Preston Patrick Memorial Hall**

Present **Cllr Tony Mason (TM) - Chairman**
Cllrs Peter Winter (PW) – Vice -Chair
Olive Clarke (OC), John Foster (JF), Zoe Mack (ZM),

Also present: The Clerk, Anne-Marie Cade (AMC), and County and District Members Cllrs R. Bingham and B. Cooper, one member of the public

Start:8:10 pm

17/001	Election of the Chair:- RESOLVED that Cllr Tony Mason be elected as Chairman of Preston Patrick Parish Council for the year to May 2018 and that the declaration of acceptance of office be received.													
17/002	Apologies for Absence:- RESOLVED that the following absences and reasons be noted: <ul style="list-style-type: none"> • Peter Gott (PG)–attending another meeting • Keith Richardson (KR) – away on family business 													
17/003	Minutes of previous meeting:- RESOLVED that the minutes of the ordinary meetings held on the 27 th March 2017 pages 129-131 be confirmed as a true record and signed by the Chairman.													
17/004	Declaration of interests:- RESOLVED that it be noted that no declarations of interest were made.													
17/005	Election of the Vice - Chair:- RESOLVED that Cllr Peter Winter be elected as Vice-Chairman of Preston Patrick Parish Council for the year to May 2018 and his declaration of acceptance of office received													
17/006	Public Participation - Police Report from Kendal Rural Policing Team:- RESOLVED that the written report for the month not be received by the Council as the annual report was received at the assembly													
17/007	Public Participation – County and District Council Members - No additional matters were reported other than those reported at the Parish Assembly													
17/008	Public Participation – Matters raised by residents:- No matters were raised by the public													
17/009	Planning - Applications for Development: - RESOLVED that the following response be made by the Council to the planning authority consultation on the following planning application and that it be noted that County Cllr Bingham asked whether an archaeological survey had been requested.	AMC												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">App. No.</th> <th style="width: 30%;">Location</th> <th style="width: 30%;">Proposal</th> <th style="width: 25%;">Council Response</th> </tr> </thead> <tbody> <tr> <td>SL/2017/0345</td> <td>Warth Sutton Farm, Crooklands, LA7 7NU</td> <td>Erection of agricultural worker's dwelling (amended) 16/1047</td> <td>Support</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			App. No.	Location	Proposal	Council Response	SL/2017/0345	Warth Sutton Farm, Crooklands, LA7 7NU	Erection of agricultural worker's dwelling (amended) 16/1047	Support				
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Also that it be noted that plans for the following applications had been notified electronically but plans had not be received so will be dealt with under delegated														

	<p>powers for applications between meetings and that no decisions were received from the Planning Authority</p> <table border="1"> <thead> <tr> <th>App. No.</th> <th>Location</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>SL/2017/0423</td> <td>Fellside Gatebeck KENDAL LA8 OHW</td> <td>Raising of roof to create first floor accommodation and change of roof materials to conservatory</td> </tr> <tr> <td>SL/2017/0438</td> <td>unit 2a J36, Agricultural Quarter, Crooklands Milnthorpe Cumbria LA7 7FP</td> <td>Single story extension</td> </tr> </tbody> </table>	App. No.	Location	Proposal	SL/2017/0423	Fellside Gatebeck KENDAL LA8 OHW	Raising of roof to create first floor accommodation and change of roof materials to conservatory	SL/2017/0438	unit 2a J36, Agricultural Quarter, Crooklands Milnthorpe Cumbria LA7 7FP	Single story extension																
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17/010	<p>Member Appointments and Lead Responsibilities: – RESOLVED that the following appointments are made for the year 2017-18</p> <table border="1"> <thead> <tr> <th colspan="2">Outside Bodies</th> </tr> </thead> <tbody> <tr> <td>Armistead Wind Farm Funding Committee</td> <td><i>Cllr Richardson</i></td> </tr> <tr> <td>Burton Educational Trust</td> <td><i>Cllr Mrs Clarke</i></td> </tr> <tr> <td>CALC District Association</td> <td><i>Cllr Winter</i></td> </tr> <tr> <td>Holmescales Quarry Liaison Committee</td> <td><i>Cllr Mrs Clarke, Cllr Mason</i></td> </tr> <tr> <td>South Westmorland Local Area Partnership (LAP)</td> <td><i>Cllr Winter</i></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Lead Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Highways liaison representative</td> <td><i>Cllr Foster</i></td> </tr> <tr> <td>Parish Rights of Way representative</td> <td><i>Cllr Foster</i></td> </tr> <tr> <td>Parish Tree Warden</td> <td><i>Cllr Mason</i></td> </tr> <tr> <td>Web site</td> <td><i>Cllr Mack</i></td> </tr> <tr> <td>Broadband (including B4SW project)</td> <td><i>Cllr Winter</i></td> </tr> </tbody> </table>	Outside Bodies		Armistead Wind Farm Funding Committee	<i>Cllr Richardson</i>	Burton Educational Trust	<i>Cllr Mrs Clarke</i>	CALC District Association	<i>Cllr Winter</i>	Holmescales Quarry Liaison Committee	<i>Cllr Mrs Clarke, Cllr Mason</i>	South Westmorland Local Area Partnership (LAP)	<i>Cllr Winter</i>	Lead Responsibilities		Highways liaison representative	<i>Cllr Foster</i>	Parish Rights of Way representative	<i>Cllr Foster</i>	Parish Tree Warden	<i>Cllr Mason</i>	Web site	<i>Cllr Mack</i>	Broadband (including B4SW project)	<i>Cllr Winter</i>	
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17/011	<p>Policy and Governance Review – Standing Orders, Financial Regulations, Asset Register : – RESOLVED that Standing Orders, Financial Regulations and Asset Register remain unchanged .</p> <p><i>Remaining members of the public, Cllrs /Bingham and Cooper left at this point</i></p>																									
17/012	<p>Policy and Governance Review – Risk Assessment: – RESOLVED that the Council approve the draft risk assessment with the addition of an IT Security risk. Clerk to amend and circulate</p>	AMC																								
17/013	<p>Policy and Governance Review Complaints Procedure, FOI/ DPA Request Procedure, Policy for dealing with Press and Media: – RESOLVED that the existing policies remain unchanged</p>																									
17/014	<p>Dates of Meetings 2016-2017: – RESOLVED that the following meeting dates are set for the year 2016- 2017</p> <table border="1"> <tbody> <tr><td>Mon 24 July</td></tr> <tr><td>Mon 25 Sep</td></tr> <tr><td>Mon 27 Nov</td></tr> <tr><td>Mon 29 Jan</td></tr> <tr><td>Mon 26 Mar</td></tr> <tr><td>Mon 21 May*</td></tr> </tbody> </table> <p>Meetings to take place at Preston Patrick Memorial Hall, starting at 7.30pm. *The</p>	Mon 24 July	Mon 25 Sep	Mon 27 Nov	Mon 29 Jan	Mon 26 Mar	Mon 21 May*																			
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	Annual Parish Assembly to precede the Annual Council Meeting on 21 May 7pm	
17/015	Finance - Year-end accounts: – RESOLVED that the year-end accounts, bank reconciliation and VAT summary be received and approved and the bank reconciliation be signed as accurate and the end of year cash book balance be noted as £5,785	
17/016	Finance - 2017–18 Payments: - RESOLVED that the regular payments, and subscriptions for 2017 – 18 are staff wages, grass cutting, payroll services (all approved March) and subscriptions are to Calc and LCT. The Clerk to publish the list on the website	AMC
17/017	Finance -Schedule of payments: - RESOLVED that it be noted that the closing cash book balance as at the 30 th April 2017 is £9552.63 that this matches the net bank balance at this date. Also that the payments listed on the schedule be authorised	
17/018	Finance - Insurance Arrangement for June 16 – 17:-RESOLVED that after reviewing a number of quotes, insurance from 1 st June 2017-31 st May 2018 be taken with Came and Co insurance Brokers at a premium of £168 with insurance limits and arrangements unchanged. The Clerk to add to May payment schedule	AMC
17/019	Finance – Budget Report:- RESOLVED that the budget report be received and approved and that it be noted that the Precept and Council Tax Grant have been received from SLDC	
17/020	Audit 2016 – 2017- Internal Audit:-RESOLVED that the internal audit report for 2016- 17 be received having been carried out on the 2 nd May by J. Airey and that no further actions are recommended	
17/021	Audit 2015 – 2016—External Audit arrangements:- RESOLVED that it be noted that the accounts will be available for public viewing by arrangement between the 5 th June and the 14 th July. Posters will be posted on the noticeboards to this effect. The Annual return will be submitted by the 5 th June and the External Audit report will be reported to the First Council meeting following its receipt and no later than the 30 th September.	
17/022	Audit 2015 – 2016-Annual Return Governance Statement:- RESOLVED that taking into consideration the comments in the Internal Audit Report and recommendations by the Clerk / RFO the Council considers that it has met all the requirements on the Governance section (section1) of the annual return and authorises the Chair and Clerk to sign the statement to this effect.	
17/023	Audit 2015 – 2016-Annual Return Finance Statement:- RESOLVED that having received the financial statement from the RFO the Council approve the statement as accurate and authorise the Chair to sign the statement accordingly.	
17/024	Community Led Plan:- RESOLVED that the draft summary document be approved subject to the amendment of contact details and changing the frequency of litter pick to annual. Cllr Winter to send an electronic copy to the Clerk for publication on the web site. Also that any further funds held by ACT for the purpose of developing the plan be relinquished.	PW/ AMC
17/025	Parish Litter Pick:- RESOLVED that it be noted that the Chairman gave a verbal report and thanked all those that took part in the Preston Patrick Community Litter Pick in April. Photograph to be published on the web site	
17/026	Himalayan Balsam : - RESOLVED that it be noted that Cllr Foster gave a verbal report and that pesticides cannot be used. Also that volunteers are sort for a	JF/ TM

	clearance day on Saturday 8 th July and publicised in the Parish Magazine	
17/027	B4SW Superfast Broadband project update: - RESOLVED that it be noted that Cllr Winter gave a verbal update on progress and that main lines have been completed, the box installed at J36 but some areas cannot be connected until after crops have been harvested in September.	
17/028	Meetings: - RESOLVED that it be noted that <ul style="list-style-type: none"> • Cllr Mason gave a verbal report on the LAP on the 29th March • Cllr Winter to attend the Calc District Association meeting 15 June 	
17/029	Councillor matters :- RESOLVED that the following matters raised by Cllrs be noted <ul style="list-style-type: none"> • Plant Sale 	
17/030	Date of Next Meeting - RESOLVED that the date of the next Ordinary Parish Council Meeting be Monday 24 July 7.30pm at Preston Patrick Memorial Hall. Any items for inclusion on the agenda should be sent to the Clerk by the 14 th July.	
	The public meeting closed at 9.50pm	

Chair:

Date:

unconfirmed