

## HAVERTHWAITE PARISH COUNCIL

### MINUTES OF HAVERTHWAITE ANNUAL PARISH COUNCIL MEETING HELD AT LEVEN VALLEY SCHOOL ON MONDAY 9<sup>th</sup> MAY 2022

**Present:** Cllr Sanderson (Chair), Cllr Blevins, Cllr Egglestone, Cllr Fleming, Cllr Stoddart, PCSO Harris and Julie Hendry, Parish Clerk ([haverthwaitepc@gmail.com](mailto:haverthwaitepc@gmail.com))

Minute no	Action Point	Person
1/2022	<b>Election of Chair for the Parish Council Year 2022/2023:</b> Cllr Sanderson was nominated and was unanimously voted to act as Chair for the coming year. She duly signed the Acceptance of Office.	
2/2022	<b>Apologies:</b> None received	
3/2022	<b>Appointment of Vice-Chair for the Parish Council Year 2022/2023:</b> Cllr Stoddart was voted unanimously to take up the office of vice chair for 2022/23 and duly signed the Acceptance of Office.	
4/2022	<b>Confirmation of representatives on Working Groups and of bank account signatories:</b> It was agreed that Councillors would advise the new Clerk of the working groups in place and of the PC representatives attending. Bank signatories would remain the same though once transferred to the new Clerk the arrangements would be reviewed and the bank mandate adjusted if necessary.	ALL JH
5/2022	<b>Minutes of Last Meeting</b> The Chair was authorised to sign the minutes of the Parish Council meeting held on 14 March 2022 as a true record of what was discussed.	
6/2022	<b>Declarations of interest/Requests for dispensations:</b> None received	
7/2022	<b>Register of Members' Interests:</b> No changes were reported to the Register of Members' Interests.	
8/2022	<b>Public participation:</b> a. Community participation: No members of public were in attendance b. District Council update: None received c. County Council update: Cllr Sanderson provided an update in the Open meeting held prior to the APM. d. Police update: PCSO Harris requested feedback on the usefulness of the periodic Police Report sent out by email. This was circulated via email prior to the meeting with no questions raised by the councillors present. An update on the move to the Blue Light Hub was provided as was issues being faced by increasing numbers of off-road vehicles in the area. Finally discussion took place on inconsiderate parking resulting in obstruction to local deliveries.	
9/2022	<b>Update on actions from the previous meeting:</b> No outstanding matters reported.	
10/2022	<b>Correspondence, meetings attended and consultations:</b> Nothing additional to report from handover from previous Clerk.	

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11/2022	<p><b>Planning:</b></p> <p>It was advised in error that there were no planning applications to respond to but in fact there was one that had been circulated with no comments received. Following discussion it transpired that the planning application 7/2022/5227 was of concern and it was agreed that the Parish Clerk would seek an extension to the deadline for responses in order to allow comment to be made.</p>	JH
12/2022	<p><b>Community and environmental matters</b></p> <p>a. Streetlighting: Cllr Sanderson advised that a mapping exercise was underway to ascertain the location and ownership status of the streetlights across the Parish. Discussion then followed on the costs of repair/replacement and it was agreed that the Parish Clerk would seek additional quotes in this regard.</p> <p>b. Parish Lengthsman: The cemetery grass requires cutting and the Parish Lengthsman had been approached for a quotation that was not currently forthcoming. Cllr Blevins agreed to find out when this would be available.</p> <p>c. Highways and issues for reporting on HIAMS: It was agreed that the Parish Clerk would send the link to Councillors to aid in reporting highways issues.</p> <p>d. Cllr Egglestone raised a matter related fencing recently erected on the Bridge path from Brow Edge. In relation to a query raised by a member of the public, the PC was unsure whether this was lawful because the ownership of this piece of land was not immediately obvious. It was agreed that a letter would be sent by the Parish Clerk on behalf of the PC with support from Cllr Egglestone in producing a draft.</p> <p>e. Cllr Sanderson raised a matter relating to Brow Edge FT and asked for the matter to be placed on the next agenda.</p>	<p>SS</p> <p>JH</p> <p>JB</p> <p>JH</p> <p>JH</p> <p>SS/JH</p>
13/2022	<p><b>Finance, Accounts, Assets and Audit: All</b></p> <p>a. The Parish Council approved the payment of the invoices received since the last meeting</p> <p style="margin-left: 20px;">i) TP Jones, payroll provision, £78.00</p> <p style="margin-left: 20px;">ii) Altitude Services, streetlight repair (177), £384.00</p> <p style="margin-left: 20px;">iii) SLDC, bin emptying contract, £1505.09</p> <p style="margin-left: 20px;">iv) Clerk expenses, stationery and office supplies, £125.63</p> <p>b. The Parish Council confirmed and approved the name/address change of bank account details to those of the newly appointed Clerk, Julie Hendry, and for the amendment of the mandate to be added as an authorised signatory</p> <p>c. The Parish Council receive a bank reconciliation for the year end 2021/22</p> <p>d. The Parish Council received the Parish Risk Register and it was agreed that it would be sent to Councillors again for additional comments</p> <p>e. The Parish Council received the Parish Asset Register and it was agreed that it would be sent to Councillors again for further updates to be made for the coming financial year as there were a number of omissions noted</p> <p>f. The Parish Council receive the Annual Internal Audit Report 2021/22</p> <p>g. The Parish Council received and approved section 1 Annual Governance Statement 2021/22</p> <p>h. The Parish Council received and approved section 2 Accounting Statements 2021/22</p> <p>i. The Parish Council declared Haverthwaite Parish Council exempt from sending the completed AGAR to the external auditor for a limited assurance</p>	<p>JH</p> <p>JH</p> <p>JH</p>

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	<p>review as all the qualifying criteria are met as outlined in the Certificate of Exemption</p> <p>j. The Parish Council declared that the period for the exercise of public rights will be held between Monday 27<sup>th</sup> June and Friday 5<sup>th</sup> August and that this information will be published on the website and Parish Noticeboards</p>	<b>JH</b>
14/2022	<b>Councillor Questions and Answers:</b> Nothing asked or answered	
15/2022	<p><b>Items for the next PC agenda</b></p> <p>a. Update on AGAR progress: JH</p> <p>b. Update on bank account processes and bank mandate changes: JH</p> <p>c. Review of website and fitness for purpose: ALL</p> <p>d. Brow Edge FT: Cllr Sanderson</p>	
16/2022	<p><b>Date and time of next meeting</b></p> <p>The next meeting of the Parish Council will take place on Monday 11<sup>th</sup> July 2022 at 7pm at Haverthwaite Church Hall</p>	<b>ALL</b>