# Askham and Helton Parish Council

c/o Rundale, Dufton, Appleby-in-Westmorland, Cumbria CA16 6DF

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**Annual Parish Council Meeting**

**Thursday, 11th May 2023 at 7.30pm**

**Askham and District Community Centre**

# Agenda

1. Election of Chairman

Chairman to sign Acceptance of Office

2. Election of Vice-Chairman and other Representatives

Vice-Chairman to sign Acceptance of Office

3. Acceptance of Office and Pecuniary Interests

Councillors to complete and sign forms

4. Apologies

To receive apologies and approve reason for absence

5. Declarations of Interest

1. Register of Interests: Councillors are reminded of the need to update their Register of Interests

2. To receive declarations by elected and co-opted members, of personal or prejudicial interests in items on this agenda

6. Minutes

To authorise the Chairman to sign the minutes of the Council Meeting held on 28th March 2023

7. Outcomes of actions from the last meeting

To receive information about outcomes of actions from the last meeting not appearing elsewhere on the agenda and to agree further actions if necessary

8. Public Participation/Open Session (15 minutes allowed)

The Chairman will invite residents to make representations on any item on this agenda or bring matters to the attention of the Council for consideration for inclusion in a future agenda

9. External Meetings, District and County reports: Questions & clarifications

To receive a report on issues relevant to the parish. Each councillor may raise any queries concerning meetings attended externally

10. Road Conditions within the parish

To discuss road surface problems within the parish

11. Parish Council Insurance

To approve renewal for 2023/24

12. Lake District National Park Election of Members

To receive and consider nominations to support

13. Lake District National Park Design Code Consultation

To discuss and respond

14. Planning Applications:

**7/2023/3025 Land Southeast of Helton Head Farm, Helton CA10 2QA**

Formation of a replacement access. To ratify.

**7/2023/3057 Whale View Cottage Helton, Penrith CA10 2QA**

Proposed alterations to rear facing windows on garden room. To ratify

**7/2023/3066 Field no. 5860 Askham**

Erection of covered midden.To review and acknowledge

**7/2023/3067 Field no. 6175 near Askham**

Erection of covered midden. To review and acknowledge

**Decisions:**

**23/0145 Old Dutch Barn, Tirril, Penrith**

**Approved.**

15. Financial Report

To receive an update on the finances of the council.

16. Audit of Accounts

To approve Annual Governance Statement 2022/23

To review and note Internal Audit Report 2022/23

To approve Accounting Statements 2022/23

To approve Certificate of Exemption AGAR 2022/23

To appoint an Internal Auditor for 2023/24

To confirm bank signatories

Representation of Roles

17. Payments of Account

Clerk’s wages and expenses March and April £604.92, HP Ink £6.66, CALC Subscription £160.27, C Leece £45, Insurance £359.48, Askham and District Community Centre £20, Lloyd Ltd £575.80. Bedot £7.50.

18. Emergency Plan

To discuss the formation of emergency plan for the parish

19. Lighting Policy

To adopt a policy for Footway Lighting within the parish

20. Conditions of roads in the parish

To discuss the road conditions and course of action

21. Correspondence

To receive and discuss items of correspondence that has arrived by mail/email other than those appearing elsewhere on the agenda

22. Items for the agenda, and dates of next meetings