

SATTERTHWAITE PARISH COUNCIL

Reference No: MO66

Minutes of the meeting held in the Parish Room, Satterthwaite on Monday 1st December 2008 at 7.30pm.

Present: Dr S Tiplady (Chairman), Mr A Stoker, Mr T Gill, Mr J Wilson (Councillors), Mrs C Salisbury (representing the County Councillor), The Clerk

66.1 **Apologies**

All councillors were present. Mr C Davies (District Councillor) had sent his apologies.

66.2 **Minutes**

The minutes of the Council meeting held on October 29th 2008 were confirmed and signed by the Chairman as a true record.

66.3 **Clarification of Procedures for Agenda setting**

The Clerk explained that part of his job is to advise the Council on matters of procedure. Proper procedures protect the Council from legal challenges and they help me to remain impartial and professional. Procedures provide the rules of the game and as such they make the Council efficient and effective.

Meetings need to be properly convened and this means the agenda should: "Express items so that Councillors know what they are expected to do e.g. accept, confirm or agree. The agenda should tell Councillors as precisely as possible what they need to consider."

The Council also has its own rule book for the routine conduct of business. This rule book and Council best practice provide guidance on how items can be placed on the agenda. There are just 6 ways.

Members of the public can raise issues by:

1. Attending a meeting and asking a question during the open session. The question can be answered but NOT discussed.
2. Write to the clerk with the question so that the clerk can deal with it appropriately which might include putting it on an agenda but only if it is relevant to do so.
3. Approach a councillor who can then raise a resolution using the procedures contained in the SPC Handbook.

In addition:

4. A councillor could ask a question of Council using the procedures in the SPC handbook.
5. A councillor could raise the issue in the agenda item "Councillor Matters". The issue can be clarified in the same way as a member of the public's questions but NOT discussed.
6. Council can decide to place an item on the agenda of a future meeting during the appropriate agenda item.

For an item to be included on the agenda it must be clear what action the Council is being asked to make a decision about.

66.4 **Declarations of Interest**

There were no declarations of interest.

66.5 **Open Session**

Mrs Salisbury stated that Mr Pearson, our County Councillor was now back in action after a period of illness. We would soon be receiving a consultation

document about the proposed clustering of parish councils. She urged us to provide feedback to this document explaining how we felt. Grants are available for fitting photo voltaic cells to Parish Rooms. Mr Stoker undertook to pass this information to the Parish Room Committee.

66.6 **Matters Arising**

a. Mountain Bike Event

No further information had been received about the charitable contributions from this event. The Clerk was asked to investigate the matter further.

b. Pollution from Satterthwaite sewage works

The Clerk had been in contact with United Utilities. The pollution problem occurs because there is no overflow fitted to the pumping station. To rectify this problem would require capital expenditure and such items were seen as low priority by United Utilities. Further it is important to check that the rest of the network would be able to cope. During November a network investigation would be conducted the results of which have not been notified to us. Mr Wilson stated that he had met a Mr John Rigg from United Utilities who had informed him that a pipe would be replaced in the early part of next year. The Clerk was asked to clarify this.

c. Planning Application No: 7/2008/5584 Go Ape.

Following a site visit a decision was taken not to support the application for two reasons. Firstly, there was a safety issue with the zip wires crossing the road in the vicinity of the Kennels Road car park entrance. Secondly, the proposed siting of the take-off and landing platform would utilise an area of the forest not used previously, posing a disturbance to wildlife.

d. Parochial Church Council

The church council has responded to the Clerks letter about a proposed grant stating that if they had realised the financial situation they would not have sought a grant.

e. Removal of Lean-to

Mr Wilson and Mr Stoker were thanked for removing the lean-to.

66.7 **Notice of Resignation**

The resignation of Mr A Threlkeld was tabled and the Council declared a vacancy. The Clerk was asked to write to Mr Threlkeld thanking him for his efforts.

66.8 **Publication Scheme**

It was **resolved** to adopt the proposed publication scheme and guidance framework.

66.9 **Turbine at Farra Grain**

A site meeting had been held with Prof P Leigh who had stated that he felt we had several sites worthy of consideration for a turbine. He would submit a quotation for undertaken a feasibility study.

In order to help progress this project further it was agreed to form a Working Group with Mr Gill, Dr Tiplady and the Clerk as members.

66.10 **Reports from representatives to Outside bodies**

No meetings had been held.

66.11 **Financial and Administrative**

- The Clerk provided a financial statement for the year up to November 30th.
- Payments were made to CALC for £10 for the Clerk's training course.

- A donation of £20 was made for the Xmas lights.
- Mr Stoker undertook to collect the sponsorship money from the website. Mr Gill agreed to do it next year.

66.12 **Correspondence**

The items of correspondence were noted. The Clerk was asked to respond on the Local Council Charter and also to the Planning Authority Consultation letter. It was agreed to increase the Clerk's salary in accordance with guidance pay scale.

66.13 **Councillor Matters**

The meeting was adjourned to allow Councillors to ask questions not covered in the agenda.

64.11 **Items for Next Agenda**

- Trimming of trees in the park
- Turbine at Farra Grain

64.12 **Date of Next Meeting**

12th January 2009 at 7.30pm in the Parish Room at Satterthwaite.

The meeting closed at 9.10pm.