

## **RAVENSTONEDALE PARISH COUNCIL**

### **Minutes of the meeting held on Thursday 14<sup>th</sup> September 2017 in Ravenstonedale Community & Heritage Centre at 7.30pm**

**Present** Cllr. Ernest Leach (Chairman) Cllrs. Hilary Law, James Richardson,  
Richard Hunter and Paul Capstick  
District Councillor Angela Meadowcroft  
County Councillor, the Revd. Phil Dew  
Clerk. Chris Elphick

**Apologies for absence** had been received from Cllr. Helen Shields

#### **Declarations of Interest**

There were no declarations of personal or prejudicial interest in any item on the agenda.

**Minutes of the Meeting** held on Thursday 13<sup>th</sup> July 2017 had been circulated and were signed by the Chairman as a correct record.

#### **Report on Parish Council Procedures**

##### **Minutes**

There had been questions regarding the content of the parish council's minutes.

The Clerk explained that there was a legal requirement to keep minutes of meetings in accordance with the Local Government Act 1972 Schedule 12 paragraph 41(1)

Further guidance may be found in "Local Council Administration" by Charles Arnold-Baker OBE, Barrister at Law. "They are intended to be formal records of acts and decisions, not reports, still less verbatim reports, of speeches made by councillors."

"Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way."

##### **The agenda item "Public Participation"**

Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers.

They have no legal right to speak unless the Parish Council Chairman authorises them to do so.

However, as part of its community engagement, Ravenstonedale Parish Council sets out a time for public participation near the beginning of its meetings when members of the public are invited to speak.

A brief record of topics raised at public participation will be included in the minutes of that meeting

Ravenstonedale Parish Council then formally adopted a set of rules for future Public Participation items. (Appendix 1)

## Public Participation

There were no contributions from members of the public

## Ravenstonedale Community & Heritage Centre

It was noted that Hiring & Occupation Terms & Conditions are currently being updated. Draft documents will be considered by the Management Committee, then presented to the full council for approval.

A proposed scheme for audio absorption has been received following tests on the disruptive sound echo in the hall. It was suggested that improvements to the hall lighting be incorporated into the scheme which involves fitting of absorbing panels to the ceiling. Application will be made to an appropriate body for funding to assist with the cost.

## Highways

Problems had been reported regarding Sat Nav directing vehicles down the very narrow Back Lane, Ravenstonedale. This had been reported to Highways and appropriate signage had been installed.

The south end of Back Lane had become obstructed by shrubs and young trees growing from the verges. There had also been flowers planted in the grass which prevented the grass from being cut in certain areas. On enquiry it was discovered that roadside verges are the responsibility of the Highways department (Highways Act 1980) and that planting on grass verges is illegal without express permission. The Parish Council, in consultation with Highways, had arranged to have the obstructions cleared.

## Repairs to Public Seats

Two seats owned by Parish Council, one opposite Ravenstonedale School and the other outside the Community & Heritage Centre are in need of repair, replacement or removal. Clerk to obtain quotations for repair.

## Planning

Application No.E/12/23/LDC Mr Shahab Haj Manoucheri, Ash Pot, Fell End  
Ravenstonedale  
Certificate of Lawful Development for existing use of  
outbuilding  
The present use of the building had been in existence for  
more than ten years without complaint.

Parish Council have no objections or observations.

Application No.E/12/8B Arquiva Ltd Installation of additional  
Telecommunication Antennas on existing mast at Ash  
Fell, Ravenstonedale

Parish Council support this application for improved telecommunications.

Application No.E/12/14/LB Townhead Cottage GRANTED

Notification Removal of Trees downstream of Tarn Bridge.

## Finance

<u>Sums Received</u>	
VAT reclaimed	£ 486.57
EDC (Playground Drainage Grant)	£1,500.00

Accounts Paid

Malcolm Sedgwick (Hall windows refurbishment)	£1,540.05
Malcolm Sedgwick (Hall cupboard construction)	£1,241.36
Steve Hopps (Windows paint & putty)	£1,168.00
A Kirby (Grasscutting)	£ 930.00
Keith Pratt (Toilet roof repairs)	£ 323.70
Bateman Engineering (Mower repairs)	£ 212.94
North West Arboriculture Ltd (Tree cutting)	£ 234.00
Amazon (HP A3 Printer/scanner/copier)	£ 89.81
HandD (Annual Boiler Service)	£ 102.00

Accounts for Payment

C J Elphick (Month 6)	£ 614.40
Clerk's admin expenses	£ 234.08

The foregoing expenditure was approved.

**Reports from District & County Councillors**

Report from County Councillor, Phil Dew – see Appendix 2.

**Publications & Correspondence Received**

Clerks & Councils Direct  
CALC Circular September 2017 (Circulated)  
Westmorland Dales Newsletter (Circulated)  
The Habitat Herald – Lune Rivers Trust  
YDNPA Drop-in surgeries for farmers & landowners  
Cllr Mary Robinson – Nominations for local honours.

**Date of next meeting** Thursday 12<sup>th</sup> October 2017

Signed

Chairman

Date 12<sup>th</sup> October 2017

## Appendix 1.

### **PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS**

Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers.

They have no legal right to speak unless the Parish Council Chairman authorises them to do so.

However, as part of its community engagement, Ravenstonedale Parish Council sets out a time for public participation near the beginning of its meetings when members of the public are invited to speak.

Members of the public should not be involved in the decision-making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda. As a matter of best practice the public forum will be kept separate from the debate of the councillors.

If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.

Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chairman. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

#### **RULES**

- This session will be limited to a maximum time of 15 minutes
- The time for each member of the public to speak is limited to 5 minutes.
- If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
- Written statements must be received by the Clerk at least 3 days prior to the meeting.
- Any member of the Council, who has declared a disclosable pecuniary interest on an item to be discussed, will be allowed the same rights and time as a member of the public for this session. This member will be required to leave the room before the Council considers the matter in which they have declared a disclosable pecuniary interest.
- The Public Forum is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
- The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
- Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.
- A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted.
- If the issue is on the agenda then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query.

Approved and adopted by Ravenstonedale Parish Council on 14<sup>th</sup> September 2017

Signed \_\_\_\_\_Chairman

## **Appendix 2**

### **Report to Ravenstonedale Parish Council- 14 September, 2017 - Phil Dew**

#### **Household Waste Recycling Centre**

There has been a rumour that the Household Waste Recycling Centre located in Hobson's Lane, Kirkby Stephen, is being moved to Appleby. That isn't true. There are no plans to re-site the facility.

#### **Kirkby Stephen Primary School**

Kirkby Stephen Primary School has recently had to fund and build an additional classroom to accommodate the 2017118 new starters. I have been lobbying Cumbria County Council, and in particular Sue Sanderson, the Cabinet member for Schools and Learning, to provide a grant in lieu of the transport costs that the Council has been saved as a consequence of this initiative.

#### **Buses**

A new bus service to Kendal will begin in October, 2017, operated by the Western Dales Bus. I am in regular contact with John Carey one of the organisers. This volunteer group is looking for drivers and administrators to help secure the future of the service - and of course passengers!

#### **Larks Meadow**

Austin Thistlethwaite, who lives at Larks Meadow recently held an event - from 28-30 July, 2017 - which attracted some criticism. Two police officers visited the site and found everything in order. Mr Thistlethwaite is not planning to hold any more gatherings this year.