

**Irton with Santon Parish Council Minutes**  
**Tuesday 29<sup>th</sup> August 2017 @ 7.30 pm**  
**Santon Village Hall**

**Present:** Richard Vicars (RV) Chairman

Tonia Duffy (TD) Clerk to Irton with Santon Parish Council

**Members:** Ian Warren (IW)  
Robert Davis (RD)  
Trish Adams (TA)

**Apologies:** David Pye (DP)  
Vicki Manners (VM)

**Approve Minutes of last meeting**

Minutes to be revised and corrected for next meeting

**Action: TD**

**Matter arising from the Minutes**

Quarry Key action completed. **Action: IW to clarify location of keys**

The Clerk induction course is on the 19<sup>th</sup> and 26<sup>th</sup> September in Wetherall at the cost £65.00. All agreed that Tonia Duffy should book onto this course if dates suited her. **Action: TD to book course with CALC**

**Planning Matters**

No new planning correspondence has been received.  
New Planning correspondence files need to be set up.  
Planning departments need to be advised of new details of Parish Clerk for correspondence.

**Action: TD to action above**

**Highway Matters** No present matters

**Financial Matters**

Qualified External Audit of accounts has been approved.  
Salary of Parish Clerk lowest spinal column is .15 @ £8.873 per hour. All agreed to pay £9.00 per hour to be reviewed next year (2018). Cheque approved to pay Tonia Duffy, Parish Clerk £63.00. It was agreed that Tonia Duffy would invoice for clerk services until contract of employment had been received.

It was agreed that TD would keep records and provide receipts for any stationery expenditure needed for role.

**Action: RD to add signatory to cheque book  
TD to invoice for Clerk services**

**Parish Council Website Facebook Pages & Internet Speed**

TD advised that Facebook page had been produced and would now be updated with generic information about the Parish i.e. Demographics, Parish Plans etc. To be used as a way forward to engage with community.

**Action: TD to liaise with IW and TA for electronic version of Parish Plan and useful information for Facebook Page**

TD advised of her findings in respect of a provider for the Irton with Santon website. Two providers were compared. All agreed with Spanglefish as it appeared to provide the most easy to use service with domain ownership at the cost of £29.95 per annum plus £20.00 + Vat for domain name. Agreed that TD will pay online and present receipt for reimbursement.

**Action: TD to check whether any 'lock in' agreement. If not then to start creation of website**

IW mentioned that the link on the CALC Website to Irton with Santon went to [www.irtonparish.com](http://www.irtonparish.com) which was a different parish.

**Action: TD to contact CALC and correct**

**Projects Ongoing**

Refurbishment of War Memorial  
Marketing and Communication plan for the public

**A.O.B.**

RV received an email in respect of requesting volunteers from the committee to canvass the Parish for the Electoral Register with a view to encouraging the community to complete and return their registration forms. It was agreed that no one was available to volunteer for this.

RV had been approached with regard to hedge cutting in the Parish. RV investigated this further and discovered that hedge cutting was not the responsibility of the Parish Council but that of the landowners. RV contacted Copeland Council who advised that an engineer had been appointed to this issue.

**Date of next meeting:** Mon 9<sup>th</sup> October 2017 @ 7.30 pm Santon Village Hall

**Signature..... Date.....**  
**Richard Vicars**  
**Chairman**  
**Irton with Santon Parish Council**

