

SILLOTH-ON-SOLWAY TOWN COUNCIL

Town Clerk: Wendy Jameson FMAAT
5 Burnswark Terrace, Solway Street, Silloth, Cumbria, CA7 4EF
Tel: 016973 31128 **Mob:** 0777 5686857
Email: townclerk@silloth-on-solway.co.uk
Web: www.silloth-on-solway-tc.gov.uk

27 September 2016

Dear Councillor

You are summoned to attend a meeting of Silloth-on-Solway Town Council which is to be held on Monday 3 October 2016 in the Community Hall, Petteril Street, Silloth commencing at 7.00pm. Please let me know if you are unable to attend.

Yours sincerely



W.E. Jameson
Clerk to the Council

Agenda

1. **Apologies**
To receive and record with a reason, any apologies for absence.
2. **Declarations of Interest**
To receive declarations of members' interests in respect of items on this agenda.
3. **Exclusion of Press & Public**
To consider whether any items on the Agenda should be considered without the presence of the press and public, on the grounds of confidentiality, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 1(2).
4. **Chairman's Announcements**
To receive announcements by the Chairman
5. **Minutes**
To approve the minutes of the meetings held on the 4 July 2016 and 10 August 2016, as a true record.
6. **Police Report**
To receive a report from the Police on incidents of crime since the last meeting.
7. **Public Participation**
Members of the public are invited to speak for a maximum of 3 minutes each. The maximum total time for public participation will be 15 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.
8. **Schedule of Correspondence, notices and publications**
To receive a schedule of correspondence, notices and publications received since the last meeting and to note items highlighted bold requiring action.

Publications & magazines etc.

- a) NU'GEN News – Issue 2 – Summer 2016.
- b) Clerks & Councils Direct – July 2016.
- c) ACT Gazette – Issue 24 - Summer 2016.
- d) CALC Circular – July/August 2016.
- e) Great North Air Ambulance – E-newsletter Issue 7.
- f) Cumbria Local Enterprise Partnership – Annual Report 2016. Available online at:- https://issuu.com/cumbrialep/docs/lep_2016_annual_report/1
- g) Clerks & Councils Direct – September 2016.
- h) CALC Circular – September 2016.
- i) LCR – The magazine of the National Association of Local Councils – Autumn 2016.
- j) North West Air Ambulance Skylines Newsletter – September 2016.
- k) Great North Air Ambulance e-newsletter issue 8 September 2016
- l) SelectaDNA – Newsletter Issue 17.

For Information

- m) Allerdale Borough Council – Application for a Temporary Road Closure Order for Silloth Carnival on 29 August 2016. Application was circulated to members of the Town Council. No objections received and a response sent to Allerdale.
- n) Allerdale Three Tier Meeting – Agenda for meeting on 30 June at Bothel Village Hall and minutes of the meeting held on 24 March 2016.
- o) West Cumbria Corridor Travel Plan Stakeholder consultation – Extension of deadline to 18 July.
- p) Email from Jennifer Rowlands re: meeting place for youngsters. The school welcomes the help of the Town Council in finding a suitable solution.
- q) Shaun Bell – Copy of initial report from Scolmore on the lanterns which was forwarded to the wholesaler at CEF. A small drain hole has been drilled in each lantern for now. Further update will be provided.
- r) Email from Atlas Concrete who have had no dealings with Kenyon's and would not give permission to park on any public grass or road.
- s) Cumbria County Council - Email from Mark Hodgkiss with details of changes to be made to the service 60 Skinburness and Workington from 5 September.
- t) Allerdale Borough Council – Draft Housing Strategy 2016-2011 – Consultation until 24 August.
- u) West, North and East Cumbria Success Regime – Public consultation on health services in West, North and East Cumbria has been delayed until after the summer holidays, to allow more time to understand some of the aspects.
- v) United Utilities Reservoir Safety Campaign 2016 – Information about the campaign and details of the resources available to promote it.
- w) Bell Park & Kerridge – re: 4 plots of land at Silloth. Copy of letter from Martin Blaylock sent to Cumbria County Council raising a number of queries.
- x) MyCumbria – local discount card for residents. Information about the scheme which was launched by Cumbria Tourism in 2012.
- y) England Coast Path: Gretna to Allonby Consultation. Final report can be viewed at:- www.gov.uk/government/collections/england-coast-path-improving-public-access-to-the-coast. Comments required by 19 September. Email circulated to members of the Council for their comments.
- z) CALC – Information about the Insurance Act which comes into effect on 12 August 2016.
- aa) Allerdale Borough Council – Link to the Council's online consultation of the draft Housing Strategy. https://cumbria.citizenspace.com/allerdale-borough-council/housing/housing-strategy/consult_view
- bb) CALC – NALC Community Led Housing Survey. Response deadline 30 September. Email circulated to members of the Council for them to respond individually.

- cc) Email from Clerk at Maryport Town Council asking if Silloth would be interested in setting up a joint Working Party to consider how tourism can be better promoted in West Cumbria. Reply sent to confirm and to request that we be kept informed of any progress.
- dd) CALC – National Grid’s North West Coast Connections project (due to commence in September) has been delayed and unlikely to take place this year.
- ee) Letter sent to the Solway Buzz by JM George asking why the Skinburness shelter is fenced off. Reply sent by the Clerk and printed in the Buzz.
- ff) CALC – pdf copy of NALC’s publication, Being a Good Employer.
- gg) Allerdale Three Tier Meeting – Minutes of the meeting held on 30 June 2016.
- hh) CALC – Compliance with the Transparency Code for Smaller Authorities. Requirements of the Transparency Code and funding available.
- ii) Cumbria Constabulary Public Consultation Survey – Survey to be completed by 9 September. Copy of email forwarded to members of the Council for their individual response.
- jj) West, North and east Cumbria Success Regime – Stakeholder Update Briefing August 2016.
- kk) Email from Joe Broomfield to confirm that Cllr. Mark Fryer has approved the use of this year’s town centre funding in Silloth for i) Youth shelter to help tackle anti-social behaviour £8k (joint project with Police, youth group and schools) and ii) Play equipment at Eden Street play area £2k.
- ll) Letter from Gordon Baker, Ian Caulfield and Frank Denard regarding the movement of soil from Stanwix field to Harvest Park. The main drain for the allotments runs across where they are leading soil and therefore if there is a problem with flooding in the future, this would be a good place to look for a possible break.
- mm) Cumbria County Council – Temporary Road Closure Order – Wigton Road to commence on 21 August for 1 day which was subsequently changed to 11 September 2016.
- nn) Northern Gas Networks launches £50k Community Promises Fund.
- oo) Environment Agency – Copy of the planned repair and maintenance schedule.
- pp) Email from Gregg Merrilees asking who to send a complaint regarding Health and Safety concerns about a local holiday caravan site. Reply send with contact details for Allerdale Borough Council.
- qq) Email from John Lees with a complaint about a local holiday park. Reply send with contact details for Allerdale Borough Council.
- rr) Tour of Britain 2016 – Stage 2, Carlisle to Kendal, Monday 5 September. Copy of route and ETA of the cyclists taking part, which starts in Carlisle and finishes in Kendal on 5th September.
- ss) CALC – Copy of flyer and booking form in respect of the ACT Annual General Meeting and Community Led Planning debate.
- tt) Email from Joe Broomfield re: All-Party Parliamentary Group (APPG) – Call for evidence: The economic potential of Coastal Communities and the Visitor Economy.
- uu) Cumbria County Council – Minerals & Waste Local Plan 2015-30 will be submitted to secretary of State for Communities and Local Government on 9 September 2016. From noon Friday 9 September, the Examination webpage can be accessed via this link: http://www.cumbria.gov.uk/planning-environment/policy/minerals_waste/MWLP/examination.asp The Submission documents can be viewed or downloaded at: http://www.cumbria.gov.uk/planning-environment/policy/minerals_waste/MWLP/submissiondocuments.asp
- vv) Bell Park & Kerridge – re: Community Asset Transfer. Letter from Martin Blaylock who is struggling to make any progress with the County Council.
- ww) CALC – re: Neighbourhood Planning. Letter to all town and Parish councils from Gavin Barwell MP via NALC.
- xx) Success Regime – public consultation launch – Consultation programme led by the Success Regime with NHS Cumbria Clinical Commissioning Group and local healthcare providers will begin on 26 September and last for 12 weeks.
- yy) Zurich – re: wearing of HiViz. Email to confirm that it is not an insurance requirement for members of Town Council staff to wear HiViz clothing.
- zz) Bell Park & Kerridge – re: Community Asset Transfer. Email to confirm that the County Council have been in touch and solicitor is reviewing the contents.

- aaa) Community Development Team newsletter which focuses on the available funding for communities and the cut-off dates for applications.
- bbb) Three tiers of Local Government will be held on the 29th September 2016 starting at 7.00 pm at Cockermouth town hall. Attached are the papers for the meeting i) The Agenda ii) The minutes of the Annual Meeting of Calc 2015 iii) The note of the June 2016 meeting iv) The annual report.

For Action

- ccc) Silloth Christmas Lights – Request from Alison Henderson for the Council to consider taking over the management of the lights, putting up, taking down and general maintenance.
- ddd) CALC – Nominations for CALC Executive Committee. Forms to be received by 14 October.
- eee) Letter from Patricia Martin who recently visited the town and encountered problems with finding somewhere to eat.
- fff) Advocates Against Abuse – Information about a new advice network and training dates.
- ggg) CALC – Letter encouraging communities to have an Emergency Plan in place for extreme weather events and other types of emergencies.
<http://www.cumbria.gov.uk/emergencyplanning/community.asp>
- hhh) Healthcare for the future – Public consultation launch.

9. Planning Applications

The **Town Council** have approved the following:-

- Ref No:** 2/2016/0312 **Applicant:** Mr Andrew Pape **Proposal:** Change of use of land at rear of property to domestic garden **Location:** 3 Park Terrace, Criffel Street, Silloth
- Ref No:** 2/2016/0472 **Applicant:** Mr Paul Eastwood **Proposal:** Installation of steel weatherproof cladding to southern elevation **Location:** Carrs Flour Mills Ltd, Lawn Terrace, Silloth
- Ref No:** 2/2016/0406 **Applicant:** Mr Alan Maggs **Proposal:** Change of use of first and second floor accommodation from ancillary store used in connection with a bank **Location:** 9 Eden Street, Silloth
- Ref No:** 2/2016/0408 **Applicant:** Mr Alan Maggs **Proposal:** Listed building consent for the change of use of first and second floor into maisonette, addition of new entrance and stair case, removal of internal staircases, replacement windows and heightened cill level on rear window **Location:** 9 Eden Street, Silloth

Allerdale Borough Council have approved the following:-

- Ref No:** 2/2016/0352 **Applicant:** Mr Garry Bosward **Proposal:** Proposed two storey side extension **Location:** 270 Skinburness Road, Skinburness, Silloth
- Ref No:** 2/2016/0312 **Applicant:** Mr Andrew Pape **Proposal:** Change of use of land at rear of property to domestic garden **Location:** 3 Park Terrace, Criffel Street, Silloth
- Ref No:** 2/2016/0356 **Applicant:** Mr & Mrs Bell **Proposal:** Demolition of garage and outbuildings and single storey extension with associated works **Location:** 7 Pine Terrace, Silloth

10. Committee Reports

To consider the minutes of the following committee meetings and the recommendations made by the respective committees:-

- a) **Allotment Committee** – 26 July 2016
- b) **Play Equipment** – 1 August 2016

11. Licences

Applicant: Allen James Gray, 'Allendale', Maryport Road, Dearham, Maryport **Location:** Criffel Street, Silloth – opposite the junction with Wampool Street (for ice cream) **Date & Times:** Bank Holiday Monday 29 August 2016 10am to 5pm. Reply sent by the Clerk to object to the application in line with Council policy.

12. Reports from Representatives on Outside Bodies

a) Primary School b) Joint Advisory Body c) Silloth Tourism Action Group d) Sea Dyke Charity e) Longcake Education Trust f) Solway Community Technology College g) Sports Hall h) Friends of the Green i) Sports Association j) Silloth Coastal Community Team k) Cumbria in Bloom

13. Borough Councillor and County Councillors' Reports

To receive reports from Allerdale and County Councillors.

14. Park Manager's Report

To receive a report from the Parks Manager for information and/or determine action as appropriate.

15. Town Clerk's Report

To receive a report from the Town Clerk in relation to matters currently being dealt with and notify the Council of any important dates of interest.

16. Payment of Accounts

To authorise the payment of Accounts listed in the attached schedule.

17. Heritage Rose and Bee Garden

To consider a request for the following additional works:-

- i) Provision of a composting facility
- ii) Wooden edging to the paths within the garden to tidy up the edges

18. Applications for financial assistance

- a) Cumbria Victims Charitable Trust
- b) Children's Foundation

19. Budget 2016/17

To receive a report comparing the actual expenditure to date with the budget for 2015/16.

20. 2017/18 Budget

To consider items for inclusion in the budget for 2017/18

21. Audit for the year ended 31 March 2016

- i) To consider a suitable gesture in lieu of payment for the internal auditor.
- ii) To consider the report and certificate received from BDO LLP following the external audit.

22. Applications for events

- a) Silloth Vintage Rally – 10 & 11 June 2017.
- b) Solway Crafters – 14 April to 17 April 2017 & 29 April to 1 May 2017.

23. Town Centre Projects/Initiatives

Following the approval by Allerdale for the use of this year's town centre funding in Silloth for i) Youth shelter to help tackle anti-social behaviour £8k (joint project with Police, youth group and schools) and ii) Play equipment at Eden Street play area £2k, to consider the next stage to

24. Green Flag Award

To consider the feedback contained in the 'Mystery Shopping – Interim Quality Assessment' and any action required.

25. Dropped Kerbs

- a) To consider a request for additional dropped kerbs on Solway Street

b) To consider the installation of posts to prevent the parking of vehicles across dropped kerbs at key locations.

26. Footpath

An update is required regarding the new footpath from the new Harvest Park housing estate.

(A. Emmerson)

27. Litterbins on the Green

To consider the provision of litterbins on the Green and any action required to avoid the problem of them overflowing at busy times.

(O. Martin)

28. Sculpture/Seat

To consider a request from a local gentleman for a sculpture/seat to be sited on the seafront.

(J. Cook)

29. Free Wifi

To discuss options available for free public access Wifi on the Green.

(J. Cook)

30. Bushes on the avenue to the Fun Fair

To consider what action to take following the considerable damage to the bushes along the avenue caused by groups of youths.

(S. Graham)

31. Community Asset Transfers & Sports Club Leases

To receive an update.

32. Councillors Matters

33. Quotations

34. Review of Salaries

35. Amounts owing to the Town Council