

**Silloth-on-Solway Town Council**  
**Minutes of a meeting held on Monday 8 May 2017 at 7.00pm at Silloth Community Hall**

**Present** – Cllr. A.J. Markley

**Councillors**

I. Baty (IB), J. Cook (JC), A. Emmerson (AE), S. Graham (SG), W. Jefferson (WJ),  
O. Martin (OM), M. Orchard (MO), D. Pattinson (DP), A. Reid (AR), J. Snaith (JS) & G. Wilkinson (GW).

Also present: Wendy Jameson – Town Clerk (WEJ) & Ken Wannop – Park Manager (KW).

<b>358.</b>	<p><b>Elect a Chairman</b>  Cllr. A.J. Markley was appointed as Chairman of the Council.</p>	
<b>359.</b>	<p><b>Chairman’s Declaration of Acceptance of Office</b>  Cllr. Markley signed a Declaration of Acceptance of Office.</p>	
<b>360.</b>	<p><b>Elect a Deputy Chairman</b>  Cllr. G. Wilkinson was elected at Deputy Chairman of the Council.</p>	
<b>361.</b>	<p><b>Apologies</b>  PCSO’s Peter Nichol &amp; Hannah Donaughee.</p>	
<b>362.</b>	<p><b>Co-option</b>  There were four candidates for the two vacancies – Jennifer Rowlands, Jim Snaith, Anthony Reid &amp; Mike Lister. Jennifer Rowlands and Jim Snaith were proposed and seconded for the 1<sup>st</sup> vacancy. A vote was taken – Jennifer Rowlands received 3 votes and Jim Snaith received 7 votes. Jim Snaith was duly co-opted on to the Council. Jennifer Rowlands and Anthony Reid were then proposed and seconded for the 2<sup>nd</sup> vacancy. A vote was taken – Jennifer Rowlands received 4 votes and Anthony Reid received 6 votes. Anthony Reid was duly co-opted on to the Council.</p>	
<b>363.</b>	<p><b>Declaration of Acceptance of Office</b>  Cllr. Jim Snaith and Cllr. Anthony Reid signed a Declaration of Acceptance of Office and joined the meeting.</p>	
<b>364.</b>	<p><b>Declaration of Interest</b>  As recorded. Cllr. Martin declared an interest in relation to items 33 &amp; 34 and Cllr. Cook declared an interest in relation to item 33.</p>	
<b>365.</b>	<p><b>Minutes</b>  <b>RESOLVED</b> that the minutes of the meeting held on the 3 April 2017 be confirmed as a true record and signed by the Chairman.</p>	
<b>366.</b>	<p><b>Committees</b></p> <p><b>a) Review of terms of reference for Committees</b>  The terms of reference were noted and remain unchanged.</p> <p><b>b) Appointment of members to existing Committees</b>  <b>Planning Committee</b> – Cllrs. I. Baty, A. Emmerson, J. Cook, M. Orchard &amp; W. Jefferson.  <b>Play Equipment Committee</b> – Cllrs. D. Pattinson, G. Wilkinson, A. Emmerson, S. Graham &amp; A. Reid.  <b>Allotment Committee</b> – Cllrs. J. Cook, G. Wilkinson, I. Baty, A. Emmerson &amp; J. Snaith  <b>Parks Committee</b> – Cllrs. W. Jefferson, G. Wilkinson, I. Baty, S. Graham, O. Martin &amp; D.Pattinson.</p> <p><b>c) Appointment of any new Committees</b> – None</p> <p><b>d) Dates for Committee meetings</b>  <b>Play Equipment Committee</b> – Sat 13 May at 10.00am</p>	

	<p><b>Parks Committee – Mon 15 May 2017 at 7.00pm</b>  <b>Allotment Committee (including site inspection) – Mon 22 May 2017 at 6.00pm</b></p>	
367.	<p><b>Appointment of Representatives on outside bodies</b>  <b>Primary School</b> - Cllr. O. Martin  <b>Solway Coast AONB Joint Advisory Committee</b> - Cllr. W. Jefferson  <b>Silloth Tourism Action Group</b> – Cllr. D. Pattinson  <b>Sea Dyke Charity</b> - Cllr. A. J. Markley  <b>Longcake Education Trust</b> - Cllr. G. Wilkinson  <b>Solway Community Technology College</b> - Cllr. J. Cook  <b>Sports Hall</b> - Cllr. J. Cook  <b>Friends of Silloth Green</b> – Cllr. D. Pattinson  <b>Sports Association</b> – Cllr. I. Baty  <b>Cumbria Coastal Community Team</b> – Cllr. W. Jefferson  <b>Cumbria in Bloom</b> – Cllr. W. Jefferson  <b>Silloth in Bloom</b> – Cllr. W. Jefferson</p>	
368.	<p><b>Standing Orders &amp; Financial Regulations</b>  <b>RESOLVED</b> that the Standing Orders and Financial Regulations be accepted as they are, with no amendments and the next review in 3 years. Any subsequent amendments required can be brought back to full Council.</p>	
369.	<p><b>Banking arrangements</b>  <b>RESOLVED</b> that a) a debit card be obtained for the Current Account specifically restricted to the Clerk and a single transaction maximum value of £500, unless authorised by council, to enable the Clerk to make online purchases and b) that the internet access be amended on the Wages Account to enable the Clerk to make wages payments and amendments to standing orders etc. without the need for having the transactions authorised. Cllrs. J. Cook, O. Martin &amp; M. Orchard remain as the appointed as cheque signatories.</p>	
370.	<p><b>Asset Register</b>  <b>RESOLVED</b> that the Asset Register dated 31 March 2017 be noted by the Town Council which showed Assets to the value of £471,746.</p>	
371.	<p><b>Insurance</b>  The Town Council are insured with Zurich and in November 2013 agreed a 5 year long term agreement which will be up for review in 2018.</p>	
372.	<p><b>Accounts for the year ended 31<sup>st</sup> March 2017</b>  <b>RESOLVED</b> that the Accounts for the Year Ended 31 March 2017 are approved and the Chairman authorized to sign the Statement of Accounts and the Annual Governance statement to the Annual Return for the year ended 31 March 2017.</p>	
373.	<p><b>Appointment of Internal Auditor</b>  The Town Council reviewed the effectiveness of the internal audit and were satisfied with the current system. Mr Robert M Slack to carry out the annual internal audit on behalf of the Town Council.</p>	
374.	<p><b>Budget Details for Financial Year 2017/2018</b>  <b>RESOLVED</b> that the Budget for 2017/18 be noted which showed a total funding requirement for 2017/18 of £172,390 less CTRS Grant of £1,478, resulting in a Precept of £170,912.</p>	
375.	<p><b>Annual Subscriptions</b>  <b>RESOLVED</b> that the payment of the following annual subscriptions be approved:-</p>	

	<p>a) CALC Annual Subscription 2017/18 of £345.78.</p> <p>b) Local Council Review Magazine subscription £17.00</p>	
<b>376.</b>	<p><b>Review of Council's Policies &amp; Procedures</b>  <b>RESOLVED</b> that the Council's Policies &amp; Procedures be accepted as they are, with no amendments and the next review to take place in 3 years. Any subsequent amendments required can be brought back to full Council.</p>	
<b>377.</b>	<p><b>Calendar of Meetings</b>  Dates of meetings for the coming year were agreed by the Council which will be held on the first Monday of each month, apart from when there is a Bank Holiday when the meeting will be the following Monday, with no meeting held in August. Dates are as follows:-  5 June 2017, 3 July 2017, 4 September 2017, 2 October 2017, 6 November 2017, 4 December 2017, 15 January 2018, 5 February 2018, 5 March 2018, 2 April 2018 &amp; 7 May 2018.</p>	
<b>378.</b>	<p><b>Exclusion of Press &amp; Public</b>  It was agreed that the public be excluded for items 40, 41, 42 &amp; 43 on the Agenda.</p>	
<b>379.</b>	<p><b>Chairman's Announcements</b>  The Chairman attended the following:-</p> <ul style="list-style-type: none"> <li>• 100<sup>th</sup> Birthday party at Good Companions</li> <li>• Met with the Northern Gas Networks contractors. Work which was going to take up to 30 weeks has been reduced to 17 weeks as they will be bringing a second team in. Most of the work will be done through the pavements, with less upheaval to the roads. Work will be done in the centre of town first.</li> <li>• Junior Football tournament. The Mayor thanked them for coming to the town. Abbeytown got through to the final.</li> </ul>	
<b>380.</b>	<p><b>Police Report</b>  A report was received by email of recent incidents of crime. Apologies received from PCSO's Peter Nichol and Hannah Donaughee.</p>	
<b>381.</b>	<p><b>Adjournment of Meeting</b>  There had been no prior requests from members of the public to speak at the meeting.</p>	
<b>382.</b>	<p><b>Schedule of Correspondence, Notices and Publications</b>  <b>RESOLVED</b> that the schedule of correspondence, notices and publications be noted.</p> <p>a) Letter from Mr Robert Fearon requesting a traffic mirror be installed opposite the entrance to the cemetery make it safer for motorists leaving the cemetery. <b>RESOLVED</b> that a request be sent to Cumbria Highways for a traffic mirror but CCC do not generally fit mirrors on to highways. Allerdale has already agreed to trim the hedge to improve visibility.</p> <p>b) Electricity North West – Proposed Electricity Reinforcement Works in Silloth. Copy of Electricity North West's Standard 15 year termed Wayleave Agreement. <b>RESOLVED</b> that the Wayleave Agreement be signed, after obtaining clarification regarding the map enclosed with the agreement which shows a cable running alongside Eden Street. Confirmation required that this is existing cables and not additional work to be carried out.</p> <p>c) Allerdale Borough Council – Email and information from Joe Broomfield re: Charity project of potential economic benefit to Allerdale. The Council needs more information. Providing that due diligence is satisfactory, then the Council could then consider proceeding. The approx. cost of £8k. Copy of Bill's email to Joe Broomfield to be sent to members of the Council.</p> <p>d) Email from David Wise regarding the payment of annual tennis court fees. <b>RESOLVED</b> that the fees of £200 be waived for this current year, due to reduction in membership. Email to be send to David Wise to let him know the Council's decision.</p>	<p><b>WEJ</b></p> <p><b>WEJ</b></p> <p><b>WEJ</b></p> <p><b>WEJ</b></p>

383.	<p><b>Planning Applications</b></p> <p>The <b>Town Council</b> considered the following:-  The Planning Committee deferred the following application to the <b>Full Council</b> for consideration:-  <b>Ref No:</b> 2/2017/0139 <b>Proposed works:</b> Pedestrian footpath link associated with housing development <b>Applicant:</b> Lorne Entwistle, Harvest Park Developments Limited <b>Location:</b> Playing Field opposite Harvest Industrial Estate B5302 Silloth</p> <p>The new footpath will follow the route of what was an unofficial footpath from West Silloth across the Sports ground. The new path will become an official route and will be adopted by the Town Council. The path will be a new right of way. The path needs to be constructed to an adoptable standard and with lighting, per the S106 agreement. Response to be sent to Allerdale. Also write to Harvest Park regarding the provision of lighting which is not included in the plans.</p> <p>The <b>Town Council</b> approved the following:-  <b>Ref No:</b> HOU/2017/0061 <b>Proposal:</b> Take down existing conservatory and replace with sunroom <b>Location:</b> 19 Skinburness Drive, Silloth <b>Applicant:</b> Miss Emma Wise</p> <p><b>Allerdale Borough Council</b> approved the following:-  <b>Ref No:</b> 2/2017/0044 <b>Proposal:</b> Listed building application for change of use on the ground floor from A2 to A1, A3 and A4 to include internal alterations and replacement windows to the building <b>Location:</b> 9 Eden Street, Silloth <b>Applicant:</b> Mr Alan Maggs</p>	WEJ
384.	<p><b>Licences</b></p> <p>None.</p>	
385.	<p><b>Reports from Representatives on Outside Bodies</b></p> <p><b>RESOLVED</b> that verbal reports received from Representatives on Outside bodies be noted.</p> <p><b>Primary School</b> – Nothing to report.</p> <p><b>Joint Advisory Body</b> – Graeme Proud is retiring.</p> <p><b>STAG</b> – AGM took place and there are two new members. Everything is moving forward and there are a couple of new events.</p> <p><b>Sea Dyke Charity</b> – New tenant in place who is looking at milking cows.</p> <p><b>Longcake Education Foundation</b> – Next meeting is on 6 June.</p> <p><b>Solway Community Technology College</b> – No report. Jennifer to ask if The Headteacher could attend a meeting to explain the changes at the school.</p> <p><b>Sports Hall</b> – No report.</p> <p><b>Friends of the Green</b> – Merging with STAG.</p> <p><b>Sports Association</b> – No meeting.</p> <p><b>Silloth Coastal Community Team</b> – Got the award and things are progressing.</p> <p><b>Cumbria in Bloom &amp; Silloth in Bloom</b> – Dealing with each project on an individual basis. Toni Magean from Allerdale Borough Council is advising on the type of plants to use, working with Wendy and the town team. Planting will hopefully take place in the next couple of weeks. Met with a BIB judge through at Penrith and will be meeting CIB representatives imminently regarding Silloth hosting the CIB Awards ceremony at the Golf Hotel.</p>	
386.	<p><b>Allerdale &amp; County Council Reports</b></p> <p><b>RESOLVED</b> that verbal reports received from Allerdale and County Councillors be noted.</p> <p><b>Allerdale</b> – Cllr. John Cook thanked Brian Irving and the AONB for the input regarding the Coastal Community Team funding. The Councils are in Purdah at the moment, in the run up to the elections.</p> <p><b>County Council</b> – Cllr. Tony Markley has been re-elected as County Councillor for the area and thanked everyone for their support. There are 37 members and trying to form an administration. Conservatives will be the leading party. Cllr. Cook congratulated Tony.</p>	
387.	<p><b>Park Manager's Report</b></p> <p>A written report was provided on work done in the last month. Currently looking for prices for</p>	

	plants for the beds. It is good to see Ken back at work.	
<b>388.</b>	<b>Town Clerk's Report</b> The Town Clerk provided a report on work done since the last meeting. Annual Town Meeting to be held on Tuesday 30 May 2017 at 7.00pm. The Chairman thanked the Clerk for everything she does.	
<b>389.</b>	<b>Payment of Accounts</b> <b>RESOLVED</b> that the payments listed in the register report to 8 May 2017 be approved for payment.	
<b>390.</b>	<b>Applications for events</b> The Town Council considered the following requests for events:- a) Gig on the Green – block booking for free Sundays in July/August 2017 – Agreed. b) Silloth Music & Beer Festival – 1 <sup>st</sup> - 10 <sup>th</sup> September 2017 – Agreed. c) STAG Street Party – 17 <sup>th</sup> June 2017 – Agreed but it was pointed out that new events should not be advertised until permission has been granted by the Council. d) Circus – Summer 2018 – Agreed in principle. More information to be obtained. Council will be able to charge for the use of the Green on this occasion. e) Auto-Nation Car enthusiast meet – 12 August 2017 – More information to be obtained. f) Sports Day – 29 <sup>th</sup> July 2017 – Agreed.	
<b>391.</b>	<b>Applications for financial assistance</b> The Town Council considered a request for financial assistance from Silloth Carnival Committee. <b>RESOLVED</b> that a grant of £2,500 be provided which may come out of the town centre funding, if Allerdale provide the funding again for 2017/18. No further information received regarding the application for funding from STAG. Cllr. Martin to provide the information.	
<b>392.</b>	<b>Speeding at Blitterlees</b> Residents of Blitterlees met but the Police didn't turn up. Some vehicles have been logged at speeds of 91mph. Residents have asked for better signage. <b>RESOLVED</b> that the Town Council ask Cumbria Highways to put speed awareness signs up. The use of rumbling strips would also be useful to make motorists aware.	<b>WEJ</b>
<b>393.</b>	<b>Memorial plaque</b> The draft design for the memorial plaque was considered by the Council. A small amendment was made to the drawing, changing the date shown as '10/12' to '10 Dec'. Drawing to be returned to Clive Firth from the Solway Woodcarvers.	
<b>394.</b>	<b>Northern Gas Networks</b> Meeting took place with the contractors which was attended by Cllrs. Markley and Jefferson, and also the Town Clerk. An update was given earlier in the meeting. Maps of the scheduled work were provided.	
<b>395.</b>	<b>Public Conveniences</b> Cllr. Markley and the Town Clerk met with a representative from Healthmatic to look at the options available for monitoring and charging for the use of the Public Conveniences. Costs start at £2,250 to £4,400 for equipment to count the number of users of the facilities. Costs for a coin entry system range from £19,900 to £33,000. <b>RESOLVED</b> that more research be done and further consideration to be given, as a lot of other places charge now for the use of public conveniences.	<b>WEJ</b>
<b>396.</b>	<b>Councillors' reports and items for future agenda</b> Cllr. Angus Emmerson requested that an item be included on the next Agenda regarding Harvest Park and the boards and bunds that have been created.	

	<i><b>RESOLVED</b> that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and that were instructed to withdraw.</i>	
<b>397.</b>	<b>Community Asset Transfer</b> The Town Council's Solicitor has provided a comprehensive report on the legal Title to the land being transferred. <b>RESOLVED</b> that the report be accepted and the Community Asset Transfer document be signed by the Chairman.	<b>AJM</b>
<b>398.</b>	<b>Football Club Lease</b> The final lease has been received from the solicitors for signature but on checking it, there are a couple of things that need amended. <b>RESOLVED</b> that the solicitor be notified and amendments be made.	<b>WEJ</b>
<b>399.</b>	<b>Staff Hours</b> The Public Conveniences are now opened and closed by the cleaning staff which has resulted in the grounds maintenance staff not being required to lock the facilities at the end of each day and therefore a potential reduction to their hours. Their hours have been reviewed and they will continue to lock the toilets one evening a week and lock the Pagoda at the weekend, which is in addition to their normal duties. This results in a reduction from 45 hrs per week to 42.5 hrs which is not a reduction to their basic hours. After taking into account the new tax changes for the year and the pay increase from 1 April, the net effect is a reduction of £8.50 per week. Staff were given the option of working the extra 2.5 hrs at the weekend but after discussion with staff the reduction of 2.5 hrs has been accepted.	
<b>400.</b>	<b>Amounts owing to the Town Council</b> None.	

Signed.....

Date.....