

# SILLOTH-ON-SOLWAY TOWN COUNCIL

**Town Clerk:** Wendy Jameson FMAAT  
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8 May 2018

Dear Councillor

You are summoned to attend the Annual meeting of Silloth-on-Solway Town Council which is to be held on Monday 14 May 2018 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. To elect a Chairman of the Council.**
- 2. Chairman's Declaration of Acceptance of Office**  
To receive the Chairman's Declaration of Acceptance of Office or if not then received, to decide when it shall be received.
- 3. To elect a Deputy Chairman of the Council.**
- 4. Apologies**  
To receive and record with a reason, any apologies for absence.
- 5. Declarations of Interest**  
To receive declarations of members' interests in respect of items on this agenda.
- 6. Exclusion of Press and Public**  
To consider whether the press and public should be excluded from the Meeting during consideration of any item of business on the Agenda.
- 7. Minutes**  
To approve the minutes of the meeting held on the 9 April 2018, as a true record.
- 8. Committees**
  - a) Review of the terms of reference for Committees
  - b) Appointment of members to existing Committees
  - c) Appointment of any new Committees
  - d) To set dates for committee meetings
- 9. Representatives on Outside bodies**  
Review of representation on outside bodies
- 10. Standing Orders & Financial regulations**

Review and adoption of standing orders and financial regulations.

**11. Review of Council's Policies and Procedures**

To review and approve the Council policies (*copies are available on the Council's website and in the Councillor folder*).

- Annual Leave Policy
- Complaints Procedure
- Environmental Policy
- Grievance Procedure
- Litter Vandalism Maintenance Policy
- Memorial Bench Policy
- Mobile Phone Policy
- Policy Use of Electricity on the Green
- Press and Media policy
- Protocol on the recording and filming of Council and Committee Meetings
- Public Participation Policy
- Risk Management Policy
- Town Councillor Complaints Procedure

**12. General Data Protection Regulation**

- a) To consider a report and the recommendations contained within, regarding the new General Data Protection Regulations which come into force on 25 May 2018 and replaces the Data Protection Act 1998. Further details on GDPR can be found via the ICO website (at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>)
- b) To agree the General Privacy Notice and Privacy Notice wording to comply with GDPR
- c) Data Protection Policy
- d) To approve the Consent form
- e) To approve the Subject Access Request form

**13. Risk Management Review**

Review of Town Council's Risk Management and consider any action required as a result

**14. Insurance**

Confirmation of arrangements for insurance cover in respect of all insured risks.

**15. Banking arrangements**

To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.

**16. Asset Register**

To note the Asset Register dated 31 March 2018.

**17. Accounts for the year ended 31 March 2018**

To approve the Accounts for the Year Ended 31 March 2018 and authorise the Chairman to sign the Annual Governance & Accountability Return (AGAR) for the Year Ended 31 March 2018.

**18. Appointment of Internal Auditor**

- a) To appoint an Internal Auditor for the year.
- b) To consider the effectiveness of the Internal Audit.

**19. Budget Details for Financial Year 2018/2019**

To note the agreed Budget for the year.

**20. Annual Subscriptions**

To consider the payment of annual subscriptions

- a) CALC Annual subscription 2018/19 of £356.00

b) Local Council Review Magazine subscription £17.00

**21. Calendar of Meetings**

To agree the dates of the Full Council meetings for the next 12 months.

**22. 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).

**23. Chairman's Announcements**

To receive announcements by the Chairman

**24. Police Report**

To receive a report from the Police on incidents of crime since the last meeting.

**25. 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.

**26. 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) Great North News – E-news Issue 27.
- b) Local Council Review Magazine – Spring 2018.
- c) Tidelines – Newsletter of the Solway Firth Partnership – Spring 2018.
- d) CALC – May Newsletter.

**For information**

- e) Public Health Promotion Campaigns – Information about the 'One you couch to 5K' campaign.
- f) Changing events – Email to confirm that the event planned for 5 May 2018 will not be taking place.
- g) CALC – Draft notes from the 3 tier meeting held on 22 March 2018.
- h) Solway Crafters – Email to confirm that with the increase in rent, the event on 5-7 May has been cancelled.
- i) News from Cumbria Community Foundation.
- j) CALC – NALC consultation: unauthorised developments and encampments.
- k) NALC – Chief Executive's Bulletin 15 – 13 April 2018.
- l) BPK LLP – re: Silloth Leases. Confirmation that the Silloth leases have been registered with Land Registry.
- m) Tour of Britain 2018 Projects & Activities – Tour of Britain will be visiting Cumbria during the tour. Cumbria County Council is encouraging communities and organizations to develop projects and activities around the Tour of Britain and there is grant funding available to help facilitate these ideas.
- n) CALC – Slimmed down version of the GDPR toolkit that NALC produced.
- o) Allerdale Borough Council – re: the current position in relation to footway lighting across the borough. There has been a reduction in the budget by £12,500 for the 2018/19 financial year.
- p) NALC – Copy of 2018 Model Standing Orders and briefing note.
- q) Email expressing concern about the putting hut on the Green advertising that they intend to sell ice cream and sundaes, when there are ice cream traders and shops in the town. Email was circulated to members of the Council and it was agreed that ice cream & lollies should not be sold from the Putting green hut.
- r) CALC – Update on GDPR and Data Protection Bill. There is to be an amendment to the Data Protection Bill to exempt all parish and town councils and parish meetings from the requirement to appoint a Data Protection Officer under the General Data Protection Regulation.

- s) CALC - The new legal briefing L05-18 on Data Protection Fees, which explains the new fee structure.
- t) Cumbria Highways – re: siting of a traffic mirror opposite the cemetery. CCC is not supportive of mirrors being placed within the boundary of the highway.

#### **For Action**

- u) Cumbria County Council – re: Wampool Street, Silloth – Parking Arrangements. Letter and proposed road marking designs to alleviate parking issues on Wampool Street. Feedback required by 18 May 2018.
- v) Email from Peter Ovens, Education Strategy Lead for the Derwent Forest Utopia Project regarding a proposed Silloth West beach event and offer to attend a Council meeting.
- w) Together – Email about a 6 week start up project to promote fitness and resilience, with a request to attend the next Council meeting.
- x) Allerdale Borough Council – Email regarding the planning application for the installation of floodlighting at the church.

#### **27. Planning Applications**

**Allerdale Borough Council** has approved the following:-

**Ref No:** 2/2018/0001 **Applicant:** Mr Lorne Entwistle, Harvest Park Developments Ltd **Proposal:** Application for variation of conditions 15,19,20,21,22,24,25,26 & 27 on planning approval 2/2010/0037  
**Location:** Former Fisons Factory Site, Harvest Industrial Estate, Silloth

**Cumbria County Council** has approved the following:-

**Proposal:** Siting of an electrical control kiosk on Silloth Waste water Treatment Works **Location:** Silloth Wasterwater Treatment Works (WwTW()) Off B5302 Silloth CA7 4PA.

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

**Ref No:** HOU/2018/0066 **Applicant:** Mr Deely **Proposal:** Front & rear extension and alterations **Location:** 152 Skinburness Road, Silloth

#### **28. Licences**

#### **29. 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) Silloth in Bloom

#### **30. Borough Councillor and County Councillors' Reports**

To receive reports from Allerdale and County Councillors.

#### **31. Park Manager's Report**

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

#### **32. 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.

#### **33. Payment of Accounts**

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

#### **34. Applications for events.**

To consider any applications received for events

- a) Northern Soul event on Silloth Green – Saturday 14<sup>th</sup> July
- b) Great Plastic Pick Up Event – 11<sup>th</sup> to 13<sup>th</sup> May 2018

#### **35. Applications for funding**

- 36. Children's Play Area at the Splash Park**  
To receive an update on proposals for the Children's Play Area at the Splash Park on Silloth Green, with details of the recommended design which has been discussed by Friends of the Green, for consideration by the Town Council.
- 37. Communities Together Project**  
To receive an update following a meeting with Judith Schafer from Solway Community School.
- 38. Tourism Event**  
To consider the possibility for a special stand to promote Silloth at a tourism event in London.
- 39. Bins**  
To consider the provision of bins around the Town and what action to take as a result.  
*(Deferred from last month).* (J. Snaith)
- 40. Flooded Path**  
The path outside the arcade is flooding and needs attention, as it will only get worse. The sides of the path are deteriorating. (S. Graham)
- 41. Bushes on the Green**  
The bushes on the Green are in a terrible state. They are an eyesore and not an asset any longer. These need to be dealt with. (S. Graham)
- 42. Community Garden**  
a) To consider a request for the gravel paths in the Community Garden to be replaced with a more permanent surfacing, as the current surfacing is prone to weeds and moss which spoils the look of the garden.  
b) To consider a request to enlarge three of the existing beds in the Community Garden - two small ones nearest the Rotary tree and the one in front of the memorial stone. Additional plants would be required to fill these beds and costs would be obtained.
- 43. Litter**  
That all event organisers should provide a sealed skip for rubbish etc, to prevent litter from blowing around the town after an event. (I. Baty)
- 44. Communication procedures between Councillors**  
I believe the Council members should revisit communication procedures between each other. If there are any issues that come to light that could affect the general public outside of the Council chamber, it must be relayed to all Council members so we are all kept up to date if asked by any members of the public. (J. Cook)
- 45. Signage of overspill car parking areas**  
Council to consider the signage of overspill car parking areas, and whether additional signage is required. (O. Martin)
- 46. Councillors' reports and items for future agenda**  
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 47. Review of staff salaries**  
To review staff salaries for 2018-2019, following the agreement reached by the National Joint Council for Local Government Services (NJC).
- 48. Amounts owing to the Town Council**