

SILLOTH-ON-SOLWAY TOWN COUNCIL

Town Clerk: Wendy Jameson FMAAT
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28 November 2017

Dear Councillor

You are summoned to attend a meeting of Silloth-on-Solway Town Council which is to be held on Monday 4 December 2017 in the Community Hall, Petteril Street, Silloth commencing at 7.00pm. Please let me know if you are unable to attend.

Yours sincerely



Town Clerk

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 6 and 20 November 2017 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) Clerks & Councils Direct – November 2017.
- b) Local Council Review – Autumn 2017.

- c) Great North Air Ambulance – November Newsletter.
- d) ACT Gazette – Issue 28 Autumn/Winter 2017.

For Information

- e) NALC – Legal Briefing LO-17 – Payment of fees to the Information Commissioner’s Office
- f) Email from visitor to the town who was thrilled to discover the Rose and Bee Garden.
- g) Email from Clive Firth with an update regarding the Firemen’s Commemorative Memorial Plaque.
- h) NALC – Legal Briefing L09-17 – General data processing regulation and subject access requests.
- i) NALC – Legal Briefing L08-17 – Privacy Notes and the legal basis for processing personal data.
- j) Details of temporary road closure to commence 20 November 2017 with an approx. duration of 2 weeks at C2052 Skinburness Road, near Silloth from a point approx. 100m north east of junction with the U2967, extending in a north easterly then south easterly direction for approx. 124m.
- k) Notification of external auditor appointments for the 2017/18 financial year. Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government.
- l) Great North Air Ambulance – Letter of thanks for the donation of £100 from the Town Council.
- m) CALC – Information about the new General Data Protection Regulations (GDPR) 2018. Legal Briefing L04-17 – Reform of data protection legislation – General Data Protection Regulation and Data Protection Bill. Legal Briefing L05-17 – General Data Protection Regulation – summary of main provisions.

For Action

- n) Consultation of Constituency Boundaries in the North West. Comments required before 11 December 2017.
- o) Police & Crime Commissioner’s survey regarding Council Tax precepts for the Police. Comments required by 8 December 2017.
- p) Allerdale Local Plan (Part 2): Site Allocations. Focused consultation: Additional sites submitted and policy options 2017. Comments to be received by 22 January 2018.
- q) Cumbria County Council – Copy of proposed design for echelon (diagonal) parking on Wampool Street, Silloth for discussion and comments.

9. Planning Applications

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

Ref No: 2/2017/0382 **Proposal:** Extension of existing residential caravan park for siting of 43 residential caravans **Location:** Solway Holiday Village, Skinburness Drive, Silloth **Applicant:** Mr Sam Hagan Leisure Group

Ref No: 2/2017/0508 **Proposal:** Outline application for the demolition of existing redundant barn and outline planning permission for the erection of 4 dwellings **Location:** Barn off Skinburness Road, Silloth **Applicant:** Ms Routledge

10. Committee Reports

To consider the minutes of the following meetings and the recommendations made:-

- a) Play Equipment Committee – 18 November 2017

11. Licences

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) Silloth 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. Applications for financial assistance**
- 18. Budget**
To consider the budget for 2018/19 and items to be included, with a view to setting the Precept for the coming year.
- 19. Audit for the Year Ended 31 March 2017**
Letter from Stamper & Co Accountants to confirm there were no issues arising regarding the internal audit of the accounts for the year ended 31 March 2017.
- 20. Applications for events**
To consider applications received for events to be held on Town Council property
- 21. Policies and Procedures**
To consider adopting the following:-
 - a) Press and media policy
 - b) Protocol on the recording and filming of Council and Committee meetings
 - c) Mobile phone Policy
 - d) Annual Leave Policy
- 22. Fires on the Green**
Following recent fires on the Green, to obtain suggestions from the Fire Brigade and Police as to what is the best way to move forward, to stop this before someone is seriously injured. (O. Martin)
- 23. 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.
- 24. Quotations**
To consider estimates received for the following:
 - a) Play equipment and surfacing
 - b) Lighting for the Pines on the Green and Christ Church
- 25. Amounts owing to the Town Council**
To receive an update from the Clerk on any amounts owing to the Council and consider any action required as a result.