

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

2 May 2017

Dear Councillor

You are summoned to attend the Annual meeting of Silloth-on-Solway Town Council which is to be held on Monday 8 May 2017 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. Co-option**
To co-opt two new Councillors to the Town Council
- 6. Declaration of Acceptance of Office**
To receive the Declarations of Acceptance of Office of the new Councillors or if not then received, to decide when it shall be received.
- 7. Declarations of Interest**
To receive declarations of members' interests in respect of items on this agenda.
- 8. Minutes**
To approve the minutes of the meeting held on the 3 April 2017, as a true record.
- 9. 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

- 10. Representatives on Outside bodies**
Review of representation on outside bodies
- 11. Standing Orders & Financial regulations**
Review and adoption of standing orders and financial regulations (*copies are available on the Council's website and in the Councillor folder*).
- 12. Banking arrangements**
To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories.
- 13. Asset Register**
To note the Asset Register dated 31 March 2017.
- 14. Insurance**
Confirmation of arrangements for insurance cover in respect of all insured risks.
- 15. Accounts for the year ended 31 March 2017**
To approve the Accounts for the Year Ended 31 March 2017 and authorise the Chairman to sign the Statement of Accounts and the Annual Governance statement to the Annual Return for the Year Ended 31 March 2017.
- 16. Appointment of Internal Auditor**
 - a) To appoint an Internal Auditor for the year and agree the level of remuneration.
 - b) To consider the effectiveness of the Internal Audit.
- 17. Budget Details for Financial Year 2017/2018**
To note the agreed Budget for the year.
- 18. Annual Subscriptions**
To consider the payment of annual subscriptions
 - a) CALC Annual subscription 2017/18 of £345.78
 - b) Local Council Review Magazine subscription £17.00.
- 19. 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*).
 - Complaints Procedure
 - Data Protection Policy
 - Environmental Policy
 - Grievance Procedure
 - Litter Vandalism Maintenance Policy
 - Memorial Bench Policy
 - Policy Use of Electricity on the Green
 - Public Participation Policy
 - Risk Management Policy
- 20. Calendar of Meetings**
To agree the dates of the Full Council meetings for the next 12 months.
- 21. 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).

22. Chairman's Announcements

To receive announcements by the Chairman

23. Police Report

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

24. 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.

25. 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) Local Council Review – The magazine of the National Association of Local Councils – Spring 2017.
- b) Healthcare for the Future: Update – 31 March 2017 | Newsletter #11.
- c) Cumbria Local Enterprise Partnership – News Spring 2017.
- d) CALC Circular – April 2017.

For Information

- e) NALC – Re: Parish Precepts. Email from the new NALC Chairman Cllr. Sue Baxter.
- f) Cumbria County Council – Details of the changes to the service 60E timetable from 6 May 2017.
- g) Copy of an email from Andrew Read raising concerns about Speeding at Blitterlees, Silloth.
- h) Email from Jim Snaith expressing an interest in joining the Town Council.
- i) Email from Anthony Reid expressing an interest in becoming a member of Silloth Town Council.
- j) CALC – Revised NALC Legal Topic Notes.
- k) CALC – Invitation to Flood Recovery Debrief workshop 27 April 2017.
- l) Community Emergency Response Team – Post Traumatic Disorder Leaflet guidance for help.
- m) Coastal Communities Bid – Email from Dr Brian Irving to confirm that the SoSCCT have been awarded £1m of the bid to the Coastal Communities Fund.
- n) CALC – Update from Rick Petechi on the last Cumbria Leaders Board meeting on 17 March.
- o) CALC – Re: CLB Strategy for industry paper. Link to the consultation on the Government's current industrial strategy.
- p) CALC – 2017 edition of The Good Councillor Guide is being published.
- q) CALC – re: Launch of Cumbria County Council's new Highways website and their Highways Information Management System (HIMS).
<http://www.cumbria.gov.uk/communications/reportafault.asp>
- r) CALC – Updated version of Governance and Accountability for Smaller Authorities in England and letter from NALC explaining the changes.
- s) Letter of thanks from Dave Whitfield regarding the state of the footpath at West Silloth. He has contacted Home Group who own the area and part of the footpath but nothing has been done. He will also contact Cumbria County Council and Allerdale.
- t) Allerdale Borough Council – re: Vacancy on Silloth Town Council - Letter to confirm that there has been no request to hold an election and therefore the Council must co-opt to fill the vacancy as soon as practicable.
- u) Email from Jim Snaith confirming that he meets all the criteria to become a Councillor and would like to declare his interest in becoming a Councillor.
- v) Copy of email from Evelyn Richie regarding the proposed memorial.

- w) Email from Eileen Jordon confirming their support of the proposal for a carved plaque in memory of the four men who lost their lives.
- x) Email from Jennifer Rowlands providing a bit of background on herself and why she would like to be co-opted onto the Town Council.
- y) CALC – Allerdale 3 tier meeting will be held on Thursday 11th May 2017 at Allhallows Community Hall in Fletchertown at 7.00pm.
- z) Plantlife (the nation's wild plant conservation group) – Consultation is being carried out with people living and working in the Lake District.
- aa) Local Government Association – A short guide to publicity during the pre-election period.
- bb) Allerdale Borough Council – Play area inspection reports for Eden Street and the Woodland Play Area.

For Action

- cc) 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.
- dd) Electricity North West – Proposed Electricity Reinforcement Works in Silloth. Copy of Electricity North West's Standard 15 year termed Wayleave Agreement.
- ee) Allerdale Borough Council – Email and information from Joe Broomfield re: Charity project of potential economic benefit to Allerdale.
- ff) Email from David Wise regarding the payment of annual tennis court fees.

26. Planning Applications

The Planning Committee deferred the following application to the **Full Council** for consideration:-

Ref No: 2/2017/0139 **Proposed works:** Pedestrian footpath link associated with housing development **Applicant:** Lorne Entwistle, Harvest Park Developments Limited **Location:** Playing Field opposite Harvest Industrial Estate B5302 Silloth

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

Ref No: HOU/2017/0061 **Proposal:** Take down existing conservatory and replace with sunroom **Location:** 19 Skinburness Drive, Silloth **Applicant:** Miss Emma Wise

Allerdale Borough Council approved the following:-

Ref No: 2/2017/0044 **Proposal:** 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 **Location:** 9 Eden Street, Silloth **Applicant:** Mr Alan Maggs

27. Licences

28. 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 l) Silloth in Bloom

29. Borough Councillor and County Councillors' Reports

To receive reports from Allerdale and County Councillors.

30. Park Manager's Report

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

31. 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.

32. Payment of Accounts

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

33. Applications for events.

To consider any applications received for events.

- a) Gig on the Green – Sundays in July/August 2017
- b) Silloth Music & Beer Festival – 1st - 10th September 2017
- c) STAG Street Party – 17th June 2017
- d) Circus – Summer 2018

34. Applications for funding

Silloth Carnival

35. Speeding at Blitterlees

To receive an update following a meeting with the Police regarding the issue of vehicles speeding at Blitterlees.

36. Memorial plaque

To consider the preliminary drawings for the memorial plaque which is to be carved by the Solway Woodcarvers in memory of the four men who died 60 years ago.

37. Northern Gas Networks

To receive an update following a meeting with Northern Gas Networks on the work to be undertaken around Silloth in the coming weeks.

38. Public Conveniences

Following a meeting with a representative from Healthmatic, to consider the installation of counters and a coin entry system on the Public Conveniences at Silloth.

39. 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.

40. Community Asset Transfer

- a) To receive the report on Title from the Council's solicitor
- b) To receive the Transfers from Cumbria County Council and approve their signature

41. Football Club Lease

To receive a copy of the lease with the Football Club and approve its signature.

42. Staff Hours

To receive an update on the reduction in staff hours, following the Council taking over responsibility for the cleaning of the Public Conveniences.

43. Amounts owing to the Town Council