

Silloth-on-Solway Town Council

Minutes of a meeting held on Monday 14 May 2018 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), A. Reid (AR), J. Snaith (JS) & G. Wilkinson (GW).

Also present: Wendy Jameson – Town Clerk (WEJ) & PCSO Peter Nichol.

772.	Elect a Chairman Cllr. A.J. Markley was appointed as Chairman of the Council.	
773.	Chairman’s Declaration of Acceptance of Office Cllr. Markley signed a Declaration of Acceptance of Office.	
774.	Elect a Deputy Chairman Cllr. G. Wilkinson was elected at Deputy Chairman of the Council.	
775.	Apologies Ken Wannop.	
776.	Declarations of Interest As recorded.	
777.	Exclusion of Press & Public It was agreed that the public be excluded for items 47 & 48 on the Agenda.	
778.	Minutes RESOLVED that the minutes of the meeting held on the 9 April 2018 be confirmed as a true record and signed by the Chairman.	
779.	Committees a) Review of terms of reference for Committees The terms of reference were noted and remain unchanged. b) Appointment of members to existing Committees Planning Committee – Cllrs. I. Baty, A. Emmerson, J. Cook, M. Orchard & W. Jefferson. Play Equipment Committee – Cllrs. D. Pattinson, G. Wilkinson, A. Emmerson, S. Graham & A. Reid. Allotment Committee – Cllrs. J. Cook, G. Wilkinson, I. Baty, A. Emmerson & A. Reid. Parks Committee – Cllrs. W. Jefferson, G. Wilkinson, I. Baty, S. Graham, O. Martin & D.Pattinson. c) Appointment of any new Committees – None. d) Dates for Committee meetings – Meetings will be arranged as and when necessary.	
780.	Appointment of Representatives on outside bodies Primary School - Cllr. O. Martin is no longer a Governor Solway Coast AONB Joint Advisory Committee - Cllr. W. Jefferson Silloth Tourism Action Group – Cllr. D. Pattinson Sea Dyke Charity - Cllr. A. J. Markley Longcake Education Trust - Cllr. G. Wilkinson Solway Community Technology College - Cllr. J. Cook Sports Hall - Cllr. J. Cook Friends of Silloth Green – Cllr. D. Pattinson Sports Association – Cllr. I. Baty Cumbria Coastal Community Team – Cllr. W. Jefferson	

	Silloth in Bloom – Cllr. W. Jefferson	
781.	Standing Orders & Financial Regulations RESOLVED 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.	
782.	Review of Council's Policies & Procedures RESOLVED that the Council's Policies & Procedures be accepted as they are, with no amendments. Any subsequent amendments required can be brought back to full Council.	
783.	General Data Protection Regulation The Clerk provided a report regarding changes to the new General Data Protection Regulations which come into force on 25 May 2018. The General Privacy Notice, Privacy Notice, Data Protection Policy, Consent Form and Subject Access Request form were accepted and adopted by the Council. Clerk to also attend some CALC training when available.	
784.	Risk Management Review The Town Clerk had carried out a review of the Councils risk assessments and put together a report detailing additional controls required to prevent potential risks. The report was accepted by the Council, with the necessary controls to be implemented.	
785.	Insurance 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 November 2018.	
786.	Banking arrangements RESOLVED that the Council continue banking with Cumberland Building Society and Cllrs. A. Reid, G. Wilkinson & M. Orchard be appointed as cheque signatories.	
787.	Asset Register RESOLVED that the Asset Register dated 31 March 2018 be noted by the Town Council which showed Assets to the value of £481,523 with the only additions during the year being the purchase of play equipment.	
788.	Accounts for the year ended 31st March 2018 RESOLVED that the Accounts for the Year Ended 31 March 2018 are approved and the Chairman authorized to sign the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2018.	
789.	Appointment of Internal Auditor The Town Council reviewed the effectiveness of the internal audit and were satisfied with the current system. Mr Nick Stamper to carry out the annual internal audit on behalf of the Town Council.	
790.	Budget Details for Financial Year 2018/2019 RESOLVED that the Budget for 2018/19 be noted which showed a total funding requirement for 2018/19 of £174,020 less CTRS Grant of £739, with £3,132 of reserves to be used, resulting in a Precept of £170,149.	
791.	Annual Subscriptions RESOLVED that the payment of the following annual subscriptions be approved:- a) CALC Annual Subscription 2018/19 of £356.00. b) Local Council Review Magazine subscription £17.00	

792.	<p>Calendar of Meetings 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:- 4 June 2018, 2 July 2018, 3 September 2018, 1 October 2018, 5 November 2018, 3 December 2018, 14 January 2019, 4 February 2019, 4 March 2019, 1 April 2019 & 13 May 2019.</p>	
793.	<p>Chairman's Announcements The Chairman attended the following:- The unveiling of the replica Hudson Bomber took place on 1 April which was well attended. Information boards are to be provided. It was suggested that an audio device be obtained to explain the story. Clerk to obtain more information and prices.</p>	
794.	<p>Police Report A report was received by email of recent incidents of crime.</p>	
795.	<p>Adjournment of Meeting There had been no prior requests from members of the public to speak at the meeting.</p>	
796.	<p>Schedule of Correspondence, Notices and Publications RESOLVED that the schedule of correspondence, notices and publications be noted.</p> <ul style="list-style-type: none"> a) 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. Letters have been sent to residents of Wampool Street to obtain their feedback. Individual Cllrs. to send their comments. b) 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. RESOLVED that more information is needed and Council agreed to Peter Ovens attending a Council meeting. c) Together – Email about a 6 week start up project to promote fitness and resilience, with a request to attend the next Council meeting. RESOLVED that Janine Ward be permitted to speak at the June meeting. All speakers are to be restricted to 15 mins. d) Allerdale Borough Council – Email regarding the planning application for the installation of floodlighting at the church. The floodlighting is to replace what was previously there and it was questioned whether planning permission would be necessary. RESOLVED that email be sent to Allerdale to query it. 	<p>All Cllrs. WEJ WEJ WEJ</p>
797.	<p>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</p> <p>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.</p> <p>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</p>	
798.	<p>Licences None.</p>	
799.	<p>Reports from Representatives on Outside Bodies</p>	

	RESOLVED that verbal reports received from Representatives on Outside bodies be noted.	
800.	Allerdale & County Council Reports RESOLVED that verbal reports received from Allerdale and County Councillors be noted.	
801.	Park Manager's Report A written report was provided on work done in the last month.	
802.	Town Clerk's Report The Town Clerk provided a report on work done since the last meeting. Annual Town Meeting to be held on Tuesday 29 May 2018 at 7.00pm. A number of reports are still required for the Annual Town Report.	
803.	Payment of Accounts RESOLVED that the payments listed in the register report to 14 May 2018 be approved for payment.	
804.	Applications for events The Town Council considered the following requests for events:- a) Northern Soul event on Silloth Green – Saturday 14 July 2018 b) Great Plastic Pick Up event – 11 th to 13 th May 2018 Both events have been advertised prior to permission having been granted. All paperwork needs to be returned within the necessary timescales or the event will not be allowed to take place. The Town Council agreed to allow the Northern Soul event subject to paperwork being submitted.	
805.	Applications for financial assistance None.	
806.	Children's Play Area at the Splash Park Various designs for the new Children's Play area were considered by Friends of the Green which varied in price from £29,931.85 to £42,573.03 plus VAT. The preferred option was a design by Kompan who provide a lifetime guarantee with their equipment. The Town Council agreed to the proposed designs. A grant of £1,000 has been received from CCC towards the project. Also agreed that unspent funding from 2017/18 budget of £2,000 from Silloth Green Project and £5,000 for Play Equipment be used towards the project. Rotary Club will also be willing to provide funding of £2,000 towards the project.	
807.	Communities Together Project Ken and the Clerk met with Judith Schaffer to look at the bus shelters. A base coat of paint is to be given to the bus shelters and railing to be provided by the grounds maintenance team. A graffiti artist has agreed to work with the kids and NADT are also involved. The Rotary Club are willing to help with the cost of paint etc.	
808.	Tourism Event A Tourism event is to take place at Manchester Town Hall on 10 August and there is an opportunity for Silloth to have a stall to promote the town. Cllr. Markley and Cook will be attending the meeting with Graham Kennedy tomorrow and will obtain more information as to size of stall and cost etc. The event is to promote 'Destination Allerdale'. Naomi and AONB to be included. Need to know the target audience to know what to include on the stall.	
809.	Bins Complaints have been received about the lack of bins between Fell View and Hylton Park. 90+ dog bags were picked up along there recently. Allerdale to be requested to site a bin along there and to replace the bins from next to the zebra crossing at the school and the car park opposite the grounds maintenance yard which have disappeared. Cast iron bins on the Green also need repainted which will be a winter project. Prices to be obtained for some bigger bins on the Green.	WEJ WEJ

810.	Flooded Path The path outside the Amusement Arcade is flooding and is in need of attention. It was suggested that a gravel soakaway be created at either to allow the water to drain away. RESOLVED that Ken be asked to have a look at it.	KW
811.	Bushes on the Green The bushes on the Green are in a terrible state, with kids having ripped trees out and causing damage. Whatever is done will be drastic until things start to grow back. RESOLVED that Ken be asked to have a look at it and bring back to a future meeting.	KW
812.	Community Garden A request has been received to enlarge three of the existing beds in the Community Garden and for the gravel paths to be replaced with more permanent surfacing. The Clerk had obtained an initial quote for replacing the paths. RESOLVED that permission be granted for the beds to be enlarged and further quotes to be obtained for surfacing the paths.	WEJ
813.	Litter RESOLVED that all organisers of events have to provide a sealed skip for rubbish, to prevent litter from blowing around the town. Application form to be amended to reflect the change. Deposit also to be charged to cover the cost of any potential cleanup.	WEJ
814.	Communication procedure between Councillors It was suggested that any issues that come to light that could affect the general public outside of the Council chamber, that it is relayed to members so they are up to date if asked by members of the public. The Water Splash Park was going to be switched on over the Bank Holiday weekend at the beginning of May but a burst pipe had prevented it from being switched on. RESOLVED that in future, the Water Splash Park is not switched on until the Bank Holiday weekend at the end of May.	WEJ
815.	Signage of overspill car parking areas It was questioned whether additional signage is required to direct people to overspill car parking areas when the town is busy. There is already signage in place and we don't want to encourage people to park in the Hollow.	
816.	Councillors' reports and items for future agenda It was suggested that Agendas need to be shorter.	
	RESOLVED 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.	
817.	Review of staff salaries Following the agreement reached by the National Joint Council for Local Government Services (NJC), the Council reviewed salaries paid to staff and RESOLVED the following:- <ul style="list-style-type: none"> a) Town Clerk and Park Manager's salaries to be increased by 2% for 2018/19 from 1 April 2018; b) Park Supervisor's hourly rate to increased by 5.6%, to £9.19 per hour for 2018/19 from 1 April 2018; and c) Cleaners wages were automatically increased on 1 April 2018 to £7.83 p/h, in line with the increase in the National Living wage. 	
818.	Amounts owing to the Town Council None.	

Signed.....

Date.....