

SILLOTH-ON-SOLWAY TOWN COUNCIL

Town Clerk: Wendy Jameson FMAAT
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7 May 2019

Dear Councillor

You are summoned to attend the Annual meeting of Silloth-on-Solway Town Council which is to be held on Monday 13 May 2019 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. Co-option**
To fill the vacancy on the Town Council by co-option.
- 5. Apologies**
To receive and record with a reason, any apologies for absence.
- 6. Declarations of Interest**
To receive declarations of members' interests in respect of items on this agenda.
- 7. 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.
- 8. Minutes**
To approve the minutes of the meeting held on the 1 April 2019, 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. 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
- Data Protection Policy
- Environmental Policy
- Equality & Diversity Policy
- General Privacy Notice
- Grievance Procedure
- Health & Safety Policy
- 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
- Scattering of Ashes Policy
- Sickness Absence Policy
- Town Councillor Complaints Procedure

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 2019.

17. Accounts for the year ended 31 March 2019

To approve the Accounts for the Year Ended 31 March 2019 and authorise the Chairman to sign the Annual Governance & Accountability Return (AGAR) for the Year Ended 31 March 2019.

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 2019/20 of £
- 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) Local Council Review magazine – Spring 2019.
- b) CALC Newsletter – April 2019.
- c) North West Coastal Access Monthly Update – April 2019.
- d) Allerdale Tourism News –
- e) Tidelines – Newsletter of the Solway Firth Partnership – Issue 50 Spring/Summer 2019.
- f) Clerks & Councils Direct – May 2019.
- g) NALC Newsletters.
- h) NALC Chief Executive's bulletins.
- i) Cumbria Action for Health Network Bulletin.

For information

- j) Fly the Red Ensign for Merchant Navy Day 3 September 2019.
- k) Allerdale Borough Council – Re: Planning Application Ref No: FUL/2019/0015 – Application was sent through the post on this occasion.
- l) CALC – Copy of up to date Practitioners guide. Summary of changes from NALC and the MHCLG advice re joint committees.
- m) CALC – Volunteers required to sit on LCAS accreditation panels in Cumbria.
- n) GDF Enquiries – UK Govt policy is such that RWM is not able to select a location for GDF unless there is both a suitable site and a willing host community. RWM is unable to propose a site but that any individual or organisation, other than RWM, may come forward and propose an area for consideration. If anyone proposes land within the jurisdiction of the Town Council, then the policy places a duty on RWM to inform the Town Council.
- o) Emails received from a member of the public regarding tables and signs etc blocking the pavement outside Fairy dust café. Town Clerk has contacted the owner of the café to try to resolve the issue.

- p) Letter from Mr James Graham requesting various items of information.
- q) Updated news from North Cumbria University Hospital Trust.
- r) Message from Head of Communications North Cumbria University Hospitals NHS trust for information.
- s) Press Release about a new walking for health group starting up in Silloth on 2 May 2019.

For Action

- t) Allerdale Borough Council – re: recycling centre. Email following a number of reports about fly-tipping and the bins not being secure, resulting in the suggestion that the recycling bins could be removed completely.
- u) Copy of letter sent to Cumbria Highways by Mr C. Briggs regarding the flooding outside Greenrow Meadows.
- v) Allerdale Borough Council – re: public conveniences at Skinburness. Reply from Peter Knapton regarding enquiry from member of the public about taking over responsibility for the building with a view to eventually creating a Seafront Bistro.
- w) Emails from Mr Andrew Pearson regarding the suggestion that dogs have been poisoned by the use of weed killer on the Green and suggesting that the Council reviews the use of pesticides on the Green, especially the placement of warning signs.
- x) Email from Vicky Hope suggesting that any plan for events should ensure that the cabin is not blocked off in any way to enable it to be seen clearly. Also request to paint the shed pink and have them professionally sign written. Money raised from golf and deck chair hire to go to Friends of the Green.
- y) Email from David Allison regarding the wooden groynes along the promenade which are starting the break up and need repaired.
- z) CALC Summer Conference on Sat 22 June at Stoneybeck Inn, Penrith – to welcome new councillors to a day of talks and development sessions.
- aa) Email from Amanda Carter regarding the fence backing on to her property and asking if it could be removed which would make maintenance easier.
- bb) Copy of email to Ian Frost, Chief Executive at Allerdale from Mark Oakley who was not allowed to vote in the recent Town Council election.
- cc) Email from Vicky Hope requesting that strimming be done around the bed beside the cabin and expressing concern about the sticks and wood beside the cabin being a fire hazard. Also requesting permission to build a secure serving hatch into the front of the cabin to allow better ventilation.

27. Planning Applications

a) To consider proposed communications installation for Aeqiva's smart meter network at Skinburness Road, Silloth-on-Solway, Cumbria, CA7 4QS.

b) Allerdale Borough Council has approved the following:-

Ref No: HOU/2019/0025 **Applicant:** Mr T Murray **Proposal:** Single storey rear extension to form ground floor wet room **Location:** 7 Station Mews, 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.
- 35. Applications for funding**
- 36. Memorial Bench**
To consider an application for a memorial bench.
- 37. Campervan site & Events on the Green**
To receive an update from Cllr. Markley and the Town Clerk, following a meeting at Allerdale Borough Council, to discuss the pros and cons of a campervan site and the charging of events on the Green. To consider the implications and what action to take as a result.
- 38. Town Plan**
Following the Annual Town meeting to consider whether to look into the possibility of formulating a Town Plan and how to go about it.
- 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. Staffing Matters**
To receive an update from the Town Clerk and decide on any action required as a result.
- 41. Amounts owing to the Town Council**