

Silloth-on-Solway Town Council
Minutes of a meeting held on Monday 5 October 2020 at 7.00pm via video conference

Present:– Councillor M. Orchard (MO).

Councillors

J. Cook (JC), C. Doran (CD), A. Emmerson (AE), S. Graham (SG), V. Hope (VH),
W. Jefferson (WJ), A.J. Markley (AJM), J. McCormick (JM), J. Snaith (JS) & G. Wilkinson (GW).

Also present: Wendy Jameson (Town Clerk) & various members of the public.

	<i>In accordance with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020 this meeting was held by video conference call.</i>	
697.	Apologies: Councillor M. Irving (no reason given).	
698.	Declarations of Interest As recorded.	
699.	Exclusion of Press & Public It was agreed that the public be excluded for items 26 & 27 on the Agenda.	
700.	Chairman's Announcements There have been quite a few meetings. The Chairman had spoken to Jim Scott about the flooding at the allotments. Investigations need to be made and the problem needs to be addressed.	
701.	Minutes Councillor Cook raised a question about the minutes of the meeting on 7 September which was clarified by the Chairman. RESOLVED that the minutes of the meetings held on 7 September and 22 September 2020 be confirmed as a true record and signed by the Chairman.	
702.	Adjournment of meeting Owen Martin spoke at the meeting in relation to the Council considering giving sole rights to the fair on the Green which could have a detrimental affect on the events by taking vital funds away from them. Gary Brady attended the meeting to introduce himself to the Council after his recent application for co-option. He gave details of his background and reasons for wanting to join the Council. Councillor McCormick read out an email on behalf of Amanda Kerr from the Carnival committee explaining the potential impact in both practical and financial terms, if Fletchers Amusements are no longer there to assist with the event.	
703.	Community Emergency Response Group Heather Nixon, Community Development Officer (Allerdale) who works for Cumbria County Council attended the meeting, to discuss the possibility of setting up a Community Emergency Response Group in the Silloth. When lockdown happened Silloth was identified as an area where there wasn't a formal group to support the Silloth area. There are emergency response groups in other areas which have been formed around flooding. The Rotary club supported a number of people in the area and had a lot of contact with the hub during the lockdown. The hubs have closed now but may be resurrected in the future. A lot of people stepped forward and volunteered and many have agreed to stay on. The County Council would like the Town Council to take a lead on it, with a group they could seek assistance from, whether it be due to flooding, energy failures etc. The Town Council supported the Rotary during the pandemic and will always be there if help is needed. Concerns were expressed about whether the Council has the necessary resources and whether they should be putting people into a vulnerable position. The fire service has over 700 volunteers in the	

	<p>fire service who are prepared to go out with 4x4 vehicles and all the PPE. Volunteers would not be put in danger and if a blue light service was needed then that is what would be used. In other areas, the groups have been used to warn people of flooding and to direct them to evacuation centres etc Information about groups with a plan in place are fed into the resilience unit. They are looking to have groups set up throughout Allerdale whom they can call upon if necessary. Heather will send details of plans in other areas. Having a group set up would be a good way of sharing local knowledge and information about the area. Item to be included on a future meeting when additional information has been provided.</p> <p>The meeting was suspended briefly as Councillor Jefferson was having connection problems.</p>	
<p>704.</p>	<p>Schedule of Correspondence, Notices and Publications</p> <p>RESOLVED that the schedule of correspondence, notices and publications be noted.</p> <ul style="list-style-type: none"> a) Email from Colin Baty with details of the work the Football club want to carry out to the football changing rooms – to renovate the building to provide new female changing rooms, kitchen area and social space, refurbishment of existing male changing rooms and fit solar panels. Funding applications are being submitted by the club to undertake the work. b) Allerdale Borough Council re: proposed footway lighting energy costs – The decision has been made to postpone the imposition of energy costs on the Parishes due to several factors. c) Letter from Mark Jenkinson MP regarding his visit to various tourism and hospitality businesses in Silloth. Email to be sent to arrange another visit to the town to visit businesses that remained open during the pandemic, to include Councillors Cook and Wilkinson. d) Email on behalf of residents on Skinburness Road regarding the gorse bushes and trees opposite their properties which need attention. The work would need to be done by a contractor and this is the ideal time to get it done. Town Clerk to speak to Ken and make the necessary arrangements depending on cost etc. e) Allerdale Borough Council – re: Proposed cycling event in Silloth on 8th May 2021. More information is needed on this as it is a new event. Event is to encourage cyclists to stop off in the town and would benefit accommodation providers and food outlets etc. Risk assessment, public liability insurance would be required for the event. More information to be obtained. f) Email from the Football Club asking about the process for getting work done to the junior pitches. Members of the Football club have contacted the Chairman about getting work done and outside contractors were hired to work on the pitch which our grounds maintenance team had to complete. Email to be sent to reassure the club that the pitches are in good hands and any work needing done will be attended to. g) Email from the Carnival Committee shocked to hear the council are considering taking much needed revenue away from events. Email will be dealt with later on the agenda and discussed at a future meeting. h) Email from Silloth Rotary Club expressing concerns about the possibility of the council accepting an offer for someone to pay the council direct to take over the fairground on the Green for Silloth Green Day and Silloth Carnival. Email will be dealt with later on the agenda and discussed at a future meeting. i) Letter from a local resident regarding the continuing closure of the library in Silloth. The main libraries have been reopened but Silloth has not been reopened due to staffing and usage of the library. Concerns were also raised about the signage on the roads after work has been completed which has been passed on to Cumbria Highways. j) Email from Fletchers Amusements regarding sole use of the fairground on the Green for various dates and use of the land at the seafront. Email will be dealt with later on the agenda and discussed at a future meeting. k) Request from the Sports Association for some overhanging branches to be cut back which overhang the MUGA at the Dock end and if the trees can be cut down in the future. Town Clerk to speak to Ken and make the necessary arrangements which may require contractors to do the work as the branches are particularly high up. 	

705.	<p>Planning Applications Allerdale Borough Council has approved the following:- Ref No: HOU/2020/0092 Applicant: Mr Kevin Robinson Proposal: Erection of detached outbuilding to be used as playroom/home office Location: 36 Skinburness Road, Silloth Ref No: FUL/2020/0166 Applicant: Mr Andrew Pearson Proposal: Change of use of A3 business premises on ground floor of property to C3 residential Location: 7 Station Road, Silloth</p>	
706.	<p>Committees Minutes from the following committee meetings were received and noted by the Town Council: Planning Committee – 7 September 2020 Planning Committee – 29 September 2020</p>	
707.	<p>Reports from Representatives on Outside Bodies RESOLVED that verbal reports received from Representatives on Outside bodies be noted. Joint Advisory Committee – nothing to report. STAG – No report. Rotary Club have received a platinum rotary citation for their work during the covid pandemic. Congratulations to be passed on from the Town Council. Sea Dyke Charity – No meeting. Longcake Education Trust – No meeting. Solway Community School & Sports Hall – Meeting on Thursday. Friends of the Green – see next item on the agenda. Sports Association – The Chairman did not attend the last meeting but they are concentrating on youth. Coastal Community Team – progress is being made with the cycle path which is due to be finished by Christmas. The path behind the brewery is to be considered for resurfacing using any excess funding.</p>	
708.	<p>Friends of Silloth Green The Council considered the following suggestions from Friends of Silloth Green:- a) The replacement of the raised beds within the Community Garden and creation of additional new raised beds, to encourage more people to be involved, particularly those with mobility problems. Using recycled plastic was going to be far too expensive and therefore the raised beds will be constructed from wood. The volunteers are willing to maintain them and applications for funding are to be submitted. The volunteers are to be applauded for what they do on the Green. b) The Council agreed to the planting up of the formal beds and planters again with cheap and cheerful winter and spring flowering bedding, the same as last year.</p>	
709	<p>Borough & County Council Reports Cumbria County Council (CCC) - The County Council will hopefully be supporting the work to be done at the football changing rooms. A report has been done on the new proposed coal mine at Whitehaven which is to be sent to Parliament for approval. It will be good for the economy of West Cumbria and will be good for jobs. The zebra crossing is to be upgraded on Petteiril Street. Stanwix corner is to be resurfaced. An Environment Agency licence has been applied for and the gutters will be cleaned out. £500k is to be spent at Crosscanonby to build up the sea defences. It will cause a lot of disruption as it is a big job. Allerdale Borough Council (ABC) - Councillor Cook attended the first sod of earth being dug for the new cycle route which will be good for Silloth. On Friday last week he met the winners of the Perfect Day competition who stayed at the Golf Hotel. He showed them along the seafront etc, and they spent the rest of the day in Keswick. Putting together a Town Plan will cost the Council money and Councillor Cook said it is right to put it on the back burner for the time being.</p>	
710.	<p>Park Manager's Report The Park Manager provided a report on work done over the last month which was noted.</p>	
711.	<p>Town Clerk's Report The Town Clerk provided a report on work done since the last meeting which was also noted.</p>	

712.	<p>Payment of Accounts RESOLVED that the payments listed in the register report to 5 October 2020 be approved for payment.</p>	
713.	<p>Applications for financial assistance RESOLVED that a donation of £100 be provided to the Great North Air Ambulance.</p>	WEJ
714.	<p>Budgets a) The Clerk prepared a report comparing the actual expenditure to date with the budget for 2020/21 which was noted by the Council. Income from ice cream concessions and the fairground for 2020 season will be on a pro-rata basis. b) Any suggestions for items to be included in the 2021/22 Budget should be given to the Town Clerk. When setting the budget for next year the Council will need to be mindful of the losses incurred this year due to the covid pandemic.</p>	
715.	<p>Events to be held on Town Council property Requests have been received for events on the Green in 2021 which will be included on the Agenda for a future meeting when events will be discussed. a) Green Day – Fri 28th May to Mon 31st May 2021 – Silloth Rotary b) Silloth Pride – Fri 18th June to Sun 20th June 2021 – Silloth Rotary c) Silloth Carnival – Fri 27th August to Mon 30th August 2021 – Carnival Committee</p>	
716.	<p>Allotment Flooding Following a site meeting at the allotments, the Town Council considered what can be done to alleviate the problems of flooding which is rendering some allotments unusable. Substantial work may be needed. The grounds maintenance team are to check the outfalls first, as the pipes may be blocked. The pipe goes through the caravan site to the beck. The electric board damaged the pipe some time ago which was repaired but the Fisons development has taken place since then, with a lot of soil having been moved out of the field beside the allotments. Permission is to be obtained from Stanwix to check the drains in the field between the allotments and the caravan site. Jim Scott will be investigating the allotment side and Ken to check the outfalls.</p>	
717.	<p>Training Two newer members of the Council have asked to attend the Effective Councillor (Module 1) which many of the existing Council members have already attended. It was agreed that the Town Clerk make the necessary arrangements and arrange an Effective Councillor (Module 2) training session for the whole council in the coming months.</p>	WEJ
718.	<p>Events on the Green A proposal has been put forward by Jaybee Blakes for sole use for fairground rides on the Green on the following days 29,30 & 31 May 2021 and 28, 29 & 30 August 2021 which would not affect any events on the Green and would complement the events. Jaybee Blake would pay the Town Council all money taken as rent for an event with a guarantee of £1,000 minimum. Operators licences, risk assessments and public liability insurance would be provided. The Council needs to look after the ratepayers of Silloth. It was suggested that a meeting be organised with all councillors and representatives of the event committees, including Fletchers Amusements and Paul Blake. Any money raised one year is used to pay for the following year's event. Events need to be self-sustainable. The email from Joyce Fletcher was read out by the Chairman. The Council needs to consider what it wants from this and consider not only the ratepayers but also the residents of Lawn Terrace. The Carnival Committee do not want to see any problems with cashflow but Fletchers have also helped in other ways. Putting it out to tender would be the fairest option. It was suggested this is too big an issue to discuss at this meeting. The Council is conscious of the long history with Fletchers Fairground and also Blakes, the Rotary club and event committees. It was agreed that a meeting be held initially to find out the Town Council's views on it, before holding a</p>	

	<p>meeting will all the event organisers and including Paul Blake and Fletchers Amusements. It was also suggested that the treasurers of the various event committees submit details of what they get from the Fair for their event. Initial meeting to be held on 12 October and meeting with event organisers etc to be held on 19 October.</p>	
<p>719.</p>	<p>Dropped kerbs for mobility access</p> <p>It has been questioned whether it would be possible for the dropped kerbs to be painted bright yellow in the hope that people do not park on these areas and possibly to make sure that the double yellow lines are intact adjacent to the dropped kerbs. This has been discussed with Cumbria Highways in the past but there is no standard method of marking dropped kerbs and there is an issue with yellow lines coming off due to the cobbled streets. People park alongside a dropped kerb and often do not realise it is there, causing an issue for people in wheelchairs and mobility scooters. It has been looked at in the past but need looked at again. Another letter to be sent to Cumbria Highways to request that the dropped kerbs are made more visible. Also needs more enforcement. It was suggested that a sign could be placed at the entrance to the town asking people to respect the dropped kerbs and our disabled visitors. Town Clerk to remind people on social media about keeping the dropped kerbs clear in the town. The use of social media is a valuable tool for the Town Council to keep people informed.</p>	
<p>720.</p>	<p>Freedom of Information</p> <p>Following a recent Freedom of Information request the Council need to agree procedures for undertaking an internal review in relation to Freedom of Information requests and to appoint a member of the Council to carry out an internal review into a recent Freedom of Information request and consider whether the Council has complied with its statutory duties. The outcome of the internal review will be reported back to the full Council at the earliest opportunity. Information was provided apart from the recording of the meeting. There is nothing in our Council policies to say that we need to keep recordings of zoom meetings. Councillor Graham has done some research into it and there is no legislation to say the Council needs to keep recordings of meetings. Lee Jardine at Allerdale has not come back to him but he has spoken to Jackie Currie Democratic Services professional lead at Cumbria County Council. By law Council's do not need to keep recordings of meetings. The County Council keep the recordings for 180 days only because it is a stipulation of Microsoft Teams. It is not a policy of the County Council. Carlisle City Council uses Zoom and once the minutes have been produced and agreed the recording is deleted. Jackie Currie confirmed that there is nothing in legislation to say that recordings must be kept. Mr Martin was asked if he was happy with the answer but confirmed that he wanted the internal review done and would be taking it to the information governor if he didn't receive the recording, as there was nothing in the council's policies to say the recording could be deleted. Councillor Doran suggested the Town Clerk needs to be thanked for the work she has had to do as a result of this Freedom of Information request, on top of all her normal work. Councillor Cook has spoken to Lindsay at Allerdale who has said a lot of Councils are keeping the recordings of meetings until the minutes have been approved by the Council at the next meeting although it is up to each individual Council. Anyone can record at meetings now but there is no legal requirement for the Council to retain recordings. Mr Martin's letters were read out by the Chairman as he had requested it be brought to the attention of the Council at the next meeting. The Council's retention of documents policy was put together in November 2018 but virtual meetings only came about due to covid and hence why the policy makes no reference to virtual meetings, with a lot of Councils probably be in the same position. Allerdale Borough Council meetings held on zoom are on their YouTube channel. The Town Council has never recorded or published any of its meetings and there would be a lot of legislation to deal with if it did but the Clerk is within her rights to record the meeting to enable her to write up the minutes. Councillor Jefferson offered to undertake the internal review. The Chairman confirmed that it was incorrect to state that deleting the recording was not in line with Council policies. It was agreed that Councillor Jefferson undertake the internal review and can consult with Allerdale Borough Council or anywhere else if necessary.</p>	

721.	<p>Councillors' reports and items for future agenda None.</p> <p>The Council are looking forward to things getting back to normal with face to face meetings but having zoom meetings are enabling more members of the public to attend which is also good. The possibility of hybrid meetings could be considered in the future.</p>	
	<p>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 they were instructed to withdraw.</p>	
722.	<p>Estimates An estimate has been requested to replace the housing for the electric controls for the splash pad, but it has not come in yet.</p>	
723.	<p>Amounts owing to the Town Council There were no amounts owing to the Town Council.</p>	

Signed.....

Date.....