

SILLOTH-ON-SOLWAY TOWN COUNCIL

Town Clerk: Wendy Jameson FMAAT
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31st August 2021

Councillors: You are summoned to attend a meeting of Silloth-on-Solway Town Council which is to be held on Monday 6th September 2021 in St. Andrew's Church Hall, Solway Street, Silloth commencing at 7.00pm. Please let me know if you are unable to attend.

Members of the Public: Informal public participation will be held from approx. 7:30 pm. Members of the public wishing to address the Council during the public participation section must send their request to the Town Clerk prior to the meeting.

Yours sincerely

W E Jameson

Town Clerk

COVID 19

THIS MEETING IS OPEN TO THE PUBLIC. ATTENDEES WILL BE REQUESTED TO WEAR THE FACEMASKS PROVIDED, USE HAND SANITISER AND FOLLOW SOCIAL DISTANCING TO MINIMISE THE RISK OF TRANSMISSION.

PLEASE DO NOT ATTEND IF YOU SHOW ANY SYMPTOMS OF COVID OR HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID WITHIN THE LAST 7 DAYS OR HAVE A POSITIVE LATERAL FLOW TEST OR PCR TEST

Agenda

- 1. Minutes silence**
- 2. Apologies**
To receive and record with a reason, any apologies for absence.
- 3. Declarations of Interest**
To receive declarations of members' interests in respect of items on this agenda.
- 4. 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).
- 5. Chairman's Announcements**
To receive announcements by the Chairman.
- 6. Minutes**
To approve the minutes of the meeting held on the 6 May 2021 as a true record.
- 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. GDF Working Group

To receive a report from Marion Fitzgerald, who will be attending the meeting, on the GDF Working Group and answer any questions the Town Council may have.

9. Ratification of delegated actions since the last meeting

a) Request to sell balloons on Silloth Green

After consulting with members of the Town Council a decision (under delegated powers) was made not to grant permission to sell balloons on Silloth Green, although the vendor would be able to sell balloons at the organised events and would need to liaise with the event organisers on any charges.

Recommendation: To ratify the delegated decision.

b) Request for Prosecco al Fresco to trade from a pitch on Silloth Green

After consulting with members of the Town Council a decision (under delegated powers) was made not to grant permission to trade from a pitch on Silloth Green on a regular basis. Any concessions the Council has are normally put out to tender which enables anyone to submit a price and keeps it open and transparent. The trader can apply to attend any of the organised events but would need to liaise with the event organisers direct. They may also be able to trade from the street under a street trading licence which are dealt with by Allerdale Borough Council.

Recommendation: To ratify the delegated decision.

c) Request for permission for a grass track as part of the cycling festival on 11 September.

After consulting with members of the Town Council a decision (under delegated powers) was made to allow permission for the grass-track racing element of the cycling festival. More information will be required on how to set out the track and if it is going to mean extra work for our grounds maintenance team, the Council may need to charge for any extra time taken over and above our normal maintenance regime. Following a subsequent meeting with Joe Broomfield and the cycling festival organisers it was discovered the area of land on Skinburness is not big enough and the track will now be sited on the smaller side of the main Green.

Recommendation: To ratify the delegated decision.

d) Request from Tony Hopkins to bring Circus Montini to Silloth from 16th to 24th August 2021.

After consulting with members of the Town Council a decision (under delegated powers) was made to allow permission for Circus Montini to visit in August.

Recommendation: To ratify the delegated decision.

e) Following a recent accident involving a young child, a request was received to keep the area between the Rugby Club and Changing Rooms clear of vehicles.

The Chairman and Town Clerk met with representatives from the Rugby and Football clubs to discuss the options. A decision (under delegated powers) was made for health and safety reasons to install an additional speed bump to slow traffic down, bars to be added to the end of the West Silloth path to slow cyclists down, car park sign to be installed directing vehicles to the MUGA car park and the rugby club to look at installing some temporary barriers which can be used on match days and when it is busy to stop vehicles parking between the two buildings.

Recommendation: To ratify the delegated decision.

f) Replacement Computer

After consulting with the Chairman a decision (under delegated powers) was made to replace the Town Clerk's computer which was becoming very slow and unable to keep up with the workload at a cost of £540 (net of VAT). The original computer was 7 years old and the memory was upgraded 2 years ago but it was the processor that was becoming slow.

Recommendation: To ratify the delegated decision.

g) Removal of sheds and asbestos from an unused allotment

After consulting with the Chairman and Deputy Chairman a decision (under delegated powers) was made to arrange for the removal of the dilapidated sheds and asbestos from the unused allotment at a cost of £2,000 which was undertaken by the contractor who demolished the Pensioners Hut.

Recommendation: To ratify the delegated decision.

h) Switching on of the Splash Pad

After consulting with members of the Town Council a decision (under delegated powers) was made to switch the Splash Pad on from the week commencing 2 August. Following the Council's previous decision to switch on the splash pad when local schools broke up for the summer, the switch on was delayed due to a local rise in covid cases and the outcome of the risk assessment.

Recommendation: To ratify the delegated decision.

10. 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) Allerdale and Copeland Joint Newsletter - 7 April 2021.
- b) Action for Health and Mental Health Provider Forum Bulletin.
- c) CALC News April/May 2021.
- d) Clerks & Councils Direct – May 2021.
- e) Great North News – May 2021.
- f) Tidelines – Issue 54 Spring/Summer 2021.
- g) Cumbria Arts & Culture Network Newsletter – 25-05-2021.
- h) Radioactive Waste Management bulletin - 28-05-2021.
- i) Connecting Cumbria Newsletter – June 2021.
- j) Action for Health & Mental Health Provider Forum Bulletin – 04-06-2021.
- k) Great North News – June 2021.
- l) Clerks & Councils Direct – July 2021.
- m) ACT Gazette – Summer 2021.
- n) Allerdale Food & Financial Support leaflet – July 2021.
- o) Great North News – July 2021.
- p) CALC Newsletter – June/July 2021.
- q) Radioactive Waste Management bulletin - 22-07-2021.
- r) LCR – The official magazine of the National Association of Local Councils – Issue 2 2021.

Information

April

- a) Freedom of Information request about the Council's spending in relation to the covid-19 pandemic since 1 January 2020 and the number of councillors declaring an interest in relation to that spending. Reply provided.
- b) Silloth Stages Rally 2021 – Introductory information about the proposed event.
- c) Cumbria Police – May 2021 - Maryport, Aspatria, Silloth & Wigton.
- d) Silloth First Responders - Email from Peter Gilmour with information regarding the availability of defibrillators around the town and plans of Silloth Rotary to site defibs at both ends of the town. There are never enough defibs in a town. Criffel Street would be an ideal position to place the Defib, as it has electricity going to it that can be used to heat the box used so that it helps to lengthen the battery life of the Defib and is well lit up at night.

May

- a) Email from a local resident regarding a property dispute with a neighbour. Reply sent to advise that this is a civil matter and something the Town Council can't get involved with. Information on how to contact the Citizens Advice provided.
- b) Allerdale Working Group – Article – Allerdale and the geological disposal of radioactive waste.
- c) Allerdale CALC District Annual meeting & three tier meeting – Minutes from 20 January 2021 and Agenda for 25 May 2021.

- d) Northern Counties Allotments Association - New Mapping Service - part of our Allotment Assist service.
- e) Cumbria Police – May 2021 - Maryport, Aspatria, Silloth & Wigton.
- f) Christ Church – Email from Revd Canon Bryan Rothwell with details of the work being undertaken at the church which will take up to 4 months.
- g) Freedom of Information request - Salary scale for Silloth on Solway Town Council Clerk including level of grade. Reply sent.
- h) FUL/2019/0300 Good Companions Residential Home. Criffel Street, Silloth – Copy of completed Section 106 Agreement.
- i) Allerdale Borough Council – Confirmation that the request for additional picnic benches is to be considered under proposals for the Welcome Back funding.
- j) Email from a visitor disappointed that the Edwardian toilets were closed and unable to find the toilets near the lifeboat station due to the fun fair. Reply sent.
- k) Email from a visitor pleased to see the toilets were open and the ladies toilet near the Lifeboat Station was spotless.

June

- a) Cumbria Police – Email from Emma Jane Light who is the new Police community support officer for Silloth/Aspatria and surrounding areas.
- b) Allerdale Borough Council – re: Skinburness Public conveniences. Information on the process necessary should the decision be made to sell the building.
- c) Silloth RNLI – Email about holes adjacent to the slipway and sunken areas in the car park. The matter has been reported to Allerdale Borough Council and passed to the property services section.
- d) CALC - Highways Information Asset Management System Launch Briefing for Parish Councillors 24th May 7pm.
- e) Capita – Stakeholder meeting - initial assessments (IAs) for flooding and coastal erosion risks at Harrington and Silloth.
- f) Cumbria County Council – Talk & Tidy event – 25th June 2021 meeting at the Library.
- g) Email from a local resident regarding weeds around the town and barriers around a tree on Eden. Reports have been submitted to Cumbria Highways.
- h) Green Flag judging – Email from Emanuel Flecken thanking us for the warm welcome he received on his visit to Silloth and the lunch provided. Information provided on various things discussed during his visit.
- i) Cumbria Police – June 2021 - Maryport, Aspatria, Silloth & Wigton.
- j) Notes from the CALC Allerdale District 3 tier meeting held on 25 May 2021.
- k) NALC – Briefing analysis of council tax levels of local precepting authorities 2021/22.
- l) Letter from a local resident regarding Causewayhead cemetery, the condition of the churchyard and the poor access to a water supply. Town Clerk spoke to the resident and provided him with an update.

July

- a) Silloth Football Club AGM – Email expressing disappointment at comments made by two members of the public which included a member of the town council and seeking clarification in relation to the lease. Reply sent confirming that comments made were the opinions of the individual councillor and not those of the Town Council and also confirming the status of the lease.
- b) BT Payphones - Adoption of Kiosk 01697 331458 in Silloth. Copy of contract to enable the Council to adopt the kiosk for the purpose of installing a defibrillator.
- c) Silloth Rugby Club – Email requesting that the Council help to establish the area between the Rugby Club and Football club is kept clear of vehicles, following a recent accident involving a young child. As a result, the Chairman and Town Clerk met with representatives from the Football and Rugby Club.
- d) Allerdale Borough Council - Helping keep Allerdale clean and tidy. Document to help identify which organisation is responsible for environmental services across the borough.
- e) CALC - Covid Step 4 Lifting of Restrictions.
- f) Press Release - Allerdale GDF Working Group announces series of public drop-ins.

- g) Cumbria Police – July 2021 - Maryport, Aspatria, Silloth & Wigton.
- h) Health & Disability Green Paper published by the DWP – consultation runs until 11 October 2021.
- i) Allerdale Borough Council – Confirmation that an allocation of £3,640 from the Government funded Welcome Back Fund has been agreed for the purchase of 10 picnic tables.
- j) CALC – Local Government Reorganisation update – 26 July 2021.
- k) NALC - Policy consultation briefing for the National Resilience Strategy Call for Evidence.
- l) CALC – Email from CAFS on Climate Change - Communicating Issues Around Climate Change.
- m) Mental Health Support Groups for mums and pregnant women – new timetable from August 2021.

August

- a) Email from a visitor following comments overheard and language used by council workers in relation to motorhomes and the amount of litter etc. The email was brought to the attention of the Staffing Committee.
- b) Letter from Mark Jenkinson MP asking for a full explanation as to why the Splash Pad remains closed and a copy of the risk assessment. Reply sent.
- c) Email from local resident regarding a vehicle parking overnight on Skinburness. The matter was referred to Allerdale and the resident asked to report it with links provided to the various websites.
- d) Email from a local resident regarding the condition of the paths and dropped kerbs around the town. Reply sent asking for any issues to be reported to Cumbria Highways and the matter will also be brought up with the Accessibility Committee.
- e) Invitation for two Councillors to attend the ‘Let’s Talk Mental Health’ conference / workshop on Friday 8th Oct from 1pm – 4pm at Christ Church, Cockermouth.
- f) CALC - Parish Survey results - Recent HMLR Parish Land Ownership Survey.
- g) Cumbria County Council – Copy of Pre-action protocol letter sent to the Secretary of State following the decision to create two new unitary councils for Cumbria.
- h) Enquiry from a local resident asking when the Skinburness toilets are going to be reopened and asking that the grounds maintenance lads avoid cutting into the rough gorse areas on Skinburness. Reply sent.
- i) Complaint from a member of the public about the Council’s policy regarding toilets in Silloth during the pandemic and since July 16th.
- j) CALC – Guidance on Parish Council apologies and copy of the NALC LTN 5 – Parish & Community Council meetings.
- k) Allerdale CALC District Annual meeting & three tier meeting – Thurs 9 September at 7.00pm on Zoom.
- l) Cumbria Police - August 2021 - Maryport, Aspatria, Silloth & Wigton.
- m) Press Release - Allerdale needs to talk about Geological Disposal – Working Group launches online events.
- n) Email from a visitor regarding the condition of the disabled toilet on Criffel Street when they visited on 17 August. Reply sent.
- o) BT Payphones – Confirmation of receipt of the contract in relation to the adoption of the Criffel Street kiosk.
- p) NALC – Banks report update sent to UK Finance in May regarding the ongoing campaign for improved banking services for local councils.

Action

- a) Email from Secretary of Silloth Rugby Club regarding charges for community events. Copy of reply provided for information. (NB. Decision on charging for events was made on 26 April 2021 therefore within 6 months).
- b) Email from a local resident with a question about leasing the Skinburness toilet block.
- c) Silloth-on-Solway Sports Association – Letter seeking permission to erect a shelter next to the cabin at the MUGA. Also request for a meeting to discuss future plans.
- d) Email from Hon Sec of Silloth Rugby Club regarding projects at the sports area and reclaiming of VAT.
- e) Email from a local resident regarding overnight parking on West Beach car park.

- f) Allerdale Borough Council - Gambling Act 2005 – Consultation on Statement of Gambling Policy 2022-25. Comments by 30 September 2021.
- g) Emails from a local resident regarding land at Moricambe Park and the proposal for the creation of a children's play area.

11. Planning Applications

Allerdale Borough Council approved the following:

- a) **Ref No:** DEM/2021/0002 **Applicant:** Silloth Town Council **Proposal:** Demolition of former Pensioners Hut which is no longer used **Location:** Former pensioners hut, Eden Street Sports Area, Eden Street, Silloth
- b) **Ref No:** HOU/2021/0082 **Applicant:** Mr & Mrs Ken Jefferson **Proposal:** Formation of first floor terrace on front (west) elevation **Location:** Greenside, Links Close, Silloth, CA7 4ES
- c) **Ref No:** FUL/2021/0083 **Applicant:** Silloth Town Council **Proposal:** The installation of a 150w LED floodlight to illuminate the Church **Location:** Christ Church, Criffel Street, Silloth, Wigton, CA7 4BX
- d) **Ref No:** FUL/2021/0073 **Applicant:** Wendy Jameson **Proposal:** Installation of a 7.44kW solar PV system consisting of 24 panels. **Location:** Silloth Community Hall, Wigton Road, Silloth, Wigton, Cumbria, CA7 4EA
- e) **Ref No:** FUL/2021/0101 **Applicant:** Pearson **Proposal:** Demolition and replacement of dormer bungalow with detached garage and summer house **Location:** 176 Skinburness Road, Skinburness, Wigton, CA7 4QS
- f) **Ref No:** HOU/2021/0150 **Applicant:** Mr & Mrs Ellwood **Proposal:** Front & rear extension and internal alterations **Location:** 88 Skinburness Road, Silloth, CA7 4QH
- g) Application under Section 211 of the Town and Country Planning Act 1990 to carry out works to a tree in a Conservation Area - Eden Street, Silloth, CA7 4AD **Proposal:** to carry out the following tree work: Various works to pine trees as outlined in report. The Council considered the proposed works and decided not to make a Tree Preservation Order in respect of the trees, therefore the works can proceed.
- h) Application under Section 211 of the Town and Country Planning Act 1990 to carry out works to a tree in a Conservation Area – Caldew Street, Silloth **Proposal:** to carry out the following tree work: Works on the following trees:- Sycamore 3, 16, 17, 18, 21, 26, 28 - Crown Raise 2.5m. The Council considered the proposed works and decided not to make a Tree Preservation Order in respect of the tree, therefore the works can proceed.

12. Committees

To receive reports from the following:-

- a) Accessibility Committee – 23 June 2021.
- b) Parks Committee – 15 July 2021.
- c) Planning Committee – 22 July 2021.
- d) Accessibility Committee – 26 July 2021.
- e) Accessibility Committee – 1 September 2021.

13. Representatives on Outside Bodies

- a) To appoint a representative of the Town Council on the Sports Association.
- b) To receive reports from the following:-
 - i) Joint Advisory Body ii) Silloth Tourism Action Group iii) Sea Dyke Charity iv) Longcake Education Trust v) Solway Community Technology College vi) Sports Hall vii) Friends of Silloth Green viii) Sports Association ix) Silloth Coastal Community Team

14. Borough Councillor and County Councillors' Reports

To receive reports from Allerdale and County Councillors.

15. Grounds Maintenance Report

To receive a grounds maintenance report for information and/or determine any action as appropriate.

16. 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.

17. Payment of Accounts

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

18. Accounts for the year ended 31 March 2021

To receive the report from the Internal Auditor following the audit of the Accounts for the Year Ended 31 March 2021.

19. Budgets

- a) To receive a report comparing the actual expenditure to date with the budget for 2021/22.
- b) To consider items for inclusion in the 2022/23 Budget.

20. Town Plan Committee

Following a couple of sessions with ACTION with Communities in Cumbria (ACT), to approve the allocation of £2,500 to enable work to continue with ACT towards formulating a Town Plan.

21. Accessibility Committee

- a) To support the Accessibility Committee's proposal for Allerdale Borough Council to submit an expression of interest on behalf of the town for a share of the £30 million available from government to install a life-enhancing Changing Places toilet on Criffel Street.
- b) To support the proposal for three disabled parking bays to be marked out in each of the car parks at the Lifeboat Station and North View, in this current financial year. A request for disabled parking bays on Criffel Street is also being submitted to Cumbria Highways.

22. Friends of Silloth Green

- a) To consider resurfacing the circular gravel area at the Community Garden and if agreed, obtain costs for doing so.
- b) To approve the installation of a bottle filling station in front of the original drinking fountain on Silloth Green which will be funded by the Friends of Silloth Green. Guidance has been obtained regarding any water testing required.

23. Requests for financial assistance

- a) **Victim Support** - Supporting people in Cumbria affected by crime.
- b) **Active Cumbria** – Information about Parkplay, a new physical activity programme aimed at families and seeking support from the Town Council. Funding of £2.5k has been secured from Cumbria County Council Public Health funding and they are looking for an additional £2.5k to bring the scheme to Silloth.

24. Events to be held on Town Council property

To receive an update and consider any recommendations following the 2021 events:-

- a) Soul on the Green
- b) Circus Montini
- c) Silloth Carnival Mega Weekend

To consider the following requests:-

- a) Silloth Pride - change of date for Pride event to Sat 18th & Sun 19th June 2022
- b) Soul on the Green 2022 - Sat 30th July 2022 from 11m to 8pm
- c) Lake District Challenge Cup – 9th - 10th April 2022 and 29th April – 1st May 2022

25. Dog Control Order

Following a number of incidents where some owners have not been in control of their dogs, that the Town Council consider implementing a Dog Control Order whereby it would become a requirement

for owners to keep their dogs on a lead on the main Green and the Eden Street sports area.

(Cllr. C. Doran)

26. Town Council meetings

Proposal that the Town Council consider not having a meeting in January, with the budget finalised in December which will allow the Town Clerk some time off over the Christmas period when it is generally quieter.

27. Councillors' reports and items for future agendas

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.

28. Estimates

To consider the following quotations received:

- a) Vehicle Activated Signs
- b) Tree Surveys

29. Amounts owing to the Town Council