

SILLOTH-ON-SOLWAY TOWN COUNCIL

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3 May 2022

Councillors: You are summoned to attend the Annual meeting of Silloth-on-Solway Town Council which is to be held on Monday 9th May 2022 in Silloth Community Hall, Petteiril Street, Silloth commencing at 7.00pm. Please let me know if you are unable to attend.

Members of the Public: Members of the public are welcome to attend the meeting from 7pm. The meeting will be accessible online via Zoom using the following link <https://us06web.zoom.us/j/85186577069>. Informal public participation will be held at approx. 7:30pm. 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. FACEMASKS AND HAND SANITISER ARE AVAILABLE TO USE TO HELP 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. To elect a Chairman of the Council.**
- 4. 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.
- 5. To elect a Deputy Chairman of the Council.**
- 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 meetings held on the 4 April and 26 April 2022, as a true record.

9. Committees

- a) Appointment of any new Committees
- b) Review of the terms of reference for Committees
- c) Appointment of members to existing 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 of standing orders and financial regulations (*copies are available on the Council's website*).

12. Review of Council's Policies and Procedures

To review and approve the Council policies (*copies are available on the Council's website or can be provided on request*).

- Annual Leave Policy (reviewed by Staffing Committee)
- Complaints Procedure
- Data Protection Policy
- Disciplinary Policy (reviewed by Staffing Committee)
- Environmental Policy
- Equality & Diversity Policy
- General Privacy Notice
- Grants Policy
- Grievance Procedure (reviewed by Staffing Committee)
- Health & Safety Policy
- Litter Vandalism Maintenance Policy
- Memorial Bench Policy
- Mobile Phone Policy (reviewed by Staffing Committee)
- Persistent & Vexatious Complaints and Correspondence Policy
- Policy Use of Electricity on the Green
- Press and Media policy
- Protocol on Marking the Death of a Senior National Figure
- Protocol on the recording and filming of Council and Committee Meetings
- Public Participation Policy
- Retention of Documents Policy
- Risk Management Policy
- Scattering of Ashes Policy
- Sickness Absence Policy (reviewed by Staffing Committee)
- Statement on Staff Management (reviewed by Staffing Committee)
- Town Councillor Complaints Procedure
- Virtual Meeting Procedures

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 2022.
- 17. Accounts for the year ended 31 March 2022**
To approve the Accounts for the Year Ended 31 March 2022 and authorise the Chairman to sign the Annual Governance & Accountability Return (AGAR) for the Year Ended 31 March 2022.
- 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 2022/2023**
To note the agreed Budget for the year.
- 20. Annual Subscriptions**
To consider the payment of annual subscriptions
 - a) CALC Annual subscription 2022/23
 - b) Local Council Review Magazine subscription
- 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. 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) Nuclear Waste Services Newsletter – March 2022.
- b) Local Government Reorganisation (LGR) Newsletter - 25 March 2022.
- c) Local Government Reorganisation (LGR) Newsletter - 31 March 2022.
- d) ACT Update E-Newsletter - March 2022.
- e) Local Government Reorganisation (LGR) Newsletter - 7 April 2022.
- f) Cumbria Police - April 2022 - Maryport, Aspatria, Silloth & Wigton.
- g) Local Government Reorganisation (LGR) Newsletter - 13 April 2022.

For information

- h) Bendles Solicitors – Email seeking confirmation of the football club's solicitor and the official name of the club.
- i) Cumbria County Council - Cycling and Walking Strategic Corridors Public Consultation. 1 April until 22 April 2022.

- j) Silloth Rugby Club – Email regarding burst pipes during the installation of the new fence at the picnic area.
- k) CALC - Practitioners Guide 2022.
- l) Great Annual Savings Group – Email to confirm they accept the Councils offer in full and final settlement of their claim.
- m) Silloth First Responders – Defibrillator is now in the new cabinet opposite the Golf Hotel and live on the circuit. When the signage is sorted there will be an official announcement. Thanks to the Town Clerk and council for this great joint venture.
- n) Email from a local resident regarding benches in the Community Garden and the location of the storytelling chair – To be dealt with by the Parks Committee.
- o) Environment Agency – Cumbria Engagement Meeting. Environment Agency regulate a number of sites in Cumbria working closely with the Office for Nuclear Regulation (ONR) who are responsible for safety and security regulation. Meet the Regulator meeting will be held on Wednesday 18 May from 5:30pm – 7:30pm via Teams. Anyone interested in attending please let me know by 4 May.
- p) Silloth Tennis Club – Email providing an update on the activities of the tennis club.
- q) Email from a local resident regarding obstructions on the pavement on Criffel Street. Reminder posted on Facebook to ask businesses to keep pavements clear.
- r) Allerdale Borough Council – Changing Place Toilet Funding Update – Great news that notification has been received that Allerdale have been allocated the funding, but they are awaiting information from the Government on the next steps.
- s) CALC – re: Tenders. Reply confirming that there is no guidance to state that the Council can or cannot set a price within tender documents and therefore it is a Council decision.
- t) CALC – Sector Finance survey 2022 to be completed by 17 May 2022. Town Clerk will complete.
- u) Cumbria Police – Email from PCSO Peter Nichol to say that he will be returning to Silloth and will be our point of contact.
- v) Email enquiring about having a catering trailer on Silloth Green. Reply sent to say that food concessions have been allocated for this current year and suggesting that they get in touch with event organisers.
- w) Email from a local resident with a request for a memorial tree on the Green. To be dealt with by the Parks Committee.
- x) Email from a local resident regarding obstructions on pavements around the town. Reply sent to recommend that it is reported via the County Council website. Further reminder posted on Facebook to ask businesses to keep pavements clear.

For Action

- y) Email from a visitor to the town regarding a toxic odour. Reply sent asking that they report it via the Allerdale website with more information.
- z) Email from a visitor regarding anglers fishing off the promenade and the mess they leave behind. Reply sent asking that they report it via the Allerdale website.
- aa) Email from a visitor regarding fishermen on the Promenade. Reply sent asking that they report it via the Allerdale website. Copies sent to Allerdale by the Town Clerk requesting details of who is responsible for this. Recommended getting in touch with the Assoc of Inshore Fisheries and Conservation Authorities (IFCA).
- bb) Silloth Youth Club – Letter seeking the Council’s support for a new youth club facility and a 25-year lease on the land to secure funding for the project.
- cc) Email from a local resident asking if there are any plans to carry out the same alterations to Esk Street as has been carried out on Waver Street.
- dd) Email from a local resident regarding the condition of the Avenue and suggesting that professional advice is sought.

26. Planning Applications

- a) **Allerdale Borough Council** has approved the following:-
Ref No: FUL/2022/0053 **Applicant:** David Wood Caltech Crystalyx **Proposal:** Create a new canteen area and second floor area for further toilets and lockers. **Location:** Caltech, Lawn Terrace, Silloth, CA7 4AJ.

b) Planning Breach

Ref No: COM/2022/0068 **Alleged Breach:** Large number of advertising boards attached to lamp posts around Silloth and particularly on Criffel Street **Location:** Various lamp posts along Criffel Street, Silloth and elsewhere in the town – The matter will be investigated and we will be kept informed.

27. Licences

To note the application for a Premises Licence in respect of 14 Criffel Street, Silloth.

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

29. Borough Councillor and County Councillors' Reports

To receive reports from Allerdale and County Councillors.

30. Ground's Maintenance 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. Events on Town Council property

a) To consider any applications received for events.
b) To receive an update following the Spring into Silloth event.

34. Applications for funding

35. Silloth Drop-in

To review the notes following the Silloth Drop-in event held on Sat 23 April 2022 and agree any actions to be taken as a result.

a) Footpath on Skinburness - To consider a request for the temporary closure of a path on Skinburness to allow it time to recover.

b) Overnight parking of motorhomes - To consider what action can be taken regarding the overnight parking of motorhomes on streets around the town.

c) Parks Committee - Meeting of the Parks Committee to be arranged to look at the condition of the Green etc.

d) Accessibility Committee - Meeting of the Accessibility Committee to be arranged and invite parking enforcement officer to the meeting.

36. Town Plan

To receive an update.

37. Speed Activated Signs

To consider a possible location for a speed activated sign.

38. Tree Survey

To consider the results of a tree survey carried out on Lawn Terrace and any actions required as a result.

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. Quotations

To consider quotations received for the following:

- Repainting of the Pagoda

41. Staffing Committee

Following a meeting held on 25 April, to agree the recommendations of the Staffing Committee.