

# SILLOTH-ON-SOLWAY TOWN COUNCIL

**Town Clerk:** Wendy Jameson FMAAT

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9 May 2023

**Councillors:** You are summoned to attend the Annual meeting of Silloth-on-Solway Town Council which is to be held on Monday 15<sup>th</sup> May 2023 in Silloth Community Hall, Petteril 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/83569791667>. 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



Town Clerk

## 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 3 April 2023, 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*).
- 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 2023.
- 17. Accounts for the year ended 31 March 2023**  
To approve the Accounts for the Year Ended 31 March 2023 and authorise the Chairman to sign the Annual Governance & Accountability Return (AGAR) for the Year Ended 31 March 2023.
- 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 2023/2024**  
To note the agreed Budget for the year.
- 20. Annual Subscriptions**  
To consider the payment of annual subscriptions
  - a) CALC Annual subscription 2023/24 - £461.96
- 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. Local Government Reorganisation (LGR) Newsletter - 24 March 2023.
- b. Local Government Reorganisation
- c. Partnership Newsletter and LGR Information – 14 April 2023.
- d. Cumbria Police – March & April 2023 – Maryport, Aspatria, Silloth & Wigton Newsletter.
- e. Carlisle Partnership Newsletter and LGR Information – 28 April 2023.

### **For information**

- f. Details of CALC's staffing structure from 1st April 2023, to reflect the two new unitary authorities.
- g. Cumbria Community Resilience Group - Information in relation to the Emergency Alerts System.
- h. Muscular Dystrophy UK – Confirmation that the Silloth Changing Places facility is now registered on the Changing Places website.
- i. United Utilities – Letter confirming that the new bottle filler complies with the Water Supply (Water Fittings) Regulations 1999.
- j. Survey about public involvement in the planning of services - part of the Integrated Care Board's efforts around listening to and working with the community.
- k. NALC Legal Update – April 2023.
- l. Cumberland Council - Key Contacts relevant to Town and Parish Councils.
- m. Police, Fire and Crime Commissioner (PFCC) - New survey launched asking people who have experienced crime, to share their views on support services available across the county.

### **For Action**

- n. Toilet Door Lock - Email from a visitor seeking compensation for damage to her jacket.
- o. Resident's Parking – Email from a local resident suggesting that consideration should be given to having resident's parking permits.
- p. Email from a local resident enquiring about the possibility of installing an additional bin between Station Road and the beach.
- q. Request that the council look at trimming back the trees which are located behind the wall of the Doctors Surgery.
- r. Enquiry about having the trees opposite Station Road industrial estate trimmed down.
- s. Email from a visitor regarding the amount of dog dirt in the town.
- t. Email requesting that some members of Silloth RNLI are formally acknowledged.

## **26. Planning Applications**

**Cumberland Council** has approved the following: -

**Ref No:** HOU/2023/0014 **Applicant:** Mr & Mrs Dunbar **Proposal:** Flat roofed single storey rear extension to provide kitchen, entrance hall and garden room facilities, alongside installation of solar panels on proposed roof **Location:** Briar Cottage, Skinburness, Wigton CA7 4RA.

**Cumberland Council** has refused the following: -

**Ref No:** FUL/2023/0009 **Applicant:** Michael Veitch **Proposal:** Change of Use from church to single dwelling to include the demolition of small extension **Location:** Methodist Church, Wampool Street, Silloth, CA7 4AA.

## **27. Licences**

## **28. Reports from Representatives on Outside Bodies**

a) Joint Advisory Body b) Silloth Tourism Action Group c) Sea Dyke Charity d) Longcake Education Trust e) Solway Community Technology College f) Sports Hall g) Friends of the Green h) Sports Association

## **29. Cumberland Council Report**

To receive reports from our Cumberland Councillor.

## **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**

To consider any applications received for events: -

- a) Ragnarock event – 21<sup>st</sup> & 22<sup>nd</sup> June 2023.
- b) Green Day – 27<sup>th</sup> & 28<sup>th</sup> May 2023.
- c) Friends of Sillioth Green - Seed swap and plant sale in the Community Garden on Wednesday 7th June 10am to Noon.

**34. Applications for funding**

To consider applications received funding: -

- a) Sillioth-on-Solway Festivals 2022 – 2023 Soul on the Green event

**35. Town Plan**

To receive an update.

**36. Bins**

To consider a request for a larger bin to be installed in the car park between the Big Fella and the toilet block car park. (Cllr. M. Irving)

**37. Agendas**

That consideration be given to changing the format of Council Agendas. (Cllr. J. Cook)

**38. Signs**

To consider designs for the signs at both entrances to the town. (Cllr. J. Cook)

**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:

- Repairs to the floor of the Fitness Centre
- Repairs to the Hudson Bomber

**41. Amounts owing to the Town Council**