

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Peter Endsor

Vice-Chairman/Deputy Mayor:

Cllr. Ann Walmsley

Town Clerk:

Mrs. C. Benbow



Council Offices
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V.A.T. Reg.No: 164 8707 80

Minutes of the Meeting of the Town Council held in the Victoria Hall,

on Monday 11 November 2019 commencing at 7.00 pm.

Present:

Cllr. P. Endsor – **Chair**

Cllr. Greenway, Cllr. Walmsley, Cllr. Hathorn, Cllr. Bailey,

Cllr. Thomas, Cllr. Handley

Mrs. C. Benbow – Town Clerk

In attendance:

3 members of the public; 1 member of the press

Minute Ref:**Agenda No:**

C19/101

Apologies for Absence

1

Apologies were received and approved from Cllr. Logan who was absent due to illness and Cllr. Howson who was absent due to holiday.

C19/102

Reports

2

Police Report

There was no police attendance and no written report received.

District Council Report

District Councillor Eric Morrell reported that:

The District Council has been undergoing a staff re-structure. This is nearly completed. The outcome should be that the Planning and Legal Departments have been strengthened.

TOWN COUNCIL OF GRANGE-OVER-SANDS

In response to a question from Cllr. Greenway, Cllr. Morrell said that he would find out what the situation was regarding the role of District Council Conservation Officer.

County Council Report

County Councillor Bill Wearing thanked everyone who was involved in Remembrance Day and reported that:

- i) **Buses** - New bus time-tables are available for the 530 and 532.
- ii) **Road Markings** – an update will come from the County Traffic Team.
- iii) **Traffic Regulation Orders** – including the bay outside the Victoria Hall – the County Council is in the process of consultation.

Cross Bay Walks - in response to Cllr. Greenway's request to discuss traffic and parking, Cllr. Wearing agreed to arrange a meeting in the New Year. He asked Cllr. Greenway to send any information or photos to him.

Wall at Golf Club and Lindale Road – in response to Cllr. Thomas, Cllr. Wearing said he would find out what the situation was regarding this repair.

Mayor's Report

Mayor Cllr. Peter Endsor reported that he had attended, and taken part in, the Remembrance Sunday Service.

He announced the following which was sent by a resident regarding the provision of newspapers in Grange Library:

The Library and newspapers readers of the Library would like to thank Bay Villa Trust and Grange Chamber of Trade for financing the daily newspaper in the Library. The subscription has now finished. Unfortunately, no further finance has been offered and it is not felt appropriate to ask the same sources for more money. Thanks are also due to the staff of the Spar who delivered the newspapers free of charge every day.

C19/103 Public Participation: Public Have Your Say

3

Resident

Made a representation to members with regard to the proposed works on the Promenade which were presented by SLDC prior to the previous Town Council meeting.

A letter was presented to each of the Councillors present outlining concerns with the works. The view expressed was that the use of rusting metal boards was not relevant as Grange has no industrial heritage and there are already several information boards on the Prom. The

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suggestion was made that the electric bike hub could be sited on Windermere Road Car Park.

Council Response

The Chairman responded that many of the points raised had been brought up by the Town Councillors at their subsequent meeting with SLDC and that a further update would be provided as part of Item 12.

C19/104 Minutes of the Previous Meeting 4

RESOLVED That the Minutes of the Meeting of the Town Council held on Monday 14 October 2019 were accepted as a true record.

C19/105 Declarations of Interests and Dispensations 5

NOTED There were no requests received for dispensations or declarations of interest.

C19/106 Public Bodies (Admission to Meetings) Act 1960 – Excluded Item 6

RESOLVED That item 17 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as it related to individual staff.

C19/107 Planning Report 7

1. Members considered the following full or outline planning permission/reserved matters/discharge of conditions/listed building/change of use/advertising consent or appeal:

a) SL/2019/0826

Woodlands, Lindale Road

Demolition of conservatory and erection of replacement conservatory, veranda and porch.

FULL PLANNING

RESOLVED

NO OBJECTION

Grange Town Council makes the following comment:

The new conservatory roof line is not sympathetic with the surrounding rooflines on the southern elevation of the proposal.

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b) SL/2019/0845

8 Granby Road

Raised patio terrace with glazed balustrade to front elevation

FULL PLANNING

RESOLVED

NO OBJECTION

c) SL/2019/0867

6 Pine Close

Extension and internal reconfiguration, new windows.

FULL PLANNING

RESOLVED

NO OBJECTION

Grange Town Council makes the following request:

That plans for adequate drainage of the proposed development are included.

d) SL/2019/0873

Brown Robin

A new double garage and carport.

FULL PLANNING

RESOLVED

OBJECTION

Grange Town Council OBJECTS on the following grounds:

- The design of the garage door is not in keeping with the immediately adjacent listed building.
- Plastic rainwater goods should not be used as these are not in keeping with the ones on the main building which are cast iron.

Grange Town Council requests the following:

- That a Conservation Impact Assessment is undertaken.
- That a condition is put in place to ensure that the proposed building is restricted to the intended size, so that it doesn't dominate the conservation setting and it doesn't accommodate inappropriate changes of use such as holiday letting.

2. Decisions - Members noted that the following decisions had been made since the last Full Council meeting:

- a. SL/2019/0672** Grange Boutique Hotel, Kents Bank Road FULL PLANNING Grant with Conditions

Members noted a progress report on implementation of the Plan from Cllr. Greenway.

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C19/109 Finance - Monthly Payments

9

a. Verification of Expenditure

NOTED

That prior to the meeting two Councillors verified invoices received and payments made since the last full council meeting prior to the council meeting and could verify their authenticity.

b. Verification of Accounts Reconciliation

NOTED

That prior to the meeting two Councillors verified that the monthly bank reconciliation had taken place.

c. Approval of Payments

RESOLVED

That the payments of the accounts and wages for this finance period as recorded in the payments list were approved as below.

d. Identification of Councillors to approve next finance period payments

RESOLVED

That Cllrs Bailey and Hathorn would verify the invoices and payments for the next payment period.

e. Identification of Councillors to complete online authorisation of payments

RESOLVED

That Cllrs Thomas and Greenway would complete online authorisation of payments for the next payment period.

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GRANGE-OVER-SANDS TOWN COUNCIL

Payments for Approval

November 2019

1 Accounts for Payment

£

Bank Account No. 1 - Direct Debit

260 Barclaycard - Transaction Fees 01/10-31/10/19 37.76

Bank Account No. 1 - Cheque

Total Bank Account No. 1

£ 37.76

Bank Account No. 2 - Direct Debits

233 Plastic Box Shop - 6 x Recycling bins	56.34	
234 Travis Perkins - Door for new freezer store	27.90	
235 Glassjacks - Storage boxes for glasses	39.72	
235A Lloyds Bank Plc - Card Oct 2019 - Monthly fee	3.00	126.96
237 SLDC - 8/10 Non Dom Rates V Hall		565.00
238 SLDC - 8/10 Non Dom Rates Rooms 1 & 3 / Council office		152.00
239 SLDC - 8/10 Non Dom Rates Information Centre		40.00
240 SLDC - 8/10 Non Dom Rates Room 4		86.00
243 Corona Energy - Gas V Hall 02/09-01/10/19		160.72
251 Sage - Support 01/11-30/11/19		72.00

Bank Account No. 2 - Direct Bank Payments

236 SLCC - National Conference fee & accommodation (Approved C19/77)		556.00
241 Lancasters - Teak oil for benches		15.00
244 Westmorland Fire - Replace 10 x smoke detector batteries		366.00
245 SLCC - Clerks Manual 2019		47.50
246 Sinkfall Recycling - Skip for lengthsman		132.00
247 YPO - Cleaning materials	66.77	
248 YPO - Stationery	71.88	138.65
249 KTD - Photocopying 28/09-30/10/19		67.80
250 Healthmatic - Public Conveniences cleaning 01/11-30/11/19		1,333.34
252 Continental Landscapes - Tulip bulbs for Spring		432.00
253 WB Electrical - Remove bandstand PA speakers to store	60.00	
254 WB Electrical - Portable appliance testing at V Hall	811.20	
255 WB Electrical - Replace faulty rear hall emergency light	45.00	916.20
256 J Airey - Internal audit for 1st half year 01/04/19-30/09/19		219.80
257 JT Atkinson - Materials to create storage area	22.81	
258 JT Atkinson - Materials to create storage area	9.16	
259 JT Atkinson - Materials to create storage area	126.35	158.32
261 Lengthsman - To 31/10/19		231.00
25TC Flookburgh Band & Houghton Weavers ticket reimbursement		772.20
26TC Staveley G & S Society - The Gondoliers ticket reimbursement		352.80
27TC VHSG - Cinema Night - Rocketman ticket reimbursement		414.00
28TC VHSG - Fools Gold ticket reimbursement		108.00

Total Bank Account No. 2

£ 7,463.29

Total Accounts

£ 7,501.05

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Page 2

2 Salaries, PAYE & N.I. (Bank Account No. 2)

Total Salaries	£ 6,065.36
HMRC PAYE & NI - Tax Month 7	£ 1,505.80
LG Pension Scheme Month 7 - Employer payment	£ 1,953.65
	£ 9,524.81
 Total Bank Account No. 2	£ 16,988.10
 Total all payments for approval	£ 17,025.86

3 Accounts paid in previous month - approved

Bank Account No. 1

Bank Account No. 2

Accounts paid in previous month - not yet approved

Bank Account No. 1

Direct Debits

Cheques

Bank Account No. 2

Direct Debits

242 XLN - Info Centre calls & line rental 01/11-30/11/19 46.85

Direct Bank Payments

Total Accounts paid in previous month £ 46.85

Grand Total

£ 17,072.71

4 Bank Balances

Bank Account No. 1 155,086.26

Bank Account No. 2 145,030.89

5 Transfers between bank accounts

6 Transfer to Petty Cash account to replenish £70 float

30T 30/10/19 - Transfer from Info Centre Cash to Petty Cash 22.98

C19/110 Finance and Governance

10

a. Six-Month Report

Members considered the six-month Financial Report to 30 September 2019.

RESOLVED

That the six-month Financial Report to 30 September 2019 was approved.

b. Draft Budget and Precept

Members considered the draft Budget and Precept 2020/21.

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c. Risk Management

Members considered the Risk Management Record and noted that the Risk Assessments have been reviewed.

RESOLVED

That the Risk Management Record was approved.

d. Internal Audit

Members noted the interim half-year Internal Audit report to 30 Sept following the Internal Audit on 30 October 2019. There were no recommendations. The Internal Auditor confirmed that the Council finances are operated in compliance with the Accounts and Audit Regulations.

RESOLVED

That the interim half-year Internal Audit report to 30 Sept following the Internal Audit on 30 October was approved.

C19/111

Updates from Members

11

Members received the following updates from Councillors on works in progress and meetings and events attended, including:

- a. **Cllr. Bailey – Rural Services Network** ‘Time for a Rural Strategy’ event 17 October. Cllr. Bailey reported that he didn’t attend due to work commitments.
- b. **Cllr. Thomas – Joint Councillor Surgery** with District Cllr. Ashcroft held in the Library 26 October. The Councillors were present for the whole two hours but there was no public attendance. More surgeries are booked.
- c. **Cllr. Thomas – Civic Society** meeting discussed a number of matters including weeds in kerbs, potholes, volunteering in the town and meeting with ex-members of the disbanded 3Ps group.

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Grange-over-Sands Town Council Budget Monitoring 6 months to 30 September 2019		Meeting: 11 November 2019 50%			Prepared 24 October 2019		
INCOME	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	% Spend to date	Comments
Precept	4000	169,666	84,833	84,833	(0)	50%	
Interest Received		-	-	-	0	0%	
Grant Receipts - Running Costs SLDC	4100	10,000	5,000	5,000	(0)	50%	Orn Gdns toilet grant
Grant Receipts - SLDC Council Tax	4106	9,545	4,773	4,772	(0)	50%	
Grant Receipts - SLDC Comm Infrastructure Levy		-	-	-	0	0%	
Grant Receipts - Other		-	-	-	0	0%	
Donations Received	4115	1,400	700	700	-	50%	Band sponsorship (No more due)
Rent Receipts	4120	6,941	3,471	4,052	582	58%	Victoria Hall and allotments
Room Hire Receipts	4125	12,000	6,000	10,764	4,764	90%	VHSG activity up
Sale of Goods	4150	6,200	3,100	3,047	(54)	49%	
Commission Received	4170	1,200	600	1,102	502	92%	Info centre tickets
Toilet Entry Fees	4500	10,900	5,450	5,908	458	54%	
Fund Raising Income	4600	1,000	500	-	(500)	0%	
Lease Registration Fees		-	-	-	0	0%	Cedric Walk
Donations for Assets		-	-	-	0	0%	
Donations - Victoria Hall	4117	2,400	1,200	16,947	15,747	706%	Victoria Hall Support Group
Sundry Receipts	4010	-	-	205	205	100%	Café water re-charge/Compensation/Court Fee/Interest
		231,252	115,626	137,331	21,705	59%	

EXPENDITURE	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	% Spend to date	
Stock for Information Centre	5000/1	4,000	2,000	1,851	(149)	46%	
Volunteer's Expenses	6155	30	15	10	(5)	34%	
Musicians' Fees	6200	1,400	700	800	100	57%	Further £500 in 9 months to December
Mobile Toilets	6220	420	210	500	290	119%	Full Summer season
Fund Raising Expenses	6170	1,000	500	-	(500)	0%	
Salaries	7000	96,873	48,437	48,963	527	51%	
Printing and Stationery	7010	1,250	625	240	(385)	19%	
Postage	7012	180	90	25	(65)	14%	
Water	7015	4,400	2,200	2,241	41	51%	
Business Rates	7020	8,600	4,300	4,214	(86)	49%	
Telephone/Broadband	7025	1,000	500	566	66	57%	
Insurance	7030	4,500	2,250	1,692	(558)	38%	
Subscriptions	7040	615	308	819	512	133%	Full CALC & SLCC Subs

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EXPENDITURE cont...	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	% Spend to date	
Information Technology	7045	6,000	3,000	3,521	521	59%	Includes Windows 10 upgrade
Travelling Expenses	7050	150	75	226	151	151%	HR training & SLCC Conference
Training Expenses	7052	600	300	158	(142)	26%	
Civic Expenses	7055	400	200	34	(166)	9%	
Bank Charges	7070	300	150	106	(44)	35%	
Audit Fees	7075	1,300	650	1,020	370	78%	Part Internal & full external audit fee
Accountancy Fees	7080	6,500	3,250	1,869	(1,381)	29%	
Gas	7100	3,600	1,800	1,101	(699)	31%	
Electricity	7105	3,550	1,775	1,278	(497)	36%	
Repairs and Maintenance	7120	3,700	1,850	2,565	715	69%	Public Domain/Bandstand/Rec Ground
Regular Maintenance	7121	6,000	3,000	1,198	(1,802)	20%	V Hall
Responsive Repairs	7122	12,000	6,000	4,057	(1,943)	34%	V Hall approved maintenance plan
Professional Fees - Non Financial	7125	1,250	625	502	(123)	40%	
Toiletries and Cleaning Materials	7130	450	225	330	105	73%	V Hall activity up
Rent Payable	7160	751	376	732	356	97%	Full annual Allotments & Bandstand
Card Handling Charges	7190	300	150	223	73	74%	Increased ticket sales
Cleaning	7200	15,200	7,600	8,056	456	53%	Public conveniences
Communications	7255	600	300	-	(300)	0%	
Lengthsman	7455	6,000	3,000	3,202	202	53%	
Parish Election Costs	7600	3,300	1,650	-	(1,650)	0%	
PWLB Loan Interest Paid	8000	630	315	250	(65)	40%	
Pensions	7001	18,000	9,000	7,208	(1,792)	40%	
Projects	7605	3,800	1,900	4,495	2,595	118%	Replace skateboard ramp & install 2 bike racks
Donation Expenditure - Victoria Hall	7110	2,000	1,000	11,654	10,654	583%	Projector, screen, re-varnish hall floor, laminator
Christmas Lights and Electricity	7106	4,600	2,300	-	(2,300)	0%	
		225,249	112,625	115,706	3,082	51%	
Net profit		6,003	3,002	21,625			

C19/112 SLDC Promenade Refurbishment

12

Further to the presentation from SLDC at the previous Town Council meeting, the Town Councillors requested a meeting with the Architect and SLDC Asset Manager. This was scheduled for 4 November.

Members noted an update on the meeting from the Chairman that:

The meeting took place as scheduled. SLDC staff and their architect spent some time explaining their ideas for the works. It was an interesting discussion and they listened to our ideas and feedback. It was agreed that they would meet us again to discuss this. SLDC also said that they would consult with the public.

C19/113 Victoria Hall Working Party

13

Members noted that the Victoria Hall Working Party met on Wednesday 16 October to continue with the Vic Hall Action Plan as approved at the previous Council meeting. Present were Cllrs. Handley, Thomas, Bailey and Walmsley; VHSG Representative Mr Parr and Town Clerk.

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C19/114

Public Conveniences

14

Members considered a trial of contactless payment at one cubicle each at the Ornamental Gardens and Prom loos and considered leasing commercially the spare footprint at the back of the Ornamental Gardens.

RESOLVED

- i) That a trial of contactless payment would take place at one cubicle at the Ornamental Gardens.
- ii) That the spare footprint at the back of the Ornamental Gardens is commercially leased.

C19/115

National Park Southern Boundary Extension

15

Members noted an update from Cllr. Greenway on the proposed Southern Boundary Extension to the National Park.

C19/116

Victoria Hall Maintenance Programme

16

Members considered a quote for roof repairs as specified in the Vic Hall Maintenance Programme and noted that an invitation to tender for the works would be put in Grange Now.

RESOLVED

That this item was deferred as no quotes had been received.

C19/117

Part 2

6

RESOLVED

That the meeting moves to Part 2.

C19/118

Staffing Matters

17

- a. Members noted draft minutes of the Staffing Committee Meeting held 23 October 2019.
- b. Members noted that the Town Clerk had completed Staff appraisals and that the Staffing Committee had completed the Town Clerk's appraisal.

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- c. Members considered approving Finance Administrator salary increment as recommended by the Staffing Committee.

RESOLVED

That the Finance Administrator salary increment as recommended by the Staffing Committee was approved.

- d. Members noted that there had been no other changes to salary point awards this year and considered approving the salaries with effect from 1 April 2020/21 as recommended by the Staffing Committee.

RESOLVED

That the salaries with effect from 1 April 2020/21 as recommended by the Staffing Committee were approved.

C19/119

Next Meeting

18

NOTED

That the next Full Council Meeting would be held:

Monday 9 December 2019, 7.00pm Victoria Hall, Main Street, Grange-over-Sands

There being no further business, the meeting closed at 7.45pm

Signed:

Date:

Chair of Grange-over-Sands Town Council