

# 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 remotely on Monday 12 October 2020 commencing at 7 pm.

**Present:**

Cllr. P. Endsor – **Chair**

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

Cllr. Thomas, Cllr. Logan, Cllr. Handley, Cllr. Howson

Mrs. C. Benbow – Town Clerk

**In attendance:**

2 members of the public

Minute Ref:		Agenda No:
<b>C20/62</b>	<b>Apologies for Absence</b>	<b>1</b>

Apologies were received and approved from Cllr. Greenway who was absent due to medical leave.

<b>C20/63</b>	<b>Reports</b>	<b>2</b>
	<b>Police Report</b>	

There was no police report.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

## County Council Report

County Councillor Bill Wearing reported:

- a. **Covid-19** – he continues to send public health announcements from the County.
- b. **Schools** – Cumbrian schools are at 93% attendance.
- c. **Library** – Grange Library will be opening from 21 October, on Mondays and Wednesdays, 9am to midday.
- d. **Local Government Re-organisation** – County is scrutinising a number of options and looking at different models such as Local Area Partnerships.  
Cllr. Wearing welcomes any feedback from Council, or from individuals, on the topic of how power can be devolved down in local government re-organisation and how this could affect the Town and Parish Councils.
- e. **Scams** – Residents are warned to be aware of some very plausible scams, from local telephone numbers. Topics include TV Licencing and vehicle tax registration.

## District Council Report

District Councillor Robin Ashcroft reported:

- a. **Covid Restrictions** – it is anticipated that SLDC will remain in Tier One.
- b. **Lido and Promenade Refurbishment** – Phase One of the works is still happening although delayed due to Covid. SLDC is still in talks with Save Grange Lido.
- c. **Re-opening the High Street** – this is going well, Cllr. Ashcroft welcomes any feedback on how it is working in Grange.
- d. **Local Government Re-organisation** - SLDC has proposed an authority to cover South Lakeland, Barrow Borough Council and Lancaster City Council. Cllr. Ashcroft would like to hear what people think about this proposal.

## Mayor's Report

Mayor Cllr. Peter Endors reported:

I and the Town Clerk spent a very interesting afternoon with the High Sheriff of Cumbria, Julie Barton, who visited Grange on 6 October to visit businesses and organisations. We visited Jane Walmsley, Manager of the Thornleigh Hotel. Jane allows the food bank to use the hotel's garden and shed. We then visited Abi and Tom at their Garden Centre and were very impressed with their transformation of the business. Then we rounded off the afternoon with Glyn and Brian at "Men in Sheds". The High Sheriff said she was very impressed.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

### **C20/64 Public Participation: Public Have Your Say 3**

**Jeni Mc Connell** Made representation to members, speaking on behalf of PEAT (Peninsula Environmental Action Together). PEAT is the new name for Grange Climate Action Now, about the Greening Campaign, inviting Grange Town Council to get involved and work with GCAN to complete Phase 1 of the Campaign. Councillors were invited to attend an online meeting on 27 October, 7pm.

**Council Response** Cllrs. Endsor, Howson, Thomas and Logan expressed an interest in attending the meeting on 27 October.

### **C20/65 Minutes of the Previous Meeting 4**

**RESOLVED** That the Minutes of the Extraordinary Meeting of the Town Council held on Wednesday 30 September 2020 were accepted as a true record and that physical signing by the Chairman would take place in due course.

### **C20/66 Declarations of Interests and Dispensations 5**

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

### **C20/67 Public Bodies (Admission to Meetings) Act 1960 – Excluded Item 6**

**RESOLVED** That no items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

### **C20/68 Planning Report 7**

**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/2020/0688** Lynwood, Windermere Road  
Variation of condition 2 (approved plans) attached to planning permission SL/2019/1007 (Alterations to include a replacement 2 storey rear extension single storey side garage and single storey side extension)

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FULL PLANNING

**RESOLVED**

NO OBJECTION

- b. **SL/2020/0681** 3 Graythwaite Court, Fernhill Road  
Replacement of existing wood windows and doors with UPVC double glazed units  
FULL PLANNING

**RESOLVED**

NO OBJECTION

- c. **SL/2020/0678** Kentmere, The Crescent  
First floor side extension  
FULL PLANNING

**RESOLVED**

NO OBJECTION

- d. **SL/2020/0683** Redundant land Opposite The Westerley, The Esplanade  
Erection of a dwelling with memorial garden (Revised scheme SL/2019/0509)  
FULL PLANNING

**RESOLVED**

NO OBJECTION

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

- a. SL/2020/0341 Victoria Mount, Church Hill FULL PLANNING Grant with Conditions
- b. SL/2020/0372 1 Brown Robin, Lindale Road Discharge of conditions attached to planning permission SL/2019/0873 & listed building consent SL/2019/0874 DISCHARGE CONDITIONS  
Approval of Discharge
- c. PN/2020/0045 The Lots, Ashmount Road PN for Agricultural Building (resubmission of PN/2020/0029) PN AGBU REFUSED: Criteria not met
- d. SL/2020/0339 Hillgarth, 44 Highfield Road RETROSPECTIVE FULL Retrospective - Grant Cond

## TOWN COUNCIL OF GRANGE-OVER-SANDS

### 3. Delegated Authority - Members to note that the following items were responded to under delegated authority as the consultation deadline fell between meetings:

#### a. **SL/2020/0530 Redesmere, Kilmidyke Road**

Alterations to include re-cladding roof with installation of roof lights to north east & south west elevations, new window opening with juliet balcony to south east elevation, alteration to existing conservatory, new lower ground conservatory with roof terrace over to south east elevation, replacement front porch incorporating car port and construction of new external staircase to upper level conservatory.

FULL PLANNING

Response sent 2 September 2020: NO OBJECTION

#### b. **SL/2020/0566 Icod, Little Heads**

Increase height of existing fence at rear of property from 2 metres to 2.5 metres

FULL PLANNING

Response sent 2 September 2020: NO OBJECTION

#### c. **SL/2020/0622 Fish Over Chips, Highfield Nook, Kents Bank Road**

Erection of deck over car park with steps from shop, plus siting storage container beneath to replace metal prefabricated garage store

FULL PLANNING

Response sent 21 September: NO OBJECTION

### 4. Withdrawals/Not Progressing – Members to note that the following application(s) has been withdrawn/are not progressing.

#### a. **SL/2010/0654** Fell Drive, 4 Graythwaite Gardens SITING OF SHED (RETROSPECTIVE) Withdrawn

**C20/69 Finance - Monthly Payments**

**9**

#### a. **Verification of Expenditure**

##### **NOTED**

(Usual wording) 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.

That the above had been completed by the Responsible Financial Officer (Town Clerk) under delegated powers.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

### b. Verification of Accounts Reconciliation

**NOTED** (Usual wording) That prior to the meeting two Councillors verified that the monthly bank reconciliation had taken place.

That the above had been completed by the Responsible Financial Officer (Town Clerk) under delegated powers.

### c. Approval of Payments

**RESOLVED** That the payments of the accounts and wages for this finance period (September and October 2020) as recorded in the payments list were approved as below.

### d. Identification of Councillors to approve next finance period payments

Members noted that earlier during the pandemic, Councillors did not verify invoices and bank reconciliations. It is now possible to do this, following social distancing guidelines and GTC Covid-19 Risk Assessment.

Members considered returning to attending the Council office to verify finances.

**RESOLVED**

- a. That Councillors would resume in-person verification of finances.
- b. 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 Logan and Walmsley would complete online authorisation of payments for the next payment period.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

## GRANGE-OVER-SANDS TOWN COUNCIL

### Payments for Approval

September 2020

#### Accounts for Payment

£

#### Bank Account No. 1 - Direct Debit

121 Barclaycard - Transaction Fees 01/08-31/08/20		17.76
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#### Bank Account No. 1 - Cheque

**Total Bank Account No. 1**

**£ 17.76**

#### Bank Account No. 2 - Direct Debits

108 Lloyds Bank Plc - Card August 2020 - Monthly fee	3.00	
108A Blindfolded - Deposit COVID 19 Roller blind for Info Centre	140.00	143.00
109 SLDC - 5/10 Non Dom Rates V Hall		574.00
110 SLDC - 5/10 Non Dom Rates Rooms 1 & 3 / Council office		154.00
111 SLDC - 5/10 Non Dom Rates Room 4		87.00
112 Npower - Elec V Hall 01/07-31/07/20		299.00
113 Npower - Elec Xmas Tree lights 01/07-31/07/20 (Recoverable)		7.70
114 Npower - Elec Prom PC 01/07-31/07/20		22.77
115 Npower - Elec Church Hill PC 01/07-31/07/20		23.85
116 Corona Energy - Gas V Hall 02/07-01/08/20		84.30
117 Sage - Support 01/09-30/09/20		72.00
122 Plusnet - Tel & Broadband - Rental to 08/10/20 Calls to 08/09/20		66.60

#### Bank Account No. 2 - Direct Bank Payments

123 Duddon Fire - Annual service extinguishers & blankets		96.60
124 Healthmatic - Public Conveniences cleaning 01/09-30/09/20		1,500.00
125 J T Atkinson - Wall grout for kitchen		15.83
126 Catering Partnership - Kitchen units		12,140.83
127 YPO - 24 x Hand rub	30.00	
128 YPO - Stationery	2.39	
129 YPO - Large hand sanitiser	8.28	40.67
130 PKF Littlejohn LLP - External audit fee Y/end 31/03/20		720.00
131 NRS Healthcare - Key safe for Prom PC		19.51
132 R Rhodes - Repair Gents WC V Hall		36.00
133 Shorrock Trichem - Hand soap		14.44
134 Lancasters - Roller, tape measure, disinfectant & sanitiser		29.25
135 Joel Davenport - Internal window cleaning		32.00
136 SLDC - Rent of Yewbarrow Terrace allotment land		217.00
137 SLCC - Virtual National Conference 12-16/10/20		30.00

**Total Bank Account No. 2**

**£ 16,426.35**

**Total Accounts**

**£ 16,444.11**

# TOWN COUNCIL OF GRANGE-OVER-SANDS

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

Total Salaries	£	<b>6,169.56</b>
HMRC PAYE & NI - Tax Month 5	£	1,516.82
LG Pension Scheme Month 5 - Employer payment	£	2,175.31
	£	<b>9,861.69</b>
Total Bank Account No. 2	£	<b>26,288.04</b>
Total all payments for approval	£	<b>26,305.80</b>

## 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

120 Barclaycard - Transaction Fees 01/07-31/07/20 17.76

#### Cheques

### Bank Account No. 2

#### Direct Debits

118 XLN - Info Centre calls & line rental 01/09-30/09/20 46.85

119 Plusnet - Tel & Broadband - Rental to 08/09/20 Calls to 07/08/20 66.60

## Direct Bank Payments

138 C Benbow expenses - Tile Mountain - Tiles for kitchen	314.11	
- Premium Tile Trims - Trims for kitchen	30.95	345.06

Total Accounts paid in previous month **£ 476.27**

Grand Total **£ 26,782.07**

## Bank Balances

Bank Account No. 1 As at 31/08/20 173,889.94

Bank Account No. 2 As at 31/08/20 92,137.68

## Transfers between bank accounts

## Transfer to Petty Cash account to replenish £70 float



# TOWN COUNCIL OF GRANGE-OVER-SANDS

## GRANGE-OVER-SANDS TOWN COUNCIL

### Payments for Approval

October 2020

#### Accounts for Payment

£

#### Bank Account No. 1 - Direct Debit

176 Barclaycard - Transaction Fees 01/09-30/09/20		37.76
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#### Bank Account No. 1 - Cheque

<b>Total Bank Account No. 1</b>		<b>£ 37.76</b>
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#### Bank Account No. 2 - Direct Debits

139 Lloyds Bank Plc - Card September 2020 - Monthly fee	3.00	
139a Key Signs - Signs for kitchen	22.74	
139b Microsoft - Bingo software	7.99	
139c Seton - Key storage box	35.99	
139d Plastock - Perspex screen for Information Centre	253.12	
139e Inc. Choice - Radar keys	18.37	341.21
140 SLDC - 6/10 Non Dom Rates V Hall		574.00
141 SLDC - 6/10 Non Dom Rates Rooms 1 & 3 / Council office		154.00
142 SLDC - 6/10 Non Dom Rates Room 4		87.00
143 Waterplus - Wastewater IC 01/10-31/03/21		73.64
148 Npower - Elec V Hall 02/06-30/06/20		95.82
150 Npower - Elec V Hall 01/07-19/08/20		166.41
151 Npower - Elec V Hall 20/08-31/08/20		39.45
152 Npower - Elec Prom PC 01/08-31/08/20		22.47
153 Npower - Elec Church Hill PC 01/08-31/08/20		25.55
154 Npower - Elec Xmas Tree lights 01/08-31/08/20 (Recoverable)		7.70
155 Corona Energy - Gas V Hall 02/08-01/09/20		90.29
161 SLDC - 1/6 Non Dom Rates Information Centre		101.28
171 Sage - Support 01/10-31/10/20		72.00

#### Bank Account No. 2 - Direct Bank Payments

156 YPO - Office chair		120.96
157 SLDC - Elec recharge Orn Gdns PC Dec 2019 - Aug 2020		259.11
158 Cumbria Employment Solicitors - Contracts (Approved C19/40)		3,286.80
159 Treble3 - Website updates		63.00
160 WB Electrical - Electrical works for kitchen		1,350.00
162 KTD - Anti-virus software & support 01/11/20-31/10/21	475.20	
163 KTD - Photocopying 19/06-28/09/20	34.13	509.33
164 YPO - 2021 Diaries x 2		4.30
165 Wilson Robinson - Repair kitchen floor		174.00
167 Lamont Pridmore - Payroll services July - Sept 2020		356.40
168 Lengthsman - 2 months to 30/09/20		660.00
169 Healthmatic - Contactless equipment installation (Approved C20/24)		2,994.00
170 Healthmatic - Public Conveniences cleaning 01/10-31/10/20		1,500.00
172 Continental Landscapes - Tulip bulbs for Spring		432.00
173 Sinkfall Recycling - Skip for lengthsman	162.00	
174 Sinkfall Recycling - Additional skip for lengthsman	162.00	324.00
175 Tony Newell - Plastering & timber repairs to Room 4		1,285.00
<b>Total Bank Account No. 2</b>		<b>£ 15,169.72</b>

# TOWN COUNCIL OF GRANGE-OVER-SANDS

Total Accounts

£ 15,207.48

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

Total Salaries

£ 6,010.37

HMRC PAYE & NI - Tax Month 6

£ 1,571.41

LG Pension Scheme Month 6 - Employer payment

£ 2,211.65

£ 9,793.43

Total Bank Account No. 2

£ 24,963.15

Total all payments for approval

£ 25,000.91

## 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

144 Waterplus - Church Hill PC 05/06/20-22/08/20	147.67
145 Waterplus - V Hall 05/06/20-19/08/20	367.94
146 XLN - Info Centre calls & line rental 01/10-31/10/20	46.85
166 Waterplus - Orn Gdns PC 05/06-25/08/20	126.51

## Direct Bank Payments

Total Accounts paid in previous month

£ 688.97

Grand Total

£ 25,689.88

## Bank Balances

Bank Account No. 1 As at 30/09/20

174,114.77

Bank Account No. 2 As at 30/09/20

170,405.42

## Transfers between bank accounts

### Transfer to Petty Cash account to replenish £70 float

**a. Audit year ended 31 March 2020 – Annual Governance and Accountability Return (AGAR)**

Members considered approving and accepting that the external audit of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2020 had been completed and the external auditor had no matters arising.

**RESOLVED**

That it was approved and accepted that the external audit of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2020 had been completed and the external auditor had no matters arising.

**b. Risk Assessments**

Members noted the report for Risk Assessments and considered approving the Risk Assessments for Finance, Governance, Website & IT and Business Continuity.

**RESOLVED**

That the report for Risk Assessments and the Risk Assessments for Finance, Governance, Website & IT and Business Continuity were approved.

**c. Internal Audit Plan**

Members considered the Internal Audit Plan for financial year 2021-22.

**RESOLVED**

That the Internal Audit Plan for financial year 2021-22 was approved.

**d. Internal Auditor**

Members considered appointing Internal Auditor for financial year 2021-22.

**RESOLVED**

That Mrs Jean Airey was appointed Internal Auditor for financial year 2021-22.

**e. NALC National Pay Awards 2020-21**

Members noted that the National Association of Local Councils (NALC) concluded their negotiations and a 2.75% pay increase for this financial year was agreed and considered approving pay increase in compliance with staff employment contracts.

**RESOLVED**

That the National Association of Local Councils (NALC) 2.75% pay increase for this financial year was approved in compliance with staff employment contracts.

**f. Draft Budget and Precept**

Members considered the draft Budget and Precept 2021/22.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

### g. Staff Handbook and Contracts

Members considered the revised staff contract, employment policies and handbook as resolved June 2019 (C19/42).

#### RESOLVED

That the revised staff contract, employment policies and handbook as resolved June 2019 (C19/42) were approved.

### h. South Lakeland District Council Discretionary Grant

Members noted that the Town Council was awarded a £10,000 discretionary grant from SLDC on the basis that the business falls under the following criteria: Category C business.

C20/71

Consultations

10

#### Ministry of Housing, Communities and Local Government: *'Planning for the Future'*

Consultation on proposals for reform of the planning system in England. This consultation closes at **11:45pm on 29 October 2020** Full details:

<https://www.gov.uk/government/consultations/planning-for-the-future>

#### RESOLVED

That the Town Council had received the response that NALC (National Association of Local Councils) sent on behalf of the sector, was happy to be represented by NALC, and that no additional response was needed.

C20/72

Updates from Members

11

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

#### a. Cllr. Logan – Christmas Tree Committee

The group are in the early stages of planning for this year. The tree will definitely be lit, though, due to the pandemic, they are exploring ideas for the event. Donations to support the lighting of the tree are still needed.

#### b. Cllr. Thomas – Furness Line Community Rail Partnership

The Partnership is planning a range of events for the 175<sup>th</sup> Anniversary of the Furness Railway Line.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

**C20/73**

**Covid-19 Risk Management**

**12**

Members noted that the following documents were updated to reflect the August 2020 government guidelines regarding the use of face-coverings and the September ruling about groups of six:

- a. Risk Assessment – Re-opening the Victoria Hall for Public Use Post Covid-19 Closure.
- b. Special Conditions of Hire during Covid-19.

### **RESOLVED**

That the following updated documents were approved:

- a. Risk Assessment – Re-opening the Victoria Hall for Public Use Post Covid-19 Closure.
- b. Special Conditions of Hire during Covid-19.

**C20/74**

**Bailey Lane Level Crossing – Footpath Diversion**

**13**

At the August council meeting, members noted that Cumbria County Council has proposed a public path diversion and that the matter is being referred to the Secretary of State.

The Clerk was asked to inform County Council that the path was narrow and ask whether, in the light of the requirement for social distancing, the County could assess this and provide signage and install a one-way system.

Members noted the following response which was received from the County Council Countryside Access Officer on 21 August 2020:

*Thank you for your inquiry about social distancing on the proposed diversion of Bailey Lane railway crossing. When and if the path is recorded as a public right of way the County Council will consider installing appropriate signage on this path to encourage social distancing.*

**C20/75**

**Local Government Reorganisation in Cumbria – CALC interim position statement**

**14**

Members noted correspondence, received 13 August, from CALC (Cumbrian Association of Local Councils) and their interim position statement regarding local government reorganisation in Cumbria.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

**C20/76**

**Victoria Hall Kitchen Project**

**15**

Members noted a progress update from Cllr. Handley, Chairman of the Victoria Hall Support Group as below:

The new kitchen is now almost fully installed. One cupboard is proving a bit of a challenge for the fabricators but is expected shortly. There are a few snagging issues but they will be sorted soon. For those who have not seen the new layout and units it really does look like we are now in the 21<sup>st</sup> century.

By cutting back a little on the specification and the use of volunteer labour for tiling and painting, the costs have been kept low. Despite not receiving support from all but one of the prospective charitable funders, we have managed to fund the project entirely from publicly donated funds.

The final cost of the project is £18,066. Public donations raised £5,292, Frieda Scott Foundation granted us £2,000 and the balance came from the Victoria Hall Support Group with money raised as income from events.

Cllr. Thomas thanked Cllr. Handley for all his hard work

**C20/77**

**Training**

**16**

**Virtual National Conference (12th - 16th October).**

Members noted that the Clerk would be taking part in the Society of Local Council Clerks Virtual National Conference (12th - 16th October) costing £25.00.

**C20/78**

**Next Meeting**

**17**

Members noted that the next Full Council Meeting would be held remotely on Monday 9 November 2020, 7.00pm Victoria Hall, Main Street, Grange-over-Sands.

There being no further business, the meeting closed at 8pm.

**Signed:**

**Dated:**

**Chair, Grange-over-Sands Town Council**