

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:
Cllr. Tricia Thomas

Vice-Chairman/Deputy Mayor:
Cllr. Peter Endors

Town Clerk:
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 13 June 2016 commencing at 7.00 pm.

Present: Cllr. Thomas – **Chair**
Cllr. Walmsley, Cllr. Hathorn, Cllr. R. Shapland, Cllr. Ingle, Cllr. Endors,
Cllr. J. Shapland, Cllr. Harvey
C. Benbow – Town Clerk

In attendance: 6 members of the public

Presentation from Natural England

Before the meeting was a presentation from Natural England about improving public access to the coast, to introduce the North-West Coastal Access team and the England Coast Path around Silecroft to Silverdale.

MINUTES

Minute Ref:		Agenda No:
C16/27	Apologies for Absence	1
	NOTED Apologies were received and noted from Cllr. Greenway.	
C16/28	Reports	2
	Police Report	

PCSO Howard Firth sent his apologies and the following crime report for the past thirty days:
30 calls for service and 2 crimes.

Community issues which I have been involved in recently:

- Arrest of vagrant living in the prom shelters.
- Patrol of sensitive areas in Grange for example the railway trespass area/Pig Lane toilets etc.
- Continued to visit local schools - advice given re railway trespass.
- Parking issues tackled on two fronts - CCC have at my request visited the town and I have organised a number of visits by local officers. Tickets have been issued.
- Investigated damage to Pig Lane toilets - Local youngsters admitted petty vandalism and apologised to GTC.
- Worked on a number of neighbour disputes.

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- Investigated recent RTCs (Road Traffic Collisions).
- Lesson delivered at Cartmel Priory High School to youngsters involved in organised fights in Kendal.
- Crime prevention work/Neighbourhood Watch initiatives developed.
- Shoplifting investigated at Grange Spar.
- Missing person enquires Yewbarrow Woods .
- Cartmel Races patrolled.

District Council Report

District Cllr. Eric Morrell gave District Cllr. Mary Wilson's apologies and reported:

1. Electoral Boundary Review Consultation – that the SLDC area will most likely be split into three member wards with elections every year on a rotation system. This was not finalised and there was still the opportunity to take part in the consultation.
2. SLDC Leadership – the new leader, Cllr. Giles Archibald, has demonstrated his commitment to issues outside Kendal by already inviting the Chairman, Vice Chairman and Town Clerk to meet himself and Cllr. Morrell. This meeting took place on 10 June.

County Council Report

County Councillor Bill Wearing reported that:

1. Handrail by mini-roundabout – he has arranged funding to replace this and hopes the work will be completed over the next few months.
2. Councillor Surgery – the possibility of making the bump in the road at Yewbarrow into a proper pedestrian crossing has been raised. CCC Highways are looking into this.
3. Library – there is currently a consultation on opening hours, Cllr Wearing will ensure any comments that arrive after the deadline are taken into account.

Cllr. Thomas thanked Cllr. Wearing for getting the pavement on Windermere Road fixed.

Mayors Report

Mayor Cllr. Tricia Thomas reported:

As is usual in June, one of the key events has been the Edwardian Festival. I was therefore privileged to attend this delightful day and present prizes to the best dressed folk who attended. It was really good to see so many people who had taken the trouble to dress up, stall-holders and public alike. It always amazes me that such a small group of people – there are actually only four on the Edwardian Committee – can produce such an amazing day, which despite the weather was a great, if slightly damp, success. I would like to offer them a hearty thank you for what they do.

The displays at the Church celebrating the Queen's 90th birthday were truly amazing. I was astonished that so much memorabilia was available in our small town and this, together with beautiful floral displays made an exhibition well worth attending. The special Sunday evening service at St Paul's Church to commemorate the Queen's birthday was also something to remember, especially the display of plates designed by a number of local children.

It was particularly interesting to entertain the Primary School Council members for an afternoon. They took the opportunity to debate the spending of various amounts of money, while sitting at the tables set up for the evening's full Council Meeting, using microphones like professionals. Perhaps we have future Town Councillors among them.

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The next Councillor Surgery will be held on Saturday 2 July 2-4pm at Abbott Hall, Kents Bank.

C16/29 Public Participation: Public Have Your Say 3

Members of the public agreed that their names may be included in the minutes.

Margaret Carter Made a representation to members to speak in support of the grant application from The Friends of Kents Bank Station and Foreshore, who aim to improve the foreshore area and make it more attractive.

Council Response Cllr. Thomas suggested that the group contacted the chair of Grange in Bloom for contact details for Jane Murray about funding from the new rail franchise.

Margaret Brennan Made a representation to members with regard to item 15, Council Priorities, suggesting that the document contained SMART objectives so effectiveness could be measured.

Council Response Cllr. R. Shapland commented that setting goals for the next financial year was included as part of creating the budget.

C16/30 Minutes of the Previous Meeting 4

RESOLVED That the Minutes of the Meeting of the Town Council held on Monday 9 May 2016 were accepted as a true record.

C16/31 Declarations of Interests and Dispensations 5

NOTED Cllr. Walmsley declared a non-pecuniary interest in item 7d, Planning, and a pecuniary interest in item 7b, Planning.

Cllrs. R and J Shapland declared non-pecuniary interests in item 20, Allotments.

Cllr. Endors declared a non-pecuniary interest in item 21b iii) Victoria Hall Maintenance, Stage Quotes.

C16/32 Public Bodies (Admission to Meetings) Act 1960 – Excluded Item 6

RESOLVED That item 21b ii), iii) and iv), Victoria Hall Maintenance, should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as quotes were being considered.

C16/33 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:

Application Number, Address and Specification

a. SL/2016/0315

44 Priory Crescent

Erection of retaining wall and steps with safety rail giving access to garden level

Full Planning

RESOLVED

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NO OBJECTION

Cllr Walmsley left the meeting.

b. SL/2016/0331

24 Kentsford Road

Erection of replacement single timber garage

Full Planning

RESOLVED

NO OBJECTION

Cllr Walmsley returned to the meeting.

c. SL/2016/0402

Westerley, The Esplanade

Single dwelling and vehicular access

Outline Planning

RESOLVED

NO OBJECTION

d. SL/2016/0420

Middle Fellgate Farm

Demolition of existing building & erection of replacement dwelling

Full Planning

RESOLVED

NO OBJECTION

e. SL/2016/0421

Grand Cottage, Lindale Road

Removal of flat roofed extension, erection of single storey extension, formation of external enclosed area and access to new car parking spaces

Full Planning

RESOLVED

NO OBJECTION

f. SL/2016/0433

Station Cottage, Station Square

Provision of opening 1200mm x 2100mm between kitchen & dining room to provide disable access

Listed Building

RESOLVED

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NO OBJECTION

g. SL/2016/0466

Lake Lodge, Castlehead, Lindale

Single storey extension, alterations & new garage

Full Planning

RESOLVED

NO OBJECTION

h. SL/2016/0484

The Barn, Eden Mount

Variation of Condition 2 attached to SL/2013/0676

Full Planning

RESOLVED

NO OBJECTION

i. SL/2016/0525

NatWest Bank Plc

Installation of an illuminated ATM surround

Advertisement

RESOLVED

NO OBJECTION

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

a. SL/2016/0121

Old Coach House, Fernleigh /Road

Conversion of storage building to dwelling (Revised scheme SL/2012/0687)

Agreed with conditions

b. SL/2016/0190

46 Priory Lane

Two storey and single storey extensions

Agreed with conditions

c. SL/2016/0012

20 Graythwaite Court

Replacement UPVC window frame to ground floor front lounge

Agreed with conditions

3. Delegated Authority

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No items had consultation deadlines which fell between the meetings.

C16/34 Finance - Monthly Payments 8

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 Walmsley and J. Shapland would verify the invoices and payments for the next payment period.

e. Identification of Councillors to complete online authorisation of payments

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

f. Cumbria County Council Public Sector Buying Organisation

Members noted that Cumbria County Council had appointed a Public Sector Buying Organisation to procure gas and approved renewing the agreement to supply gas from 1 April 2017 to 31 March 2021.

RESOLVED That renewing the agreement to supply gas from 1 April 2017 to 31 March 2021 was approved.

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Payments for Approval

Accounts for Payment

Cheques (Nat West)

		<u>June</u>	<u>2016</u>
			£
56	Grange Plant Centre - V Hall hanging baskets x 5		135.00
58	Lakeland Lawnmowers - strimmer		476.40
	Petty Cash		27.43

Direct Debits (Nat West)

M3	SLDC - Non Dom Rate. V. Hall	557.00
M3	SLDC - Non Dom Rate Rooms Rooms 1 & 3/Council Office	138.00
M3	SLDC - Non Dom Rate Police Room 4	87.00
M3	SLDC - Non Dom Rate Tourist Information Centre	62.00
41	British Gas - V Hall April 2016	435.64
62	Barclaycard transaction fees May 2016	26.23

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70	British Gas - V Hall gas May 2016		171.61
	Total Nat West account		£ 2,116.31
<u>Unity Trust</u>			
40	Kenneth A Fraser Ltd - plaques & lettering War Memorial		2,736.00
43	Joel Davenport - V Hall window cleaning & bus shelter (station)		51.00
44	Intouchcrm - website monthly hosting April 2016	35.99	
45	Intouchcrm - website domain renewal 2016	48.00	
46	Intouchcrm - website monthly hosting May 2016	35.99	
66	Intouchcrm - website monthly hosting June 2016	35.99	155.97
47/	YPO- stationery	111.77	
63	YPO- stationery	12.42	124.19
48	R Rhodes - V Hall ladies new WC		282.00
49	Performing Rights Society - to 5 April 2016 (recoverable)		95.70
51	G Webster - IC stock		69.00
52	PR Books - IC stock		123.24
53	SLCC - C Benbow membership renewal 2016-17		210.00
54	Grange Now - Monthly ad June 16 T Council details		48.00
55/	WPS - insurance renewal 1 July 16 to 30 June 17	4,653.93	
67	WPS - insurance increase contents cover	96.85	4,750.78
57	Lakeland Leisure/Wilkinson - IC stock		58.00
59	Yellow Publications - IC stock		106.41
61	Lengthsman - May 2016		330.00
64	Lamont Pridmore - Accountancy fees year end 2015-16		2,628.00
65	Plan-et - Neighbourhood Plan consultants		1,450.00
68	WB Electrical - fit bandstand speakers & test system		75.00
69	Healthmatic Public Conveniences cleaning May 2016		1,590.00
4TC	Simon & Garfunkel (Ian Bailey) ticket reimbursement		241.20
	Chamber of Trade signage (approved C15/091 & C15/232)		300.00
	Total Unity Trust account		£ 15,424.49
	Total accounts		£ 17,540.80
<u>Salaries, PAYE & N.I. (Unity Trust)</u>			
	Total Salaries		£ 5,744.94
	HMRC PAYE & NI - Tax Month 2		£ 1,512.49
			£ 7,257.43
			£ 22,681.92
	Total all payments for approval		£ 24,798.23
<u>Accounts paid in previous month – approved</u>			
<u>Unity Trust</u>			
44a	CALC - Annual Subscription 2016-17 (C16/18)		339.00
	Leven Valley Schools - Grant (C16/12)		150.00
<u>Accounts paid in previous month - not yet approved</u>			
<u>Unity Trust</u>			
3TC	Flookburgh Band/Houghton Weavers Concert - ticket reimbursement		1,343.40
<u>Nat West</u>			

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Cheques

Nat West

Direct Debits

39	Barclaycard transaction fees April 2016	25.42
42	Plusnet 9/05 to 8/06 2016 - tel & broadband	35.91
50	XLN calls & line rental June 2016	34.25

Total Accounts paid in previous month

£ 1,927.98

Grand Total

£ 26,726.21

Alto Prepaid Card (Pre-Authorised £1,000.00)

60	Toner24 - toner cartridge Canon photocopier	37.70
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Bank Balances

NatWest Current Accounts	177,883.62
Unity Trust Bank	122,046.25
Alto Prepaid Card	877.23

Transfers between bank accounts

C16/35	Finance – 12 Month Year-End Report 15-16	9
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Members noted the Year-End Report 15-16 that had been audited by the Internal Auditor and the Council's accountant.

C16/36	Finance and Governance – Internal Audit	10
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- a. Members noted that the Internal Audit to 31 Mar 2016 took place on 4 May 2016.
- b. Members noted the Internal Audit Report to 31 Mar 2016 dated 4 May 2016 and specifically thanked the staff, drawing attention to the following comments made by the Internal Auditor in her report:

In concluding the Internal Audit for the financial year 1st April 2015 – 31st March 2016, I must express my appreciation of the accurate and methodical compilation of the substantial number of records that are produced by the Town Clerk/RFO and Finance Assistant, which greatly assists in identifying a very transparent audit trail.

C16/37	Finance and Governance – Annual Return	11
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- a. Members considered the Annual Governance Statement in the Annual Return for the year ended 31 March 2016.

RESOLVED That the Annual Governance Statement in the Annual Return for the year ended 31 March 2016 was approved.

- b. Members considered the Accounting Statements in the Annual Return for the year ended 31 March 2016.

RESOLVED That the Accounting Statements in the Annual Return for the year ended 31 March 2016 were approved.

- c. To authorise the Chairman and Town Clerk to sign the statements.

RESOLVED That the Chairman and Town Clerk were authorised to sign the Statement

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of Accounts and Annual Governance Statement in the Annual Return for the year ended 31 March 2016.

- d. To authorise the submission of the Annual Return for the year ended 31 March 2016 for external audit to commence 4 July 2016, following the prescribed period for public examination from Tuesday 14 June 2016 to Monday 25 July 2016.

RESOLVED That the submission of the Annual Return for the year ended 31 March 2016 for external audit to commence 4 July 2016, following the prescribed period for public examination from Tuesday 14 June 2016 to Monday 25 July 2016 was authorised.

C16/38	Governance – Vice Chairman	12
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Members noted that the Vice Chairman acceptance of office forms had been received from Cllr. Peter Endsor.

C16/39	Insurance and HR Cover	13
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- a. Members noted that the Town Council would enter the second year of a three year agreement with WPS Insurance and considered approving payment of £4,653.93 for this year.

RESOLVED That the payment of £4,653.93 for insurance cover this year was approved.

- b. Members considered approving the annual subscription to the WPS Council Shield online facility for guidance on Health and Safety, Employment Law, Continuity Planning and Environmental Legislation at the same cost as last year of £75 + VAT.

RESOLVED That the annual subscription to the WPS Council Shield online facility for guidance on Health and Safety, Employment Law, Continuity Planning and Environmental Legislation at the same cost as last year of £75 + VAT was approved.

C16/40	Grants	14
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a. **Edwardian Festival**

Members noted that in May 2015 (C16/018) Council resolved to grant the Edwardian Festival Committee £100 annually from the grants budget to sponsor the prizes for the Festival (to review in 2019) and considered approving payment of £100 for this year.

RESOLVED That £100 be granted to the Edwardian Festival Committee to sponsor the prizes for the Festival.

b. **Friends of Kents Bank Station and Foreshore**

Members considered a grant application for £200.

RESOLVED That £200 be granted to Friends of Kents Bank Station and Foreshore.

C16/41	Council Priorities 16-17	15
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Members considered the draft Council Priorities 16-17, noting that the document had been created by the group and would be taken into account when planning the budget in the autumn when targets would be set.

RESOLVED That the draft Council Priorities 16-17 were approved.

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C16/42	Consultations	16
Members considered participation by Councillors in appropriate consultations:		
a. Electoral Review of SLDC: Draft Recommendations consultation The Local Government Boundary Commission draft recommendations on new ward boundaries for South Lakeland. https://consultation.lgbce.org.uk/node/6168		
RESOLVED	That Members would respond to the consultation as individuals if they chose.	
b. Cumbria Choice partnership Allocations Policy Cumbria Choice partnership is reviewing the Allocations Policy for letting social housing across Cumbria in response to new legislation. housingstrategy@southlakeland.gov.uk		
RESOLVED	That Members would respond to the consultation as individuals if they chose.	
C16/43	Meeting Updates from Members	17
Members noted the following reports from meetings and briefings attended since the last full council meeting.		
Cllr. R. Shapland - 3Ps AGM The group had discussed the request for a meeting with the Town Council and the 3Ps would be in touch with GTC.		
Cllr. Thomas - Grange in Bloom Committee The tubs at the Charcoal Grill have been planted and will be maintained by the Charcoal Grill. The Booths Wall has been planted and will be watered by Age UK.		
Cllr. Thomas - Edwardian Festival Committee The Edwardian Festival was a great success but the group really does need volunteers for the committee to organise and run the event. Please get in touch with Cllr. Thomas.		
C16/44	Chairman's Update	18
Members received an update from the Chairman about works in progress.		
<ul style="list-style-type: none">• War Memorial - repairs are completed.• Rec Ground/Railway boundary fence damage – the new contract with Horton Landscapes is working well, there is regular liaison with the contractor and his staff. Network Rail had done a permanent repair to the fence.• The Band Concert - season has commenced.• Lengthsman's skip – Town Clerk still in discussion with SLDC about getting a skip for the Lengthsman.• Meeting with SLDC Leader – Cllr. Giles Archibald invited Cllrs. Thomas, Endor and Morrell and the Town Clerk to meet was held to discuss various issues around the town. Cllr. Endor was unable to attend but will be attending the next meeting with the Leader.		
C16/45	Neighbourhood Plan	19
Members noted that the funding application to DCLG for £1,000 was successful and that work on the plan was progressing.		

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C16/46	Allotments	20
	Members noted that the door at Yewbarrow Allotments needed replacing and noted that only one quote had been submitted. This was considered.	
	RESOLVED That the quote of £770.00 from Ian Lockyer to replace the door at Yewbarrow Allotments was accepted.	
C16/47	Victoria Hall	21
	a. Victoria Hall Action Group	
	i) Members noted that the deadline for submissions for the Victoria Hall study (funded by SLDC £10,000 grant) was 31 May and that one submission was received, from Locality.	
	ii) Members noted that the Victoria Hall Action Group met on 6 June to discuss the submission and to receive an update from the Victoria Hall Action Group Spokesperson Cllr. Tricia Thomas.	
	iii) Members consider commissioning Locality to undertake the Victoria Hall study.	
	RESOLVED That Locality was commissioned to undertake the Victoria Hall study as detailed in their Consultancy Proposal.	
	b. Maintenance Programme	
	i) Glass Passage Members noted that the specification for the next stage of the renovation of the glass passage had been received from NPS and considered approving the £4,750 fee proposal and actioning the works.	
	RESOLVED That the next stage of the renovation of the glass passage by NPS costing £4,750 was approved.	
C16/48	NALC National Salary Award	22
	Members noted the 2016-18 National Salary Award from NALC and considered approving the new pay scales for 2016-17 to be implemented immediately and backdated to 1 April 2016.	
	RESOLVED That the 2016-18 National Salary Award from NALC pay scales for 2016-17 were approved, to be implemented immediately and backdated to 1 April 2016.	
C16/49	Guides Farm	23
	Members considered that GTC formally supports the proposal from Cllr. Greenway to discuss funding and development options with the landowners.	
	RESOLVED That GTC formally supports Cllrs. Greenway and Harvey in initiating discussion about funding and development options with the landowners and suggests a meeting with the whole council in due course.	
C16/50	Part 2	6
	Members resolved to move to Part 2.	
C16/51	Victoria Hall	21

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Maintenance Programme.

i) Victoria Hall Fire Alarm System

Members noted the report and considered quotes for works.

RESOLVED That the quote of £10,130 (excluding VAT) from Westmoreland Fire and Security to install a compliant Fire Alarm System was accepted.

ii) Stage

Members considered quotes as requested for the stage repairs.

RESOLVED That the quote of £2,042.48 (including VAT) from Andrew McClure to repair the stage was accepted.

iii) Roof

Members considered quotes as requested for roof repairs.

RESOLVED That the quote of £4,750.00 (excluding VAT) from ASK Roofing Specialists to repair the roof was accepted on condition that payment is made when the work has been checked by the surveyor who produced the original specification for the job.

C16/52

Next Meeting

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NOTED

That the next Full Council Meeting would be held:

Monday 18 July 2016, 7.00pm Victoria Hall, Main Street, Grange-over-Sands

There being no further business, the meeting closed at 8.40pm

Signed:

Date:

Chair of Grange-over-Sands Town Council