

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman:
Cllr. Tricia Thomas

Vice Chairman:
Cllr. Peter Endsor

Town Clerk:
C. Benbow



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

Minutes of the Annual Meeting of the Town Council held in the Victoria Hall, on Monday 9 May 2016 commencing at 7.00 pm.

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

In attendance: 9 members of the public

Minute Ref:	Agenda No:
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C16/01	Council Chairman for the Council Year 2016/17	1
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Cllr. Thomas was elected the Council Chairman for the Council Year 2016/17 from the current council membership and the Chairman acceptance of office forms were received from Cllr. Thomas.

C16/02	Vice-Chairman 2016/17	2
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- Members noted that if a member expresses an interest in a role, they can be voted in despite being absent, as long as the correct normal nomination and voting procedures are followed. Council can resolve to receive acceptance of office forms at a later date.
- Members noted that Cllr. Endsor had written to the Clerk with his apologies and saying that he would be pleased to stand as Vice-Chair.
- Cllr. Endsor was elected the Vice-Chairman for the Council Year 2016/17 from the current council membership, acceptance of office forms to be received from Cllr. Endsor before the next meeting.

C16/03	Apologies for Absence	3
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NOTED Apologies were received and noted from Cllr. Endsor

C16/04	Reports	4
	Police Report	

There was no representation from the police.

TOWN COUNCIL OF GRANGE – OVER – SANDS

District Council Report

District Councillor Mary Wilson reported on planning matters that:

The change of use application for Salt Marsh studio was withdrawn. She suggested that screening may be needed for the public play area.

Cllr. J. Shapland said that it seemed unreasonable that this cost be borne by either the Town or District Council.

Cllr Greenway asked how potential buyers could know that there are planning restrictions on the site and how non-residence is going to be enforced.

Cllr. Wilson said that she would investigate.

Cllr. Greenway asked whether for Guides Farm the Planning Committee would be considering the whole application or just the amendments.

Cllr. Wilson said that she would enquire.

County Council Report

County Councillor Bill Wearing reported that:

- Buses - Cumbria County Council would be invoicing Grange Town Council for the Saturday bus service.
- Library – fourteen volunteers will start work there this month. The new tablets will be available this week.
- Grange Fell Road – the work that was done was guaranteed for two years; Cllr. Wearing is working with CCC Highways to get this resolved.
- Parking – parking on pavements is recognised as a problem, Cllr. Wearing has been working with the CCC Traffic Engineer and Sgt Nolan to tackle the problem together.
- CCC Bridges and Roads update and Flood update – drew members' attention to these.

Mayors Report for final month of 15/16 Council Year

Cllr. R. Shapland reported that:

He attended his final ceremonial duty which was the 69th Charter dinner of the Rotary Club.

C16/05 **Public Participation: Public Have Your Say** **5**

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

Kate Gaskin

Made a representation to members with regard to:

- The Recreation Ground – Mrs Gaskin was concerned about the ground maintenance at the site and asked for details of the contract.
- Lengthsman – Mrs Gaskin asked for details of the Lengthsman's work for the Town Council.

Council Response

Cllr. Thomas responded that the Town Council would be in touch with Mrs Gaskin to address her concerns.

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Andy Mortimer	<p>Made a representation to members with regard to Planning Application SL/2015/Guides Farm, speaking on behalf of Cart Lane residents.</p> <p>He made a very strong and detailed objection to the application.</p>
Council Response	<p>Cllr Harvey encouraged Mr Mortimer to speak at the meeting of the SLDC Planning Committee.</p>
Jan Tomlinson	<p>Made a representation on behalf of the Grange in Bloom group to members with regard to item 22 on the agenda about the Ornamental Gardens wall top planting.</p> <p>She reported that following the joint meeting with the 3P’s group on 19 April, the Bloom Group had decided that they no longer wished to be involved with plans for the wall top planting.</p> <p>The group felt sidelined and that decisions agreed at a previous meeting had been over-ruled.</p> <p>The Bloom Group felt that due to the apparent inability of the 3P’s to work with others there was little point in their continuing involvement in the project.</p>
Council Response	<p>Cllr Shapland asked Mrs Tomlinson if she had been present at the most recent wall top meeting. Mrs Tomlinson responded that she had not been present herself but that another representative from the Bloom Group had been present and had reported to her.</p>
George Parr	<p>Made a representation to members with regard to:</p> <p>Minutes from last meeting – that the summary of his comments in the previous Have Your Say were accurate.</p> <p>Mr Parr reminded Councillors that he asked a question of the then Chair in November, and reported that he had not received a response.</p> <p>He also asked for clarification of the Chairman and Mayor roles and how this decision had come about.</p>
Council Response	<p>Cllr. Thomas explained the decision and referred to the resolution made at the previous council meeting.</p>

C16/06	Minutes of the Previous Meeting	6
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RESOLVED	That the Minutes of the Meeting of the Town Council held on Monday 11 April 2016 were accepted as a true record.
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C16/07	Declarations of Interests and Dispensations	7
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NOTED	There were no requests received for dispensations or declarations of interest.
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C16/08	Public Bodies (Admission to Meetings) Act 1960 – Excluded Item	8
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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.

C16/09 Planning Report

9

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/2016/0269

East Bank, Eden Mount Road

Replacement UPVC window frames & side door & installation of UPVC French doors to rear and provision of slate roof to side annex

Full Planning

RESOLVED NO OBJECTION

Grange Town Council notes that the applicant intends to re-flag the yard and requests that provision for rainwater runoff is made when this is done.

b. SL/2016/0282

Flat 5, Ravenscourt, Lindale Road

Dormer extension & balcony area at second floor

Full Planning

RESOLVED OBJECTION

Grange Town Council objects to this application as the site is in the Conservation Area and the proposed works would appear incongruous and not in keeping with the Area.

c. SL/2016/0289

Greencroft, 100 Kentsford Road

Removal of chimney stack & installation of replacement windows

Full Planning

RESOLVED NO OBJECTION

d. SL/2016/0293

41 Charney Road

Creation of doorway in gable wall to create new main entrance

Full Planning

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RESOLVED **NO OBJECTION**

e. SL/2016/0306

The Coffee Pot, 18 Main Street

Discharge of Conditions: 3 (storage of recycling & waste); 4 (window & door frames);

5 (decorative railings); 6 (external paint finishes) attached to planning permission:

SL/2014/1114 (conversion of basement to SC flat, extensions to café & addition of balcony to first floor flat)

Discharge of Conditions

RESOLVED **NO OBJECTION**

Grange Town Council makes the following request about the process of this application:

That it is recorded that this Discharge of Condition application should have been made before the work was done. In fact the work is nearly completed.

f. SL/2016/0376

Greenhill, Kents Bank Road

Removal of existing bay window roof & new dormer window with balcony

Full Planning

RESOLVED **NO OBJECTION**

Grange Town Council makes the following observation:

There is a new window in the roof proposed and there is concern that this will make the building appear top heavy and out of proportion.

g. SL/2015/0238

Guides Farm, Cart Lane

Erection of 4 dwelling houses, conversion of barn into dwelling house & erection of agricultural shed.

Full Planning

RESOLVED **OBJECTION**

Grange Town Council requests that a site visit is made and OBJECTS to the application on the grounds that the amendments fail to address so many of the SLDC Conservation Officer's concerns.

The details of the objection are appended to these minutes.

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

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- a. **SL/2016/0210**
 9 Nutwood Crescent
 Replace front (ground floor) window with composite door.
 Grant with Conditions
- b. **SL/2016/0115**
 63 Grange Fell Road
 Erection of Detached Hobby Shed
 Grant with Conditions

C16/10	Finance - Monthly Payments	10
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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.
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b. Verification of Accounts Reconciliation

NOTED	That prior to the meeting two Councillors verified that the monthly bank reconciliation had taken place.
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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.
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d. Identification of Councillors to approve next finance period payments

RESOLVED	That Cllrs Ingle and Hathorn would verify the invoices and payments for the next payment period.
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e. Identification of Councillors to complete online authorisation of payments

RESOLVED	That Cllrs Thomas and Harvey would complete online authorisation of payments for the next payment period.
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GRANGE-OVER-SANDS TOWN COUNCIL

Payments for Approval

May 2016

			£
1	<u>Accounts for Payment</u>		
	<u>Cheques (Nat West)</u>		
	388 Hilary Austin - IC stock		9.50
	9 Ramblers Association - IC stock		27.50
	<u>Direct Debits (Nat West)</u>		
1-	M2 SLDC - Non Dom Rate. V. Hall		557.00
2-	M2 SLDC - Non Dom Rate Rooms Rooms 1 & 3/Council Office		138.00
3-	M2 SLDC - Non Dom Rate Police Room 4		87.00

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15	British Gas - V Hall gas March 2016	707.78
18	Npower - C Hill PC elec 1 Feb to 31 Mar 16	100.42
19	Npower - V Hall elec 1 Feb to 31 Mar 16	435.73
20	Npower - Prom Lido PC elec 1 Feb to 31 Mar 16	27.74
21	Npower - Christmas Tree Lights elec 25 Feb to 31 Mar 16	4.68

Total Nat West account

£ 2,095.35

Unity Trust

389	Grange & Dist First Responders - V Hall replacement defibrillator		48.35
390/	PR Books - IC stock	79.10	
31	PR Books - IC stock	97.02	176.12
4- M1/	2 SLDC - Non Dom Rate Information Centre (d debit from 1/6/16)		121.10
12	SLDC - Bandstand & Store Rent 16-17		37.50
13/	Bayscapes - photo printing Cedric event	32.00	
17	Bayscapes - IC stock	41.00	73.00
16	E Beasant expenses - replacement office chair		83.99
22	Ian Lockyer - V Hall sash window repair		65.00
23	Lakeland Leisure Walks/Wilkinson - IC stock		87.00
25	Andrew Thould - V Hall external window cleaning (Dec 15)		30.00
26	Lamont Pridmore - Set up and payroll March 2016		214.80
27	Ecoshield Environmental - V Hall woodworm inspection		40.00
28	Theatre in Harmony - GTC fundraising event (VOCE)(paid)		550.00
29	Grange Now - Monthly ad May 16 T Council details		48.00
30	WB Electrical - installation elec meter Rooms 6 & 7		184.75
31	Cordee - IC stock		233.68
33	CPC - V Hall replacement light bulbs		79.32
34	Viking - ink jet cartridges HP printer		69.55
35	Lengthsman - April 2016		220.00
36	Healthmatic Public Conveniences cleaning April 2016		1,590.00
37	Plan-et - Neighbourhood Plan Consultants		1,750.00
38	Troy Hayes Planning - Neighbourhood Plan		960.00

Total Unity Trust account

£ 6,662.16

Total accounts

£ 8,757.51

2 Salaries, PAYE & N.I. (Unity Trust)

Total Salaries	£ 5,603.17
HMRC PAYE & NI - Tax Month 1	£ 1,560.90
	£ 7,164.07

£ 13,826.23

Total all payments for approval

£ 15,921.58

3 Accounts paid in previous month – approved

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Unity Trust

Accounts paid in previous month - not yet approved

Unity Trust

391	KTD - on site network cable installation (photocopier)	213.60
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Nat West

Cheques

2TC	Levens Choir - IC ticket reimbursement	43.20
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Nat West

Direct Debits

14	Plusnet 9/04 to 8/05 2016 - tel & broadband	33.76
10	U Utilities - Orn Gdns PC water 8 Dec 15 to 8 Mar 16	101.93
11	U Utilities - Prom Lido PC water 15 Dec 15 to 15 Mar 16	64.35
24	XLN calls & line rental May 2016	34.25

Total Accounts paid in previous month

£	491.09
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Grand Total

£	16,412.67
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4 Alto Prepaid Card (Pre-Authorised £1,000.00)

5 Bank Balances

NatWest Current Accounts	174,632.39
Unity Trust Bank	137,946.08
Alto Prepaid Card	914.93

6 Transfers between bank accounts

C16/11	Finance and Governance	11
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a. Asset Register

Members noted that a full review of inventory of assets including buildings and equipment had taken place.

b. Insurance

Members noted that the insurance was due for renewal 1 July 2016 and that the Council would enter the second year of a three year agreement with WPS Insurance and that there was cover in respect of all insurable risks.

C16/12	Grants	12
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Members considered an application from Cartmel Peninsula Schools for a grant of £150 towards a sports event.

RESOLVED

That £150 be granted to Cartmel Peninsula Schools.

C16/13	Standing Orders Annual Review	13
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a. Members noted that the Standing Orders had been reviewed and amended, as resolved at the previous meeting of Full Council (C15/252), as follows:

- i) 3e now shows that public speaking in Have Your Say are not restricted to topics on the agenda.
- ii) 3f amends a typo error – 3 minutes has been amended to 30 as

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this refers to the whole item, not an individual's time allocation.

- b. Members considered approving the amended Standing Orders.

RESOLVED That the amended Standing Orders were approved.

C16/14	Financial Regulations Annual Review	14
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- a. Members noted that the Financial Regulations had been reviewed and amended following legislative changes and advice from the National Association of Local Councils (NALC) and that the following changes had been made:

- i) 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct.
- ii) 6.4 has been re-written to apply more generally than just in respect of disclosable pecuniary interests.
- iii) 11 now incorporates the specific requirements of The Public Contracts Regulations 2015.
- iv) 6.21 has been added to cover the use of corporate credit card or trade card accounts opened by the Council.

- b. Members considered approving the amended Financial Regulations.

RESOLVED That the amended Financial Regulations were approved.

C16/15	Delegation Scheme Annual Review	15
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- a. Members noted that it is a statutory duty to review the Delegation Scheme annually.
- b. Members noted that the Scheme was included in 'How Your Council Works For You' (previously named 'The Constitution'), approved in May 2012.
- c. Members noted that as the Scheme is a statutory document it now stands alone, and had been amended to refer to the Standing Orders, not the Constitution.
- d. Members considered approving the amended Delegation Scheme.

RESOLVED That the amended Delegation Scheme was approved.

C16/16	Committees	16
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- a. Members noted the report Annual Appointments to Committees.
- b. Members considered that the membership of the Staffing Committee was amended to read: *Membership: The Council Chair, Vice-Chair and two Councillors and Town Clerk.*
- c. Members considered appointments to the Staffing Committee for the 2016/17 Council Year.

RESOLVED a. That the membership of the Staffing Committee was amended to read: *Membership: The Council Chair, Vice-Chair*
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and two Councillors and Town Clerk.

- b. That Cllrs. Walmsley and Ingle were voted on to the Staffing Committee for the 2016/17 Council Year.

C16/17

Members External Office Holders 2016-17

17

- a. Members noted the approved Member External Office Holders list for 2015/16 (as below).

Neighbourhood Plan	Cllrs. Greenway and Thomas
CALC District Association	Town Clerk
Grange in Bloom	Cllr. Thomas
Local Area Partnership	Cllrs. J. Shapland and Ingle
Fair Trade Grange	Cllr. Thomas
Grange Prom Youth Project	Cllrs. J. Shapland and Hathorn
Grange Action Flood Group	Cllr. R. Shapland
Edwardian Committee	Cllr. Thomas
3Ps	Cllr. R. Shapland
Nutwood Patients Group	Cllr. Thomas
Furness line Community Rail Partnership	Cllrs. Ingle and Thomas
Bay Villa Trust	All Councillors
Cartmel Old Grammar Foundation	Jane Strawbridge (nominated by GTC)
Connecting Cumbria's Digital Inclusion Hub Co-ordinator and Broadband Champion for the Cartmel Peninsula parishes.	Frank McCall (nominated by GTC)

- b. Members noted the Annual Report received from the Council's representative on the Cartmel Old Grammar Foundation Trust and that Mrs Strawbridge was happy to continue in the role.
- c. Members considered appointments for 2016/17.

RESOLVED

That the Member External Office Holders list for 2016/17 was approved as below.

Neighbourhood Plan	Cllrs. Greenway and Thomas
CALC District Association	Town Clerk
Grange in Bloom	Cllr. Thomas
Local Area Partnership	Cllrs. J. Shapland and Ingle
Grange Action Flood Group	Cllr. R. Shapland
Edwardian Committee	Cllr. Thomas
3Ps	Cllr. R. Shapland

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Nutwood Patients Group	Cllr. Thomas
Furness line Community Rail Partnership	Cllr. Ingle
Bay Villa Trust	All Councillors
Friends of Kents Bank Station and Foreshore	Cllr. Greenway
Yewtree Play Project	Cllrs. Hathorn and Walmsley
Cartmel Old Grammar Foundation	Jane Strawbridge (nominated by GTC)
Connecting Cumbria's Digital Inclusion Hub Co-ordinator and Broadband Champion for the Cartmel Peninsula parishes.	Frank McCall (nominated by GTC)

C16/18

Memberships

18

Members reviewed the Council's and employees' memberships of other bodies noting that the membership of the following bodies required approval for renewal:

- a. Society of Local Council Clerks (SLCC) – annual membership for Town Clerk due in May – amount to be confirmed and payment approved in June.

RESOLVED That the Annual membership of the Society of Local Council Clerks (SLCC) for the Town Clerk due in May be renewed with the amount to be confirmed and payment approved in June.

- b. Cumbria Association of Local Councils (CALC) annual membership renewal for Council due now, £339.00 to be paid from the Subscriptions Budget.

RESOLVED That the Cumbria Association of Local Councils (CALC) annual membership be renewed and £339.00 be paid from the Subscriptions Budget.

C16/19

Council Policies and Procedures

19

- a. Members noted the review schedule for Council policies and procedures.
- b. Members noted that the Council is required to review some policies and procedures on an annual basis, including the Standing Orders, Financial Regulations and Delegation Scheme. These were covered on this agenda.
- c. Members noted that other policies and procedures which required annual review, and no changes had been made to, included the Freedom of Information - Model Publication Scheme, the Complaints Policy and Meetings Part 2 Exclusions.
- d. Members noted that some policies were reviewed in the course of business and that the current Council reviewed Grants and Small Contractors in 2015.
- e. Members noted that the Environmental Policy was due for review this May and no changes had been made.

C16/20

20

Members noted the dates, times and place of ordinary meetings of the Full Council including

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the Annual Town Meeting and Annual Town Council meeting as below, and that dates, times and place of council committee meetings would be decided as necessary.

Full Council Meeting Dates - 7pm, Victoria Hall, Main Street

2016-2017

Annual Town Council – Monday 9 May 2016

Monday 13th June 2016

Monday 18th July 2016

Monday 15th August 2016

No meeting in September

Monday 10th October 2016

Monday 14th November 2016

Monday 12th December 2016

Monday 16th January 2017

Monday 13th February 2017

Monday 13th March 2017

Annual Town Meeting (followed by Full Council Meeting) – Monday 10 April 2017

C16/21

Meeting Updates from Members

21

Members noted the following reports from meetings and briefings attended since the last full council meeting:

Cllr. Thomas – Grange in Bloom Group

The group met on April 27th and discussed:

- The border in front of the station – SLDC agrees with the groups plans for the area.
- Rail Award plaque is ready to install – Network Rail been contacted.
- Sensory Garden in Park Road Gardens - Flookburgh Guides will make bug houses and wind chimes.
- Planters around town will be prepared for planting week beginning 9 May and the Civic Society plaques renewed.
- Cumbria in Bloom this year – the town is not entering; the group wondered if the school was intending to enter – Cllr Walmsley to check this.
- Grange in Bloom – judging will be during the week of 1 August.
- The Ornis Ring has now been planted looks good though some of the group have reservations about the planting scheme.
- Wall Top Planting - The group had enjoyed being included in initial talks with other groups about the trial of sustainable plants for wall tops and had done considerable research for the trial but were disappointed that their contribution had been disregarded.
- Staff at the Health Centre are interested in having a planter similar to the street ones which they will plant themselves. Information has been sent to them about the

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company which was used.

Cllr. R. Shapland – Cumbria in Bloom Community Meeting

The Town Council had resolved to have a meeting with interested parties to see if anyone might take up organising Cumbria in Bloom as Grange in Bloom no longer wished to organise this. Many people were invited but only Councillors and Bloom Group members turned up; nobody new came forward so it was agreed to not enter Cumbria in Bloom this year.

Cllr Thomas to contact Grange Now about an article on this topic in the next edition.

Cllrs. Hathorn and Walmsley – Yewtree Play Project

The Yewtree Play Project Steering Group met the day of Full Council. The group is organising a bank account and adopting a constitution. The next meeting is 23 May.

C16/22

Ornamental Gardens

22

Members noted that a trial of sustainable planting was planned for the wall tops of the Ornamental Gardens by the 3Ps and the Bloom group; that the cost of the plants was approximately £75 and that SLDC would contribute £50.

Members considered a proposal from Cllr. R. Shapland that Grange Town Council contributes the remainder of the cost of the plants from the Public Domain budget.

RESOLVED

That up to £30 be contributed from the Public Domain budget towards the trial of sustainable planting for the wall tops of the Ornamental Gardens.

C16/23

Neighbourhood Plan

23

Members noted a progress report from the Steering Committee Spokesperson Cllr. Greenway.

The Steering Group are working with the consultants on the final draft. Progress is slow partly because of national government changes to housing policy. A meeting had been held with Holker Estates about green space at the MN25M development. The SLDC Development Brief for the site will go to Cabinet for approval in June.

C16/24

Victoria Hall

24

- a. Members noted that the invitation to quote for the Victoria Hall study (funded by £10,000 grant from SLDC) had been sent to recommended organisations. The deadline for quotes was 31 May 2016.
- b. Members noted that the Fire Risk Assessment had been reviewed and advice sought from the Fire Service. Quotes were being sought to complete the works that have to be complied with; these will come to Full Council.
- c. Members received an update from Cllr. R. Shapland about the visit from the SLDC Conservation Officer regarding the Glass Passage. This had been positive and Listed Building Consent would be needed.
- d. Members noted that there were no quotes available for the roof and stage floor.
- e. Members noted that the bi-annual LOLER safety test of the stage scenery

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lifting equipment, required by regulations, would take place 4 July 2016, cost £926.40 ex VAT.

C16/25

Saturday Bus Service

25

- a. Members noted that the 532 Saturday Bus Service was now running and that the initial print-run of timetables sponsored by the Chamber of Trade, and distributed by Cllr. Ingle, was running low.
- b. Members considered the proposal from Cllr. Ingle that GTC funded a print run of the timetable leaflets for the summer, to cost £200 from the Communications Budget.

RESOLVED

That GTC funds a print run of the 532 Saturday Bus Service timetable to cost £200 from the Communications Budget.

C16/26

Next Meeting

26

NOTED

That the next Full Council Meeting would be held at:
Monday 13 June 2016, 7.00pm
Victoria Hall, Main Street, Grange-over-Sands.

There being no further business, the meeting closed at 8.45pm

Signed:

Date:

Chair of Grange-over-Sands Town Council