

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Peter Endsor

Vice-Chairman/Deputy Mayor:

Cllr. Tracy Hathorn

Town Clerk:

Mrs. C. Benbow



Council Offices
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Minutes of the Meeting of the Town Council held in the Victoria Hall, on Monday 9 October 2017 commencing at 7.00 pm.

Present:

Cllr. P. Endsor – **Chair**

Cllr. Greenway, Cllr. Walmsley, Cllr. Hathorn, Cllr. Shapland

Cllr. Ingle, Cllr. Thomas, Cllr. Harvey

Mrs. C. Benbow – Town Clerk

In attendance:

5 members of the public

**Minute
Ref:****Agenda No:**

C17/103 Apologies for Absence

1

NOTED There were no apologies received.

C17/104 Reports

2

Police Report

PCSO Howard Firth sent his apologies and the following written report:

20 calls for service, Theft x1,,Highway disruption x1, Concern for welfare x3, Damage to a vehicle x2, Criminal damage x1, Road traffic collision x2, Alarm sounding x2, ASB personal x1, Suspicious incident x2, Fraud x1, 2x Crimes (Fraud and Criminal damage)

District Council Report

District Councillor Tom Harvey reported that most issues were covered in the agenda and he would provide an update on the Lido as requested by Cllr. Thomas.

County Council Report

County Councillor Bill Wearing reported:

- Congratulations to Thelma Lambert who has won an award for her voluntary work in the community;

TOWN COUNCIL OF GRANGE – OVER – SANDS

- An Integrated Care Community Meeting was held in the Library. Cllr. Wearing handed out Compass Support Line details and a Parkinson’s Information Leaflet for the Information Centre;
- The County was pleased to support the Town in facilitating permissions for putting Christmas Lights on lamp posts and using the Library Car Park.
- Bailey Lane Level Crossing – GTC was encouraged to make representation to CCC on this topic; he is supporting closure on grounds of public safety.

Cllr. Thomas asked Cllr. Wearing for help in progressing the cycle rack project. Cllr. Wearing replied that he would follow this up this week.

Mayors Report

Mayor Cllr. Peter Endsor reported that:

The Chamber of Trade held the Mayor’s afternoon tea at Hampsfell House and raised £100 for the Mayor’s charity. He also attended the Lion’s Sunday lunch and Prom Art.

C17/105 Public Participation: Public Have Your Say

3

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

Frank McCall

Made a representation to members with regard to:

- a. A590 Road Works – signage about this is not clear.
- b. Kents Bank Road Car Park – felt it should have been better planned with clearer signage.
- c. Drains and Street Cleansing – SLDC are doing well but need support from CCC and United Utilities.
- d. Bailey Lane Level Crossing – significant re-working is needed for the access to the car park if the route is changed.
- e. Traffic - signage at junctions in town needs improving and line markings need replacing as people regularly drive the wrong way.
- f. Station Car Park - drivers frequently go out of the entrance to the car park.
- g. Jack Hill housing development – Mr McCall commented it is sad that the number of affordable houses has been reduced.

Nick Thorne

Made a representation to members with regard to Bailey Lane Level Crossing, speaking in favour of the crossing remaining open. He informed Council that the decision should be made on safety issues and that Network Rail’s information shows that the crossing is less risky now than it was when closure was previously considered.

Judith Shapland

Made a representation to members with regard to Bailey Lane Level Crossing, speaking in favour of closing the crossing on grounds of public safety and the welfare of train drivers.

George Parr

Made a representation to members with regard to:

- a. Bailey Lane Level Crossing – Mr Parr felt Network Rail could

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improve public safety by installing barriers and lights.

- b. The Underpass Flood Gates – these are fitted so they open the wrong way - a flood could push them open.
- c. Christmas lights – Mr Parr congratulated the Council on the decision to provide Christmas lights for the town.

C17/106	Minutes of the Previous Meeting	4
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RESOLVED

- a. That the Minutes of the Meeting of the Town Council held on Monday 14 August 2017 were accepted as a true record.
- b. That the Minutes of the Meeting of the Town Council held on Monday 21 August 2017 were accepted as a true record.

C17/107	Declarations of Interests and Dispensations	5
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NOTED

Cllr. Hathorn declared an interest in Item 7d, Planning, as she operates a neighbouring commercial interest.

C17/108	Public Bodies (Admission to Meetings) Act 1960 – Excluded Item	6
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RESOLVED

That item 20 b (ii), 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 it involved quotes which contain commercial information.

C17/109	a. Planning Report	7
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- 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/2017/0811

Annexe, 7 Morecambe Bank

Variation of Condition 3 (To allow Holiday Let) attached to planning permission: SL/2009/0201 (Extension to existing studio)

Full Planning

RESOLVED

OBJECTION

Grange Town Council OBJECTS to the application on the following grounds:

An original condition for this site was that it would not be used as a separate business unit. This was put in place to protect the neighbours from over use of the site, specifically the restricted access and communal garden.

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b. SL/2017/0816

Co-operative Supermarket, Kents Bank Road

Installation of 1 fascia & 1 projecting sign, both externally illuminated, & 3 non-illuminated wall mounted aluminium panel signs

Advertisement

RESOLVED

NO OBJECTION

c. SL/2017/0790

Eden Barn, Eden Mount

Erection of single garage

Full Planning

RESOLVED

NO OBJECTION

d. SL/2017/0796

Church Buildings, Main Street

Variation of condition 8 (opening hours) attached to planning permission SL/2015/0924 (Change of use to hot food take away)

Full Planning

RESOLVED

OBJECTION

Grange Town Council OBJECTS to the application on the following grounds:

This is a residential area and extended opening hours would be unsuitable and un-neighbourly.

e. SL/2017/0825

Parish Hall, Kents Bank Road

Partial Demolition & extension to provide mixed use commercial accommodation (Revised scheme SL/2016/0873)

Full Planning

RESOLVED

NO OBJECTION

Grange Town Council makes the following requests:

1. That the red clay tiles and the decorative ventilation shafts are saved and reused on the

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roof. They add character to the building and preserve some of the structure's history.

2. That the limestone wall along the frontage is retained in its current form to create a visual link with its surroundings and preserve the conservation area character.

3. That the method statement for carrying out the work includes protecting the limestone party wall with St Charles' Field, and protecting the trees and other biodiversity in St Charles' Field during the build.

4. That the increased discharge of rainwater to the combined sewer is acceptable to United Utilities.

5. That the commercial activities in the building are conditioned to operate within acceptable daylight hours, to preserve the amenity of residents living close by.

6. That the on-street parking spaces on the opposite side of Albert Road be turned into disabled only parking, to make the most of the disabled access features for customers in the building's design, and to encourage the businesses in the building to hire staff with mobility disabilities.

f. SL/2017/0788

10a Graythwaite Court, Fernhill Road

Replace timber French doors with UPVC doors

Full Planning

RESOLVED

NO OBJECTION

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

a. SL/2017/0107

Fieldside, Allithwaite Road

Minor material amendment to vary condition no. 2 (Approved plans) attached to SL/2014/0724 (Two dwellings)

Grant with conditions

b. SL/2017/0567

Thornleigh Christian Hotel & Conference Centre, The Esplanade

Replace conservatory roof with a slate roof with roof windows

Grant with conditions

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

a. SL/2017/0700

Penholme House, Charney Road

Alterations to alter the flat roof to pitched roof on domestic garage

Full Planning

Response Submitted: NO OBJECTION

b. SL/2017/0753

Lakes Lodge, Castlehead

Variation of condition 3 (External materials – slates) attached to planning permission SL/2016/0466 (Single storey extension & alterations)

Full Planning

Response Submitted: NO OBJECTION

c. SL/2017/0767

Lingwood Park, Cartmel Road

Retention of track for forestry purposes (Retrospective))

Full Planning

Response Submitted: NO OBJECTION

4. Notice of Appeal – Members to note that an appeal has been made to the Secretary of State (Planning Inspectorate) in relation to the following item:

None

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

None

b. Correspondence from Key Property Solutions.

Members noted correspondence from Key Property Solutions regarding update on Tesco development.

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C17/110 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 (including September and October 2017) prior to the council meeting and could verify their authenticity. Members noted that Cllr. Walmsley verified last payment period instead of Cllr. Howson.

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 Hathorn and 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 Thomas and Harvey would complete online authorisation of payments for the next payment period.

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GRANGE-OVER-SANDS TOWN COUNCIL

September 2017

1 Accounts for Payment

£

Cheques (Nat West)

Band Concert - Ulverston Town Band 30/7	100.00
Band Concert - KCB Big Band 6/8	100.00

Direct Debits (Nat West)

1-	M6 SLDC - Non Dom Rate. V. Hall	536.00
2-	M6 SLDC - Non Dom Rate Rooms Rooms 1 & 3/Council Office	144.00
3-	M6 SLDC - Non Dom Rate Tourist Information Centre	57.00
	139 SAGE Cover Extra to 4 Sep 2018 (annual renewal)	754.80
	140 Npower - C Hill PC Elec 1 May to 31 July 17	83.20
	141 Npower - V Hall Elec 2 May to 1 Aug 17	544.63
	142 Npower - Prom Lido PC Elec 1 May to 31 July 17	48.47
	143 Corona Energy - V Hall gas July 2017	71.28

Total Nat West account

£ 2,439.38

Unity Trust

132	BDO - External audit fee 2016-17	720.00
133	Wilson Robinson - V Hall Room 4 plyboard flooring	434.40
134/	KTD - IT system support renewal 30/5/17 to 29/5/18	2,486.60
135/	KTD - IT Domain Services renewal 1/8/17 to 31/7/18	334.80
136	KTD - IT antivirus software update 30/5/17 to 29/5/18	475.20
137/	PR Books - IC stock	123.42
138/	PR Books - IC stock	80.80
150	PR Books - IC stock	45.99
144/	Westmorland Fire - Intruder Alarm annual maintenance	72.00
145	Westmorland Fire - Fire Alarm annual maintenance	48.00
146	Abbey Blinds - V Hall TC office 2 window blinds	264.00
147	S Haines - V Hall wine glasses/storage boxes	231.37
148	Healthmatic - Public Conveniences cleaning Sept 17	1,590.00
149	Performing Right Soc - charge to 5 July 17 (recoverable)	314.81
151	Intouchcrm - website monthly hosting September 2017	35.99
152	Lengthsman - July/August 2017	781.00
153	SLDC - Yewbarrow Allotments Rent Sep 17 to Aug 18	217.00
155	Gedyes - V Hall First Land Registration costs	572.00
156/	YPO - vacuum cleaner tool	10.69
157	YPO - stationery	53.75
158	Joel Davenport - V Hall internal window cleaning	31.00
	Band Concert - Flookburgh Band 4/6, 16/7, 27/8	300.00
	Band Concert - Burneside Band 23/7, 3/9	200.00
	Band Concert - S Cumbria Brass Band 20/8	100.00
	Band Concert - Holborn Hill Junior Band 2 July 17 (re-sent rejected transaction)	100.00
12TC	Flookburgh Band - ticket reimbursement	1,281.00

Total Unity Trust account

£ 10,903.82

Total accounts

£ 13,343.20

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Total Salaries	£ 5,467.83
HMRC PAYE & NI - Tax Month 5	£ 1,471.73
LG Pension Scheme Month 5 - employer payment	£ 1,659.18
	£ 8,598.74
Total Unity Trust account	£ 19,502.56
Total all payments for approval	£ 21,941.94

3 Accounts paid in previous month - approved

Unity Trust

Accounts paid in previous month - not yet approved

Unity Trust

Nat West

Cheques

Nat West

Direct Debits

131 Plusnet 9/08 to 8/9 2017 - tel & broadband	52.80
154 XLN calls & line rental September 2017	37.25
Total Accounts paid in previous month	£ 90.05

Grand Total	£ 22,031.99
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4 Bank Balances

NatWest Current Accounts	119,179.50
Unity Trust Bank	135,781.02

5 Transfers between bank accounts

NatWest Current IC a/c to NatWest Current TC	3,000.00
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TOWN COUNCIL OF GRANGE-OVER-SANDS

GRANGE-OVER-SANDS TOWN COUNCIL

Payments for Approval

October 2017

1 Accounts for Payment Cheques (Nat West)

£

Petty Cash (transfer from 28T Info Centre Cash) 42.27

Direct Debits (Nat West)

1-	M7	SLDC - Non Dom Rate. V. Hall	536.00
2-	M7	SLDC - Non Dom Rate Rooms Rooms 1 & 3/Council Office	144.00
3-	M7	SLDC - Non Dom Rate Tourist Information Centre	57.00
	5	Waterplus - IC wastewater 1 Apr 2017 to 31 Mar 2018 -1st half	65.47
	165	Waterplus - V Hall water 5/6 to 3/9	395.06
	168	Waterplus - C Hill PC water 5/6 to 3/9	176.86
	169	Waterplus - Orn Gdns PC water 5/6 tp 3/9	214.95
	170	Waterplus - Prom Lido PC water 12/6 to 21/8	141.56
	171	Npower - Christmas Tree Lights elec 1/6 to 31/8 (recoverable)	9.80
	173	Corona Energy - V Hall gas August 2017	75.65

Total Nat West account

£ 1,858.62

Unity Trust

161	Lancasters - secateurs Lengthsman		16.75
162	Plan-et - Neighbourhood Plan consultancy		870.00
163/	Daniel Hire - mobile toilets band concerts 31/7 to 3/9	150.00	
164	Daniel Hire - mobile toilets collection charge	18.00	168.00
166	SLDC - supply spring rocker Grange Prom (C17/91)		520.00
167/	Cardtoons - IC stock	29.96	
177	Cardtoons - IC stock	242.30	272.26
174	SLDC - Orn Gardens PC elec recharge June to Aug 17		75.44
175	Grange Now - Ad for Front of House Staff		105.60
176	O A Taylor - tulip bulbs Orn Gdns C17/51		324.00
178	Lengthsman - September 2017		363.00
179	Intouchcrm - website monthly hosting October 2017		35.99
180	Ian Lockyer - V Hall R4 replacement window & Dressing Room fire exit door replacement push bar		1,158.00
181	WB Electrical - remove speakers Bandstand	40.00	
	V Hall elec repair water heater & backstage light switch	80.00	120.00
182	Postlethwaites - V Hall tape, hooks, lock, light		34.47
183	Healthmatic - Public Conveniences cleaning Oct 17		1,590.00
14TC	V Hall Support Group - ticket reimbursement		522.00

Total Unity Trust account

£ 6,175.51

Total accounts

£ 8,034.13

TOWN COUNCIL OF GRANGE-OVER-SANDS

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

Total Salaries	£ 5,721.80
HMRC PAYE & NI - Tax Month 6	£ 1,426.20
LG Pension Scheme Month 6 - employer payment	£ 2,267.83
	£ 9,415.83
Total Unity Trust account	£ 15,591.34
Total all payments for approval	£ 17,449.96

3 Accounts paid in previous month - approved

Unity Trust

Accounts paid in previous month - not yet approved

Unity Trust

LG Pension Scheme Month 3 - employer payment (shortfall payroll error)	381.63
13TC Westmorland County Show ticket reimbursement	408.60

Nat West

Cheques

Nat West

Direct Debits

160 Plusnet 9/09 to 8/10 2017 - tel & broadband	52.80
172 XLN calls & line rental October 2017	37.25
159 Barclaycard transaction fees August 2017	25.48

Total Accounts paid in previous month	£ 905.76
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Grand Total	£ 18,355.72
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4 Bank Balances

NatWest Current Accounts	119,604.16
Unity Trust Bank	193,213.77

5 Transfers between bank accounts

C17/111

Finance and Governance

9

a. **Audit year ended 31 March 2017**

Members considered approving and accepting that the external audit of the Annual Return for the year ended 31 March 2017 had been completed and the external auditor had no matters arising.

RESOLVED –That the external audit of the Annual Return for the year ended 31 March 2017 was approved and accepted.

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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 reviewed Risk Assessments for Finance, Governance, Website & IT and Business Continuity were approved.

c. Internal Control Systems

Members considered the review of the effectiveness of Systems of Internal Control.

RESOLVED – That the review of the effectiveness of Systems of Internal Control was approved.

d. Internal Audit Plan

Members considered approving the Internal Audit Plan.

RESOLVED – That the Internal Audit Plan was approved.

e. Internal Auditor

Members considered the report on the appointment of the Internal Auditor for financial year 2018-19.

RESOLVED – That Mrs Jean Airey was appointed Internal Auditor for financial year 2018-19.

f. Banking Payment System

Members considered that the Town Council transfers to BACS (e-payments) system.

RESOLVED – That the Town Council transfers to BACS (e-payments) system.

g. Grants Policy

Members reviewed the Grants Policy.

RESOLVED – That the reviewed Grants Policy was approved as amended to include requirement that applicants demonstrate commitment to Equalities.

C17/112

Casual Vacancy

10

Members noted that there was a casual vacancy due to the resignation of Cllr. Howson and that the Notice of Casual Vacancy finished on 4 October 2017.

Members noted that the District Council had informed the Town Council that an election had not been called and considered co-option.

RESOLVED – That an advert inviting expressions of interest would be put in Grange Now and interested parties invited to meet Councillors.

C17/113

Grants

11

There were no grant applications to consider.

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C17/114 Bailey Lane Level Crossing

12

- a. Members noted correspondence from Cumbria County Council and that an extension on the deadline for GTC to respond had been granted.
- b. Members noted correspondence from resident.
- c. Members considered the following response:

GTC requests that the County Council holds a full and inclusive public consultation, including a public meeting in the town, in order to offer the opportunity to engage with all residents and discover how the whole community would like the issue resolved.

The meeting was adjourned to receive details from Nick Thorne about public enquires.

RESOLVED – That the Town Council would like the County Council to fully engage with the community on this matter and request a meeting with the County Council to discuss how this could be achieved.

C17/115 Updates from Members

13

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

- a. **Cllrs. Hathorn and Walmsley – Christmas Tree Committee**
Two meetings have been held – 11 September and 9 October. The Committee is very enthusiastic about the Christmas lights.
- b. **Cllr. Shapland – Ornamental Gardens Wall Top Planting**
Tulip bulbs have been purchased and will be planted by Continental Landscapes as part of their contract.
- c. **Cllr. Endsor –**
Play Equipment on Promenade
New play equipment has been installed. GTC paid for purchase and installation - cost £520.
- d. **Christmas Lights**
These have been ordered. Now seeking permissions from owners. Lights will go up in last week of November for switch on 2 December. There may be some disruption this year because the infrastructure is being put in. Work will take place during the night to reduce disruption to traffic.
- e. **Victoria Hall Land Registry**
This has been sent by Gedyes to the Land Registry for completion.
- f. **Front of House Recruitment**
One new member of the team has been recruited. An advert is in Grange Now. Closing date is Monday 6 October, short-listing will be Tuesday 7 November. Aim is to recruit two more people.
- g. **Band Stand Speakers**

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Have been taken down for the winter.

h. Cllr. Thomas – Cycle Racks

This has been followed up with County Councillor Wearing and the Pig Lane cycle racks are being followed up with SLDC.

C17/116	Neighbourhood Plan	14
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Members noted:

- a. A progress report from the Steering Committee Spokesperson Cllr. Greenway; the Plan is progressing and it looks like the referendum will be held in Spring.
- b. The document about flooding and drainage from the Neighbourhood Plan Consultant included at Cllr. Greenway's request.
- c. Members considered the correspondence received 9 October 2017 from Mrs Val Kennedy and agreed that the following response be made:

Thank you for your correspondence which was noted by GTC at their meeting on 9 October. The Steering Group has conducted a robust process to get to this stage in the Neighbourhood Plan. The Town Council completely supports the Steering Group and appreciates their thorough work. The Neighbourhood Plan consultant has revised part of the Plan to take into account issues of flooding and drainage raised by Mrs Kennedy and others since the previous consultation. This revision is currently being considered by the Steering Group. It is two months since the deadline for responses to the last public consultation and the process needs to move to the next stage. The Plan will be sent to SLDC for the next stage of consultation for the public to review the amended draft and have any remaining concerns considered by the independent Inspector.

C17/117	GTC Priorities and Action Plan 2017 – 2018	15
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Members reviewed the GTC Priorities and Action Plan 2017/2018.

RESOLVED That the GTC Priorities and Action Plan 2017/2018 was approved as amended to add that the Clerk has gained the CILCA qualification and that GTC is involved with SLDC Key Service Centres Economic Potential Study.

C17/118	SLDC Key Service Centres Economic Potential Study	16
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Members noted that a meeting was arranged with SLDC for Tuesday 17 October 2017, 2pm. The goal is to discuss the actions for Grange outlined in the Study and agree how to move forward. GTC Chairman, Neighbourhood Plan Spokesperson, Cllrs. Hathorn and Thomas to attend.

C17/119	Saturday 532 Subsidised Bus Service	17
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Members noted correspondence received from the Cumbria County Council Scheduled Bus Services Officer informing that the Saturday 532 subsidised service ceased on Saturday 16 September 2017.

C17/120	Norman Bailey Memorial Planter	18
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Members considered a proposal from Cllr. Endsor to sponsor the plants for the Norman Bailey Memorial planter at the cost of £25 per year for four years.

RESOLVED That £100 is paid to the Civic Society to sponsor the Bloom Group planting the Norman Bailey Memorial Planter for four years.

C17/121 Signage 19

Members considered a quote presented by Cllr. Thomas for signage to the Promenade.

RESOLVED That the design is amended to make the arrow head bigger; Cllr. Thomas to liaise with SLDC about installation.

C17/122 Victoria Hall 20

a. Victoria Hall Support Group

Members noted a progress report from Cllr. Thomas, that the group is successfully running a wide range of events.

b. Maintenance Programme

i) Members noted:

- Glass Passage refurbishment – works are underway; cost around the original estimate.
- Room 4 has been carpeted and the window repaired.
- Building Condition Survey completed by Alistair Muir.

C17/123 Part 2 6

Members resolved to move to Part 2

C17/124 Victoria Hall 20

Members considered quotes for external decoration for the glass passage and dressing rooms side of the building.

RESOLVED That the quote received from W.Crowe for external decoration for the glass passage and dressing rooms side of the building was approved.

C17/125 Next Meeting 21

NOTED That the next Full Council Meeting would be held at:

Monday 13 November 2017, 7.00pm Victoria Hall, Main Street, Grange-over-Sands

There being no further business, the meeting closed at 8.27pm

Signed:

Date:

Chair of Grange-over-Sands Town Council