

## TOWN COUNCIL OF GRANGE-OVER-SANDS

Town Clerk:  
V. Tunnadine

Deputy Town Clerk:  
C. Benbow

Chairman:  
Cllr. Tom Harvey



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### **Minutes of the Annual Meeting of the Town Council held in the Victoria Hall, on Monday 13 May 2013 commencing at 7.00 pm**

**PRESENT:** Cllr. T. Harvey – Council Leader

Cllr. Bailey, Cllr. Greenway, Cllr. McCall,  
Cllr. Thomas, Cllr. Thorne,  
Cllr. Shapland.

V. Tunnadine - Town Clerk  
C. Benbow - Deputy Town Clerk

In attendance: 15 members of the public

### **Have Your Say**

**Mrs Harland** Resident, Abbeyfield Home. Mrs Harland thanked the Council for hearing her concerns about road safety. Mrs Harland spoke as a resident of the Abbeyfield Residential Home and said that it is in an area with many other similar establishments. Mrs Harland said that crossing the busy road in front of the Home was dangerous due to the speed of cars and because of the sharp bend nearby. Mrs Harland requested that safety measures were put in place and suggested a speed limit of 20mph.

**Mrs Denbeigh** Resident, Abbeyfield Home. Mrs Denbeigh corroborated Mrs Harland's concerns, relating that she had encountered a wagon parked on the pavement in the vicinity of the Home. Mrs Denbeigh had been using a walking aid. The wagon being parked on the pavement had meant that she had to go in the road to pass the vehicle.

**Mrs Brennand** Resident. Mrs Brennand endorsed the previous speakers concerns and expressed her concern at the speed of traffic on the esplanade area. Mrs Brennand spoke about the condition of the playing fields where United Utilities have been working. United Utilities have re-seeded the area. Mrs Brennand commented that the landscape would more quickly return to its original state if the area was re-turfed rather than just re-seeded.

Cllr. Harvey replied that the Town Clerk would make enquiries of the Assets Manager at South Lakeland District Council.

**MINUTES**

- C13/01 Election of the Council Chairman for the Council Year 2013/14**  
**RESOLVED** That Councillor Tom Harvey was elected as the new Council Chairman for Grange-over-Sands Town Council acting as Chairman to Council.
- C13/02 Receive the Council Chairman's Declaration of Acceptance of Office**  
The Clerk received the completed declaration of office from the Council Leader.
- C13/03 Election of the Civic Mayor for the Council Year 2013/14**  
**RESOLVED** That Councillor Norman Bailey was elected as the Civic Mayor for Grange-over-Sands Town Council acting as the representative of the town.
- C13/04 Receive the Civic Mayor's Declaration of Acceptance of Office**  
The Clerk received the completed declaration of office from the Civic Mayor.
- C13/05 Welcome the newly elected Council member to the membership of the Council**  
Cllr Ron Shapland was welcomed as newly elected Council member to the membership of the Council.
- C13/06 Receive the Council members Declaration of Acceptance of Office**  
The Clerk received the completed declaration of office from the newly elected member.
- C13/07 Provide the Council member with a Declaration of Pecuniary Interests, Dispensation Request in respect of the Precept and induction pack**  
The Clerk received the completed declaration of Pecuniary Interests, Dispensation Request in respect of the Precept and induction pack from the newly elected member.
- C13/08 Apologies for Absence**  
Apologies were received from Cllr Sobue and Cllr Fitt.
- C13/09 Minutes of the Previous Meeting**  
To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 8 April 2013 as a true record.  
  
**RESOLVED** That the Minutes of the Meeting of the Town Council held on Monday 8 April 2013 were accepted as a true record.  
  
**Proposed: Cllr Thorne** **Seconded: Cllr. Greenway**
- C13/10 Requests for dispensations**  
There were no requests received for dispensations.  
A dispensation request to discuss the Precept was received from Cllr. Shapland.
- C13/11 Declaration of Interests**  
No declarations of interest were made.
- C13/12 Public Bodies (Admission to Meetings) Act 1960 – Excluded Items**  
Members considered whether items 30 (a) (b) & (c) being of a confidential nature, should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.  
  
Members considered an amendment to include item 20 (d) in their considerations.  
**RESOLVED** Members resolved that items 30(a) (b) & (c) and item 20(d) being of a confidential nature, should be considered without the presence of the press

and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Sct.2.

The Council Leader asked Members to consider bringing forward item (23) Community Matters. Members resolved to bring item (23) forward.

**Proposed Cllr Thorne**

**Seconded Cllr Thomas**

**C13/13 Community Matters**

**13.1**

**3Ps**

Members noted the agenda for the meeting to be held on 22 May 2013.

**13.2**

**Traffic Management Review**

**13.2 (a)** Members noted a letter dated 10 April 2013 from Grange & District Chamber of Trade & Hoteliers Association requesting a review of traffic in Grange.

**13.2 (b)** Members considered a request from Grange & District Chamber of Trade & Hoteliers Association to request that SLDC roll out 20p car parking to Main Street Car Park.

**RESOLVED**

That SLDC be requested to introduce a 20p parking charge for 30 minutes in all the car parks in Grange.

**Proposed Cllr Shapland**

**Seconded Cllr Bailey**

**13.2 (c)** Members considered an application from Grange & District Chamber of Trade & Hoteliers Association for a traffic management review and the following motion from Councillor McCall:

To request Cumbria County Council Highways Department undertakes, as a matter of urgency, a comprehensive study of traffic management in Grange-over-Sands, and its immediate environs, with the objective of developing the strategy and programme necessary to improve the safety and wellbeing of the residents, of all ages, and businesses with particular focus on enhancing the accessibility to all of the facilities in the Town.

Cllr McCall proposed the following amendment to the item: that the item read 'insist' instead of 'request'. Cllr Thomas proposed the following amendment to the item: that the item read 'and visitors' as well as 'residents'.

Members agreed to adopt the amendments.

**RESOLVED**

That the Council insist Cumbria County Council Highways Department undertakes, as a matter of urgency, a comprehensive study of traffic management in Grange-over-Sands, and its immediate environs, with the objective of developing the strategy and programme necessary to improve the safety and wellbeing of the residents and visitors, of all ages, and businesses with particular focus on enhancing the accessibility to all of the facilities in the Town.

**Proposed Cllr McCall**

**Seconded Cllr Shapland**

**C13/14 Review of delegation arrangements to committees, sub-committees, employees and other local authorities**

Members noted that the Council Delegation Scheme adopted in May 2012 had been reviewed and no amendments made.

**C13/15 Review of the terms of references for committees**

15.1 Members considered and resolved the reviewed terms of reference for the Personnel Committee.

**RESOLVED** That the reviewed terms of reference for the Personnel Committee be adopted.

15.2 Members noted that the terms of reference for the Facilities Committee and Victoria Hall Committee had been reviewed and no amendments made.

**C13/16 Receipt of nominations to existing committees and external bodies**

Members considered receipt of nominations to existing committees and organisations as recorded and circulated in the draft Member Office Holders list for 2013/14 and approved appointments noting that the newly elected councillor would be a member of all Council Committees for an initial period of induction.

- RESOLVED**
- i) That appointments were approved noting that the newly elected councillor would be a member of all Council Committees for an initial period of induction.
  - ii) That the Town Clerk investigate whether or not the representative for Cartmel Grammar was required to be a current Member of the Town Council.

**C13/17 Review of Council Standing Orders and Financial Regulations**

17.1 Members noted that the Councils Standing Orders had been amended to take account of the changes introduced by the new Code of Conduct and the general power of competence as recommended by CALC and as required by the Localism Bill 2011.

**RESOLVED** That the Standing Orders be amended.

17.2 Members noted that NALC proposed to produce new full model standing orders in Autumn 2013.

17.3 Members noted that the Councils Financial Regulations had been reviewed and there were no amendments made.

**RESOLVED** That the reviewed Council Standing Orders and Financial Regulations were agreed and accepted.

**C13/18 Assets Register**

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

**C13/19 Review and confirmation of arrangements for insurance cover in respect of all insured risks**

19.1 Members noted that a full insurance review in respect of all assets and insured risks had taken place in the presence of a representative from the Councils insurers in April 2013.

19.2 Members noted that the insurance was due for renewal 1 July 2013 and that the Town Clerk would issue a report for the June Town Council meeting.

**C13/20 Membership of other bodies**

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

**20.1** Society of Local Council Clerks – membership for each clerk – amount to be confirmed.

**RESOLVED** That the payment was approved.

**20.2** CALC - £322.00 membership

**RESOLVED** That the payment was approved.

**20.3** Cumbria Playing Field Association - £35.00

**RESOLVED** That the payment was approved.

**C13/21 Review of the Council procedures**

Members reviewed and decided on amendments to Council policies for:

**21.1** Complaints  
This agenda item was deferred to allow for further amendments.

**21.2** Disciplinary  
**RESOLVED** That the policy was accepted with the following amendment agreed: That the policy 'refers to' the ACAS guidelines.

**21.3** Untoward Incident  
**RESOLVED** That the policy was accepted.

**21.4** Cash Collection  
This item was deferred for consideration in Part 2.

**C13/22 Review of the Council's policy for dealing with press and public participation to meetings**

Members considered adopting the explanatory notes for members of the press and public on attending and speaking at meetings.

**RESOLVED** That the explanatory notes for members of the press and public on attending and speaking at meetings were adopted with the amendment made that the notes read that there is a Have your Say section at meetings of the Facilities Committee and that there is cohesion between the Standing Orders and these notes.

**C13/23 Setting the dates, times and place of ordinary meetings of the full Council and Council Committees for the next year.**

Members considered the draft listings for full council and committee meetings for the Council year.

**RESOLVED** That members accepted the draft listings for full council and committee meetings for the Council year.

**C13/24 Community Matters (continued)**

**24.1 A Police and Crime Plan for Cumbria 2013-2017**

Members noted the 2013-17 Police Plan from Cumbria Police and Crime Commissioner.

**24.2 Local Area Partnership**

Members noted the next LAP meeting would be on Tuesday 9th July at Flookburgh Village Hall 6:30pm.

Members considered that the LAP was inviting councillors to be included in the LAP's Housing Working Group.

**RESOLVED** That Cllr Greenway be included in the LAP's Housing Working Group.

**C13/25 Local Plan – Main Modifications Consultation Responses**

- 25.1 Members noted the Councils submission to the consultation.
- 25.2 Members noted the submissions received from community groups. The Town Clerk reported that copies of submissions had been received from GADAG, The Allithwaite Road Action Group and David Core, with a submission due from The Civic Society.
- 25.3 Members noted the resumption of the Land Allocations Examination Hearings. The examination hearings would reconvene on Tuesday 11 June 2013. The Inspector’s Timetable for his Matters and Issues would be published in due course.
- 25.4 Members noted that MP Tim Farron would meet with the Council Leader and members from the Council and Grange And District Action Group in a closed session 17 May 2013.

**C13/26 Members Interests**

Members noted at the request of the District Councils Standards Committee the document titled: Openness and Transparency a guidance on personal interests.

**C13/27 Committee Minutes**

Members noted the draft minutes from the Victoria Hall Committee, Facilities Committee and Personnel Committee.

**C13/28 Training**

- 28.1 Members noted that the Town Clerk attended 24 April 2013 a training session on charity governance.
- 28.2 Members noted that five spaces are booked for Councillors to attend Next Steps session on 29 May 7.00-9.30pm in the Newby Bridge area and agreed councillor attendees.
- RESOLVED** That Cllrs Thomas, Sobue, Bailey, McCall and Shapland would attend the training.
- 28.3 Members noted that all councillors would attend a Local Council Finance training session on Monday 24 June 6pm in Chambers.  
Cllr Shapland gave his apologies for this training session.

**C13/29 Planning: To note planning decisions and to consider planning applications – report attached with agenda.**

**1. Decisions**

The following Planning Applications have received a “Notice of Grant of Planning Permission”.

<b><u>Application Number</u></b>	<b><u>Address and Specification</u></b>
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SL/2012/1078	Flat 4 Avondale Installation of decking
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**2. Applications – recommendations to be made:**

The following Full Planning Applications for Full Planning Consent have been received and require a response from Council:

<b><u>Application Number</u></b>	<b><u>Address and Specification</u></b>	<b><u>Applicant</u></b>
SL/2013/0315	Newlyn, Highfield Road Extension	Mr Connell

**RESOLVED** NO OBJECTION

SL2013/0223	Underwood House Change of use of amenity land for garaging and car ports	Mr Marlow
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**RESOLVED** NO OBJECTION

SL/2013/0193	Flat 1, Eastbank New entrance and associated works	Mr Melling
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**RESOLVED** NO OBJECTION

**C13/30 Finance**

**30.1** To approve the appointment of the internal auditor for 2013-14.  
This agenda item was deferred until the appointment of the Council's accountant.

**30.2** To approve the Chairman's and Civic Mayor's allowances for 2013-14

**RESOLVED** That the Chairman's allowances for 2013-14 were approved and that the Chairman was requested submit expenses to ensure that the allowance is sufficient.

**30.3 Councillor Verification**

**29.3 (a)** Members noted that Cllrs Thomas and Thorne verified invoices and payments prior to the full council meeting and verified their authenticity.

**29.3 (b)** To identify and agree 2 councillors to verify the invoices and payments for the next payment period.

**RESOLVED** That Cllrs Harvey and Thomas verify May invoices and payments prior to Council approval.

**30.4 Payments for Approval:**

To approve and authorise payment of the accounts and wages for April 2013.

**RESOLVED** That payments were approved.

**Proposed Cllr Thomas**

**Seconded Cllr Bailey**

**30.5 Financial Report**

To consider the draft Income & Expenditure Accounts for year end 31 March 2013.

Members noted that the Internal Audit would take place on the 28 May 2013.

That members noted that the year end accounts would be prepared for external audit in June.

**PART TWO**

Members resolved to move to Part Two

**Proposed Cllr. Thorne                      Seconded Cllr. Thomas**

**C13/31    Review of the Council procedures (continued)**

Cash Collection Procedure

**RESOLVED**    That the procedure was accepted.

**C13/32    32.1 Staff**

Members considered matters confidential in nature.

**RESOLVED**    (i)    That the Information Centre Manager, Lynne Harrison-Speight, be offered two weeks pay in lieu of holiday and in recognition of her work.

(ii)    That in reference to the advice given by Temple Heelis solicitors, the Town Clerk act accordingly.

**32.2 Quotation**

Members considered a quotation from Temple Heelis solicitors for retained services.

**RESOLVED**    That the retained services be undertaken for one year, to be reviewed and assessed after that time.

**32.3 SP Cleaning Service**

Members received an update on this matter from the Town Clerk.

Members noted that this matter is now closed and that Healthmatic commenced cleaning services from 1 May 2013.

There being no further business the meeting closed at 8.30 pm

**CLLR. TOM HARVEY – COUNCIL LEADER**

Signed.....Dated.....