

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:
Cllr. Tricia Thomas

Vice-Chairman/Deputy Mayor:
Cllr. Peter Endsor

Town Clerk:
C. Benbow



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Minutes of the Meeting of the Town Council held in the Victoria Hall, on Monday 12 December 2016 commencing at 7.00 pm.

Mayor's Announcement

The meeting opened with an announcement from the Chairman to say that she had just been handed a letter by Judith Shapland and that Mrs Shapland had resigned from the Council with immediate effect.

Present: Cllr. T. Thomas – **Chair**

Cllr. Greenway, Cllr. Walmsley, Cllr. Hathorn, Cllr. Shapland, Cllr. Ingle, Cllr. Endsor, Cllr. Harvey
C. Benbow – Town Clerk

In attendance: 13 members of the public.

Minute Ref:		Agenda No:
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C16/139	Apologies for Absence	1
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NOTED There were no apologies received.

C16/140	Reports	2
	Police Report	

PCSO Howard Firth attended the meeting, reporting 25 calls for service in the month and no crimes.

County Council Report

County Councillor Bill Wearing reported that:

1. **Windermere Road Flooding** – there will be a meeting on Thursday 15 December for Windermere Road Residents attended by the Environment Agency and County Council.
2. **Subsidised Saturday Bus Service** – Travellers Choice attended the last meeting of the Steering Group and the service is being monitored.
3. **Autism Report** – the Task and Finish Group have created a report with recommendations for helping children in schools. The full report and recommendations will be on the County Council website.

TOWN COUNCIL OF GRANGE-OVER-SANDS

Mayors Report

Mayor's Report December 2016

On November 16th I attended, on behalf of the Victoria Hall fund, a delightful evening of a meal, quiz and cheque presentation with Grange Lions. A number of local groups were in attendance as they too were to receive generous donations from the Lions. Although not large in number, Grange Lions are certainly hard working and very generous to local groups for which I can only say a huge 'Thank you'.

At the end of November, Councillor Endsor and myself joined the local Cub group at the Scout Hut in Cartmel for the presentation of Silver awards to five Cubs and ex-Cubs, now Scouts. It was a very enjoyable session, meeting lots of the Cubs and some very proud parents. We are so lucky in this area to have such dedicated adults to continue running our local packs. It takes a lot of time and effort to do this and I would like to thank all the leaders and helpers for everything they do.

On Saturday December 3rd, while Councillor Endsor was rallying the Chamber of Trade for the Extravaganza, I, with many others, was at the Victoria Hall Charity Christmas Fair. This was a very enjoyable (though exhausting) event and we raised over £750 to be split between this year's Mayor's charity, the Alzheimer's Society and the Victoria Hall fund. Many thanks to all those who helped on the day at any of the Charity stalls, who donated items for the raffle or tombola and who came along and opened their purses wide.

And last but by no means least, was the Chamber of Trade Christmas meal in aid of the Mayor's charity. A great time was had by all and well over £100 was raised which will be winging its way to the Alzheimer's Society.

May I take this opportunity to wish you a happy, healthy and hopefully prosperous New Year.

Cllr. Tricia Thomas

Mayor's Announcement - First Responders

Jane Strawbridge spoke on behalf of the First Responders and told the meeting that the team have now been in operation for ten years. North West Ambulance Service has presented them with a certificate acknowledging the ten years service.

The First Responder team has also been presented with a Gold Award from North West Ambulance Service and Cardiac Smart.

Mrs Strawbridge presented the Town Council with the certificate and award to display to the town in the Victoria Hall.

C16/141 Public Participation: Public Have Your Say 3

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

Mr McCall

Made a representation to members with regard to:

Street cleansing and refuse collection - on behalf of The Civic Society, Mr McCall has emailed to thank the staff teams of both services who are managing to deliver despite being stretched due to staff sickness and absence.

TOWN COUNCIL OF GRANGE – OVER – SANDS

- Kate Gaskin** Made a representation to members with regard to:
Street cleansing – Mrs Gaskin felt that works were not being carried out effectively. She’s been emailing the County Council and getting no response; she’ll continue to contact them.
- Nick Thorne** Made a representation to members with regard to:
Agenda item 15 – Mr Thorne supported the proposal to re-open discussions with Morecambe Bay Partnership and urged the Town Council to be objective in discussion of this topic.
He felt that the Council should apologise on behalf of the town for the way the Morecambe Bay Partnership staff were treated at the consultation they held in the Victoria Hall in 2015 about the Promenade Cycle Way.
- Judith Shapland** Made a representation to members with regard to:
Mrs Shapland explained that she had resigned because at the last meeting, Grange Town Council voted to give Horton Landscapes a 5 year contract to manage the Recreation Ground, and she did not support this decision.
- George Parr** Made a representation to members with regard to:
Mr Parr asked if Olive Way was a cycleway.
- Council Response** Cllr. Thomas said GTC would find out.
- Jen Parr** Mrs Parr works in the Information Centre and reports that the Information Centre has seen an increase in cyclists visiting the town, mainly family groups or couples. Mrs Parr asked the Town Council to go ahead with working in partnership with Morecambe Bay Partnership.

C16/142	Minutes of the Previous Meeting		4
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RESOLVED	That the Minutes of the Meeting of the Town Council held on Monday 14 November 2016 were accepted as a true record.		
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C16/143	Declarations of Interests and Dispensations		5
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NOTED	There were no requests received for dispensations or declarations of interest.		
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C16/144	Public Bodies (Admission to Meetings) Act 1960 – Excluded Item		6
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RESOLVED	That item 21 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter was confidential, concerning individual staff members.		
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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:

Application Number, Address and Specification

a. SL/2016/1024

Glendevon, 6 Fernleigh Road

Widen existing garden

Full Planning

RESOLVED

NO OBJECTION

Grange Town Council makes the following request:

That the applicant uses similar materials for the new wall as in surrounding walls because the site is in a Conservation Area.

b. SL/2016/1025

First and Second Floor, Victoria House, Main Street

Like-for-like replacement of painted timber sash windows

Listed Building Consent

RESOLVED

NO OBJECTION

c. SL/2016/1055

Langwell, Allithwaite Road

Demolition of garage and erection of two storey extension (Revised scheme SL/2016/0475)

Full Planning

RESOLVED

NO OBJECTION

Grange Town Council makes the following comment and request:

1. There is nothing in the application regarding drainage provision.
2. Two trees are being taken out. The Town Council requests mitigation for this and suggests that a donation is made to a community group to plant two trees in the town.

d. SL/2016/0899

Grange Fell House, Fernleigh Road

Retention of a replacement detached double garage and two raised deck areas

TOWN COUNCIL OF GRANGE – OVER – SANDS

Full Planning

This was responded to at the previous meeting.

e. SL/2016/1080

First & second floor, Victoria House, Main Street

Replacement painted timber double glazed sash windows

Full Planning

RESOLVED

NO OBJECTION

f. SL/2016/1099

Flat 5 Ravenscourt, Lindale Road

Dormer Extension including balcony area & external alterations at 2nd floor

Full Planning

RESOLVED

NO OBJECTION

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

SL/2016/0931

Greenhill, Kents Bank Road

Removal of existing bay window roof and installation of dormer window & balcony

Grant with conditions

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

No items had consultation deadlines which fell between the meetings.

4. Members to note that the following application has been submitted to SLDC by GTC:

SL/2016/1078

Victoria Hall, Main Street

Replacement roof & installation of a new internal door to the glazed link corridor

Listed Building Consent

TOWN COUNCIL OF GRANGE-OVER-SANDS

C16/146 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.

- i) Members noted that the invoice from KTD for the server as approved October C16/108 was £280.00 more than the approved expenditure because of changes to software since the quote was given in January 2016.

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 Thomas 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.

GRANGE-OVER-SANDS TOWN COUNCIL

Payments for Approval

December 2016

1 <u>Accounts for Payment</u>	<u>£</u>
<u>Cheques (Nat West)</u>	
240 Grange Plant Centre - V Hall Christmas Trees	48.85
Petty Cash	49.65
<u>Direct Debits (Nat West)</u>	
1- M9 SLDC - Non Dom Rate. V. Hall	557.00
2- M9 SLDC - Non Dom Rate Rooms Rooms 1 & 3/Council Office	138.00
3- M9 SLDC - Non Dom Rate Police Room 4	87.00
4- M9 SLDC - Non Dom Rate Tourist Information Centre	62.00
229 Npower - C Hill PC elec 1 Aug to 31 Oct 2016	86.09
230 Npower - V Hall elec 1 Aug to 31 Oct 2016	467.26
231 Npower - Prom Lido PC elec 1 Aug to 31 Oct 2016	46.52
234/ Npower - Elec Christmas Tree Lights	-

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235/	Adjustments to paid invoices credits issued/re-billed		-
236	(£2.83 in credit to be adjusted next invoice)		-
257	Barclaycard transaction fees November 2016		26.42
	Total Nat West account		£ 1,568.79
Unity Trust			
232	NPS - V Hall Glass passage survey/design report		2,700.00
233	A Muir - V Hall post-works roof re- inspection		25.00
239	Sinkfall Recycling - skip for Lengthsman		120.00
241	Postlethwaites - V Hall replacement kettle & batteries		22.97
242	KTD - replacement IT system server (C16/108)	5,304.00	
243	KTD - configure Info Centre email	162.00	5,466.00
244	T Clerk Expenses		46.40
245	Bayscapes - IC stock		130.00
246/	PR Books - IC stock	68.80	
247	PR Books - IC stock	82.66	151.46
248	Healthmatic Public Conveniences cleaning Dec 2016		1,590.00
249	Lengthsman - November 2016		737.00
250	Gear4music Ltd - V Hall stage mixers (donation Victoria Hall Stage Group)		443.83
251	Intouchcrm - website monthly hosting October 2016	35.99	
252	Intouchcrm - website monthly hosting November 2016	35.99	
253	Intouchcrm - website monthly hosting December 2016	35.99	107.97
254	Pestforce - Grange Fell Allotment fencing		230.00
255	Plan-et - Neighbourhood Plan consultants		1,500.00
	Royal British Legion Poppy Wreaths (Town Council)	34.00	
	Royal British Legion Poppy Wreaths (Recoverable)	554.25	588.25
	Total Unity Trust account		£ 13,858.88
	Total accounts		£ 15,427.67
2	<u>Salaries, PAYE & N.I. (Unity Trust)</u>		
	Total Salaries		£ 5,620.07
	HMRC PAYE & NI - Tax Month 8		£ 1,470.27
			£ 7,090.34
	Total Unity Trust account		£ 20,949.22
	Total all payments for approval		£ 22,518.01
3	<u>Accounts paid in previous month – approved</u>		
	<u>Unity Trust</u>		
	<u>Accounts paid in previous month - not yet approved</u>		
	<u>Unity Trust</u>		

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237	Lighthouse Audio - V Hall stage stardrape curtain (donation Grange Amateur Operatic Society)	599.00
256	SLDC - V Hall glass passage Building Regulation fee	90.00

Nat West

Cheques

Nat West

Direct Debits

228	Plusnet 9/11 to 8/12 2016 - tel & broadband	53.41
238	XLN calls & line rental December 2016	34.25

Total Accounts paid in previous month	£	776.66
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Grand Total	£	23,294.67
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4 Bank Balances

NatWest Current Accounts		163,730.91
Unity Trust Bank		100,805.83

5 Transfers between bank accounts

C16/147	Finance and Governance	9
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a. Draft Budget

Members noted the draft budget 2017/18, noting that it was calculated with a working estimate of an increase of 40 properties to the Council Tax Base and that SLDC would provide the final figure in late December.

RESOLVED

That the drafts would be presented again to the January meeting when members would vote on the Precept.

b. Draft Budget Summary

Members noted the draft budget 2017/18 Summary and Key Features document.

c. Disciplinary and Grievance Arrangements

Members reviewed and considered approving the Disciplinary and Grievance Arrangements.

RESOLVED

That the Disciplinary and Grievance Arrangements were approved.

d. Recruitment and Selection Policy

Members reviewed and considered approving the Recruitment and Selection Policy.

RESOLVED

That the Recruitment and Selection Policy would be presented again to Full Council with revisions to be made by Cllr. Greenway.

TOWN COUNCIL OF GRANGE – OVER – SANDS

e. Press and Media Policy

Members reviewed and considered approving the Press and Media Policy.

RESOLVED

That the Press and Media Policy was approved.

C16/148

Grants

10

Members considered a grant application for £250.00 from the Great North Air Ambulance Service.

RESOLVED

That £250.00 was granted to the Great North Air Ambulance Service.

C16/149

Consultations

11

Members considered participation by Councillors in appropriate consultations:

SLDC Consultation: Development Management Policies Development Plan Document (DPD).

Members noted a report from Cllr. Greenway who attended the consultation event at Kendal Town Hall on Thursday 1 December 2016 and considered the response to the consultation drafted by Cllr. Greenway.

RESOLVED

That Grange Town Council would respond to the consultation with the draft as amended by Cllr. Greenway.

C16/150

Meeting Updates from Members

12

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

- Cllr. Shapland – had attended a Local Area Partnership flooding meeting in Kendal in November.
- Cllr. Ingle – Saturday Subsidised Bus Service – the bus service provider – Travellers - had attended the last Steering Group meeting. The Saturday service is running at a loss and Travellers are looking at adjusting the fare structure.
- Cllr. Shapland – Grange Fell Allotment fencing repairs have now been completed and it has been suggested to Cllr. Shapland that a solar powered electric fence is installed to deter badgers.
- Cllr. Thomas – SLDC Lido Feasibility Study – 30 November – the consultants Lambert Smith Hampton held a meeting and site visit for stakeholders to discuss ideas. On Thursday 19 January 2017 there will be an all-day public consultation at the Victoria Hall.

Members received an update from the Chairman about works in progress.

- **Promenade Maintenance**

On 7 December, SLDC convened a meeting with GTC and Network Rail to discuss promenade maintenance. The following statement was issued by SLDC after the meeting:

It was agreed that any repairs needed for the Promenade are cosmetic. The RG Parkin survey (August 2014) on the Promenade reports that there is *'considered to be little or no immediate risk of full or partial collapse of the structure. However, it is strongly recommended that a programme of repairs and subsequent maintenance be implemented in order to prolong the residual life of the existing structure'*.

Ownership and liabilities were clarified between SLDC and Network Rail. The ownership and repairing responsibilities of the Promenade sea wall are with SLDC.

Network Rail have a programme of work planned for 2019 onwards for their structures adjacent to the railway. No works before then are scheduled by them.

SLDC will now be considering a schedule of works, informed by the options in the RG Parkins report.

This schedule of works to the Promenade would need to be capital funded by SLDC and will be subject to prioritisation within the capital programme from 2018/19 onwards.

The capital programme is subject to consideration and approval by District Council.

Consideration will be made of phasing the works and or aligning them with future works to the Lido, to minimise disruption to the Promenade and assist efficient mobilisation of contracts.

Lido Feasibility Study will be reporting in March 2017 and recommendations put forward for consideration in the new Council year.

Subject to the capital programme, repairs to the Promenade will be scheduled whatever the decision regarding the Lido.

- **Grit bins** - as mentioned in Have Your Say at the previous meeting. These have been filled. If you need a grit bin filling, contact Better Highways at Cumbria County Council.
- **Leaves** – The Chairman thanked everyone for sending in their lists of leaf hotspots and reported that the Lengthsman was working his way through them.
- **Land Registry** - Victoria Hall Land Registration and Registration of Recreation Ground Lease. Gedyes Solicitors have been asked to complete these outstanding works.
- **Recreation Ground** – draft contract with Horton Landscapes has been sent to Gedyes Solicitors.
- **Carols and Readings Evening Event at the Victoria Hall** – all welcome to this fundraising event on 15 December, 7.30pm.

Members noted a progress report from the Steering Committee Spokesperson Cllr. Greenway. The draft plan is still with SLDC. In the meantime, the Steering Group is investigating improving footpaths and cycle ways with the SLDC Green Spaces Officer.

TOWN COUNCIL OF GRANGE – OVER – SANDS

C16/153

Cycle Racks

15

To consider inviting Morecambe Bay Partnership to re-visit improving provision for cyclists and signage in the town and moderating use of the additional route along the Promenade.

RESOLVED

That Morecambe Bay Partnership are invited to re-visit improving provision for cyclists and signage in the town and moderating use of the additional route along the Promenade.

C16/154

Berner's Housing Development

16

- a. Members noted that the bronze footprints installation honouring Cedric Robinson had now been installed at the entrance to the development.
- b. Members considered a proposal from Cllr. Greenway to allocate up to £60.00 to install signs at both ends of the footpath along the bottom of the development saying 'Olive Way'.

RESOLVED

That £60.00 would be allocated from the Projects budget to install signs at both ends of the access path along the bottom of the development saying 'Olive Way'; project to be led by Cllr. Greenway.

C16/155

Victoria Hall

17

Victoria Hall Action Group

a. Victoria Hall Action Group

- i) Members noted an update from the Chairman and that there would be an open meeting on Thursday 16 February, 7pm in the Victoria Hall; everyone was welcome.
- ii) Members noted that the Victoria Hall Manager had been leading on fundraising events to refurbish and equip the kitchen. Events included the VOCE concert, Christmas Fairs and children's parties. The fundraising target had been reached for the purchase of a hot cupboard and a fridge for the Victoria Hall kitchen.
- iii) Members considered approving expenditure of £420.00 to purchase the fridge and £1,155 for the hot cupboard.

RESOLVED

That expenditure of £420.00 to purchase the fridge and £1,155 for the hot cupboard was approved.

b. Maintenance Programme

- i) Glass Passage - Members noted that the Listed Building Consent and Building Regulations had been applied for.
- ii) Stage floor – Members noted this was scheduled for completion in January.
- iii) Electric Cables – waiting for quote for the works.
- iv) Dressing Room cracks – waiting for contractor.

TOWN COUNCIL OF GRANGE – OVER – SANDS

C16/156 Victoria Hall – Council Chamber Furniture 18

- a. Members noted that three potential room hirers had rejected the Chamber recently due to the inflexibility of the furnishings.
- b. Members considered changing the furniture in the Chamber to make the space more usable.
- c. Members considered setting up a working party with the remit of exploring options to report back to Full Council.

RESOLVED

That a working party comprising Cllrs. Greenway and Endsor was set up with the remit of exploring options to report back to Full Council.

C16/157 Wall Top Planting 19

Members noted that the begonias for Spring 2017 for the Ornamental Gardens Wall Tops had been ordered from Continental Landscapes at a cost of £295 (plus VAT) and considered approving payment from the Public Domain budget.

RESOLVED

That £295 (plus VAT) was approved for the begonias for Spring 2017 for the Ornamental Gardens Wall Tops from the Public Domain budget.

C16/158 Training 20

- a. Members noted that the Information Centre Volunteers were being offered 'Welcome All to Morecambe Bay' customer service training provided by Morecambe Bay Partnership. This was the next phase of the training the volunteers received in 2014 and costs £25.00 per delegate.
- b. Members noted that a maximum of 15 places may be taken and considered approving up to £375.00 expenditure from the Training budget.

RESOLVED

That up to £375.00 expenditure from the Training budget was approved for the Information Centre Volunteers to attend 'Welcome All to Morecambe Bay' customer service training provided by Morecambe Bay Partnership.

C16/159 Part 2 6

Members resolved to move to Part 2.

TOWN COUNCIL OF GRANGE-OVER-SANDS

C16/160

Staffing Matters

21

- a. Members noted the minutes of the Staffing Committee Meeting held 17 November 2016.
- b. Members noted that the Town Clerk had completed staff appraisals and considered recommendations from the Staffing Committee as a result of these.
- c. Members considered approving the revised salaries with effect from 1 April 2017/18.

RESOLVED

That the revised salaries with effect from 1 April 2017/18 were approved.

C16/161

Next Meeting

22

NOTED

That the next Full Council Meeting would be held at:

Monday 16 January 2017, 7.00pm Victoria Hall, Main Street, Grange-over-Sands

There being no further business, the meeting closed at 9.07pm

Signed:

Date:

Chair of Grange-over-Sands Town Council