

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**  
Cllr. Roger Handley

**Vice-Chairman/Deputy Mayor:**  
Cllr. Ann Walmsley

**Town Clerk:**  
Mrs. C. Benbow



Council Offices  
Main Street  
Grange-over-Sands  
Cumbria, LA11 6DP

Tel: (015395) 32375

[www.grangeoversandstowncouncil.gov.uk](http://www.grangeoversandstowncouncil.gov.uk)

email: [council@grangeoversands.net](mailto:council@grangeoversands.net)

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

## Minutes of the Meeting of the Town Council held in the Victoria Hall, on Monday 12 February 2024 commencing at 7.00 pm.

**Present:**

Cllr. T. Thomas – **Chair**

Cllr. J. Greenway, Cllr. A. Walmsley, Cllr. E. Walmsley, Cllr. J. Mason,  
Cllr. A. Speight.

Mrs. C. Benbow – Town Clerk

**In attendance:**

Westmorland and Furness Unitary Councillor Jenny Boak and 7 members  
of the public.

**Minute  
Ref:**

**Agenda No:**

**C23/162 Apologies for Absence**

**1**

Apologies were received from Cllr. Handley who was absent due to illness and Cllr. Logan who was absent due to holiday.

**RESOLVED**

That apologies from Cllr. Handley due to illness and Cllr. Logan due to holiday were approved.

Cllr. Thomas chaired the meeting.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**C23/163 Public Participation: Public Have Your Say**

**2**

**Resident 1** Made representation to members regarding Item 7, Planning Application 2024/0019/FPA, speaking as the planning consultant on behalf of the applicant and owner of Abbott Hall, giving information about the application and inviting questions from the Town Council.

**C23/164 Reports**

**3**

## **Westmorland and Furness Council Report**

Unitary Councillors Peter Endsor and Sue Sanderson sent apologies and Unitary Councillor Jenny Boak reported:

- 1. Zebra Crossing at Yewbarrow Terrace**  
The Town Council has requested this. Cllr. Boak apologised that the Town Council had not been informed that this project was going ahead.
- 2. Kents Bank Footpath to the Prom**  
Cllr. Boak has had several reports about this and reported that a group of volunteers are going to clear the vegetation.
- 3. Winster Flood Meeting**  
Cllr. Boak attended this, as did Town Cllr. Handley.
- 4. Access around the Town**  
Cllr. Boak will be meeting with Cllr. Thomas to look at improving access and reported that the Westmorland and Furness Council Highways Manager will join them. All Town and Unitary Councillors are invited to attend.
- 5. Councillor Surgery**  
Cllr. Boak held this with Town Cllr. Speight at the Library on Saturday 10 February 2024.
- 6. Drains**  
Cllr. Boak has reported a number of blocked drains to Westmorland and Furness Highways.
- 7. Half Term Swimming Offer**  
There is a 10p swimming scheme for children during the holiday.

Cllr. Thomas asked for an update on the Prom refurbishment, asking when the Prom is being resurfaced as this will affect the three businesses on the Prom who will be re-opening soon for the season, and PromArt, which has booked 8 events this year.

Cllr. A. Walmsley asked for an update following the Town Council's meeting in October 2023 with WFC officers about improvements at the Ornamental Gardens.

# TOWN COUNCIL OF GRANGE – OVER – SANDS

## Mayor's Report

Mayor Cllr. Roger Handley was absent; the meeting Chairman read his report.

The Mayor attended the official opening of The Station Library at Kents Bank Station, a still-growing collection of over 3000 pieces of railway literature, and the unveiling of the newly returned station plaque. With the Chairman of Network Rail, Lord Peter Hendy, he unveiled the now installed sign.

Cllr. Handley was invited to the Grange Hotel to inspect the refurbished leisure facilities, the newly created Wine Room and the revised menus.

### C23/165 Minutes of the Previous Meeting 4

**RESOLVED** That the Minutes of the Meeting of the Town Council held on Monday 8 January 2024 were accepted as a true record.

### C23/166 Declarations of Interests and Dispensations 5

**NOTED** There were no requests received for dispensations or declarations of interest.

### C23/167 Public Bodies (Admission to Meetings) Act 1960 – Excluded Item 6

**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.

### C23/168 Planning Report 7

**1. Members considered the following full or outline planning permission/reserved matters/discharge of conditions/listed building/change of use/advertising consent or appeal:**

**a. 2024/0019/FPA**

Full Application

Abbott Hall Lambert Manor Kirkhead Road

Variation of conditions 2 (approved plans) 4 (external windows and door, roof lights and any external woodwork) & 5 (roof lights) attached to Listed Building consent SL/2022/0690 (Change of use of former stable block to holiday let accommodation)

## TOWN COUNCIL OF GRANGE – OVER – SANDS

with part-demolition of first floor link structure, car port with car parking and photovoltaic panels with associated infrastructure and ancillary facilities)  
*Extension to comment deadline requested – granted to 13 March.*

**RESOLVED**  
**NO OBJECTION**

b. **2024/0094/FPA**

Full Application

Highfield Cottage, 25 Highfield Road

New residential property, part two storey, part single storey, with external parking area for two vehicles, with rear garden.

**RESOLVED**  
**OBJECTION**

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

1. The roof tiles are not compliant with the Neighbourhood Plan Design Guide.
2. The drainage plan lacks detail, as it appears that drainage goes directly into the sewerage system.
3. The site is adjacent to the boundary of the Conservation Area, and the design should be compatible with this, and complement the Conservation Area.
4. The proposal represents overdevelopment of the plot.
5. There is no detail of the planting and landscaping scheme so it is impossible to see if this would be adequate.

c. **2024/0127/PDEV**

Permitted Development Application

Land north of Low Fell Gate Farm, Cartmel Road

Temporary use of land as a recreational campsite for up to 60 days (Class BC permitted development rights)

There were no details on WFC website so the Town Council could not comment.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

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

- a. SL/2023/0734 9 CULAG, THE ESPLANADE Reserved By Condition (Discharge) Discharge Of Conditions
- b. SL/2023/0578 PENHOLME HOUSE, CHARNEY ROAD Full Application Approved With Conditions
- c. SL/2023/0678 11 KENTSFORD ROAD Full Application Approved With Conditions
- d. SL/2023/0687 ABBOTT HALL LAMBERT MANOR KIRKHEAD ROAD Full Application Approved
- e. 2023/1026/FPA GARDEN OF PINE TREES FERNLEIGH ROAD Full Application Refused
- f. SL/2023/0551 11 PINE CLOSE Full Application Approved With Conditions
- g. 2023/1155/FPA MONTON 10 CART LANE Full Application Refused

## 3. Planning Committee Alerts – Members to note that the following will be reported to the South Lakeland Local Area Planning Committee on Thursday 15 February:

- a. Application reference Number: SL/2023/0540  
Site address:  
Land Opposite Grange-over-Sands Lido, The Promenade, GRANGE-OVER-SANDS, LA11 6DP

## 7 (b) Allithwaite Neighbourhood Plan

Members noted correspondence from Westmorland and Furness Council regarding an update on Allithwaite and Cartmel Neighbourhood Plan which is proceeding to a Neighbourhood Planning referendum.

### C23/169 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.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

### 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. Thomas and Speight would verify the invoices and payments for the next payment period.

### e. Identification of Councillors to complete online authorisation of payments

**RESOLVED** That Cllrs. A. Walmsley and Greenway would complete online authorisation of payments for the next payment period.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

## GRANGE-OVER-SANDS TOWN COUNCIL

<u>Payments for Approval</u>	<u>February 2024</u>	
<u>Accounts for Payment</u>	<u>£</u>	
<u>Bank Account No. 1 - Direct Debit</u>		-
<u>Bank Account No. 1 - Cheque</u>		-
Total Bank Account No. 1		<u>£ -</u>
<b><u>Bank Account No. 2 - Direct Debits</u></b>		
271 Lloyds Bank Plc - Card Jan 2024 - Monthly fee	3.00	
271a JT Atkinson - Materials for sound proofing door	49.66	
271b Buy Insulation Online - Door insulation	98.72	
271c Shorrock Trichem - Cleaning materials	<u>107.03</u>	258.41
272 Npower - Elec V Hall 01/12-31/12/23		695.32
273 Npower - Elec Church Hill PC 01/12-31/12/23		100.12
274 Npower - Elec Prom PC 01/12-31/12/23		45.26
275 Npower - Elec Xmas Tree lights 01/12-31/12/23 (recoverable)		51.07
276 Corona Energy - Gas V Hall 01/12-01/01/24		2,558.74
277 Sage - Support 01/02-29/02/24		100.80
278 BT - Tel & Broadband - Rental to 29/02/24 Calls to 02/02/24		47.94
<b><u>Bank Account No. 2 - Direct Bank Payments</u></b>		
279 Brayshaw Heating - Service gas boilers		240.00
280 James Park - Removal and reinstating Xmas tree lights (recoverable)		200.00
281 LITE - 2023 Festive lighting final instalment 30% (approved C22/21)		1,710.36
282 Sinkfall Recycling - Skip for lengthsman		212.00
283 A Thould - V Hall external window cleaning		45.00
284 Grange Health Centre - WFC grant for 2 defibrillators (approved C23/115)		3,500.00
285 J Davenport - Clean int. office, ground floor ext. windows & bus shelter		35.00
286 Robinsons - Xmas tree lights - festoon & golf ball lamps (recoverable)		3,250.00
287 KTD - Photocopying 29/12/23-30/01/24		34.56
288 Healthmatic - PC cleaning 01/02-29/02/24		1,500.00
289 Lengthsman - 2 months to 31/01/24		842.49
290 WB Electrical - Supply & fit 7 x LED sensor floodlights to rear escape route		650.00
291 S Lycett - Redecoration of Room 4 following water ingress		950.00
<b>Total Bank Account No. 2</b>		<u><u>£17,027.07</u></u>
<b>Total Accounts</b>		<u><u>£17,027.07</u></u>

# TOWN COUNCIL OF GRANGE-OVER-SANDS

Page 2

## Salaries, PAYE & N.I. (Bank Account No. 2)

<b>Total Salaries</b>	<b>£ 7,204.87</b>
HMRC PAYE & NI - Tax Month 10	1,952.00
LG Pension Scheme Month 10 - Employer payment	2,426.71
	<b>£11,583.58</b>
<b>Total Bank Account No. 2</b>	<b>£28,610.65</b>
<b>Total all payments for approval</b>	<b>£28,610.65</b>

## Accounts paid in previous month

### Bank Account No. 1

#### Direct Debits

#### Cheques

-

### Bank Account No. 2

#### Direct Debits

-

268	Waterplus - V Hall 06/12-06/01/24	148.57
269	Waterplus - Orn Gdns PC 07/12-07/01/24	61.34
270	Waterplus - Church Hill PC 07/12-07/01/24	54.95

## Direct Bank Payments

**Total Accounts paid in previous month** **£ 264.86**

**Grand Total** **£28,875.51**

## Bank Balances

Bank Account No. 1 As at 31/01/24	197,919.32
Bank Account No. 2 As at 31/01/24	130,356.13

## Transfer to Petty Cash account to replenish float

Signed (Chairman) .....

Dated.....



a. **Casual Vacancy**

Members noted that there was a casual vacancy on the Town Council, the Co-option Policy, and that two applications to co-opt had been received.

Members voted to co-opt either Carol Wilkin or Jane Walmsley.

**RESOLVED**

- i) That Jane Walmsley was co-opted onto Grange Town Council.
- ii) That the Co-option Policy is amended to include an informal meeting with Councillors to ask questions and find out more. A draft to be presented to Council for consideration.

b. **Quarterly Financial Report**

Members considered the 9-month Quarterly Financial Report to 31 December 2023.

**RESOLVED**

That the 9-month Quarterly Financial Report to 31 December 2023 was approved.

c. **Budget Publicity in 'Grange Now'**

Members noted that an article has been put in 'Grange Now' about the budget, cost to be confirmed.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

Grange-over-Sands Town Council		Meeting: 12 February 2024			Prepared: Jan 2024		
Budget Monitoring 9 months to 31 Dec 2023		Budget	75% Budget	Actual	% Spend		
INCOME	Sage Code	for year £	to date £	to date £	Variance £	to %	Comments
Precept	4000	205,890	154,418	154,418	0	75%	
Sundry Receipts	4010	-	-	191	191		Comp re Prom Loo damage 2019/Sale of bandstand deckchairs
Interest Received	4015	-	-	-	0		
Grant Receipts - Running Costs WFC	4100	-	-	-	0		
Grant Receipts - General	4105	-	-	-	0		
Grant Receipts - WFC Council Tax	4106	7,850	5,887	5,887	(0)	75%	
Grant Receipts - WFC Comm Infrastructure Levy	4107	-	-	-	0		
Donations Received	4115	1,200	900	948	48	79%	9 x £100 donations for Bandstand concerts for July & Aug 2023. June concerts paid direct to bands by Charity & Co.
Donations for Assets	4116	-	-	-	0		
Donations - Victoria Hall	4117	-	-	8,560	8,560		Includes £8000 VHSG lump sum donation
Tenanted Room Rent Receipts	4120	6,932	5,199	3,957	(1,242)	57%	Tenant vacated Room 9 for 6 months due to flooding
Allotment Rent Receipts (Budget in N/L 4120 abx)	4121	-	-	1,369	1,369		
Room Hire Receipts	4125	16,000	12,000	16,568	4,568	104%	
Hospitality Recharged	4126	-	-	212	212		2023/24 now shown separately to Room Hire
Front of House Recharged	4127	-	-	2,835	2,835		2023/24 now shown separately to Room Hire
Bay Villa Trust Admin Fee	4162	500	375	-	(375)	0%	See 4th quarter
Commission Received	4170	-	-	20	20		Ticketsource referral income
Lease Registration Fees	4175	-	-	-	0		Cedric Walk
Toilet Entry Fees	4500	11,700	8,775	7,436	(1,339)	64%	9 months
Fund Raising Income	4600	-	-	680	680		Christmas Fair
		<b>250,072</b>	<b>187,554</b>	<b>203,081</b>	<b>15,527</b>	<b>81%</b>	
EXPENDITURE	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	% Spend to date	Comments
Fund Raising Expenditure	6170	-	-	184	184		Christmas Fair
Musicians' Fees	6200	1,200	900	900	0	75%	For Bandstand Summer concerts. June concerts paid direct to bands by Charity & Co
Mobile Toilets	6220	700	525	735	210	105%	For Bandstand Summer concerts
Staff Salaries	7000	100,000	75,000	87,177	12,177	87%	
Front of House Salaries	7000	10,000	7,500	4,669	(2,831)	47%	
Pensions	7001	23,000	17,250	12,684	(4,566)	55%	8 months only. Excludes Dec £3,373
Printing and Stationery	7010	600	450	409	(41)	68%	
Postage	7012	30	23	36	13	119%	
Water	7015	4,550	3,413	3,035	(378)	67%	
Business Rates	7020	8,200	6,150	6,425	275	78%	

# TOWN COUNCIL OF GRANGE-OVER-SANDS

EXPENDITURE cont...	Sage Code	Budget	Budget	Actual to date	Variance	% Spend to date
		for year	to date			
		£	£	£	£	
Telephone/Broadband	7025	550	413	475	63	86%
Insurance	7030	8,600	6,450	5,195	(1,255)	60% Reduction in Insurance premium 2023/24
Subscriptions	7040	850	638	949	311	112% Annual subs - CALC, NALC, SLCC & Allotment Society
Information Technology	7046	4,000	3,000	5,628	2,628	141% Incls. Support £2,380 03/23-03/24 & Laptop £1,289
Website	7047	400	300	333	33	83%
Travelling Expenses	7050	200	150	-	(150)	0%
Training Expenses	7052	800	600	254	(346)	32% SLCC Conference & Working at Heights training x 4
Civic Expenses	7055	300	225	528	303	176% Incls. Commemorative Oak tree & 2 x Apple trees
Hospitality	7065	200	150	75	(75)	37% Refreshments including recharged to hirers
Bank Charges	7070	200	150	157	7	78%
Audit Fees	7075	1,100	825	1,070	245	97% 2 x 6 mth internal audit fees & annual external audit fee
Accountancy Fees	7080	3,000	2,250	2,297	47	77% Accountancy £1,225 Y/e 31/03/23 & 9 months Payroll
Gas	7100	19,000	14,250	6,425	(7,825)	34% April-Nov only. Excludes Dec £2,132
Electricity	7105	7,700	5,775	4,023	(1,752)	52% April-Nov only. Excludes Dec £767
Christmas Lights	7106	4,751	3,563	3,326	(238)	70% See 4th quarter for 30% final balance
Donation Expenditure - Victoria Hall	7110	-	-	5,901	5,901	Microwave & kettle kitchenette. Roof repair £5,759
Hall Maintenance, Repairs and Renewals	7119	12,000	9,000	7,115	(1,885)	59% £1,365 LOLER inspection & £1,075 Fire Risk assess. electrical work
Repairs and Maint. (Toilets, Rec Ground, Bandstand, Allotments & Public Domain)	7120	7,200	5,400	1,012	(4,388)	14%
Professional Fees - Non Financial	7125	1,500	1,125	1,688	563	113% Incls. HR support £450 & Cumbria Employment £900
Toiletries and Cleaning Materials	7130	700	525	690	165	99%
Rent Payable	7160	740	555	747	192	101% Annual rent for bandstand and allotments
Card Handling Charges (Toilets only)	7190	1,450	1,088	722	(366)	50% 8 months only. Excludes Dec £70. Nayax card readers & service fee
Cleaning	7200	15,000	11,250	11,250	0	75% Toilets
Communications	7255	500	375	316	(59)	63% Incls. Venue Manager advertisement
Lengthsman	7455	6,500	4,875	5,152	277	79% 8 months only
Parish Election Costs	7600	2,000	1,500	-	(1,500)	0%
		<b>247,521</b>	<b>185,641</b>	<b>181,580</b>	<b>(4,061)</b>	<b>73%</b>
<b>Net profit (Loss)</b>		<b>2,551</b>	<b>1,913</b>	<b>21,500</b>		

## Balance Sheet Summary as at 31/12/23

Total Assets Less Total Liabilities 291,814

### C23/171

### Consultations

10

There were no consultations.

### C23/172

### Updates from Members

11

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

- a. **Cllr. Handley (was absent but sent the following) – River Winster Rehab Project Stakeholder meeting** – attended this on 2 February and provided a written report which was circulated with the meeting papers. This meeting, chaired by MP Tim Farron and facilitated by the Lynster Farmers Group, was to examine the problem of the flooding Winster.

## TOWN COUNCIL OF GRANGE – OVER – SANDS

- b. **Cllr. Thomas – PEAT (Peninsula Environment Action Together) AGM** – this was held on 30 January; a new Chair of PEAT and office holders were elected. A project to have water bottle filling points around the town was discussed. On 19 March PEAT are bringing the CAFS ‘Solar Made Easy’ event to the Victoria Hall and everyone is welcome.
- c. **Cllr. Speight – Councillor Surgery held in the Library on Saturday 10 February** – this was held with Westmorland and Furness Councillor Jenny Boak and attended by four residents. Queries included traffic management at Meathop Roundabout, blocked drains at the bottom of Grange Fell Road and at Pig Lane and overgrown footpath and steps at Kents Bank.

C23/173 Victoria Hall

12

a. **Theatres Trust Consultancy**

The Town Council noted in August 2023 that the Theatres Trust granted the Victoria Hall three days’ work with a specialist consultant. Members noted a report from Theatres Trust Consultant Matt Fenton following the meeting with him in October 2023.

b. **Room 4**

Members noted that the repair and redecoration of Room 4 following the roof leak is underway.

c. **Emergency Lights**

Members noted that the emergency lights have been upgraded, to improve access from the Hall in case of emergency, costing £650 (inc. VAT).

d. **Fire Risk Assessment Review**

Members noted that the Fire Risk Assessment has been reviewed and consider the draft Fire Safety Policy. Members noted an update from the meeting with the Fire Safety Assessor scheduled for Thursday 8 February 2024.

**RESOLVED**

That the Fire Risk Assessment Review and Fire Safety Policy were approved.

e. **Lost Property Policy**

Members considered the draft Victoria Hall Lost Property Policy.

**RESOLVED**

That the Victoria Hall Lost Property Policy was approved.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

## C23/174 Westmorland and Furness Council Updates

13

### a. Church Hill Clock

The clock at Church Hill was out of sync and chiming all night. Westmorland and Furness Council are the responsible authority. They had specialist clock repairers scheduled to attend. In the meantime, the chimes were stopped.

Members noted a further update, that the clock has now been repaired.

### b. 20mph Speed Limit Policy

Members noted that a meeting took place on Wednesday 31 January, 7pm, with the Westmorland and Furness Traffic Management Manager, Victoria Upton. The purpose of the meeting was to find out more about the speed limit policy, as resolved at the previous Town Council meeting.

Cllrs. Handley, Thomas, A. Walmsley, Logan, Greenway and Speight and the Town Clerk attended.

Members noted an update from the meeting from attendees that:

It was a very useful meeting and good to meet the Traffic Management Manager.

It appears that the first tranche of money in this project is for councils who have already prepared their application. The importance of consultation was discussed, as in every community, there will be strong support both for and against the introduction of 20mph zones.

The meeting was adjourned to receive comments from Unitary Cllr. Jenny Boak who assured the meeting that Westmorland and Furness Council would carry out community consultation before any 20mph zones were implemented.

The meeting reconvened.

## C23/175 Climate Change & Biodiversity Loss

14

Members noted an update about the CALC (Cumbrian Association of Local Councils) and CAfS (Cumbria Action for Sustainability) on-line Climate Change and Biodiversity Loss forum.

This was held on Thursday 25 January 2024 at 7pm via Teams. Cllrs. Greenway and Mason attended. Cllr. Greenway spoke about Keswick Town Council's work in this area.

## C23/176 Staffing Committee

15

Members noted draft minutes from the Staffing Committee held Wednesday 7 February 2024 and that the proposal for a rolling programme of recruitment for the casual hours Front of House team, with a permanent invitation to apply published in the 'Victoria Hall' section of the Town Council website, with recruitment delegated to the Town Clerk and Hall Manager, was approved.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

Members considered the recommendation from the Staffing Committee, that the amended Recruitment and Selection Policy and Procedure is approved.

### RESOLVED

That the amended Recruitment and Selection Policy and Procedure was approved.

**C23/177**

**Next Meeting**

**16**

Members noted that the next Full Council Meeting would be held:

Monday 11 March 2024, 7.00pm Victoria Hall, Main Street, Grange-over-Sands.

There being no further business, the meeting closed at 7.50pm.

**Signed:**

**Dated:**

**Chair, Grange-over-Sands Town Council**