

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

Minutes of the Meeting of the Town Council held in the Victoria Hall, on Monday 12 June 2023 commencing at 7.00 pm.

Present: Cllr. R. Handley – Chair
Cllr. J. Greenway, Cllr. A. Walmsley, Cllr. C. Logan, Cllr. T. Thomas.
Mrs. C. Benbow – Town Clerk

In attendance: 6 Members of the Public.

Minute Ref:		Agenda No:
C23/26	Apologies for Absence	1

Apologies were received from Cllr. Mason who was absent due to illness and from Cllr. E. Walmsley who was absent due to work commitments.

RESOLVED

That apologies from Cllr. Mason due to illness and from Cllr. E. Walmsley who was absent due to work commitments were approved.

TOWN COUNCIL OF GRANGE-OVER-SANDS

C23/27 Public Participation: Public Have Your Say 2

- Resident 1** Made representation to members speaking as the owner of Abbott Hall to outline their development proposals. They hope to submit planning permission soon, offering to meet Town Councillors to discuss their proposals in more detail.
- Council Response** The Town Councillors thanked her for the update and said they would be pleased to meet.
- Speaker 2** PC Simon Eyres introduced himself as the new Community Beat Officer (CBO) for the area. The police will continue to hold drop-in sessions at the Victoria Hall.
- Resident 3** Made representation to members regarding Item 7, Planning Application SL/2023/0445, expressing concern that too many properties in the area are being converted to holiday lets.

C23/28 Reports 3

Westmorland and Furness Council Report

Councillors Jenny Boak and Peter Endors sent their apologies.

Mayor's Report

Mayor Cllr. Roger Handley reported that he opened the Music in the Park summer season on Sunday 4 June 2023 and thanked Charity and Co. for all their hard work in making these events so successful. They are a real credit to Grange.

C23/29 Minutes of the Previous Meeting 4

- RESOLVED** That the Minutes of the Meeting of the Town Council held on Monday 15 May 2023 were accepted as a true record.

C23/30 Declarations of Interests and Dispensations 5

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

TOWN COUNCIL OF GRANGE – OVER – SANDS

C23/31 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.

Note – a motion was raised at agenda item 18 to move the meeting to Part 2. This was voted as approved.

C23/32 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. SL/2023/0070 21 Graythwaite Court Fernhill Road
Replacement double glazed UPVC windows
Full Planning
Extension to comment requested – granted.

RESOLVED

NO OBJECTION

- b. PN/2023/0060 Allithwaite Road Street Works
Application to determine if prior approval is required for a development by or on behalf of an electronic communications code operator for proposed 18-meter 5G telecoms installation - H3G street pole and additional equipment cabinets.
Prior Notification for Telecommunications

RESOLVED

OBJECTION

Grange Town Council makes the following comment on this application:

The visual impact of the proposed site would be destructive as it is in the middle of green space. This would be to the detriment of the area and the green gap between Allithwaite and Grange.

- c. SL/2023/0412 Land South of Allithwaite Road Kents Bank
Discharge of condition 9 (foul and surface water drainage) attached to planning permission SL/2018/0897
Discharge Conditions

RESOLVED

NO OBJECTION

TOWN COUNCIL OF GRANGE-OVER-SANDS

- d. SL/2023/0419 Eden Barn, Eden Mount
Discharge of condition 6 (Hard and soft landscaping) attached to planning permission SL/2013/0676
Discharge Conditions

RESOLVED
NO OBJECTION

- e. SL/2023/0441 Arnmore, 18 Yew Tree Road
Application for a non-material amendment following a grant of planning permission SL/2022/0204 (Full width porch extension with glazed 1st floor balcony over, extension to garage with link staircase to house)
Non-Material Amendment

RESOLVED
NO OBJECTION

- f. SL/2023/0445 Culag & Holmecroft, The Esplanade
Change of use from 2 self-contained flats to one self-catering holiday let unit, new front porch, single storey rear extension, replacement dormers and new windows.
Full Planning

RESOLVED
OBJECTION

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

- a. **Holiday Lets**
There are already too many holiday let properties in Grange.
 - b. **Housing Stock**
This proposal would reduce housing stock in the town.
 - c. **Out of Character with Conservation Area**
The proposed development would be visually prominent from the Promenade, would be out of keeping and incongruous with the character of the Conservation Area.
- g. SL/2023/0443 5a Mayfield Terrace, Kents Bank Road
Change large front white PVC central bay window to two smaller PVC bay windows with fixed top and bottom pane of glass, change large rear white PVC window to white PVC French patio doors, change small white PVC rear window to door & change rear white PVC door to one white PVC opening window with Georgian bars.
Full Planning

RESOLVED
NO OBJECTION

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

There were no planning decisions made.

C23/33 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.

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. Logan 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. A. Walmsley and Greenway would complete online authorisation of payments for the next payment period.

Members noted that Cllr. A. Walmsley authorised payments for the previous month in place of Cllr. Mason who is not yet registered to complete this.

TOWN COUNCIL OF GRANGE-OVER-SANDS

GRANGE-OVER-SANDS TOWN COUNCIL

Payments for Approval

June 2023

Accounts for Payment

£

Bank Account No. 1 - Direct Debit

-

Bank Account No. 1 - Cheque

-

Total Bank Account No. 1

£ -

Bank Account No. 2 - Direct Debits

40	Lloyds Bank Plc - Card May 2023 - Monthly fee	3.00	
40a	Orange & Green - Staff Only sign	9.90	
40b	DLM - Stationery	9.98	
40c	Shenzhen - 10m Extension lead with 3 USB slots	33.66	
40d	Amazon - Fire Exit sign & stationery	16.52	
40e	Amazon - 3.5mm Headphone jack adapter	9.65	
40f	Amazon - Add'l 3.5mm Headphone jack adapter	9.65	
40g	Pingxiangshi - Book reading light	16.99	
40h	Tidydow - 5m Extension lead with 4 USB slots	27.98	
40i	Amazon - Book reading light	17.45	
		<u>17.45</u>	154.78
41	WFC - 3/10 Non Dom Rates V Hall		603.00
42	WFC - 3/10 Non Dom Rates Rooms 1 & 3 / Council office		162.00
43	WFC - 3/10 Non Dom Rates Room 4		92.00
44	Npower - Elec V Hall 01/03-31/03/23		468.85
45	Npower - Elec Xmas Tree lights 01/03-31/03/23 (recoverable)		10.48
46	Sage - Support 01/06-30/06/23		92.40
47	Waterplus - V Hall 28/04-28/05/23		126.80

Bank Account No. 2 - Direct Bank Payments

48	Sinkfall Recycling - Skip for lengthsman (April)	200.00	
49	C Stuart expenses - 2 x overalls	32.00	
50	Lancasters - 2 x allotments keys cut & drain cleaner	17.40	
51	CALC/NALC subscription fee 2023/24 (Approved C23/14ii)	613.63	
52	R Murgatroyd - Yewbarrow allotment partial refund	6.00	
53	J Airey - Internal audit for 2nd half year 01/10/22-31/03/23	219.80	
54	KTD - Photocopying 28/04/23-26/05/23	28.92	
55	WB Elec - Fit bandstand speakers/PA system and test	90.00	
56	Lamont Pridmore - Professional services 01/06/22-31/03/23	1,470.00	
57	Healthmatic - PC cleaning 01/06-30/06/23	1,500.00	
58	Lengthsman - To 31/05/23	440.00	

Total Bank Account No. 2

£ 6,328.06

Total Accounts

£ 6,328.06

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

Total Salaries	<u>£ 7,152.22</u>
HMRC PAYE & NI - Tax Month 2	1,985.05
LG Pension Scheme Month 2 - Employer payment	2,080.57
	<u>£ 11,217.84</u>
Total Bank Account No. 2	<u>£ 17,545.90</u>
Total all payments for approval	<u>£ 17,545.90</u>

Accounts paid in previous month

Bank Account No. 1

Direct Debits

Cheques

Bank Account No. 2

Direct Debits

Direct Bank Payments

Total Accounts paid in previous month	<u>£ -</u>
Grand Total	<u>£ 17,545.90</u>

Bank Balances

Bank Account No. 1 As at 31/05/23	194,023.79
Bank Account No. 2 As at 31/05/23	159,370.14

Transfer to Petty Cash account to replenish float

Signed (Chairman)

Dated.....

C23/34 Finance and Governance – Internal Audit

9

The Internal Audit took place on 18 May 2023. Members noted the Internal Audit Reports, and that the Town Council is fully compliant with the Account and Audit Regulations.

TOWN COUNCIL OF GRANGE – OVER – SANDS

C23/35

External Audit - Annual Governance and Accountability Return

10

- a. Members considered the Annual Governance Statement in the Annual Governance and Accountability Return for the year ended 31 March 2023.

RESOLVED

That the Annual Governance Statement in the Annual Governance and Accountability Return for the year ended 31 March 2023 was approved.

- b. Members considered the Accounting Statements in the Annual Governance and Accountability Return for the year ended 31 March 2023.

RESOLVED

That the Accounting Statements in the Annual Governance and Accountability Return for the year ended 31 March 2023 was approved.

- c. To authorise the Chairman and Town Clerk (Responsible Financial Officer) to sign the statements.

RESOLVED

That the Chairman and Town Clerk (Responsible Financial Officer) were authorised to sign the Annual Governance Statement and the Statement of Accounts in the Annual Return for the year ended 31 March 2023.

- d. To authorise the submission of the Annual Governance and Accountability Return for the year ended 31 March 2023 for External Audit to commence following the prescribed period for public examination from 13 June 2023 to 25 July 2023.

RESOLVED

That the submission of the Annual Return for the year ended 31 March 2022 for External Audit following the prescribed period for public examination from 13 June 2023 to 25 July 2023 was authorised.

C23/36

Finance and Governance

11

- a. **Casual Vacancies**

There are two casual vacancies on the Town Council due to insufficient candidates stepping forward. Anyone interested is invited to contact the Town Clerk or the Chairman for more information, or see www.grangeoversandstowncouncil.gov.uk

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b. Statement of Tenders and Contracts – Transparency Code

Members noted the Statement of Tenders and Contracts, dated 5 June 2023, as required as good practice for publication on the Town Council website by the 2015 Transparency Code.

c. Insurance

Members considered quotes for Council insurance.

RESOLVED

That the proposal from Zurich Municipal for 3-year insurance cover costing £6,093.66 per year is accepted.

d. Reserves

Members reviewed the Reserves Policy and considered the reserves allocation at the opening of the new financial year.

RESOLVED

- i) That the Reserves Policy was approved.
- ii) That the reserves were allocated as below:

Opening Reserves 2023 APPROVED June 2023	£
General Reserve	
Council	107,314
Earmarked Reserve	
Victoria Hall (includes £50k for boilers as quoted)	90,000
Public Conveniences	15,000
Recreation, Play and Culture	35,000
Allotments	12,000
Public Domain	10,000
Professional Fees	1,000
Reserves per AGAR Box 7 March 2023	270,314

There were no consultations.

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C23/38

Updates from Members

11

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

Cllr. Greenway – Lido Gallery

Cllrs. Greenway and Thomas are contacting everyone who donated panels, looking to contact the previous owners of Baileys Sandwich Bar and Lamberts Pet Supplies. Anyone who has contact details is invited to contact the Town Council.

C23/39

Bailey Lane Level Crossing

14

Members noted response to GTC correspondence from Westmorland and Furness Council 25 May 2023:

Following the numerous responses to the made order I will be taking a report to Members for them to decide whether to abandon the Order or send to the Planning Inspectorate for them to make a decision.

Grange Town Council's response will be included in any report to Members and with the Order if it is sent to the Planning Inspectorate.

Unfortunately, with LGR there has been significant delays with establishment of the new Westmorland and Furness committees, and I do not know which meeting I shall be addressing on this matter.

C23/40

Victoria Hall

15

a. Victoria Hall Working Party

Members noted that a meeting of the Working Party took place on Wednesday 31 May at 7pm.

Present were Cllrs. Handley, Thomas, A. Walmsley and Greenway, the Town Clerk and Hall and Services Manager. Mrs Jen Parr represented the Victoria Hall Support Group.

b. Hot Work Policy

Members considered the draft Victoria Hall Hot Work Policy, written by the Hall and Services Manager, as required by the Council's insurers and the Hall Fire Risk Assessment.

RESOLVED

That the Victoria Hall Hot Work Policy was approved.

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C23/41 Commemorative Trees Project

16

Members noted that Westmorland and Furness Council (WFC) have given permission to plant an oak tree in the Park Road Gardens to commemorate the Coronation of King Charles III.

To consider a quote of £300 from WFC to provide and plant an oak tree and provide stakes, ties and rabbit guard.

RESOLVED

That the quote of £300 from WFC to provide and plant an oak tree and provide stakes, ties and rabbit guard was accepted.

C23/42 Training

17

Members noted that First Aid courses, provided by the First Responders, took place at the Victoria Hall on 10 March and 26 May 2023. Grange Town Council staff and U3A group leaders took part. All regular Front-of-House staff are now trained in basic first aid and defibrillator use.

C23/43 Staffing Committee

18

Members noted the draft minutes of the Staffing Committee held Tuesday 6 June 2023 and considered recommendations made.

Cllr. Greenway spoke on behalf of Cllr. Mason, to propose that consideration of this agenda item was deferred, as she had concerns about the wording of the update from Cllrs. Logan and Thomas, in particular, the sentence commencing: *'They understand things have to change and evolve'*.

Councillors voted not to defer the agenda item.

The Clerk advised the Meeting that any discussion that may identify individual staff members should be held in Part 2.

RESOLVED

That the following actions recommended to Full Council by the Staffing Committee were approved:

- i) That the following response is made to Grange Musical Theatre Society:
 - Further to the meeting on 2 May 2023, Cllrs. Logan and Thomas investigated the questions you raised.
 - Grange Town Council has developed a new booking system and online

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diary. This aims to offer absolute clarity for all users and staff.

- All current Hall users were notified of the new system, which came into effect on 1 January 2023.
 - In the transition to the new system, it appears that two Hall hirers wish to use the Hall on the same days each year – one Wednesday evening in February/March and one in December.
 - For 2023, the Hall is not available to you on the evening of Wednesday 6 December for the Pantomime as it has already been booked. This was confirmed by email to you on 20 October 2022. It may be possible to arrange access for a rehearsal for the children before the evening hire starts.
 - For 2024, it appears that for Wednesday 28 February and Wednesday 4 December there is conflict, as two hirers wish to use the dates.
 - To resolve this as fairly as possible, the Council will share the allocated dates equally.
 - The Hall will be available for you to use on Wednesday 28 February 2024 for your Main Show, but it will not be available to you on the evening of Wednesday 4 December 2024.
 - Bookings for 2025 open on 1 February 2024 and the Council will apply the same principle as both hirers have registered interest for the same Wednesday evenings.
 - This means that your Main Show will be able to use the Hall on Wednesday 26 February 2025 but you will not be able to book the Wednesday evening for the December Pantomime.
 - The new booking forms came into effect on 1 January 2023. It is important that these are completed correctly to ensure your event is a success. They are available to download from our website. You must complete these for all your bookings.
 - Thank you for your feedback on the Theatre Packages, we understand that you would like more time for set-building.
 - Grange Town Council will be reviewing the Hall hire terms and conditions, including the Theatre Packages, on a regular basis and will consider options for flexible set-building as part of this. Your ideas and suggestions will be included in the review.
- ii) That James Reeder Dance is contacted to explain the situation as above, and that Grange Town Council is unable to honour his booking for Wednesday 28 February 2024 and that Wednesday 26 February 2025 is not available.

C23/44

Part 2

6

Cllr. Greenway proposed a motion to move the meeting to Part 2.

RESOLVED

That the meeting move to Part 2 as the discussion may identify individual staff members.

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C23/45

Part 2 – Staffing Committee

18

Members noted updates from Cllrs. Logan and Thomas and the Town Clerk.

C23/46

Next Meeting

19

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

Monday 10 July 2023, 7.00pm Victoria Hall, Main Street, Grange-over-Sands.

There being no further business, the meeting closed at 9.10pm.

Signed:

Dated:

Chair, Grange-over-Sands Town Council