

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Tricia Thomas

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 8 November 2021 commencing at 7.00 pm.**

Present:

Cllr. T. Thomas – **Chair**

Cllr. Greenway, Cllr. A. Walmsley, Cllr. Handley, Cllr. E. Walmsley, Cllr. Mason.

Mrs. C. Benbow – Town Clerk – absent due to positive Covid test. Minutes compiled from notes taken by Cllrs. E. Walmsley and Thomas.

In attendance:

4 members of the public, County Councillor Bill Wearing

**Minute
Ref:**

Agenda No:

C21/105 Apologies for Absence

1

Apologies were received from Cllr. Logan who was absent for medical reasons and from Cllr. Bailey who was absent due to family crisis.

RESOLVED

That apologies from Cllr. Logan due to medical reasons and Cllr. Bailey due to family crisis were approved.

TOWN COUNCIL OF GRANGE-OVER-SANDS

C21/106

Reports

2

District Council Report

District Councillors Peter Endor and Fiona Hanlon sent apologies. Cllr. Hanlon sent a written report that was circulated to the Town Councillors.

County Council Report

Members noted a report from County Councillor Bill Wearing:

- a. **Windermere Road Flooding** – County Council and Environment Agency were in attendance during recent floods. A pump is being kept on stand-by all winter in the car park. The Spar development will include the installation of a permanent pump.
- b. **Local Government Reorganisation** – the new Council for this area will be called Westmoreland and Furness Council.
- c. **Bailey Lane Level Crossing** – the Public Inquiry continues on 10 and 11 January 2022.

Mayor's Report

Mayor Cllr. Tricia Thomas reported that she would be attending the Remembrance Sunday Parade and Act of Remembrance.

C21/107

Public Participation: Public Have Your Say

3

Resident 1

Made representation to members regarding:

- a. Apologies for outburst and inappropriate language at the previous meeting.
- b. Concerns about street drainage at Pig Lane.
- c. Concerns about the use of the Ornamental Gardens Pond by a Model Boat Club.

Resident 2

Made representation to members, speaking on behalf of the Food Share Application to the Bay Villa Trust.

TOWN COUNCIL OF GRANGE-OVER-SANDS

C21/108 Minutes of the Previous Meeting 4

RESOLVED That the Minutes of the Meeting of the Town Council held on Monday 11 October 2021 were accepted as a true record.

C21/109 Declarations of Interests and Dispensations 5

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

C21/110 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.

C21/111 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/2021/0967** Follybank House, Main Street
Removal of existing rear pitched roof and formation of a walled roof terrace, including the installation of doorway for access to the terrace from the bedroom.
LISTED BUILDING
(extension to comment granted)

**RESOLVED
NO OBJECTION**

- b. **SL/2021/0896** 2-3 Ashness Kents Bank Road
Erection of new external stairs, railings, landing and storage building to replace existing access to two flats
FULL PLANNING
(extension to comment granted)

**RESOLVED
NO OBJECTION**

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- c. **SL/2021/1000** Acorn Nook, Rockland Road
Single storey rear extension, conversion of garage into recreational room & replace door to front elevation with window
FULL PLANNING

RESOLVED
NO OBJECTION

- d. **SL/2021/1006** Sycamore Down Kentsford Road
Application for a non-material amendment following a grant of planning permission SL/2021/0356 (New front porch, increased area of full height glazing to front gabled elevation, new full height glazed openings to southwest side, new bay window to the front elevation, extension in width of existing balcony, new window openings to southwest end elevation, removal of two window openings to rear and form new window opening, new window openings to northeast end elevation and internal reconfigurations for improved wheelchair access).
Non-Material Amendment

RESOLVED
OBJECTION

Grange Town Council OBJECTS on the grounds that the application is incomplete. Clear comparative drawings of the elevations are required in order to give an informed response to this application.

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

- a. 2021/0472 52 Priory Lane FULL PLANNING Grant with Conditions
b. SL/2021/0510 Undercragg Charney Well Lane FULL PLANNING Grant with Conditions
c. PN/2021/0075 Fire Station Kents Bank Road PN for Telecommunications PN TEL PA not required
d. SL/2021/0283 Rose Grove Fernleigh Road Application for Lawful Development Certificate (existing) Lawful Dev Cert - Existing - Refuse

C21/112 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.

TOWN COUNCIL OF GRANGE-OVER-SANDS

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. Mason and Handley 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

Payments for Approval

November 2021

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

206	Lloyds Bank Plc - Card October 2021 - Monthly fee	3.00
207	SLDC - 8/10 Non Dom Rates V Hall	574.00
208	SLDC - 8/10 Non Dom Rates Rooms 1 & 3 / Council office	155.00
209	SLDC - 8/10 Non Dom Rates Room 4	87.00
210	Corona Energy - Gas V Hall 01/09-01/10/21	71.72
211	Sage - Support 01/11-30/11/21	78.00

Bank Account No. 2 - Direct Bank Payments

205	Lancasters - Key, velcro, white spirit & sticker remover	15.75
213	CALC - Effective Councillor Training course 04/10/21 - J Mason	20.00
214	SLDC - Electricity recharge Ornamental Gdns PC 01/07-28/09/21	79.09
215	YPO - Refuse sacks	20.40
216	Lamont Pridmore - Payroll services July - Sept 2021	345.60
217	PPL PRS Ltd - Performing Rights - 06/07-05/10/21 (Recoverable)	140.60
218	P Dalton - Promenade MUGA fence replacement (approved C21/61)	23,520.00
219	Continental Landscapes - Tulips for wall planting	921.60
220	KTD - Photocopying 29/09-27/10/21	27.07
221	Grange Now - Advert for Hall and Services Manager	171.84
222	Healthmatic - Public Conveniences cleaning 01/11-30/11/21	1,500.00
223	Treble3 - Events calendar 17/12/21-17/12/22	105.60

Total Bank Account No. 2

£ 27,836.27

Total Accounts

£ 27,836.27

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Page 2

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

Total Salaries	£ 5,445.75
HMRC PAYE & NI - Tax Month 7	£ 1,547.34
LG Pension Scheme Month 7 - Employer payment	£ 1,923.19
	£ 8,916.28
 Total Bank Account No. 2	 £ 36,752.55
 Total all payments for approval	 £ 36,752.55

Accounts paid in previous month - approved

Bank Account No. 1

Bank Account No. 2

Accounts paid in previous month - not yet approved

Bank Account No. 1

Direct Debits

Cheques

Bank Account No. 2

Direct Debits

212 Plusnet - Tel & Broadband - Rental to 08/11/21 Calls to 08/10/21 39.60

Direct Bank Payments

Total Accounts paid in previous month **£ 39.60**

Grand Total **£ 36,792.15**

Bank Balances

Bank Account No. 1 As at 31/10/21 181,392.75

Bank Account No. 2 As at 31/10/21 222,122.87

Transfers between bank accounts

Transfer to Petty Cash account to replenish float

Signed (Chairman)

Dated.....

a. **Six-Month Financial Report**

Members considered the six-month Financial Report to 30 September 2021.

RESOLVED

That the six-month Financial Report to 30 September 2021 as below was approved.

b. **Draft Budget and Precept 2022/23**

Members considered the draft Budget and Precept 2022/23.

RESOLVED

That the Town Clerk was asked to prepare a draft budget, showing 2% increase to Precept, for consideration at the December Council Meeting.

TOWN COUNCIL OF GRANGE-OVER-SANDS

Grange-over-Sands Town Council		Meeting: 8 November 2021			Prepared: October 2021	
Budget Monitoring 6 months to 30 September 2021		Budget	50% Budget	Actual	Variance	%
Sage Code	for year	to date	to date	£	Spend to	Comments
	£	£	£			
INCOME						
Precept	4000	187,329	93,664	93,664	0	50%
Sundry Receipts	4010	-	-	224	224	Compensation re Prom Loo damage/Photocopying income
Interest Received	4015	-	-	-	0	
Grant Receipts - Running Costs SLDC	4100	7,000	3,500	3,500	(0)	50% Ornamental Gardens toilet grant
Grant Receipts - General	4105	-	-	-	0	
Grant Receipts - SLDC Council Tax	4106	8,511	4,256	4,256	(0)	50%
Grant Receipts - SLDC Comm Infrastructure Levy	4107	-	-	-	0	
Donations Received	4115	1,000	500	800	300	80% 8 x £100 donations for Bandstand concerts for season
Donations for Assets	4116	-	-	-	0	
Donations - Victoria Hall	4117	-	-	304	304	
Rent Receipts	4120	3,800	1,900	3,727	1,827	98% Includes full year for allotments £1,245
Room Hire Receipts	4125	5,000	2,500	7,836	5,336	157% V Hall open for events again
Bay Villa Trust Admin Fee	4162	550	275	-	(275)	0% Charged annually in 4th quarter
Commission Received	4170	-	-	222	222	Commission on ticket sales
Lease Registration Fees	4175	-	-	-	0	Cedric Walk
Toilet Entry Fees	4500	9,500	4,750	9,849	5,099	104% High visitor numbers to Grange
		222,690	111,345	124,382	13,037	56%

	Sage Code	Budget for year	Budget to date	Actual to date	Variance	% Spend to date
		£	£	£	£	
EXPENDITURE						
Musicians' Fees	6200	1,000	500	800	300	80% 8 x £100 payments made to bands for season
Mobile Toilets	6220	550	275	330	55	60%
Salaries	7000	89,000	44,500	41,410	(3,090)	47%
Pensions	7001	17,500	8,750	7,040	(1,710)	40%
Printing and Stationery	7010	800	400	328	(72)	41%
Postage	7012	40	20	8	(12)	19%
Water	7015	4,800	2,400	1,606	(794)	33%
Business Rates	7020	8,800	4,400	3,992	(408)	45%
Telephone/Broadband	7025	1,050	525	173	(352)	16% Reduction in tariff from Feb 2021
Insurance	7030	4,000	2,000	1,609	(391)	40%
Subscriptions	7040	860	430	1,090	660	127% Full year subs for CALC, SLCC & Cumbria Tourism
Information Technology	7046	4,500	2,250	916	(1,334)	20% Annual support invoice approx. £2k due in 3rd quarter
Website	7047	400	200	160	(41)	40%
EXPENDITURE cont...						
Travelling Expenses	7050	200	100	-	(100)	0%
Training Expenses	7052	600	300	440	140	73% SLCC/NALC/CALC/Website Training
Civic Expenses	7055	100	50	-	(50)	0%
Bank Charges	7070	300	150	92	(58)	31% Fewer transactions generally
Audit Fees	7075	1,000	500	800	300	80% 6 months Internal Audit & External Audit fee Y/e 31/03/21
Accountancy Fees	7080	3,000	1,500	1,630	130	54% Accountancy fee £975 Y/e 31/03/21 plus 6 months Payroll
Gas	7100	4,500	2,250	789	(1,462)	18% V Hall used less & staff working from home in 1st quarter
Electricity	7105	4,250	2,125	813	(1,312)	19% V Hall used less & staff working from home in 1st quarter
Christmas Lights	7106	4,600	2,300	-	(2,300)	0% Annual invoice due in 4th quarter
Donation Expenditure - Victoria Hall	7110	-	-	2,584	2,584	Safety flooring glass passageway - VHSG reserve used
Repairs and Maintenance	7120	5,000	2,500	2,764	264	55% Rec Ground/Bandstand/Public Domain/Toilets/Allotments
Hall Regular Maintenance	7121	4,500	2,250	826	(1,424)	18% PAT testing invoice due in 3rd quarter
Hall Maintenance Plan & Emergency Repairs	7122	15,000	7,500	72	(7,428)	0% Quotes for work pending
Professional Fees - Non Financial	7125	1,350	675	500	(175)	37%
Toiletries and Cleaning Materials	7130	800	400	294	(106)	37% Less activity in hall 1st quarter
Rent Payable	7160	740	370	732	362	99% Full year rental for allotments & bandstand
Card Handling Charges (Toilets only)	7190	1,300	650	701	51	54% Monthly Nayax readers and service fee for toilets
Cleaning	7200	15,000	7,500	7,500	0	50% Toilets
Communications	7255	500	250	188	(62)	38%
Lengthsman	7455	6,500	3,250	2,712	(538)	42%
Parish Election Costs	7600	-	-	-	0	
Projects	7605	10,000	5,000	4,200	(800)	42% 1/4 pipe skate ramp
PWLB Loan Interest Paid	8000	500	250	120	(130)	24%
		213,040	106,520	87,217	(19,303)	41%
Net profit (Loss)		9,650	4,825	37,165		

Balance Sheet Summary as at 30/09/21

Total Assets Less Total Liabilities (including Public Works Loan Board Loan) **309,671**

TOWN COUNCIL OF GRANGE-OVER-SANDS

C21/114

Casual Vacancy

10

Members noted that SLDC has now confirmed that Grange Town Council may co-opt a new Councillor following the resignation of Tracy Hathorn on 9 August 2021.

RESOLVED

That the vacancy would be advertised in the New Year.

C21/115

Updates from Members

11

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

- a. **Cllr. Thomas – Councillor Surgery** – a joint surgery will be held on Saturday, 20 November 2021 at 10:30am in Room 4 (downstairs) at the Victoria Hall.
- b. **Cllr. Thomas – Remembrance** - Remembrance Service at the Church this year has been cancelled because of Covid infections. The Parade will still take place, assembling at 2.40 outside the Church and the Service will take place at the War Memorial at 3pm. It became known this year that the Parade and Wreath Laying Ceremony have not been insured or risk assessed.
The Town Council will insure the event and a risk assessment is being prepared.
- c. **Cllr. Bailey - GAP Well Being Hub** – no report as Councillor Bailey was absent.
- d. **Cllr. Logan – Christmas Tree Committee** – no report as Councillor Logan was absent.

C21/116

Fell Close Playground

12

Members noted that the slide at Fell Close playground was removed by SLDC because it was dangerous. SLDC have now confirmed that a replacement slide will cost £1,550 and delivery and installation cost £750. Total £2,300. This is supplied by Yates Playgrounds and current lead time is about six weeks.

Members considered proposal from Cllr. Bailey that Grange Town Council pays SLDC £2,300 to purchase and install the replacement slide.

RESOLVED

That, as proposed by Cllr. Bailey, Grange Town Council pays SLDC £2,300 to purchase and install the replacement slide at Fell Close Playground.

a. MUGA (Multi-Use Games Area) Fence

Members noted that the fence has now been installed by P. Dalton Engineering Ltd.

b. I-Play Replacement

Members noted that at the previous meeting, Cllr. Bailey gave a report of the Working Party survey, recommending that the I-Play is replaced with a street workout system, for use by people of all ages.

It was resolved that the decision would be postponed until after the meeting with SLDC on 19 October 2021, about play equipment along the whole of the Prom.

This meeting took place, Cllrs. Thomas and Bailey and the Town Clerk took part.

Members noted an update from Cllr. Thomas:
SLDC have a £100,000 budget to refurbish the central Prom playground for children aged up to 14.

Members considered proposal from the I-Play Working Party (Cllrs. Bailey and Logan) that the I-Play is replaced with a street workout system for those aged over 14.

RESOLVED

That, as proposed by the I-Play Working Party (Cllrs. Bailey and Logan), the I-Play is replaced with a street workout system for use of those aged over 14 years old.

Members noted that at the previous meeting, correspondence from SLDC about using the Pond for electric and sail powered scale model watercraft was considered.

It was resolved that GTC supported SLDC in this initiative in principle, as encouraging local use of community assets, but had some concerns about viability, wildlife and safety, and requested a meeting with SLDC and the proposers to discuss the project.

A meeting was scheduled for Wednesday 3 November 2021, 1pm, at the Pond. Cllrs. Thomas, Walmsley and Handley attended, meeting representatives from the Boat Club and Lambert Smith Hampton (SLDC Property Management).

Members noted an update from the meeting from Cllr. Thomas:

It was discussed with SLDC that the Club could use the little bay beyond the War Memorial to launch boats which would be wind or battery powered. As boats would get snagged and damaged if they went near the islands, they would only operate in the area around the fountain and back to the base. These means they would not disturb nesting birds.

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The area around the War Memorial would not be used at all, no activity would take place on Remembrance Sunday or 11 November.

SLDC would put up signage that only Club members could operate their boats and anyone interested should contact them for further information.

If the boats broke down or got otherwise marooned, then the owners have various tactics to get them back to dry land without wading through the mud to get them.

Fiona Hanlon attended the meeting as an observer and spoke of her concern about the state of the Pond and the fact that blue algae had been seen there this summer. She is very keen for the pond to be dredged.

The Boat Club representative has knowledge as to how this might be achieved (using a tanker with a long hose and a pump) and is quite happy to give support should SLDC decide to investigate this route. However, it is likely to be expensive. Lambert Smith Hampton Officer said the meeting report and ideas would be presented to SLDC.

RESOLVED

That Grange Town Council continued to support SLDC in this initiative in principle and suggested that if SLDC was minded to allow this activity on the Pond, that a licence was issued for a one-year trial period.

C21/119 Training

15

Members noted that the Town Clerk attended (virtually) the SLCC National Conference on 13 and 14 October 2021.

C21/120 Staffing

16

a. **Staffing Committee**

Members noted draft minutes from Staffing Committee held 21 October 2021.

b. **Recruitment**

Members noted recruitment schedule for Hall and Services Manager.

c. **Salaries**

Members considered salary increment recommended for the Finance Administrator, due to outstanding performance, and considered approving the salaries with effect from 1 April 2022/23 as recommended by the Staffing Committee.

RESOLVED

- i) That the salary increment recommended for the Finance Administrator, to be backdated to 1 September 2021, due to outstanding performance was approved.

TOWN COUNCIL OF GRANGE-OVER-SANDS

- ii) That the salaries with effect from 1 April 2022/23 as recommended by the Staffing Committee were approved.

C21/121

Next Meeting

17

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

Monday 13 December 2021, 7.00pm Victoria Hall, Main Street, Grange-over-Sands.

There being no further business, the meeting closed at 7.44pm.

Signed:

Dated:

Chair, Grange-over-Sands Town Council