

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Peter Endsor

Vice-Chairman/Deputy Mayor:

Cllr. Ann Walmsley

Town Clerk:

Mrs. C. Benbow



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

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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 13 May 2019 commencing at 7.00 pm.

Present:

Cllr. P. Endsor – **Chair**

Cllr. Greenway, Cllr. Walmsley, Cllr. Hathorn, Cllr. Howson

Cllr. Handley, Cllr. Logan, Cllr. Greenway, Cllr. Bailey

Mrs. C. Benbow – Town Clerk

In attendance:

6 members of the public

**Minute
Ref:****Agenda No:**

C19/01 Council Chairman for the Council Year 2019/20

1

Cllr. Peter Endsor was elected Council Chairman for the Council Year 2019/20 from the current Council membership; the Chairman acceptance of office forms were received from Cllr. Endsor.

C19/02 Vice-Chairman for the Council Year 2019/20

2

Cllr. Ann Walmsley was elected the Council Vice-Chairman for the Council Year 2019/20 from the current Council membership; the Vice-Chairman acceptance of office forms were received from Cllr. Walmsley.

C19/03 Apologies for Absence

3

There were no apologies.

C19/04 Minutes of the Previous Meeting

4

RESOLVED

That the Minutes of the Meeting of the Town Council held on Monday 8 April 2019 were accepted as a true record.

TOWN COUNCIL OF GRANGE – OVER – SANDS

C19/05 Vacancy for Grange North Ward

5

RESOLVED

That Mr. Stuart Bailey was co-opted as a Member of Grange-over-Sands Town Council.

Cllr. Bailey signed the declaration of acceptance and joined the meeting.

C19/06 Reports

6

Police Report

PCSO Howard Firth sent his apologies and the following written report:

Concern for welfare 15, RTC 2, Burglary dwelling 2, Suspicious incident 3, Theft pedal cycle 1, Domestic incident 1, Highway disruption 1, Public order offences 1, Damage criminal 1, Harassment 1, Assault 1.

County Council Report

Cllr. Wearing congratulated the Chairman and Vice-Chairman on their appointments and wished the new Town Council well.

He reported that:

1. **Windermere Road Flood Works** – contractors are working on site; Cllr. Wearing will keep the Town Council informed of progress.
2. **Highways** – the mini-roundabout at the station end of town is being resurfaced. There will be two overnight closures of the road - notice will be given. Cllr. Wearing agreed to include looking at the road surface further up Main Street in the works.
3. **Citizen's Advice Debt Advisory Service** – this is a valuable service, available at Citizen's Advice in Kendal and Ulverston.

Mayors Report for the final month of 18/19 Council Year

Mayor Cllr. Peter Endors reported that as Mayor he was Guest of Honour at the Rotary Club dinner, he opened the first Prom Art of the year, and attended the 'Rise to Hunger in Africa' event where thirty thousand meals were packed in under three hours. The event was very well attended and was a great success.

C19/07 Public Participation: Have Your Say

7

Resident

Made a representation to members with regard to the temporary closure of the Bailey Lane crossing, requesting that the progress of this be monitored by the Town Council.

TOWN COUNCIL OF GRANGE – OVER – SANDS

Council Response Cllr. Thomas responded that this question was raised regularly at the Furness Line Community Rail Partnership meetings and Network Rail respond that they are waiting to hear from the County Council. The Chairman said it would be followed up.

C19/08 **Declarations of Interests and Dispensations** **8**

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

C19/09 **Public Bodies (Admission to Meetings) Act 1960 – Excluded Item** **9**

RESOLVED That there were no items to be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

C19/10 **Councillor Training** **10**

The Cumbrian Association of Local Councils (CALC) provides training for Councillors – the ‘Effective Councillor’. These cost £80 for both sessions and are held:

10 June (Module 1) Helsington Village Hall, Kendal, 6pm – 8.30pm

17 June (Module 2) Castle Street Centre, Kendal, 6pm – 8.30pm

All Councillors were asked to consider attending the training.

RESOLVED

That Cllrs. Howson and Bailey would attend the training at a total cost of £160 from the Training Budget.

C19/11 **Planning Report** **9**

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. PN/2019/0013** OS Field No 3037, North of Allithwaite Road
Steel framed agricultural building for the storage of equipment and feed
PN for Agricultural Building

RESOLVED

NO OBJECTION

Grange Town Council requests that permitted further development rights are withdrawn.

TOWN COUNCIL OF GRANGE-OVER-SANDS

- b. SL/2019/0281** 8 Abbots Way
Single storey front extension
FULL PLANNING

**RESOLVED
OBJECTION**

Grange Town Council objects to this application on the grounds that:
There is no mention of drainage arrangements in the application.

- c. SL/2019/0297** 74 Kentsford Road
Extension to existing balcony with glass balustrade, replacement front porch, and alterations to existing dormer window
FULL PLANNING

**RESOLVED
OBJECTION**

Grange Town Council objects to this application on the grounds of:

1. Scale: the proposed development is out of scale with surrounding properties.
2. Overlooking: the proposed development may breach privacy of neighbours.

- d. SL/2019/0325** Woodland south east of Spring Bank Road
Proposed agricultural building
PRIOR NOTICE OTHER

**RESOLVED
NO OBJECTION**

Grange Town Council makes the following comment:
This is a sensitive area, adjacent to the National Park; the development would be counter to the Neighbourhood Plan as it will affect the view from Hampsfell.

Grange Town Council makes the following request:
To ensure this does not become a holiday let, that there is a no overnight use condition and the permitted development rights are withdrawn.

- e. SL/2019/0334** Green Bay, 18 Graythwaite Court
Replacement UPVC window frames & doors
FULL PLANNING

**RESOLVED
NO OBJECTION**

- f. SL/2019/0340**
Glenburn and Aberfoyle, Hampsfell Road

TOWN COUNCIL OF GRANGE-OVER-SANDS

Formation of replacement driveway to serve two properties
FULL PLANNING

RESOLVED
NO OBJECTION

g. SL/2019/0351 6 Priory Lane

Demolition of existing conservatory and replacement with single storey garden room, amendments to existing porch and windows, and amendments to front garden and boundary wall. Changing of render finish to existing house and replacement of existing concrete roof tiles with like for like replacement.

FULL PLANNING

RESOLVED
NO OBJECTION

Grange Town Council makes the following request:
That the drainage of the whole site is considered.

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

- a. **SL/2019/0131** Derlyn Charney Road FULL PLANNING Grant with Conditions
- b. **SL/2019/0134** Sandacres 5 Yew Tree Road FULL PLANNING Grant with Conditions
- c. **SL/2019/0220** Nampara Eden Mount Road FULL PLANNING Grant with Conditions
- d. **PN/2019/0012** Middle Fellgate Farm PN for Telecommunications PN TEL PA not required
- e. **SL/2019/0069** Abbot Hall Hotel Kirkhead Road FULL PLANNING Refuse
- f. **SL/2019/0150** Little Garth, 41 Carter Road FULL PLANNING Withdrawn

C19/12 Consultations

12

Lake District National Park Authority Pre-Submission Local Plan

Comments are invited on the Pre-Submission Local Plan which sets out the broad planning, policy framework and vision for the Lake District up to 2035.

Deadline for comments: Monday 3 June 2019. <http://www.lakedistrict.gov.uk/localplan>

RESOLVED

TOWN COUNCIL OF GRANGE-OVER-SANDS

That Councillors would respond as individuals if they wished.

C19/13 Finance - Monthly Payments

13

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 Handley and Walmsley 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 Hathorn 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

May 2019

1 Accounts for Payment

£

NatWest - Direct Debit

30 Barclaycard - Transaction fees 01/04-30/04/19 49.45

NatWest - Cheque

Total NatWest account

£ 49.45

Unity Trust - Direct Debits

Lloyds Bank Plc - Card April 2019 - Monthly fee 3.00

383 Npower - Elec Prom Lido PC 01/02-31/03/19 33.51

384 Npower - Elec V Hall 02/02-31/03/19 592.72

385 Npower - Elec Church Hill PC 01/02-31/03/19 87.02

386 Npower - Elec Xmas Tree Lights 01/03-31/03/19 (Recoverable) 5.87

387 Corona Energy - Gas V Hall 02/03-01/04/19 562.75

14 SLDC - 2/10 Non Dom Rates V Hall 565.00

15 SLDC - 2/10 Non Dom Rates Rooms 1 & 3 / Council office 152.00

16 SLDC - 2/10 Non Dom Rates Information Centre 40.00

17 SLDC - 2/10 Non Dom Rates Room 4 86.00

Unity Trust - Direct Bank Payments

379 Lancasters - Decorating materials for photocopier area 58.25

380 Morecambe Bay Partnership - Information Centre stock 150.75

381 J T Atkinson - Plumbing materials for 1st floor toilet area 16.33

9 KTD - Anti-Spam Services 30/05/19-29/05/20 178.80

10 Lamont Pridmore - Payroll services 415.20

11 Alan Godfrey Maps - Information Centre stock 39.00

12 Dane Stone Publishing - Information Centre stock 40.50

13 Yellow Publications - Information Centre stock 133.01

19 Wilkinson - Information Centre stock 43.50

20 PR Books - Information Centre stock 144.95

22 KTD - Photocopying 26/03/19-26/04/19 57.31

23 YPO - Stationery & cleaning materials 145.66

24 YPO - Cleaning materials 38.44

25 Audioworks - Film projector 5,341.20

26 Sinkfall Recycling - Skip hire 120.00

27 SLDC - Annual Recreation Ground inspection 170.00

28 Lengthsman - To 30/04/19 572.00

29 Healthmatic - Public Conveniences cleaning 01/05-31/05/19 1,500.00

31 S Haines expenses - Laundry of tablecloths 47.40

35TC VHSG - Bay Singers and Flookburgh Band ticket reimbursement 1,467.00

1TC Grace Heap and Glenn Giffney ticket reimbursement 129.00

3TC Kendal & Dist. Gilbert & Sullivan Society ticket reimbursement 769.50

4TC VHSG - Steve Watts talk ticket reimbursement 27.00

5TC VHSG - Cinema: Peter Rabbit ticket reimbursement 18.00

Total Unity Trust account

£ 13,750.67

Total accounts

£ 13,800.12

TOWN COUNCIL OF GRANGE-OVER-SANDS

Page 2

2 Salaries, PAYE & N.I. (Unity Trust)

Total Salaries	£ 6,126.70
HMRC PAYE & NI - Tax Month 1	£ 1,576.07
LG Pension Scheme Month 1 - Employer payment	£ 1,937.02
	£ 9,639.79

Total Unity Trust account	£ 23,390.46
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Total all payments for approval	£ 23,439.91
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3 Accounts paid in previous month - approved

Unity Trust

Accounts paid in previous month - not yet approved

Nat West

Direct Debits

382 Barclaycard - Transaction fees 01/03-31/03/19	37.36
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Cheques

Unity Trust

Direct Debits

7 Plusnet - Tel & Broadband - Rental to 08/05/19 Calls to 08/04/19	67.72
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8 Sage - Software and support 01/04-30/04/19	72.00
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18 XLN - Info Centre calls & line rental 01/05-31/05/19	45.65
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21 WaterPlus - Wastewater Information Centre 01/04-30/09/19	73.74
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Direct Bank Payments

377 YPO - Stationery	35.00
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378 Bodian Photography - Information Centre stock - Postcards	40.95
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5 SLDC - Rent of Bandstand & Store April 2019	37.50
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6 Healthmatic - Public Conveniences cleaning 01/04-30/04/19	1,500.00
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Total Accounts paid in previous month	£ 1,909.92
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Grand Total	£ 25,349.83
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4 Bank Balances

NatWest Current Account	127,304.16
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Unity Trust Bank	168,471.92
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5 Transfers between bank accounts

6 Transfer to Petty Cash account to replenish £70 float

- Transfer from Info Centre Cash to Petty Cash

C19/14

Finance and Governance (*Standing Item - Annual Town Council Meeting*)

14

a. Asset Register

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

TOWN COUNCIL OF GRANGE – OVER – SANDS

b. Insurance

Members noted that the insurance was due for renewal 1 July 2019 and that the Council would enter the final year of a three-year agreement with WPS Insurance and that there was cover in respect of all insurable risks.

c. National Association of Local Councils (NALC) Pay Award

Members noted that the National Joint Council for Local Government Services (NJC) had reached agreement on new pay scales 2019/20 from 1 April 2019.

RESOLVED

That the National Joint Council for Local Government Services (NJC) new pay scales 2019/20 from 1 April 2019 were applied for Town Council staff as specified in employment contracts.

d. General Power of Competence

RESOLVED

That the council meets the criteria for eligibility to use the General Power of Competence:

- i) Two thirds of councillors to be elected members;
- ii) Qualified clerk.

C19/15 Appointments to Committees (Standing Item - Annual Town Council Meeting) 15

- a. Members noted the Staffing Committee Terms of Reference.
- b. Members noted that the Chairman and Vice-Chairman were members of this committee.
- c. Members noted that it is good practice to appoint the out-going Chairman for continuity of line-management for the staff and considered appointing Cllr. Endsor to the Staffing Committee.
- d. Members considered appointments to the Staffing Committee for the 2019/20 Council Year.

RESOLVED

That Cllrs. Endsor, Walmsley, Handley and Thomas were voted to the Staffing Committee for the 2019/20 Council Year.

C19/16 Members External Office Holders 2019 - 20 (Standing Item - Annual Town Council Meeting) 16

- a. Members noted the approved Member External Office Holders List for 2018/19:

Neighbourhood Plan – Cllr. Greenway

CALC District Association – Town Clerk

Grange in Bloom – Cllr. Hathorn

Local Area Partnership – Cllr. Ingle

Grange Action Flood Group – Cllr. Shapland

TOWN COUNCIL OF GRANGE-OVER-SANDS

Edwardian Committee – Cllr. Thomas

3Ps – Cllr. Shapland

Nutwood Patients Group – Cllr. Thomas

Furness line Community Rail Partnership – Cllr. Ingle

Bay Villa Trust – All Councillors

Cartmel Old Grammar Foundation – Jane Strawbridge (nominated by GTC)

The Civic Society – Cllr. Greenway

Friends of Kents Bank Station and Foreshore – Cllr. Greenway

Victoria Hall Support Group – Cllr. Thomas

Christmas Tree Committee – Cllr. Hathorn

- b. Members noted that Mrs Strawbridge had been approached and was happy to continue as the Council's representative on the Cartmel Old Grammar Foundation Trust. Mrs Strawbridge was thanked.
- c. Members noted that the following groups were no longer operating: Local Area Partnership, Grange Action Flood Group, Edwardian Committee and Neighbourhood Plan Steering Committee.
- d. Members reviewed and agreed appointments for 2019/20, including National Park Southern Boundary Partnership and Morecambe Bay Partnership.

RESOLVED

- i) That the Town Clerk would email the 3Ps to ask for an update.
- ii) That the approved Member External Office Holders List for 2019/20 was:

CALC District Association – Town Clerk

Grange in Bloom – Cllr. Hathorn

Nutwood Patients Group – Cllr. Thomas

Furness line Community Rail Partnership – Cllr. Thomas

Bay Villa Trust – All Councillors

Cartmel Old Grammar Foundation – Jane Strawbridge (nominated by GTC)

The Civic Society – Cllr. Howson

Friends of Kents Bank Station and Foreshore – Cllr. Greenway

Victoria Hall Support Group – Cllr. Thomas

Christmas Tree Committee - Cllr. Logan

National Park Southern Boundary Partnership – Cllrs. Greenway, Bailey and Endors

Morecambe Bay Partnership – Cllr. Greenway, Endors, Handley, Bailey, Hathorn

TOWN COUNCIL OF GRANGE – OVER – SANDS

C19/17

Memberships (*Standing Item - Annual Town Council Meeting*)

17

Members reviewed the Council's and employees' memberships of other bodies noting that the membership of the following bodies required approval for renewal (paid from budget for Subscriptions):

- a. Society of Local Council Clerks (SLCC)
- b. Cumbria Association of Local Councils (CALC)
- c. CALC Local Council Review (publication)

RESOLVED

- i) That the Society of Local Council Clerks (SLCC) annual membership for Town Clerk due in May, amount to be confirmed, payment approved in June, was approved.
- ii) That the Cumbria Association of Local Councils (CALC) annual membership renewal for Council due now, cost £515.48 was approved.
- iii) That the CALC Local Council Review (publication) annual subscription £17.00 was approved.

C19/18

Statutory Document Review (*Standing Item - Annual Town Council Meeting*)

18

- a. Members noted that it is a statutory duty to review the Standing Orders, Financial Regulations and Delegation Scheme at this meeting.
- b. Members noted that the Standing Orders were amended, in November 2018, to update the Council's responsibilities under the 2018 Data Protection Legislation.
- c. Members noted that no amendments have been made to, or are recommended, or required by legislation for, the Financial Regulations or Delegation Scheme.
- d. Members reviewed the Standing Orders, Financial Regulations and Delegation Scheme.

RESOLVED

That the Standing Orders, Financial Regulations and Delegation Scheme were approved.

C19/20

Council Policies and Procedures Review (*Standing Item - Annual Town Council Meeting*)

20

a. **Review Schedule**

Members considered the review schedule for Council policies and procedures.

RESOLVED

That the review schedule for Council policies and procedures was approved.

TOWN COUNCIL OF GRANGE-OVER-SANDS

b. Annual Reviews

Members considered the annual review of the following policies, noting that no material changes had been made, or were recommended:

- i) Freedom of Information - Model Publication Scheme;
- ii) Recruitment and Selection Policy;
- iii) Disciplinary and Grievance Policy;
- iv) Health and Safety Policy;
- v) Complaints Policy;
- vi) Equalities Policy;
- vii) Press and Media Policy;
- viii) Privacy Policy;
- ix) Meetings Part 2 Exclusions.

RESOLVED

That the annual review of policies was approved.

- c. Members noted that the review schedule previously included an Annual Town Council and Annual Parish Meeting Protocol, ICT and Customer Care Policies, Meeting Preparation Protocol and Cash Collection Procedure. These were all approved in 2012 and were superseded and/or included in other Council approved documents and in legislation.

- d. Members noted that the following policies had been reviewed and no material changes made or recommended:
- i) Risk Management Policy;
 - ii) Code of Conduct Officer.

RESOLVED

That the reviewed Risk Management Policy and Code of Conduct Officer were approved.

- e. Members noted that some policies were reviewed or created in the course of business and that the Council adopted the following policies during the past year:
- i) Privacy Notice (July 2018)
 - ii) Councillor/Employee Relations Protocol (December 2018)
 - iii) Data Retention and Disposal Policy (July 2018)

C19/20

Meeting Dates (*Standing Item - Annual Town Council Meeting*)

20

Members noted the dates, times and place of ordinary meetings of the Full Council including the Annual Town Meeting and Annual Town Council meeting as below and that dates, times and place of council committee meetings will be decided as necessary.

Full Council Meeting Dates - 7pm, Victoria Hall, Main Street

2019 - 2020

Annual Town Council – Monday 13 May 2019

Monday 10th June 2019

Grange Town Council Annual Meeting Minutes Monday 13 May 2019 012

TOWN COUNCIL OF GRANGE-OVER-SANDS

Monday 8th July 2019

Monday 12th August 2019

No meeting in September

Monday 14th October 2019

Monday 11th November 2019

Monday 9th December 2019

Monday 13th January 2020

Monday 10th February 2020

Monday 9th March 2020

Annual Town Meeting (followed by Full Council Meeting) Monday 13 April 2020

C19/21	Correspondence from Police about CCTV	21
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Members noted correspondence from Cumbria Police regarding the expansion of their CCTV system. They are working with local councils to explore the installation of Police Controlled CCTV and invited GTC to a meeting to find out more. This is being arranged.

C19/22	Recreation Ground on the Promenade	22
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a. Repairs

Members notes that the youth shelter was being repaired (panel replacement after vandalism) cost £370.00 plus vat, that the fence repairs and delivery of new skate ramp were scheduled, that the surface of the all-weather pitch had been re-glued (£8.00) and that the crazy golf stone surrounds were repaired (£445.00 plus vat).

b. I-Play complaints

Members noted that complaints have been received from residents that the I-Play is sounding loudly and randomly regardless of whether anyone is nearby. Playdales are investigating a remedy.

C19/23	Next Meeting	23
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NOTED

That the next Full Council Meeting would be held at:

Monday 10 June 2019, 7.00pm Victoria Hall, Main Street, Grange-over-Sands

There being no further business, the meeting closed at 8.05pm

Signed:

Date:

Chairman, Grange-over-Sands Town Council