

Silloth-on-Solway Town Council
Minutes of a meeting held on Monday 13 May 2019 at 7.00pm at Silloth Community Hall

Present – Cllr. M. Orchard

Councillors

C. Bell (CB), J. Cook (JC), S. Graham (SG), P. Groucott (PG), M. Irving (MI), W. Jefferson (WJ),
A.J. Markley (AJM), O. Martin (OM), J. McCormick (JM), J. Snaith (JS) & G. Wilkinson (GW).

Also present: Wendy Jameson – Town Clerk (WEJ).

204.	Elect a Chairman Cllr. M. Orchard was appointed as Chairman of the Council.	
205.	Chairman's Declaration of Acceptance of Office Cllr. Orchard signed a Declaration of Acceptance of Office.	
206.	Elect a Deputy Chairman Cllr. G. Wilkinson was elected at Deputy Chairman of the Council.	
207.	Co-option Cllr. P. Groucott handed in a letter of resignation to the Chairman. The vacancy would be advertised for a period of 14 days. If no by-election is called then the Council can then proceed with co-opting to fill the vacancy.	
208.	Apologies Ken Wannop & PCSO Peter Nichol.	
209.	Declarations of Interest Cllr. S. Graham declared an interest in relation to item 40.	
210.	Exclusion of Press & Public It was agreed that the public be excluded for items 40 & 41 on the Agenda.	
211.	Minutes RESOLVED that the minutes of the meeting held on the 1 April 2019 be confirmed as a true record and signed by the Chairman.	
212.	Committees a) Review of terms of reference for Committees The terms of reference were noted and agreed. b) Appointment of members to existing Committees Planning Committee – Cllrs. M. Irving, J. Cook, M. Orchard, C. Bell & G. Wilkinson. Play Equipment Committee – Cllrs. S. Graham, J. McCormick, O. Martin, M. Irving & A.J. Markley. Allotment Committee – Cllrs. G. Wilkinson, J. Cook, C. Bell & J. McCormick. Parks & Open Spaces Committee – Cllrs. M. Irving, S. Graham, O. Martin, W. Jefferson, J. McCormick & J. Cook. c) Appointment of any new Committees – None. d) Dates for Committee meetings – Meetings will be arranged by the committees.	
213.	Appointment of Representatives on outside bodies Solway Coast AONB Joint Advisory Committee - Cllr. W. Jefferson. Longcake Education Trust - Cllr. G. Wilkinson. Solway Community Technology College - Cllr. J. Cook. Sports Hall - Cllr. J. Cook. Sea Dyke Charity - Cllr. A. J. Markley.	

	Silloth Tourism Action Group – Cllr. J. Cook. Friends of Silloth Green – Cllr. A.J. Markley. Cumbria Coastal Community Team – Cllr. W. Jefferson. Sports Association – Cllr. C. Bell.	
214.	Standing Orders & Financial Regulations RESOLVED that the Standing Orders and Financial Regulations be accepted as they are, with no amendments required. Any subsequent amendments required can be brought back to full Council.	
215.	Review of Council's Policies & Procedures RESOLVED that the Council's Policies & Procedures be accepted as they are, with no amendments. Any subsequent amendments required can be brought back to full Council.	
216.	Risk Management Review The Town Clerk had been unable to carry out a full review of the Council's risk assessments this month and it was agreed to defer the item until the next meeting.	
217.	Insurance The Town Council was insured with Inspire (AXA) in November 2018 on a 3-year long term agreement for buildings and assets etc. Motor vehicles are insured through MS Amlin on a 12- month policy.	
218.	Banking arrangements RESOLVED that the Town Council continue banking with Cumberland Building Society, with Cllrs. G. Wilkinson, M. Orchard, C. Bell & J. McCormick as the appointed cheque signatories. Also RESOLVED that the Town Clerk be authorised to make transfers between the Council's Cumberland Building Society Accounts, to ensure sufficient funds are available in each of the Accounts and to earn maximum interest.	
219.	Asset Register RESOLVED that the Asset Register dated 31 March 2019 be noted by the Town Council which shows Assets to the value of £526,310 which includes the addition of new play equipment and the purchase of a new tri-deck roller mower during the year.	
220.	Accounts for the year ended 31st March 2019 RESOLVED that the Accounts for the Year Ended 31 March 2019 are approved and the Chairman is authorized to sign the Annual Governance Statement 2018/19 and the Accounting Statements 2018/19 which form part of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2019.	
221.	Appointment of Internal Auditor The Town Council reviewed the effectiveness of the internal audit and were satisfied with the current system. Mr Nick Stamper is to carry out the annual internal audit on behalf of the Town Council.	
222.	Budget Details for Financial Year 2019/20 RESOLVED that the Budget for 2019/20 be noted which showed a total funding requirement of 2019/20 of £167,820, resulting in a Precept of £167,820 requested from Allerdale Borough Council.	
223.	Annual Subscriptions RESOLVED that the payment of the following annual subscriptions be approved:- a) CALC Annual Subscription 2018/19 of £374.00. b) Local Council Review Magazine subscription £17.00.	
224.	Calendar of Meetings Dates of meetings for the coming year were agreed by the Council which will be held on the first Monday of each month, apart from when there is a Bank Holiday when the meeting will be the	

	following Monday, with no meeting held in August. Meeting dates are as follows:- 3 June 2019, 1 July 2019, 2 September 2019, 7 October 2019, 4 November 2019, 2 December 2019, 13 January 2020, 3 February 2020, 2 March 2020, 6 April 2020 & 11 May 2020.	
225.	Chairman's Announcements None.	
226.	Police Report A report was received by email of recent incidents of crime. PCSO Nichol was unable to attend the meeting and sent his apologies.	
227.	Adjournment of Meeting There had been no prior requests from members of the public to speak at the meeting.	
228.	Schedule of Correspondence, Notices and Publications RESOLVED that the schedule of correspondence, notices and publications be noted. a) Allerdale Borough Council – re: recycling centre. Email following a number of reports about fly-tipping and the bins not being secure, resulting in the suggestion that the recycling bins could be removed completely. There is a lot of fly-tipping, with all sorts getting dumped there. The Town Council is not in favour of the bins being removed, as they are well used. Email to Allerdale. Cllr. Martin also offered to take it up with them. b) Copy of letter sent to Cumbria Highways by Mr C. Briggs regarding the flooding outside Greenrow Meadows. Cumbria Highways is aware of the issues and major work is to be done. Email Cumbria Highways with a copy of the letter and ascertain when the work will be carried out. Copy Cllr. Markley into it. c) Allerdale Borough Council – re: public conveniences at Skinburness. Reply from Peter Knapton regarding enquiry from member of the public about taking over responsibility for the building with a view to eventually creating a Seafront Bistro. The Council agreed to leave it as it is for the time being. An asset transfer to a member of the public would not happen. The Council may consider the proposal in the future and would suggest that Mr Cottam come forward with a full business proposal. Reply to be sent to Mr Cottam. d) Emails from Mr Andrew Pearson regarding the suggestion that dogs have been poisoned by the use of weed killer on the Green and suggesting that the Council reviews the use of pesticides on the Green, especially the placement of warning signs. The risk assessment has been reviewed and no further controls are required although it was suggested that a post could be put on Facebook when spraying is to take place. e) Email from Vicky Hope suggesting that any plan for events should ensure that the cabin is not blocked off in any way to enable it to be seen clearly. Also request to paint the shed pink and have them professionally sign written. Money raised from golf and deck chair hire to go to Friends of the Green. All events have set plans and try to keep the area clear but can't avoid putting stalls etc near the putting green. The Council is not in favour of the cabin being painted pink as it would have to be returned to its original colour at the end of the season and it will be difficult to paint over a creosoted surface. The sheds are also within the conservation area and we need to balance the wildness of that area of the Green. Reply to be sent to Vicky. f) Email from David Allison regarding the wooden groynes along the promenade which are starting the break up and need repaired. Email to be sent to Charles Holmes to ask that Allerdale investigate the matter and ascertain what needs to be done. Reply also to be sent to Mr Allison. g) CALC Summer Conference on Sat 22 June at Stoneybeck Inn, Penrith – to welcome new councillors to a day of talks and development sessions. Noted. h) Email from Amanda Carter regarding the fence backing on to her property and asking if it could be removed which would make maintenance easier. RESOLVED that the post and wire fence be removed. Town Clerk to ask the grounds maintenance team to do the work. i) Copy of email to Ian Frost, Chief Executive at Allerdale from Mark Oakley who was not allowed to vote in the recent Town Council election. He lives within the Holme Low Parish boundary and yet pays Council tax to Silloth and therefore wanted to vote in the Silloth election. RESOLVED	WEJ OM WEJ WEJ WEJ WEJ

	that the matter be taken up with Allerdale Borough Council to get some answers. There were also reports of residents on Skinburness not being allowed to vote in the Silloth election. j) Email from Vicky Hope requesting that strimming be done around the shrub bed beside the cabin and expressing concern about the sticks and wood beside the cabin being a fire hazard. Also requesting permission to build a secure serving hatch into the front of the cabin to allow better ventilation. Grounds maintenance team to be asked to remove any sticks and wood and undertake any strimming needed. Extractor fan was to be fitted for ventilation last year. Door is also stable type door. No serving hatch to be permitted as it could compromise the security of the building. It was questioned what food was allowed to be sold. Permission was granted for light refreshments but not including ice cream.	WEJ WEJ
229.	Planning Applications a) The Town Council considered the proposed communications installation for Aeqiva's smart meter network at Skinburness Road, Silloth-on-Solway, Cumbria, CA7 4QS. There were no objections to the proposal. Reply to be sent. b) Allerdale Borough Council has approved the following:- Ref No: HOU/2019/0025 Applicant: Mr T Murray Proposal: Single storey rear extension to form ground floor wet room Location: 7 Station Mews, Silloth. Noted by the Town Council.	WEJ
230.	Licences The Town Council never seems to be consulted on licensing matters and it was questioned why this is the case. RESOLVED that an email be sent to Allerdale Borough Council to ascertain why.	WEJ
231.	Reports from Representatives on Outside Bodies RESOLVED that verbal reports received from Representatives on Outside bodies be noted. Primary School – no report. Joint Advisory Committee – Report is in the Annual Town Report. Next meeting is mid-May. Michelle is has returned after 9 weeks sick leave. STAG – no report. Report is in the Annual Town Report. Sea Dyke committee – Things are moving on at the farms. Grants were given to various halls. Longcake Education – meeting next month. Solway School & sports hall – waiting for Ofsted visit. Beacon Hill had their visit. Everyone is positive. Friends of Silloth Green – no report. Sport Association – no meeting. Coastal Community Team – no meeting.	
232.	Allerdale & County Council Reports RESOLVED that verbal reports received from Allerdale and County Councillors be noted. Election of three Allerdale Borough Councillors to represent Silloth and the Solway Coast. County Council – Work at Dubmill is progressing well which has been an extra big job. Should take 2-3 month to complete. Salta road is open which has helped. The Aspatria road will be the next to be done. Repairs have been done to the entrance to Carrs mill. Work to the setts is ongoing. Allerdale – Cllr. Cook thanked Cllr Jefferson for the time he's been on Allerdale and all that he's done for the town. Cllr. Martin had nothing to report. Sign up on Wednesday.	
233.	Park Manager's Report A written report was provided on work done in the last month.	
234.	Town Clerk's Report The Town Clerk provided a report on work done since the last meeting.	
235.	Payment of Accounts RESOLVED that the payments listed in the register report to 13 May 2019 be approved for payment. There had been a request from volunteers for a supply of compost and decorative bark for the shrub beds. RESOLVED that a small tipper of compost be obtained at £91.66 (+VAT) and a bulk load of ornamental bark (28m3) from AW Jenkinson at a cost of	
236.	Applications for events Green Day – 26 May 2019 – All paperwork has been submitted.	

	Vintage Rally – 8/9 June 2019 – All paperwork has been submitted, apart for the insurance which is to follow. Ragnarock – 21/23 June 2019 – Event was advertised before permission was granted. All paperwork has been submitted, apart from the insurance which is to follow. Soul on Silloth Green – 3 August 2019 – Application form and plan submitted. Not received risk assessment or insurance yet. Plan may need revised to take into account the complaints received last year about noise and to be mindful of the volume.	
237.	Applications for funding None.	
238.	Memorial Bench An application has been received for a memorial bench for Rev. Hywel Roberts. The Town Council agreed to the application subject to the inscription on the memorial plaque being revised to comply with the Memorial Bench policy. It was questioned what happens to plaques when benches are beyond repair. There is only so much space for benches. There needs to be a walk around to assess the condition of the benches we already have.	
239.	Campervan site & Events on the Green Cllr. Markley and the Town Clerk went to Allerdale to speak to Charles Homes about the possibility of a campervan site on Silloth Green. A car parking order would be required and also enforcement would be necessary. Would also need to agree on a percentage payable to Allerdale and the costs of enforcing it. If one area is identified for campervans, it would not stop them parking elsewhere. Charging for events is allowed whether it is for voluntary or outside organisations. Enforcement is the main issue and there will always be those who will not pay. The Council has always fought against charging for parking in the town and does not want that to change. Wanted to see if there was any way of recouping some revenue to cover the Council's costs in running the Green but it was agreed no further action be taken in light of the information obtained from Allerdale. Event organisers charge stallholders to attend the event and revenue goes towards putting the event on. The Council do not want to charge for events organised by local volunteers but it was agreed to review it again next year, particularly the charging for circuses and events organised by outside organisations.	
240.	Town Plan The suggestion of having a Town Plan was made at the Annual Town meeting 12 months ago but at the time it was felt that projects were being achieved without the need for a plan. A steering group would be needed to move it forward. It is important that we maintain what we already have and sustain it. Children's play area and new MUGA have been installed this year. Cllr. Markley opened the new MUGA which is a fantastic achievement. It was agreed that a letter of thanks be sent to Colin Baty for what he has done. Flood lights are still to go up. Cllrs. C. Bell, M. Irving, J. McCormick, M. Orchard, J. Cook & O. Martin agreed to be on the steering group. Need to get people involved and consult the public on what goes into the Town Plan. Research will need to be done on how to go about drafting a Town Plan.	
241.	Councillors' reports and items for future agenda Cllr. O. Martin – It was suggested to get both schools involved via the school councils. Cllr. C. Bell – It was suggested that kids should be involved in growing their own vegetables and questioned if the schools do anything. Cllr. Wilkinson – Dropped kerbs are needed on Esk Street which came up at the Annual Town meeting. Clerk to write to Cumbria Highways. It was also suggested that there needs to be some sort of lines to identify the dropped kerbs.	
	RESOLVED that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and that were instructed to withdraw.	

242.	Staffing Matters An update on staffing matters was provided which was considered by the Council. Clerk to arrange training for the new member of staff. Further meetings to be held with staff including the Park Manager, to discuss the current issues.	
243.	Amounts owing to the Town Council None.	

Signed.....

Date.....