

Silloth-on-Solway Town Council
Minutes of a meeting held on Monday 13 May 2024 at 7.00pm at Silloth Community Hall

Present – Cllr. O. Martin

Councillors

C. Baty (CB), A. Emmerson (AE), W. Jefferson (WJ), A.J. Markley (AJM),
M. Orchard (MO), A. Reynolds (AR), J. Scott (JS) & C. Searle (CS).

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

Members of the public were also able to connect to the meeting via Zoom.

180.	Apologies Apologies received from Cllrs. J. Cook, M. Irving & K. Orchard were accepted by the Town Council.	
181.	Elect a Chairman Cllr. O. Martin was appointed as Chairman of the Council which was unanimous.	
182.	Chairman's Declaration of Acceptance of Office Cllr. Martin signed a Declaration of Acceptance of Office.	
183.	Elect a Deputy Chairman Cllr. J. Cook was elected at Deputy Chairman of the Council.	
184.	Declarations of Interest None.	
185.	Exclusion of Press & Public It was agreed that the public be excluded for items 25 (re: Staffing Committee), 37 & 38 on the agenda.	
186.	Minutes RESOLVED that the minutes of the meeting held on the 8 April 2024 be confirmed as a true record and signed by the Chairman.	
187.	Committees a) Appointment of any new Committees - RESOLVED that a new Finance Committee be set up to give more considered approach to financial matters. b) Review of terms of reference for Committees – The terms of reference of the various committee were noted and agreed. Membership of the Allotment Committee to be increased to 6 members in line with other committees. c) Appointment of members to existing Committees • Town Plan Committee – Cllrs. J. Cook, K. Orchard, C. Baty, C. Searle, A.J. Markley & A. Reynolds. (Substitute members – Cllr. M. Orchard & A. Emmerson). • Parks & Play Equipment Committee – Cllrs. O. Martin, J. Scott, K. Orchard, M. Irving, C. Baty & W. Jefferson. (Substitute members – Cllrs. C. Searle & A.J. Markley). • Allotment Committee – Cllrs. C. Searle, A. Emmerson, J. Cook, A. Reynolds, C. Baty & M. Irving. (Substitute members – Cllrs. O. Martin & K. Orchard). • Finance & Human Resources Committee – RESOLVED that the Staffing and Finance committees be merged into one committee, with a combined Terms of Reference. Cllrs. O. Martin, J. Cook, M. Orchard, A.J. Markley, W. Jefferson & C. Searle. (Substitute members – Cllrs. A. Emmerson & M. Irving). • Accessibility Committee – Cllrs. A. Reynolds, O. Martin, J. Cook, A. Emmerson, J. Scott & A.J. Markley. (Substitute members – Cllrs. C. Baty & M. Irving). d) Dates for Committee meetings Dates of committee meetings for the next 12 months were agreed.	

188.	Appointment of Representatives on outside bodies Solway Coast AONB Joint Advisory Committee - Cllr. J. Cook. Longcake Education Trust – G. Wilkinson will continue until October. RESOLVED that when his term of office comes to an end Cllr. W. Jefferson will take over. Sea Dyke Charity - Cllr. A. J. Markley. Silloth Tourism Action Group – Cllr. C. Baty. Friends of Silloth Green – Cllr. O. Martin. Silloth-on-Solway Sports Association – Cllr. C. Baty.	
189.	Standing Orders & Financial Regulations RESOLVED that the Standing Orders and new updated Financial Regulations be accepted. Any subsequent amendments required can be brought back to full Council.	
190.	Review of Council's Policies & Procedures RESOLVED that the Council's Policies & Procedures be accepted. Any subsequent amendments required to the policies and procedures will be brought back to full Council.	
191.	Risk Management Review The Town Clerk had carried out a review of the Town Council's Risk Management which was noted by the Town Council. Any required controls to minimise potential risks are to be continued.	
192.	Insurance The Town Council is insured with Hiscox Insurance Company Ltd on a 3-year long term agreement for public liability, employers' liability, buildings, and assets etc. Motor vehicles are insured through MS Amlin on a 12-month policy. The current arrangements were noted by the Town Council.	
193.	Banking arrangements RESOLVED that the Town Council continue banking with Cumberland Building Society, with Cllrs. M. Orchard, J. Cook & O. Martin as the appointed cheque signatories. Online banking to be set up for all appointed cheque signatories to enable online payments to be made rather than cheques.	WEJ
194.	Asset Register RESOLVED that the Asset Register dated 31 March 2024 be noted by the Town Council which shows Assets to the value of £622,066.	
195.	Accounts for the year ended 31st March 2024 RESOLVED that the Accounts for the Year Ended 31 March 2024 are approved. The Chairman is authorized to sign the Annual Governance Statement 2023/24 and the Accounting Statements 2023/24 which form part of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2024.	
196	Internal Audit Following the internal audit Mr Stamper had completed the Internal Audit Report 2023/24 and provided a letter. It confirmed that there were no issues arising regarding the financial recording of the Town Council's activities and the preparation of their annual accounts for the year ending 31 March 2024. Noted by the Town Council.	
197.	Budget Details for Financial Year 2024/25 RESOLVED that the Budget for 2024/25 be noted which showed a total funding requirement of £209,148 for 2024/25, resulting in a Precept of £209,148 requested from Cumberland Council.	
198.	Annual Subscriptions a) RESOLVED that the payment of the annual subscription to CALC for 2024/25 of £484.59 be approved.	

	b) RESOLVED that the monthly payment of £12.99 for the Zoom platform be cancelled, as there were very few members of the public accessing the meetings via Zoom. Members of the public are welcome to attend Council meetings in person.	
199.	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 meetings held in January and August. Meeting dates are as follows: - 3 June 2024, 1 July 2024, 2 September 2024, 7 October 2024, 4 November 2024, 2 December 2023, 3 February 2025, 3 March 2025, 7 April 2025 & 12 May 2025. Annual meeting with the sports clubs to be held on Mon 21 October 2024.	
200.	Chairman's Announcements The Chairman thanked everyone for nominating him as Chairman again. He congratulated Cllr. W. Jefferson on his 25th year as a Town Councillor and for all the time and effort he had put into the town. Cllr. Markley had also been a Town Councillor for many years but with a break in between. A letter from NADT was read out by the Chairman which thanked the Council for their kind and generous support. A donation of £2,500 had been provided to support the Friday Night Project in Silloth.	
201.	Public Participation The meeting was briefly adjourned. A member of the public distributed some paperwork to members of the council. There had been derisory comments on the street about the Silloth Community Group and a question raised regarding in what capacity the Town Clerk had attended one of the meetings.	
202.	Schedule of Correspondence, Notices and Publications RESOLVED that the schedule of correspondence, notices and publications be noted. a) Email from a local resident regarding the clearance of shrubs and screening of the Criffel Street toilets. The Parks Committee made the decision to tidy up the bed at the Criffel Street toilets and to repaint the building and fencing etc, with the probation services team carrying out some of the work. Further clearance had to be done to enable contractors to get access to paint the building. There are no plans to install any additional fencing and consideration is to be given to replacing the Perspex in the windows of the building which has become discoloured. Reply to be sent. Cllr. Jefferson left the meeting. b) Enquiry about using the pitch beside the tennis courts or the school pitches from someone who has started their own business as a football coach. Initial reply sent notifying him to contact the school direct regarding the school pitches. RESOLVED that a reply be sent thanking him for his enquiry and confirming that he is allowed to use the pitch on Skinburness free of charge for 12 months. A copy of his public liability insurance and a risk assessment in required prior to use. Item to be included on the next agenda to discuss the use of land on Skinburness by another football coach. c) Email from a Director and Board member of Fox Jackson Ports asking if the Council, as a key stakeholder for Silloth would like to meet them. RESOLVED that an evening meeting be arranged in June. d) NALC Sector snapshot survey – Committee on Standards in Public Life and public bodies accountability consultation. Survey closes on Fri 17 May 2024. Members of the Council to send their individual comments. e) Cumberland Council – Seeking views to help shape the first climate and nature strategy which reflects the priorities in the Council Plan. Closes noon on 20 May. Members of the Council to send their individual comments.	WEJ WEJ WEJ WEJ

	f) Silloth Co-op are looking for a food share partner to make use of surplus food nearing its use by date. Email asking if there is a food bank or other organization in or near Silloth that could benefit from the scheme. The nearest one will be in Aspatria which is based in the old chapel. Reply to be sent. g) Tennis Club – New tennis nets are going to be installed and request for permission to install a noticeboard on the fence beside the main gate. There is no objection from the Town Council for a noticeboard to be installed. The lease has been signed by the tennis club and returned which was signed by the Chairman. Reply to be sent.	WEJ WEJ
203.	Committees a) The Town Council considered reports received from the following committees and any action required as a result. 15 April 2024 – Accessibility Committee. Some small signs are to be obtained to highlight the dropped kerbs at key locations to try to deter motorists from parking across them. Prices to be obtained. Denise Rollo from Cumberland Council has agreed to attend a walkaround with the Accessibility Committee and a reply has been received from the Silloth Group Medical Practice. 8 May 2024 – Staffing Committee – Dealt with at the end of the meeting. 11 May 2024 – Allotment Committee – The meeting was not quorate but those present walked around the allotments and identified issues which need addressed. The Town Council agreed to letters being sent to various allotment holders. b) Forthcoming meetings:- - Thurs 16 May 2024 – Parks & Play Equipment Committee - Mon 20 May 2024 – Meeting with Allotment holders - Mon 15 July 2024 – Accessibility Committee	
204.	Planning Applications Cumberland Council has refused the following: - Ref No: LBC/2023/00040 Applicant: G Vasey Proposal: Listed building consent for replacement of timber single glazed windows to timber double glazed (25No) Location: 1-3 Queens Court, Marine Terrace, Criffel Street, Silloth, CA7 4BZ. Ref No: FUL/2023/0250 Applicant: G Vasey Proposal: Replacement of timber single glazed windows to timber double glazed (25No) Location: 1-3 Queens Court, Marine Terrace, Criffel Street, Silloth, CA7 4BZ. RESOLVED that a letter be sent to the Planning Department to seek clarification on why permission has been refused when there are a lot of properties on Criffel Street with UPVC windows installed which are within the conservation area.	WEJ
205.	Reports from Representatives on Outside Bodies RESOLVED that verbal reports received from Representatives on Outside bodies be noted. Solway Coast National Landscapes - Joint Advisory Committee – There was a meeting two weeks ago. It was a good meeting and everything went well. Burgh by Sands – a ‘Remembering the Solway’ booklet has been produced with a lot contributing to the booklet. Currently short of staff. STAG – There was a meeting last night. The models in the Discovery Centre are not being displayed anymore and consideration is being given to putting them in the RAFA club building. Silloth doesn’t have a wet weather attraction. A Hamilton picket fort is being dug out on the airfield and was drained out last month. They are trying to get Harrisons involved. It could be sited on the Green next to the Hudson bomber. Sea Dyke committee – John Wise is the new chairman. They are still doing the farm up and everything is progressing well. They have not given any money to charity recently with investing in the farm. Longcake Educational Foundation – No report. Friends of Silloth Green – Another productive month. Gravel border has been completed and they have received a lot of positive comments about how the garden is looking. Busy with planting the raised beds for summer. FOG would like permission for a lectern in one of the beds at the Community	

	Garden, to put information in about what is planted and will be funded by FOG. There was no objection. Silloth-on-Solway Sports Association – Minutes of the meeting held on 23 April 2024 were circulated with the agenda. Congratulations were given to Cllr. Baty for raising the funding for the play area at West Silloth. The installation of the play equipment has been put back to 3 June.	
206.	Cumberland Council Report RESOLVED that verbal report received from the Cumberland Councillor be noted. There was a meeting a couple of weeks ago and the AGM is on Wednesday. The scrutiny reports have come back. Cllr. Markley chairs the Place scrutiny, and everything is working well. The annual Health report came back and there was a debate about neurodiversity, learning disabilities, depression and raising awareness about GP surgeries. Report is well worth reading. There are still a lot of questions in meetings which makes meetings longer and needs to be looked at.	
207.	Grounds Maintenance Report A written report was provided on work done in the last month which was noted. Work to the seating at the Splash pad will be done very soon and a request to the maintenance team that the goal posts are installed on Skinburness Road a.s.a.p.	
208.	Town Clerk's Report The Town Clerk provided a report on work done since the last meeting which was noted. The Town Clerk was thanked for all the work she has done with the Accounts and reports etc. A good Town Clerk enables the Council to function well.	
209.	Payment of Accounts RESOLVED that the payments listed in the register report to 13 May 2024 be approved for payment. An application has been submitted for the Putting Green and premises to be revalued as it has not been used as a putting green for a number of years. An application for business rates relief for the Community Hall has been successful which has resulted in a saving of £2,247.75.	
210.	Events on Town Council property An application has been received for a fundraising event in July which was circulated to members of the Council prior to the meeting. The paperwork has not been completed in full and due to the short timescale, the Council is unable to approve the event. All paperwork needs to be completed before it can be considered by the Council. If submitted before the June meeting, the earliest the event could take place would be August.	
211.	Applications for funding The Town Council considered requests for funding received from:- a) Silloth Ladies Rugby – No budget available to provide any financial assistance. b) Solway Community School - £25 contribution to be provided towards a prize, in line with previous years.	
212.	Town Plan Meeting to be held on 10 June to approve the updated draft Town Plan and identify the main priorities the Town Council will be focusing on, with the aim of producing a report to go in the Solway Buzz and encourage people to visit the Town Council website to see the full plan.	
213.	Film Show on the Green A rough price of approx. £1,000 has been obtained to provide the necessary equipment and licence to put a film show on the Green but does not include the cost of the films. The proposal is to run it around Carnival Day as there will be other things happening on the Green. Further prices to be obtained and brought back to the Council.	

214.	Councillors' reports and items for future agenda a) To discuss the use of land on Skinburness Road by a football coach. b) For transparency, to have an attendance record for council and committee meetings on similar lines to Cumberland Council.	
	<i>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.</i>	
215.	Staffing Committee Following the Staffing Committee meeting on 8 May, an update was provided. The situation will continue to be monitored.	
216.	Quotations A price has been requested for a replacement window above the door of the Criffel Street gents' toilet and replacement Perspex for the windows. It was suggested that the window be blocked off, similar to what has been done at the disabled and a new side panel installed.	
217.	Amounts owing to the Town Council £382.39 is currently owed by an allotment holder for clearing his plot, with an application submitted for a warrant of control.	

Signed..... Date.....