

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible Financial Officer: Marlene Jewell
Telephone: 01946 67366
Chairman: Councillor C Hayes

To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **Thursday 28th September 2023 at 6.00 pm**

Signed.....*Marlene Jewell*..... Dated.....*22nd September 2023*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

1. Apologies for Absence

2. Declarations of Interest

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

3. Public Participation

4. Minutes of the Council Meeting held on 31st August 2023

5. Planning Applications

6. Planning Matters Generally

7. Annual Governance and Accountability Return for Year Ended 31st March 2023

8. Finance Report

9. Fireworks and Lights - donation

- 10. Remembrance Sunday- RCO and costs for sandwiches**
- 11. Wasps Nests**
- 12. Unauthorised Removal of Street Furniture**
- 13. Quotes for Science Show 2024**
- 14. WCSSG – Councillor Gill to give a report**
- 15. Report from Cumberland Council Councillors**
- 16. Councillor Ward Matters**
- 17. Date and Time of Next Meeting**

IN PRIVATE

That prior to the following items of business the Chairman will move the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw.

- 18. St Nicholas Gardens – Clerk to give a report**
- 19. Office Accommodation – Clerk to give a report**
- 20. Cumberland Council re Partnership arrangements**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on the 31st August 2023

Present: Councillor C Hayes (Chairman); Councillor R Gill; Councillor E Dinsdale; Councillor B O’Kane; Councillor A Pearson; Councillor R Redmond; Councillor G Roberts; Councillor A Spedding; Councillor R Taylor; Councillor R White

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Members of the Public

2329/23 Apologies for Absence

Apologies for absence were received from:

Councillor J Carr

Work Commitments

Councillor G Dinsdale

Previous Engagement

It was proposed by Councillor Gill and seconded by Councillor Roberts that the apologies for absence be accepted and noted. A vote was held and it was unanimously

RESOLVED – That the apologies for absence be accepted and noted.

2330/23 Declarations of Interest

Councillor Hayes declared that he was a member of the Whitehaven Tidy Town Committee and the Harbour Users Group.

2331/23 Public Participation

There was no public participation

2332/23 Minutes of the Council Meeting held on 27th July 2023

Councillor Gill said that Minute 2323/23(i) should be amended to read Councillor Pearson and Minute 2323/23(ii) should be amended to read Councillor Spedding.

It was proposed by Councillor Roberts and seconded by Councillor Gill that

subject to the above amendments being made the Minutes of the Council Meeting held on 27th July 2023 be approved and signed by the Chairman as a correct record. A vote was held and it was unanimously

RESOLVED – That subject to aforesaid amendments being made the Minutes of the Council Meeting held on 27th July 2023 be approved and signed by the Chairman as a correct record.

2333/23 Planning Applications

The Council considered a list of Planning Applications shown at Appendix 1.

- (i) It was proposed by Councillor Gill and seconded by Councillor Roberts that following representations from local residents that objections be forwarded to Cumberland Council in respect of Planning Application 4/23/2212/0F1 for the siting of a storage container (retrospective) and erection of a fence at 34A Lakeland Avenue on the grounds of loss of amenity and representations from local residents. A vote was held and it was unanimously

RESOLVED - That objections be forwarded to Cumberland Council in respect of Planning Application 4/23/2212/0F1 for the siting of a storage container (retrospective) and erection of a fence at 34A Lakeland Avenue on the grounds of loss of amenity and representations from local residents.

- (ii) It was proposed by Councillor Taylor and seconded by Councillor Roberts that Planning Permission 4/23/2221/0F1 for the conversion of the vacant bus depot into charity headquarters for sound wave where young people can learn experiment and make music be approved and supported as it was good for the regeneration of the town. A vote was held and it was unanimously

RESOLVED - That Planning Permission 4/23/2221/0F1 for the conversion of the vacant bus depot into charity headquarters for sound wave where young people can learn experiment and make music be approved and supported as it was good for the regeneration of the town and that CC be informed accordingly.

There were no representations made on any other Planning Application on Appendix 1

2334/23 Planning Matters Generally

Further to Minute 2320/23 the Clerk reported that the following information had been received from Cumberland's Head of Planning and Place/Development

- The list of Councillors on the Planning Committee
- The organisational Structure showing the Planning Department as a whole but there had been no agreement for the structure below Assistant Director level
- That the Planning Teams for each of the formers Councils were still in place and operating on a regional basis
- Meetings of the Planning Panel were rotated between Carlisle and Workington with every 3rd meeting being in Workington
- Planning Applications were dealt with on an area basis and submitted in the same way as before

Councillor Mike Hawkins had also replied on this matter and said he thought that some issues around planning would take some time to get right. He said the CC were hoping to have at least one Councillor attending Town Council Meetings each month and that the Community Panel to be known as the Whitehaven Coastal Communities Panel would be the decision making Panel and that CC were looking forward to working closely with the Town Council.

Following a discussion Councillors made various points

- That there needed to be better linkages between the Town council and Cumberland Council
 - That someone from Cumberland Council should attend Town Council Meetings
 - That Cumberland Council had come into place with no links with the Town Council and that the whole structure should be more formalised
 - A letter should be sent to Mark Fryer asking that Cumberland Councillors attend WTC monthly meetings
 - That it was welcomed what CC plan to do with the Whitehaven Coastal Communities Panel
- (i) It was proposed by Councillor Gill and seconded by Councillor Taylor that the Council send a letter to the Leader of CC saying that the Town Council welcomes the steps they intend to take to liaise with WTC. A vote was held and it was unanimously

RESOLVED – That the Council sends a letter to the Leader of CC saying that the Town Council welcomes the steps they intend to take to liaise with WTC.

- (ii) It was proposed by Councillor E Dinsdale and seconded by Councillor Taylor that a standing Agenda item be put on each Town Council Agenda for a Cumberland Councillor(s) to attend and that they produce in advance of the Meeting a report of what was happening for discussion in the Town Council Meeting. A vote was held and it was unanimously

RESOLVED – That a standing Agenda item be put on each Town Council Agenda for a Cumberland Councillor(s) to attend and that they

produce in advance of the Meeting a report of what was happening for discussion in the Town Council Meeting.

- (iii) It was proposed by Councillor Gill and seconded by Councillor Roberts that paragraph 2.0 of the Report relating to the position of Town and Parish Councils with regards to Planning Applications be noted. A vote was held and it was unanimously

RESOLVED - That paragraph 2.0 of the Report relating to the position of Town and Parish Councils with regards to Planning Applications be noted

2335/23 Finance Report

The Council considered a Finance Report.

- i. Appendix 1 – The Assistant Clerk reported that there were 3 extra invoices to consider on Appendix 1 namely:-

- Lockhart Leisure £345.60 flooring for marquee Science week
- Cllr C Hayes £34.20 mileage Carlisle Proclamation
- Eden Springs £9.24 dispenser rental& environmental levy

It was proposed by Councillor Roberts and seconded by Councillor Hayes that the invoices on Appendix 1 plus the 3 additional invoices listed above be approved and paid. A vote was held and it was unanimously

RESOLVED – That the invoices shown at Appendix 1 plus the 3 additional invoices listed above be approved and paid.

- ii. Appendices 2 and 3 – the Council considered Appendices 2 and 3 and it was proposed by Councillor Roberts and seconded by Councillor Hayes that these be approved and noted. A vote was held and it was unanimously

RESOLVED – That Appendices 2 and 3 be approved and noted.

2336/23 Quote for Advertising in the Cumbria Guide 2024/25

The Council considered a report on a quote received for the cost of advertising in The Cumbria Guide in 2024/25.

It was proposed by Councillor Roberts and seconded by Councillor Gill that the package for 6 full page adverts be approved for 2024/25 at a cost of £3,900.00 plus VAT plus artwork design at a cost of £300.00. A vote was held and it was unanimously

RESOLVED - That the package for 6 full page adverts be approved for

2024/25 at a cost of £3,900.00 plus VAT plus artwork design at a cost of £300.00.

2337/23 Quote for Provision of Marquees

The Council considered a report containing quotes received from companies for the provision of marquees for the Council's events in 2024.

It was proposed by Councillor Gill and seconded by Councillor Roberts that quote B be accepted. A vote was held and it was unanimously

RESOLVED – That quote B be accepted.

2338/23 Quotes for Provision of Security for Council Events 2024

The Council considered a report containing quotes for the provision of security personnel at Council events in 2024.

It was proposed by Councillor Taylor and seconded by Councillor Gill that quote B at £19.50 per hour per operative be accepted. A vote was held and it was unanimously

RESOLVED - That quote B at £19.50 per hour per operative be accepted

2339/23 Zoom Meeting regarding Aldi

The Clerk reported on a recent Zoom meeting between representatives from Aldi and the Council where Aldi's proposals for the erection of a new Aldi store a short distance away from the existing store were presented and discussed. Aldi said that in these circumstances where a new store was built it was their practice to either sell or lease their vacant building. Aldi said that they were undergoing a public consultation process on this and that they expected to submit a planning application towards the end of the year.

There was no decision made on this as it was for information and noting only.

2340/23 Proposed Closure of Whitehaven Railway Station Ticket Office

Further to Minute 2322/23 the Clerk reported that the extended consultation period on the proposed closure of railway station ticket offices closed the following day and that if anyone wanted to submit any comments they should do so by the following day.

There was no decision made on this as it was for information and noting only.

2341/23 Contract for Grass Cutting for 2024

The Council has a Contract for grass cutting of areas in the Parish (shown at Appendix 1 to the report) which runs from April to September. The Council will shortly be seeking quotations from local contractors to carry out this work in

2024. Councillor Gill said that he would like the land behind Mid Street, Kells and to the west and east to be included on the areas of land to be cut.

It was proposed by Councillor Hayes and seconded by Councillor Roberts that Councillors consider if there are any extra grassed areas that should be included in the tender documents and submit those to the Clerk by Monday 11th September 2023. A vote was held and it was unanimously

RESOLVED - That Councillors consider if there are any extra grassed areas that should be included in the tender documents and submit those to the Clerk by Monday 11th September 2023.

2342/23 Quotes for Replacement Defibrillator Batteries

The Council agreed to purchase and install 7 defibrillators and to be responsible for ongoing costs including replacement batteries (Minute 1130/18 (ii) refers). The batteries are now running low and quotes were sought for replacement batteries. Following consideration of the quotes it was proposed by Councillor Gill and seconded by Councillor Hayes that quote C be accepted at £200.00 plus VAT per battery. A vote was held and it was unanimously

RESOLVED - That quote C be accepted at £200.00 plus VAT per battery.

2343/23 Quotes for Skip Hire on Allotments

The Council considered a report on quotes for the supply of skips to allotment sites. 4 quotes had been sought but only 1 quote had been received in the sum of £300.00 plus VAT per skip. It was proposed by Councillor Roberts and seconded by Councillor Gill that the quote in the sum of £300.00 plus VAT per skip be accepted. A vote was held and it was unanimously

RESOLVED - That the quote in the sum of £300.00 plus VAT per skip be accepted.

2344/23 Quotes for Removal of Pigeon Loft

The Council considered a report on the need to remove an abandoned pigeon loft on Calder Avenue. It was possible that this would be contaminated waste in the form of pigeon guano underneath the structure which was very dangerous as various pathogens could be passed on through pigeon droppings. Quotes had been sought from 4 companies for the removal of the pigeon loft and the proper disposal of it and 3 quotes had been received. It was proposed by Councillor Gill and seconded by Councillor Taylor that quote C be accepted in the sum of £2,754.20 plus VAT. A vote was held and it was unanimously

RESOLVED - That quote C be accepted in the sum of £2,754.20 plus VAT.

2345/23 Street Name and Numbering

The Council as consultees considered a report from Cumberland Council regarding the street name and numbering of the new residential development at Edgehill Park, Whitehaven. It was proposed by Councillor Roberts and seconded by Councillor Taylor that the names for the roads in the development – Hayton Way, Fortune Way, Swan Way, Redferne Drive, Rose Drive, and Banks Drive - be approved and CC informed. A vote was held and it was unanimously

RESOLVED - That the names for the roads in the development – Hayton Way, Fortune Way, Swan Way, Redferne Drive, Rose Drive, and Banks Drive - be approved and CC informed.

2346/23 WCSSG

Councillor Gill referred to a report that he had circulated to all Councillors prior to the Meeting. He said he had attended on behalf of the Council. He made the following points on matters affecting Whitehaven:-

- There were 40 members comprising the Police CC, Town and Parish Councils, Trade Unions, Environment Agency and officers from various companies involved in the Nuclear Industry
- In relation to GDF this has a development fund called “Working with our Communities and there are 3 Community Partnerships established in Cumberland covering Allerdale, Mid Copeland and South Copeland and they engage with potential GDF host communities throughout the country
- There was £5 million invested in Cumbrian Communities during 2022/23
- Low Level Waste Repository community investment. The LLWR Community Fund has £85,000 per annum and Copeland Community Fund £1.6million per annum
- Community Investment Funding. Up to £1 million per year is available to community groups and businesses within the community partnerships. Community investment funding increases to £2.5 million per year when detailed site investigations begin
- Councillor Gill said he asked why Workington had been included and Whitehaven had not bearing in mind the number of their employees who live live in the Town. He said the Chairman had asked him to meet with the appropriate officer, a Mr Simon Hughes after the meeting. Councillor Gill did so and impressed on Mr Hughes the need for Whitehaven to have a community partnership and said that one of the criteria laid down by Government Government for the siting of GDF was that it had to be placed within a willing community. Mr Hughes said he needed to check the criteria for community partnership and then he would respond to Councillor Gill but so far Councillor Gill had heard nothing
- The NDA is holding a socio-economic refresh and they have already been contacting site stakeholders, groups and key stakeholders across the

country to advise that consultation on the refresh will begin towards the end of the year and that the Council needed to be vigilant in putting pressure on for the inclusion of Whitehaven

- Along with the Trade Unions Councillor Gill stressed the need for retrievability of any waste being placed in a GDF and they were told firmly that it was not Government policy to have this and they were working to Government policy

Following a discussion when Councillors stated that there was a lot of available money up for grabs but the Council wasn't getting any; the Council needs to get organised and decide what they want for the Town and submit a plan; we have to submit our ideas and we have to start making demands it was:-

- (i) Proposed by Councillor Gill and seconded by Councillor Hayes that a letter be sent to Cumberland Council asking for a copy of the Whitehaven Plan. A vote was held and it was unanimously

RESOLVED - That a letter be sent to Cumberland Council asking for a copy of the Whitehaven Plan that had been inherited from CBC.

- (ii) Proposed by Councillor Hayes and seconded by Councillor Roberts that no action be taken until Councillor Gill has heard from Simon Hughes and reported back to the September Council Meeting. A vote was held and it was unanimously

RESOLVED - That no action be taken until Councillor Gill has heard from Simon Hughes and reported back to the September Council Meeting

2347/23

Councillor Ward Matters

- i. Councillor O'Kane said the hedge on Victoria Road had been cut.
- ii. Councillor O'Kane said that the Fibrus people had been working near where he lived and people had been very positive about them.
- iii. Councillor Taylor had 3 issues
 - Network Gas at Hillcrest had left a disgrace behind them and said it takes them a long time to clear up. He said they had done the bare minimum and soil and rubble had been left
 - There was a bungalow on Springfield Avenue being extended and there was a wall of harras fencing still there
 - There were 2 notice boards in Whitehaven Town Centre – Castle Park and the top of the Harbour. He said there was nothing in them
- iv. Councillor Hayes said the cameras in Castle Park were not connected and he had had a lot of trouble recently and had put up his own cameras
- v. Councillor Roberts said going up Aikbank Road to the post box and a car rounded the bend and it was going so fast that it rocked. He said there would have to be discussions with the Highway Authority to put 2 lots of

- speed bumps on the road as it is a rat run now and a pedestrian could get hurt
- vi. Councillor Hayes said that in Kells they were disappointed that CC would not give a change of use from a library to a day centre for kids
 - vii. Councillor Gill referred to the bottom of Rutland Avenue and said there was a pedestrian crossing away from the junction and if that pedestrian crossing goes and they put a light at the junction that would ease the pressure there
 - viii. Councillor Pearson referred to the Greenbank Playing Field and said he had been in touch with somebody from CC and the first part of the conversation was that they wanted someone else to maintain the field. Councillor Pearson had asked him if someone else maintained the field and other people used it would it be free of charge and he said no CC would expect a rent for it. After that the officer said he could confirm the CC Parks and Open Spaces Team were able to add the field to the cutting machine and hopefully it would be cut once per month. So they had wanted someone else to look after their land for them.
 - ix. Councillor Pearson said that in the cemetery a massive bush had been cut down and shredded and it had been piled up 4ft high behind the gravestones and said that Councillor Emma Williamson had got it levelled down a bit
 - x. Councillor Pearson said that LC wanted to know what was happening and the Clerk said that she had sent a reminder to Home Group
 - xi. Councillor Spedding said there were no issues in Corkickle and said Castle park had got a facelift
 - xii. Councillor Spedding said that he had met with TP on the Harbour who was excited about the plans that the new Chief Executive of the Harbour Commissioners had which were fantastic but which couldn't be divulged. He said he thought it would be a good idea to write to Deanna Shallcross to invite her to a Council Meeting
 - xiii. Councillor White said he saw Home Group 5 weeks ago but they hadn't come back since. He said that the man in the house was contemplating suicide over it
 - xiv. Councillor White said that on his election leaflet he had referred to cleaning litter off some areas and asked where he could get some equipment for litter picking and maybe even transport to carry it off where trolleys had been dumped
 - xv. Councillor White said someone had been in touch with him over toilet access in the Town and disabled access for people and families

2348/23 Date and Time of next Council Meeting

The next Council Meeting be held on 28th September 2023 at 6.00pm at the Beacon Portal

IN PRIVATE

2349/23 That prior to the following item of business the Chairman moved the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw. Councillor Hayes proposed this and Councillor Roberts seconded it. A vote was held and it was unanimously

RESOLVED - That the public and or press be instructed to withdraw from the Meeting

2350/23 **Grant Application** – WADAOS

The Council considered an application for a grant from WADAOS. It was proposed by Councillor Gill and seconded by Councillor Hayes that a grant of £1,000.00 be awarded to WADAOS. A vote was held and it was unanimously

RESOLVED - That grant of £1,000.00 be awarded to WADAOS.

2351/23 **Grant Application** – PDC

The Council considered a grant application from PDC. It was proposed by Councillor Gill and seconded by Councillor Roberts that a grant of £1,000.00 be awarded to PDC. A vote was held and 5 Councillors voted for the proposal and 5 Councillors voted against. The Chairman exercised his casting vote and voted for the proposal.

RESOLVED – That a grant of £1,000.00 be awarded to PDC

2352/23 **St Nicholas Gardens**

Further to Minute 2326/23 the Clerk reported verbally on the position with St Nicholas Gardens. The Clerk reported that a letter had been sent to Mark Fryer but a reply had not been received.

It was proposed by Councillor Hayes and seconded by Councillor White that the position be noted and a decision made at the next Council Meeting. A vote was held and it was unanimously

RESOLVED – That the position be noted and a decision made at the next Council Meeting.

2353/23 **Office Accommodation**

Further to Minute 2327/23 the Clerk gave an update on office accommodation. It was reported that nothing further had been heard from SC but that Councillor Roberts had a contact with a person LB who was a senior Projects Manager and

he had inspected our offices and said that he would look at the tender documentation and prepare a vision of how he thought the project could be split into the 4 packages that the Council had previously identified. He said there would be no charge for this initial work and that if the Council was happy with his vision that he would submit a quote for preparing detailed documents as to how the project could proceed and then it would be up to the Council to decide whether or not to accept the quote.

There was no decision made on this as it was for information and noting only.

2354/23 Storage Facility

Further to Minute 2305/23 where it was agreed that the Council should lease a secure storage unit the Clerk reported that there was only one industrial site that had a vacant storage unit. The Clerk and the Chairman had visited the vacant storage unit on Sneckyeat the previous day to inspect it. The unit was 1012 square feet and the rent was £8,300 plus £911 maintenance charges. The Contract term was for 3 years with a break clause at the end of each year out that and as an incentive the Council would have the first 6 months at half rent. It was proposed by Councillor Gill and seconded by Councillor Roberts that the Council enter into a 3 year Contract for the hire of the secure storage unit at Sneckyeat. A vote was held and nine Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED - That that the Council enter into a 3 year Contract for the hire of the secure storage unit at Sneckyeat.

2355/23 Britain in Bloom

The Clerk reported that Mr Flecken had informed the Town Council that he had a spare ticket available for the Britain in Bloom Ceremony in London on 23rd October 2023 and asked if the Council wanted to make use of it and if so who would be attending. It was proposed by Councillor Gill and seconded by Councillor Taylor that the Mayor attend the Britain in Bloom Award Ceremony in London to represent the Town Council. A vote was held and 9 Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED – That the Mayor be authorised to attend the Britain in Bloom awards ceremony in London to represent the Town Council

The Meeting closed at 8.00pm

Chairman

WTC 28/09/2023

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/23/2221/0F1	<p>Consultation on Amended Description and Additional and Amended Information: ALTERATION AND CONVERSION OF THE VACANT BUS DEPOT INTO THE CHARITY HEADQUARTERS FOR SOUND WAVE INCLUDING THE INSTALLATION OF SOLAR PANELS ON THE ROOF. USES INCLUDE A PREFORMANCE SPACE, RECORDING STUDIO AND LIVE LOUNGE, WHERE YOUNG PEOPLE CAN LEARN, EXPERIMENT, AND MAKE MUSIC FORMER BUS STATION & GARAGES, BRANSTY ROW & WELLINGTON ROW, WHITEHAVEN</p>
4/23/2236/0F1	<p>DECONSTRUCT A SECTION OF EXISTING OUTER LEAF BRICKWORK TO REAR ELEVATION AND PARAPET WALL THAT FORMS PART OF THE REAR ELEVATIONS TO ALL GROUND FLOOR FLATS (62-76 DUKE STREET) AND WALKWAY ACCESS TO THE FIRST FLOOR MAISONETTES. THE PARAPET AND SECTION OF THE REAR ELEVATION OUTER LEAF IS TO BE DECONSTRUCTED DUE TO THE BRICKWORK BOWING AND BECOMING UNSAFE. THE OUTER LEAF BRICKWORK IS TO BE REBUILT WITH BLOCKWORK AND THEN ROUGHCAST RENDER APPLIED TO THE GROUND FLOOR AND PARAPET WALL ONLY 62-76 DUKE STREET, WHITEHAVEN</p>
4/23/2237/0L1	<p>LISTED BUILDING CONSENT FOR THE INSTALLATION OF A PUBLIC ARTWORK BY THE ARTIST SUSAN PHILIPSZ</p>

<u>Application Number</u>	<u>Detail</u>
	WEST PIER LIGHTHOUSE, WHITEHAVEN
4/23/2240/0F1	ERECTION OF ONE BUSINESS/INDUSTRIAL BUILDING TO PROVIDE 3 SELF-CONTAINED UNITS (USE CLASSES B2, B8 AND CLASSES E(G)(I), E (G)(II) AND E (G)(III)), CAR PARKING, ACCESS, AND ASSOCIATED WORKS LAND AT SNECKYEAT INDUSTRIAL ESTATE, HENSINGHAM, WHITEHAVEN
4/23/2241/0F1	Consultation on Additional and Amended Information: VEHICLE ACCESS INSTALLATION ONTO EXISTING DRIVEWAY MYRTLE BANK, EGREMONT ROAD, WHITEHAVEN
4/23/2243/0F1	CHANGE OF USE FROM DWELLING TO AIRBNB HOUSE; PROPOSED FIRST FLOOR EXTENSION TO REAR TO PROVIDE NEW BEDROOM AND ENSUITE; NEW STAIRCASE TO LOFT BEDROOM 7 HILTON TERRACE, WHITEHAVEN
4/23/2244/0F1	ERECTION OF TWO BUSINESS/INDUSTRIAL BUILDINGS TO PROVIDE FIVE SELF-CONTAINED UNITS (FOR B2, B8 AND CLASSES E (G)(I), E (G)(II) AND E (G)(III)), CAR PARKING, ACCESS, AND ASSOCIATED WORKS LAND AT SNECKYEAT INDUSTRIAL ESTATE, HENSINGHAM, WHITEHAVEN
4/23/2252/0F1	DECKING AREA IN REAR GARDEN 8 BRYER CLOSE, WHITEHAVEN
4/23/2256/0F1	CHANGE OF USE FROM FORMER BETTING SHOP TO TANNING SALON UNIT 3, LOWTHER BUILDINGS, LOWTHER STREET, WHITEHAVEN

Application Number

Detail

4/23/2258/0F1

INTERNAL AND EXTERNAL ALTERATIONS TO
EXISTING GROUND FLOOR COMMERCIAL UNIT
49 KING STREET, WHITEHAVEN

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
FOR YEAR ENDING 31st MARCH 2023**

Purpose of the Report and Recommendation

To inform Councillors of the Final External Auditor Report and Certificate for 2022/23 and to approve and note it

1.0 INTRODUCTION

- 1.1 The Council's External Auditors, Moore have issued their Report and Certificate for 2022/23 which is attached at Appendix 1.
- 1.2 Councillors will see from the External Auditor Report that the Council has been given a clean bill of health.
- 1.3 The Notice of Conclusion of the Audit will in accordance with Regulations be published on the Council's website and a copy has been displayed in the window of the Council Offices.

2.0 RECOMMENDATION

- 2.1 That the Council approve and note the External Auditor Report and Certificate for 2022/23

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Whitehaven Town Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Section 2 of the AGAR was initially submitted without the Trust Fund disclosure in Box 11a completed. This was later resubmitted with a 'No' answer which was in line with our expectations and so there are no further concerns in this area.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

17/09/2023

FINANCIAL REPORT

Purpose of the Report

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1 and 3.2.

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 2 together with income and expenditure at Appendix 3.

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 20th September 2023. This shows a balance of £424,565.54. There are payments to the value of £19.10 waiting to be cleared.
- 2.2 The balance in the deposit account is £610,571.03.

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.
- 3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

28/09/2023

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
25/04/2023	Eden Springs UK Ltd	Supplies & Services	Water Dispenser Hire & Environmental Levy for May 2023	£ 9.24		£111 LGA 1972
14/07/2023	Rural Services Partnership Ltd	Supplies & Services	Rural Market Town Group Membership	£ 146.18		£144 LGA 1972
01/09/2023	Mrs V Gorley	Employees/Allowances	Coffee	£ 5.49		£111 LGA 1972
04/09/2023	Mr C J Hayes	Employees/Allowances	Mileage for return journey to Woodhouse to official opening of Budgens store	£ 1.53		£111 LGA 1972
04/09/2023	Mr C J Hayes	Employees/Allowances	Mileage for return journey to Aspatria to attend Mayor Of Aspatria's Civic Service	£ 19.08		£111 LGA 1972
04/09/2023	AJ Security (North) Ltd	Events	Security	£ 468.00		£111 LGA 1972
06/09/2023	Deborah McKenna Ltd	Events	Travel Expenses for Science Show presenter	£ 205.08		£144 LGA 1972
07/09/2023	Sharp Business Systems UK PLC	Supplies & Services	Photocopier Charges 21.06.23 - 30.08.23	£ 92.40		£111 LGA 1972
11/09/2023	Athorscape	3rd Party	Allotment and Pigeon Loft Maintenance Contract - August 2023	£ 369.60		Small Holdings Allotment Act 1908
11/09/2023	BHF Shops Limited	3rd Party	7 x iPad SP1 replacement defibrillator batteries	£ 1,680.00		£234 Public Health Act 1936
14/09/2023	Glasdon UK Limited	3rd Party	Paving fiving kits for 2 x benches and 1 x bin	£ 59.98		Litter Act 1983 & s1 Parish Councils Act 1972
15/09/2023	Mrs V Gorley	Supplies & Services	Postage for Grass Cutting Tender Documents	£ 14.75		£111 LGA 1972
18/09/2023	Viking	Supplies & Services	A4 Copier paper and 10 x A4 notebooks	£ 96.98		£111 LGA 1972
19/09/2023	Mrs V Gorley	Events	25mtr white paper banquetting roll/tablecovering for Fruit and Vegetable Show	£ 15.55		£144 LGA 1972
20/09/2023	Cumberland Council	3rd Party	Ranger and Assistant Ranger Contract - September 2023	£ 8,448.09		£111 LGA 1972
20/09/2023	Mrs V Gorley	Events	Paper plates for Fruit and Vegetable Show	£ 3.98		£144 LGA 1972
20/09/2023	Moore	3rd Party	Fixed rate fee - completion of 2022/23 external auditors limited assurance review	£ 1,638.00		£111 LGA 1972
21/09/2023	Northern Trust Company Ltd	Reserves	Monthly rent and maintenance fee - Storage Unit Sneckyeat - October	£ 506.09		£111 LGA 1972

£ 13,780.02

INCOME 2023-2024

Date	Item	Precept	Interest	Other
03.04.2023	Allotment Rents 2023/24			3520.00
06.04.2023	HMRC - VAT Refund (March 2023)			3012.02
17.04.2023	Allotment Rents 2023/24			820.00
27.04.2023	Allotment Rents 2023/24			200.00
28.04.2023	Precept 2023/2024	495901.48		
10.05.2023	Allotment Rents 2023/24			120.00
11.05.2023	HMRC - VAT Refund (April 2023)			744.28
06.06.2023	HMRC - VAT Refund (May 2023)			885.02
06.06.2023	Allotment Rents 2023/24			73.00
30.06.2023	Sellafield - Science Show Sponsorship			4500.00
07.07.2023	Allotment Rents 2023/24			85.00
07.07.2023	HMRC - VAT Refund (June 2023)			7487.48
04.08.2023	HMRC - VAT Refund (July 2023)			2816.14
08.09.2023	HMRC - VAT Refund (August 2023)			3185.35

495901.48	0.00	27448.29	523349.77
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WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2023-2024

Expenditure Net
of VAT Invoices not yet
 processed Budget

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2023)	225,111.47
CBS 53906216 (01.04.2023)	460,571.03
TOTAL OPENING BALANCE	£ 685,682.50

INCOME:

Precept	495,901.48
Interest (Deposit)	
Other Income	27,448.29
TOTAL INCOME	£ 523,349.77

EXPENDITURE

Unpresented cheques b/fwd from 2022/2023	2869.41
Employees & Allowances	49628.26
Premises	18609.88
Supplies/Services	10804.42
3rd Party	11532.85
Grants	2000.00
Allotments	2670.07
Ground Maintenance	0.00
Civic Hospitality	0.00
Ranger	26251.30
Whitehaven In Bloom	7814.50
Ward Grants	4658.00
Elections	0.00
Environmental Improvements	0.00
Events	21891.71
Contingencies	0.00
Reserves	0.00
VAT (to be reclaimed)	15184.40
TOTAL EXPENDITURE	£ 173,914.80

CASH BOOK BALANCE

Brought forward	£ 685,682.50
Income	£ 523,349.77
Expenditure	£ 173,914.80
Town Council Funds	£ 1,035,117.47

BANK BALANCES

CBS 53905917 (20/09/2023)	424,565.54
CBS 53906216 (20/09/2023)	610,571.03
	£ 1,035,136.57

Less Unpresented Cheques 19.10

FINANCIAL POSITION

£ 1,035,117.47

REMEMBRANCE SUNDAY 2023

Purpose of the Report

For Members to consider a report on the preparations for Remembrance Sunday and consider the proposals.

1.0 INTRODUCTION

- 1.1 Remembrance Sunday 2023 will take place on Sunday 12th November 2023.
- 1.2 The procession will meet outside The Copeland Centre, Catherine Street, Whitehaven from 10:00am onwards and then proceed to The Cenotaph in Castle Park, Whitehaven for a short service and the laying of wreaths. The procession will then parade through the town to the United Reform Church, James Street, Whitehaven for the Remembrance Sunday Service.
- 1.3 Two Road Closure Applications will need to be submitted to Cumberland Council for Lowther/Catherine Street and Market Place in Whitehaven for which a fee of £133.00 per road closure order is being charged.

An email was sent to Cumberland Council asking for a copy of the minute that shows the decision made by the Council to start charging for Road Closure Orders made under the Town Police Clauses Act 1847, but a reply has not been received yet.

- 1.4 2 x security personnel will be stationed at the traffic lights at Morrisons and at Scotch Street and will then move on to The Market Place area. The cost for this will be £58.50 + VAT.

- 2.2 The Members approve the cost of applying for 2 Road Closure Orders at £133.00 each;
- 2.3 That Members approve the cost of hiring 2 security personnel at a cost of £58.50 + VAT
- 2.4 That Members approve the purchase of 3 wreaths from the Royal British Legion at a cost of £25.00 per wreath;
- 2.5 That Members decide whether to fund the provision of sandwich platters in addition to tea, coffee, and biscuits and which quote to accept.

WASPS NEST

Purpose of the Report

To inform Members of urgent action taken to remove two wasps' nests from Council owned allotment sites.

1.0 INTRODUCTION

- 1.1 Two wasps' nest were recently discovered on vacant allotment plots (one at Midgey and one at Sneckyeat), see photo of wasp nest at Midgey at Appendix 1.
- 1.2 Urgent action was taken by staff who appointed a contractor who specialised in the removal of wasps' nests at a cost of £60.00 per nest.

2.0 RECOMMENDATION

- 2.1 That Members note the urgent action that was taken by staff and the cost involved.

WTC 28/09/2023
Agenda Item 11
Appendix 1.



Item 12

UNAUTHORISED REMOVAL OF STREET FURNITURE IN KING STREET

Purpose of the Report and Recommendation

To inform Members of the unauthorised removal of street furniture in King Street Whitehaven and the action that has been taken

1.0 INTRODUCTION

- 1.1 Several years ago the Council purchased seats and litter bins to replace the worn and in some cases damaged seats and litter bins in Whitehaven. This included the seats and litter bins on King Street which it appears were originally installed by CCC about 30 years ago as King was and is the responsibility of the Highway Authority. The new seats and litter bins were installed in the same positions as the old ones that were removed.
- 1.2 It appears from information received from shopkeepers that on Thursday evening 7th September 2023 between 5.30pm and Friday morning 8th September 2023 one of the Council's seats and a nearby Council litter bin which were between The Salvation Army Shop and Angry Boba on King Street (see Appendix 1) were ripped out leaving bolts sticking out of the ground and left on the ground further up King Street.
- 1.3 The matter was reported to the police as this was criminal damage and the incident was logged. The seat and litter bin were removed and put into storage for them to be checked for any damage and it appears that no damage has been done to them and they can be re-installed.
- 1.4 The Police are currently investigating this matter.
- 1.5 Replacement bolts and fixtures have been received at a cost of

£59.99 and the seat and litter bin will be reinstated in their previous positions as soon as possible.

2.0 RECOMMENDATION

2.1 That the expenditure and action taken be approved and noted.

WTC 28/9/23
ITEM 12
APPENDIX 1



SCIENCE SHOW 2024

Purpose of the Report and Recommendation

To inform Members of the suggested date and costings for the Science show in St Nicholas Gardens in June 2024 and to seek approval for the costs.

1.0 INTRODUCTION

- 1.1 For the past 3 years the Council has held a Science Show presented by Stefan Gates in St Nicholas Gardens for pupils in schools in Whitehaven. These have always been a great success.
- 1.2 Stefan Gates is available on Wednesday 26th June 2024 and a quote for the show has been received in the sum of £2,750.00 plus VAT(last year it was £2,500.00 plus VAT). There are also the usual travelling and overnight accommodation costs for Stefan Gates.
- 1.3 The technical support for the Science Show is provided by Fluid Productions, a local company and they have submitted a quote for 2024 of £1,357.40 plus VAT. This year the cost was £1,172.40 plus VAT

2.0 RECOMMENDATION

- 2.1 That members consider approving booking a science show and the costs of this together with the cost of the technical support from Fluid Productions