

WHITEHAVEN TOWN COUNCIL

Minutes of the Annual Council Meeting held on 30th May 2019

Present: Councillor B O’Kane (Chairman); Councillor C Arrighi; Councillor E Dinsdale; Councillor G Dinsdale; Councillor C Hayes; Councillor J Rayson; Councillor G Roberts; Councillor C Walmsley; Councillor L Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Members of the Public

1321/19 Apologies for Absence

Apologies for absence were received from Councillor Lowrey, Councillor Maudling and Councillor Redmond.

1322/19 Declarations of Interest

There were no declarations of interest

1323/19 Minutes of the Annual Council Meeting held on 15th May 2019

Councillor C Walmsley said that in Councillor Ward Matters he had said that the waste bins were not being emptied regularly enough.

It was proposed by Councillor Roberts and seconded by Councillor Hayes that subject to the addition of the word enough that the Minutes of the Annual Council Meeting on 15th May 2019 be approved and signed by the Chairman as a correct record

RESOLVED – That subject to the addition of the word enough the Minutes of the Annual Council Meeting on 15th May 2019 be approved and signed by the Chairman as a correct record.

1324/19 Public Participation

The Clerk read out a letter from a member of the public who could not be present but who wished the letter to be read out. The letter was about bus traffic causing congestion on Lowther Street and made the following points: -

- The traffic flow in Lowther Street can be improved greatly by prohibiting buses from coming into Lowther Street
- The obvious solution was to re-route buses along the natural circular route (Duke Street, Irish Street, Strand Street) where there is adequate space for all buses to stop without causing problems and these streets are very convenient for bus users to gain easy access to the town centre and market area.
- The Town Council was urged to move forward with this measure to improve traffic flow, cut pollution and reduce inconvenience to road users and shoppers.

The Chairman proposed that Item 13 on the Agenda (Markets Report) be moved forward to the next item as Janice Carroll from Copeland Borough Council was in attendance to present the report. This was agreed.

1325/19 Market Report

The Council considered a report on Whitehaven Market. The Chairman said that the market was run and financed jointly between CBC and Whitehaven Town. Janice Carroll from Copeland Borough Council attended to present the report and made the following points-

- Everyone was eager to see the market improve
- The report only covered a short period
- The last 12 months had been a holding period as the Markets Officer had been on maternity leave
- They had tried to recruit to provide cover for the maternity leave period but this had been unsuccessful
- They were trying to generate interest in the market
- Janice had had a meeting with the Director recently to start to look forward and start putting some ideas to the Mayor of Copeland to continue with the market but on a reduced frequency level to monthly on a Saturday and have themed markets throughout the year
- There had never been proper marketing for the market. The original proposal put forward had included a marketing budget but WTC disagreed and said they would do it themselves. So the marketing was now done on a shoestring by CBC's Communications Team
- The only thing that had been funded in the last year was the putting up and taking down of the market stalls
- There would be a timetable produced within one month to put ideas together and have a meeting of the Stakeholder Group to discuss all issues
- Janice would come back to the Council in the next month to say this is the plan and this is how we are going to take things forward.

There was no decision made on this and the Report and the comments made above were noted.

1326/19 **Planning Applications**

The Council considered a list of planning applications received and shown at Appendix 1. No comments, representations or objections were made on these and it was: -

RESOLVED – That the Clerk inform the Planning Department of Copeland Borough Council that there were no comments, representations or objections to any of the Planning Applications shown on Appendix 1.

1327/19 **Finance Report**

The Council considered a Financial Report. The Assistant Clerk reported that there were 5 additional payments to be added to Appendix 1 namely: -

1. Expenses of £32 for Councillor Arrighi for attending a civic event
2. Zurich Municipal – an additional premium of £92.60 for the new feeder boxes
3. Expenses of £10.70 for V. Gorley for office sundries
4. Cost of Removal of pampas grass in St Nicholas Gardens at a cost of £946.15
5. Cost of purchasing Whitehaven Town Council logo on vinyl to go on the cast iron planters at a cost of £90.00 (two sheets of 40).

- i It was proposed by Councillor Rayson and seconded by Councillor Roberts that the Invoices shown at Appendix 1 including the 5 additional payments above be approved and paid.

RESOLVED – That the Invoices shown at Appendix 1 including the 5 additional payments above be approved and paid.

- ii The Council considered Appendices 2 and 3 relating to the Cashbook and Income and Expenditure.

It was proposed by Councillor Hayes and seconded by Councillor Arrighi that the Cash Book and Income and Expenditure at Appendices 2 and 3 be approved and noted.

RESOLVED – That the Cash Book and Income and Expenditure at Appendices 2 and 3 be approved and noted.

1328/19 **Annual Return for Approval**

The Council considered a report on the Annual Return and the Clerk reported

that the Annual Governance and Accountability Forms for 2018/2019 which included the Annual Internal Audit Report had been completed as shown at Appendix 1 to the report pending approval by the Council ready to be advertised for public inspection and submission to the External Auditors PFK Littlejohn.

- i. It was proposed by Councillor Hayes and seconded by Councillor Rayson that Section 1 – The Annual Governance Statement 2018/2019 be approved by the Council and signed by the Chairman and the Clerk and the Minute number inserted.

RESOLVED - That Section 1 – The Annual Governance Statement 2018/2019 be approved and signed by the Chairman and the Clerk and the Minute number inserted.

- ii. It was proposed by Councillor Gemma Dinsdale and seconded by Councillor Chris Hayes that Section 2 – the Accounting Statements 2018/2019 be approved by the Council and signed by the Chairman and the Responsible Financial Officer and the Minute number inserted

RESOLVED – That the Accounting Statements 2018/2019 be approved by the Council and signed by the Chairman and the Responsible Financial Officer and the Minute number inserted.

- iii. It was proposed by Councillor C Walmsley and seconded by Councillor Graham Roberts that the Annual Internal Auditor's Report be approved
RESOLVED – That the Annual Internal Auditor's Report be approved

- iv. It was proposed by Councillor E Dinsdale and seconded by Councillor L Walmsley that the Annual Return be advertised for public inspection to comply with the timescales and requirements in paragraph 2.2(iii) of the report and that Councillors be sent a copy of this notice.

RESOLVED – That the Annual Return be advertised for public inspection to comply with the timescales and requirements of paragraph 2.2 (iii) of the report and Councillors sent a copy of this notice.

- v. It was proposed by Councillor C Walmsley and seconded by Councillor O'Kane that the completed and approved Annual Return be submitted to PKF Littlejohn as soon as possible following the Council meeting.

RESOLVED – That the completed and approved Annual Return form be submitted to PKF Littlejohn as soon as possible following the Council Meeting.

1329/19

Symantec Anti-Virus Annual Renewal

The Council considered a report on its Symantec Anti-Virus System and that the annual renewal fee was due in the sum of £75 which was the same as last year.

RESOLVED – That the Symantec Anti-Virus package be renewed for the next 12 months at the fee of £75.

1330/19 **Office Accommodation**

The Clerk gave an update on the position with regard to the purchase of the former Whitehaven News Building. Following a discussion on this it was

RESOLVED – That a Steering Group be set up to progress the renovation of the building following the purchase and that the following Councillors who expressed an interest in being on the Steering Group be appointed to the Steering Group:-

Councillor O’Kane
Councillor Hayes
Councillor Rayson
Councillor Arrighi
Councillor E Dinsdale
Councillor G Roberts

1331/19 **Events Advisory Group**

The Council considered a report on a meeting of the Events advisory Group held On 28th May 2019.

(i) It was proposed by Councillor Hayes and seconded by Councillor O’Kane that for the Model Making Competition/Family Fun day on 31st May 2019 the parking fees for the exhibitors be refunded by the Council on production of a relevant parking ticket.

RESOLVED – That for the Model Making Competition/Family Fun Day on 31st May 2019 the parking fees for the exhibitors be paid by the Council on production of a relevant parking ticket.

(ii) It was proposed by Councillor Arrighi and seconded by Councillor Roberts that the prize for the Best Dressed Boat competition on 4th July 2019 be changed from a trophy to a voucher for £65.

RESOLVED – That the prize for the Best Dressed Boat competition be changed from a trophy to a voucher for £65.

(iii) It was proposed by Councillor Rayson and seconded by Councillor G Dinsdale that a student from each of the 3 secondary schools be added to the judging panel for the Photographic Exhibition.

RESOLVED – That a student from each of the 3 secondary schools be appointed to the judging panel for the Photographic Exhibition.

1332/19 **Bus Shelters**

The Council considered a report on quotes received for the provision of new bus shelters at Woodhouse Road, New Road and Main Street/Thornton Road junction. Following a discussion it was proposed by Councillor G Dinsdale and seconded by Councillor C Walmsley that the quote from Shelter Solutions of £3,538 per bus shelter to include delivery, installation and perch seating be accepted and that the County Council be consulted as to an acceptable colour and then an order placed for the bus shelters.

RESOLVED – That the quote from Shelter Solutions of £3,538 per bus shelter to include delivery, installation and perch seating be accepted and that the County Council be consulted as to an acceptable colour and then an order be placed for the bus shelters.

1333/19 **Police Report**

The Council considered a Police Update Report for May 2019. A representative from Cumbria Police was unable to attend and therefore Councillors were unable ask any questions.

No decision was made on this and the report was noted.

1334/19 **Complaints Procedure**

The Council considered a report on a draft Complaints Procedure.

It was proposed by Councillor E Dinsdale and seconded by Councillor Hayes that the draft Complaints Procedure be approved and reviewed at the Annual Meeting of the Council in 2020

RESOLVED – That the draft Complaints Procedure be approved and reviewed at the Annual Meeting of the Council in 2019.

1335/19 **Generic email addresses for Councillors**

The Council considered a report on generic email addresses for Councillors. Councillors felt that this was not necessary and it was proposed by Councillor Edwin Dinsdale that the Council carries on as before with Councillors using their own email addresses. This was seconded by Councillor Hayes

RESOLVED – That generic email addresses be not provided and that the Council carries on as before with Councillors using their own email addresses.

1336/19 **Grant Application Forms and Conditions**

The Council considered a report on Grant Application Forms and Conditions. Following a discussion it was proposed by Councillor Rayson and seconded by Councillor O’Kane that the Grant Application Forms and Conditions in Appendices 1 and 2 of the report be approved subject to the following amendments: -

- i. That the Council grant be a maximum of £1,000 “except in very exceptional circumstances”.
- ii. That evaluation forms for Council grant applications be prepared and considered

RESOLVED - That the Grant Application Forms and Conditions shown at Appendices 1 and 2 be approved subject to the amendments in i and ii above.

1337/19 **Whitehaven Town Council Community Plan Report**

The Council considered a report from ACTION with Communities on the Council’s Community Plan.

Following a discussion on this the Council considered the 7 next steps to be taken as advised by ACTION with Communities.

RESOLVED – That of the 7 steps identified only the following 2 be progressed with ACTION with Communities and they be asked the cost for this: -

1. Re-open the online questionnaire
2. ACTION with Communities to run a workshop with Councillors to draw up an Action Plan

1338/19 **Councillor Ward Matters**

- i. Councillor C Walmsley referred to the former Pow Beck Old Folks Home and said all the kids were going in there and that if something was not done someone was going to get hurt.
- ii. Councillor Arrighi said that a lot of people in pubs in town were taking glasses outside and these were getting smashed on the street and wondered if a letter could be sent to the publicans. Councillor O’Kane suggested that a letter be sent to CBC’s Licensing Committee.
- iii. Councillor Hayes said that on Kells there was a real problem with vandalising cars. He said a man had been arrested. He said Kids were smashing glass over the play park and leaving litter and that this had nothing to do with lack of litter bins. He said there was a meeting the following week to discuss this. The Police had said that they would send some PCSOs up but they had not appeared. He said CCC were going to look at more street lighting

- iv. Councillor Rayson said there were no major issues just tidying up of the estate and weed clearing. She asked where we were with defibrillators and the Clerk said we had received the defibrillators themselves and were now waiting for the cabinets to be delivered. Councillor Hayes asked if training would be given on defibrillators and the Clerk said this could be arranged.
- v. Councillor Emma Dinsdale referred to parking in Whitehaven and said cars were parking all the way up Midgey. She asked if parking permits were the way forward.

1339/19 Date Time and Place of Next Meeting

RESOLVED – That the next meeting of Whitehaven Town Council be held on 27th June 2019 at 6.30.

IN PRIVATE –

1339/19 Prior to the following items of business the Chairman moved the following

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.

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

1340/19 Grant Application – CH

It was proposed by Councillor E Dinsdale and seconded by Councillor Hayes that a grant of £1,000 be awarded to CH. A vote was held and 7 Councillors voted for the proposal and 2 Councillors abstained

RESOLVED – That a grant of £1,000 be awarded to CH

1341/19 Grant Application – TD

This application was not in accordance with the Council's grant conditions and was therefore not in the Council's remit to grant. It was proposed by Councillor O'Kane and seconded by Councillor Rayson that as this application for a grant was not in the Council's remit no grant be awarded.

RESOLVED – That no grant be awarded.

1342/19 Claim Against the Council

The Clerk reported on a claim against the Council for a personal injury sustained on an allotment site. The matter was being dealt with by the Council's insurers solicitors and a defence to the claim had been submitted. Any updates would be reported to the Council.

There was no decision made on this and the report was noted.

The Meeting closed at 9.00pm

The Minutes were approved as a correct record at the Council Meeting on 27th June 2019 subject to a correction to Minute 1338/19 v to read Councillor Gemma Dinsdale.

A handwritten signature in black ink, appearing to read 'B. Borge' or similar, written in a cursive style.

Chairman