

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 30<sup>th</sup> August 2018

**Present:** Councillors G Roberts (Chairman); J Forster; R Gill; C Hayes; J Kane; C Maudling; B O’Kane; J Rayson

M. Jewell, Clerk and Responsible Financial Officer

Members of the Public

Katie Addison

Luke Johnson from Cumbria Media and a representative from Whitehaven AFC

Lorraine Smyth and Rose Lord from ACTION with Communities in Cumbria

Before the Meeting started The Chairman presented a Certificate of Achievement to Katie Addison for her outstanding achievement in the field of biochemistry.

### **1050/18 Apologies For Absence**

Apologies for absence were received from Councillor Lowrey

### **1051/18 Declarations of Interest**

Councillor Maudling and Councillor O’Kane declared that they were members of CBC’s Planning Panel.

### **1052/18 Minutes of the Council Meeting held on 26<sup>th</sup> July 2018**

Councillor Gill proposed that the Minutes be approved and signed by the Chairman as a correct record and this was seconded by Councillor Kane.

**RESOLVED** – That the Minutes be approved and signed by the Chairman as a correct record.



**1053/18**      **Minutes of the Extraordinary Council Meeting held on 15<sup>th</sup> August 2018**

Councillor O’Kane proposed that the Minutes be approved and signed by the Chairman as a correct record and this was seconded by Councillor Gill.

**RESOLVED** – That the Minutes be approved and signed by the Chairman as a correct record

**1054/18**      **Public Participation**

Peter Tyson raised an issue regarding responsibility for public pathways and bridleways. The Clerk said public footpaths were the responsibility of the County Council and asked if there was a problem with a public footpath and Peter Tyson replied that there wasn’t at present but there could be in the future and said that in the past the lengthsman had carried out repairs and maintenance to footpaths. The Clerk said that the Council’s Ranger may be able to do some work on public footpaths but the County Council would have to be contacted about this.

**1055/18**      **Planning Applications**

The Council considered a report on planning applications received and shown at Appendix 1.

- RESOLVED** – (i) That a letter of support be sent on behalf of the Council to CBC Planning Department in respect of planning application no. CH/4/18/2313/0F1 re the development of the former offices and premises adjacent to Ivy Mill Site  
(ii) That a letter be sent to CBC Planning Department stating that there were no representations on the remaining applications shown on Appendix 1

**1056/18**      **Financial Report**

The Council considered a Financial Report.

- (i) It was proposed by Councillor Gill and seconded by Councillor Hayes that the invoices shown at Appendix 1 be approved and paid

**RESOLVED** – That the invoices shown at Appendix 1 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 Gill and seconded by Councillor Roberts that Appendices 2 and 3 be approved and noted.



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

(iii) Members considered a letter from CALC regarding an increase in the annual subscription fee and Councillor Gill said the Council had had a good service from CALC and proposed that the increase be accepted and this was seconded by Councillor O’Kane.

**RESOLVED** – That the proposed increase be accepted

(iv) Members considered a notice from BT of increased prices from 1<sup>st</sup> October 2018. Councillor Gill proposed that these be approved and noted and this was seconded by Julie Rayson.

**RESOLVED** – That the increased prices from BT be approved and noted

(v) Members considered the purchase of two ex demonstrator office chairs as the current office chairs were broken and not fit for purpose. Centrica had offered two chairs at a price of £150 plus VAT (brochure price was £249 plus VAT). This price could not be matched elsewhere and included a 5 year guarantee on the chairs and a 10 year guarantee on the fabric. Councillor Kane proposed that the 2 chairs be purchased and this was seconded by Charles Maudling.

**RESOLVED** – That the 2 ex demonstrator chairs be purchased at a cost of £150 each plus VAT

**1057/18**      **Internal Audit Report**

Following an Internal Audit the Clerk read out the Internal Auditors Report (attached at Appendix 1) which confirmed that everything was in order and made 3 recommendations relating to balance of funds, Councillor Ward grants and the management of outstanding debt in respect of allotments. Councillor Gill said he wanted to congratulate the Clerk and the Trainee Clerk for all the excellent work they had done.

It was proposed by Councillor Gill and seconded by Councillor Maudling that the Internal Audit Report be approved and noted.

**RESOLVED** – That the Internal Audit Report be approved and noted.

**1058/18**      **Remembrance Sunday 2018**

The Council considered a report on the preparations for Remembrance Sunday 2018. Recommendations were made at paragraphs 2.1, 2.2 and 2.3 of the report regarding expenditure.



Councillor O’Kane proposed allowing a budget of £1,000.00 to cover all aspects of expenditure in 2.1, 2.2, and 2.3 and this was seconded by Councillor Maudling.

**RESOLVED** – That a budget of £1,000.00 be set aside to cover all aspects of expenditure in paragraphs 2.1, 2.2, and 2.3 of the report.

**1059/18**      **Taste Cumbria Event**

The Council considered a report on the recent Taste Cumbria Event when stalls were relocated into the Civic Hall because of bad weather conditions. The Rosehill Youth Theatre had agreed at short notice to make the Civic Hall available on Saturday and Sunday for the stalls which meant that the organisers did not have to cancel the event. No charge was made for the use. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that £200 be donated to the Rosehill Youth Theatre in appreciation of their co-operation.

**RESOLVED** – That a donation of £200 be made to the Rosehill Youth Theatre.

**1060/18**      **Action with Communities in Cumbria**

Lorraine Smyth and Rose Lord from ACTION with Communities in Cumbria attended the Council meeting to give an update on the Community Plan and to agree the next steps to be taken. Lorraine said that they had been doing Ward walk arounds with Councillors and had only two left to do. Lorraine said that when that was completed it would be evaluated and a questionnaire would be prepared to bring people’s views in and that all information received would be put onto a log to form a Community Plan. Lorraine referred in particular to the stakeholders list which contained a large number of stakeholders and said it was not possible to work with such a large number and that the Council needed to prioritise them and said they proposed to call two or three meetings between now and Christmas with stakeholders. Lorraine said that the Council would be lucky to get more than 10 participants. The Council said they would be guided by Lorraine as to the process for each stakeholder meeting.

Lorraine asked if the Council had any events scheduled before Christmas so that Councillors could go out and do a similar consultation process as they had done in their Wards and said the pie and pea event would be good to collect views to form a more detailed questionnaire and it might be good to get something in the press to say that the Town Council were consulting on this. Lorraine said that the timetable was as follows: \_

- To complete the remaining 3 ward walk arounds
- To hold the stakeholder meetings
- Before Christmas there would be talks with Councillors about the draft questionnaire to go out in January 2019.

- It was agreed that all Councillors would be invited to the stakeholder meetings

Lorraine said that the process was going as good as could be expected.

**RESOLVED** – That this be approved and noted

The Chairman suspended the Meeting at this point for a five minute break. All Members returned to the room after the break.

**1061/18**     **Audit and Governance Report**

Members considered eight Decision Notices issued by Copeland Borough Council's Audit and Governance Committee. Six complaints were made by former Councillors and two complaints were made against a former Councillor

**1062/18**     **Review of Standing Orders**

The Council considered recent amendments that NALC had made to their model Standing Orders which the Council had previously adopted. Councillor Gill proposed that the Council's Standing orders be revised and amended to incorporate the NALC amendments and this was seconded by Councillor Maudling.

**RESOLVED** – That the Council's Standing Orders be revised and amended to incorporate the NALC amendment.

**1063/18**     **Training For Councillors**

The Council considered a report on a list of available training courses from CALC.

- (i) Councillor Gill proposed that all Councillors should receive Code of Conduct Training and this was seconded by Councillor Kane.

**RESOLVED** – That arrangements be made for all Councillors to attend Code of Conduct training

- (ii) Councillor Gill proposed that any Councillor wishing to go on a CALC course should contact the Clerk so that this could be arranged and this was seconded by Councillor Forster.

**RESOLVED** – That any Councillor wishing to attend a CALC course should contact the Clerk to arrange this.



**1064/18**      **Request for Assistance from Whitehaven RLFC**

The Clerk referred to a letter shown at Appendix 1 from Whitehaven RLFC and which referred to the financial difficulties of the Club and asked if the Council had an emergency funding pool or could donate or lend the club between £5,000 and £10,000.

Councillor Gill said that the club was a limited company and the Council could not give money to a limited company.

Following a discussion on this Councillor O’Kane proposed that the Board of WRLFC be requested to attend the next Council meeting to discuss whatever was relevant to their request and this was seconded by Councillor Kane

**RESOLVED** – That the Board of WRLFC be requested to attend the next full Council Meeting to discuss their request with the Council.

**1065/18**      **Advertising Board Whitehaven AFC**

The Clerk referred to the email that had been received on behalf of Whitehaven AFC which asked if the Council would like to purchase an advertising Board at a cost of £350 for the first year to raise awareness of the Town Council. The representative from Whitehaven AFC attended the meeting and said:-

- It was the biggest club in the County
- The club house and pitch were given free for charity events
- They were engaged with local organisations
- They were doing a lot for the community
- They needed sponsorship
- They were involved in a new referees scheme

Following a discussion on this Councillor Gill proposed that an advertising board be purchased at a cost of £350 with the design to be approved at a future Council meeting and this was seconded by Councillor Hayes

**RESOLVED** – That an advertising board be purchased at a cost of £350 for the first year with the design to be approved at a future Council meeting.

**1066/18**      **Defibrillators**

The Council considered a report on the provision of defibrillators in the Whitehaven area which detailed:-

- The cost of defibrillators
- Installation costs
- The cost of replacement parts ie battery and pads
- The maintenance of defibrillators
- The cost of electricity



- Where defibrillators should be sited

Following a discussion Councillor O’Kane proposed that recommendations 3.1, 3.2 and 3.3 in the report should be approved and this was seconded by Councillor Gill.

**RESOLVED** – That Recommendations 3.1, 3.2 and 3.3 in the report be approved

**1067/18 Airmen’s memorial Seat**

Councillor Gill declared a non-pecuniary interest in this item as he was a member of the Whitehaven Heritage Action Group and took no part in the discussion or decision

The Council considered a report on the Airmen’s memorial seat at Kells. It was reported that the Whitehaven Heritage Action Group (WHAG) had installed the seat in 2008 to commemorate an episode in Whitehaven’s history when five young airmen died when their plane crashed into the Brows in 1943. The seat is on land in long lease to the Woodland Trust

The wooden seat is now weatherbeaten and dilapidated and WHAG had asked if the Council would replace the seat. The Woodland Trust had agreed to grant a licence to the Town Council to enter on the land to maintain the seat. The Clerk said that a new plaque may have to be purchased should it not be possible to remove it from the present seat and put it on a new seat.

Councillor O’Kane proposed that a new seat and plaque (if necessary) be purchased and installed and that the Chairman and Deputy Chairman be authorised to sign the licence with Woodland Trust and this was seconded by Councillor Forster.

- RESOLVED** – (i) That a new seat of a type and design the same as those in Whitehaven be purchased and installed together with a new plaque if necessary.
- (ii) That in accordance with Financial Regulation 18, Financial Regulation 11 be suspended to permit the Council to purchase the seat from Glasdons who had supplied the Town Centre seats
- (ii) That the licence be entered into with the Woodland Trust to be signed by the Chairman and Deputy Chairman

**1068/18 Update on Litter Bins**

The Council considered a report giving an update on the position with regard to litter bins in Wards. It was noted that CBC had produced a spreadsheet which contained the work done to date on the proposals for new bins and that so far only eight of the proposed new bins had been agreed with 2 existing bins being recommended for relocation. CBC had recommended purchasing Topsy Royale

bins from Glasdons who had supplied the litter bins in Whitehaven Town Centre. Following a discussion on this Councillor Gill proposed that CBC be asked to give the Council a definitive report on the litter bins to be put to the next full Council Meeting and that if CBC were not able to do this by the next full Council meeting that the Council agree to install the eight new bins and then wait until the full report is received. Also he proposed that Financial Regulation 11 be suspended to allow an order for the bins to be placed with Glasdons. These proposals were seconded by Councillor O’Kane.

- RESOLVED** – (i) That CBC be asked to give the Council a definitive report by the next full Council meeting and that if they are not able to do this then at the next full Council Meeting the Council agrees to install the eight new bins and then wait until the full report is received.
- (ii) That in accordance with Financial Regulation 18, Financial Regulation 11 be suspended to allow the Council to purchase any new bins from Glasdons

**1069/18**    **Parkrun – Update**

The Council recently gave a grant of £1500 to set up Whitehaven Parkrun and the Council considered an email (dated 30<sup>th</sup> July 2018) from the organisers of the Whitehaven Parkrun thanking the Council for its support and stating that things were going really well with tourists from as far afield as Scotland and London taking part as well as local people and so far in only five events 282 people had completed 420 events.

**RESOLVED** – That this be noted

**1070/18**    **Grants Committee**

**RESOLVED** – That Councillor Forster, Councillor Hayes and Councillor Kane be appointed to the Grants Committee.

**1071/18**    **St Nicholas Gardens**

Further to Minute 1047/18 the Council considered a report on St Nicholas Gardens. Councillor O’Kane said at a recent meeting with CBC it had been recommended that there should be a partnership formed between the Town Council and the Borough Council to put together a short term plan from now until April 2019 with input from and in conjunction with St Nicholas. The Borough Council would obtain 3 quotes for works/supplies/materials (as they do for other Town Councils) to comply with our Financial Regulations. Following a discussion on this it was proposed by Councillor Gill and seconded by Councillor Hayes that the action taken to date be approved and noted and that the Council resolve in accordance with Financial Regulation 18 to suspend



Financial Regulation 11 to work in partnership with CBC.

- RESOLVED** – (i) That the action taken to date be approved and noted  
(ii) That in accordance with Financial Regulation 18 Financial Regulation 11 be suspended so that the Council could work in partnership with CBC

**1072/18**    **Suspension of Standing Orders**

The Chairman proposed the suspension of Standing Orders for a period of 15 minutes in order that the business of the Council could be concluded.

**RESOLVED** – That standing Orders be suspended for a period of 15 Minutes.

**1073/18**    **Councillor Matters**

- i. Councillor Rayson she had been talking to a gentleman who had done work in St Nicholas gardens in the past and he had referred to the water feature and said the pump wasn't working and asked if it was going to be fixed. Councillor O'Kane said the biggest problem with this was sorting the electrics out.
- ii. Councillor Rayson said that the same gentleman was a Trustee of Johnson House and had asked her to visit Johnson House to have a look around. He had also referred to siting a defibrillator at Johnson House.
- iii. Councillor Rayson said she hoped to have a walk round her Ward very soon to pick up any issues.
- iv. Councillor Rayson said she hoped to visit Jericho school to discuss the Community Plan and to put some questions to the children to give the Council some answers.
- v. Councillor Rayson said that every month in the Planning Applications to be considered by the Council there seemed to be applications for the demolition of garages on semi detached houses to create extra living space and that this contributed to the number of cars parked on the pavements and roads.
- vi. Councillor Maudling said there was a good article in the paper last month about the new police group and that there had been arrests and evictions.
- vii. Councillor Forster referred to the Richmond Pub which was still boarded up was a mess and that she had been unable to contact anyone about this. She said cars were being sold on the site.
- viii. Councillor Forster referred to parking on Main Street which was getting worse and that junctions were becoming an issue.
- ix. Councillor Forster said there was due to be a walk around the estate
- x. Councillor Kane referred to CBC and Castle Park. He said there was a massive issue with dog fouling and only two people had been caught in the past two years. He said people in Castle Park were drinking, smashing glass and throwing bottles about and that there was no enforcement at all in Castle Park.

**1074/18 Date of next Council Meeting**

**RESOLVED** - The date of the next meeting be 27<sup>th</sup> September 2018 at 6.30pm

**1075/18 IN PRIVATE**

Prior to the two following items of business the Chairman moved that in view of the special or confidential nature of business about to be transacted it was advisable in the public interest that the public and/or press be instructed to withdraw.

**RESOLVED** – That the press and public be excluded.

**1076/18 Office Equipment**

The Clerk referred to previous Minutes concerning missing office equipment and gave the up to date position.

**RESOLVED** – That the position be approved and noted and that no further action was necessary.

The Meeting closed at 9.15

Minute 1061/18 hereof was amended in full Council on 27/09/18 by Minute 1088/18

Chairman

