

# WHITEHAVEN TOWN COUNCIL

**Clerk and Responsible Financial Officer:** Marlene Jewell  
Telephone: 01946 67366  
**Chairman:** Councillor Chris 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 April 2022** at **6:00pm**

Signed.....*Marlene Jewell*..... Dated.....*22nd April 2022*.....  
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 31<sup>st</sup> March 2022

### 5. Minutes of the Extraordinary Council Meeting held on 21<sup>st</sup> April 2022

### 6. Planning Applications

### 7. Finance Report

### 8. Quotes for Insurance Cover

### 9. Summer Plants for 2022

### 10. CALC Membership Renewal

### 11. Allotments

**IN PRIVATE**

*Page 1*

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.

**12. Grant Application – WHAG**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 31st March 2022

**Present:** Councillor G Roberts; Councillor E Dinsdale; Councillor C Maudling; Councillor B O’Kane; Councillor G Roberts; Councillor R Redmond;

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

### **1967/22**    Appointment of Chairman for the Meeting

The Clerk reported that both the Chairman and the Deputy Chairman were unable to attend that evening and had submitted apologies and said that a Chairman would need to be appointed for the Meeting. It was proposed by Councillor O’Kane and seconded by Councillor Walmsley that Councillor Roberts be appointed Chairman for the Meeting. A vote was held and it was unanimously

**RESOLVED** – That Councillor Roberts be appointed Chairman for the Meeting  
Councillor Roberts then took the Chair

### **1968/22**    Apologies for Absence

Apologies for absence were received as follows:-

Councillor Hayes	ill
Councillor Carr	Work commitments
Councillor Gill	ill
Councillor G Dinsdale	ill
Councillor Rayson	ill

It was proposed by Councillor Walmsley and seconded by Councillor O’Kane that the apologies for absence given be accepted and noted. A vote was held and it was unanimously

**RESOLVED** - That the apologies for absence be accepted and noted.

**1969/22**     **Declarations of Interest**

Councillor Roberts declared that he was a member of Cumbria County Council  
Councillor Maudling declared an interest in Item 5 as he was a member of  
CBC's Planning Panel

Councillor Walmsley declared an interest in Item 10 as he was a member of  
CBC's Local Development Framework Panel

**1970/22**     **Public Participation**

There was no public participation

**1971/22**     **Minutes of the Meeting held on 24<sup>th</sup> February 2022**

It was proposed by Councillor Maudling and seconded by Councillor O'Kane  
that the Minutes of the Meeting held on 24<sup>th</sup> February 2022 be approved and  
signed by the Chairman as a correct record. A vote was held and 5 Councillors  
voted for the proposal and 1 Councillor abstained

**RESOLVED** -That the Minutes of the Meeting held on 24<sup>th</sup> February 2022 be  
approved and signed by the Chairman as a correct record.

**1972/22**     **Planning Applications**

The Council considered a list of Planning Applications received and shown at  
Appendix 1. Councillor O'Kane referred to planning application 4/22/2110/0B1  
– the former Romar Factory and said he was concerned that that area of  
Hensingham further up and the area around the top of Hensingham – Harras  
Road. He said there was no context when these planning applications in and  
many of the housing situations up there are a continual building area in terms of  
that part of Town. He said there doesn't seem to be a cohesive or coherent traffic  
plan for that area of Town. It was proposed by Councillor O'Kane and seconded  
by Councillor Walmsley that after full consideration of the Planning  
Applications on Schedule 1 that CBC be informed that in respect of planning  
application 4/22/2110/0B1 that the Council has concerns about the traffic  
situation in the Hensingham area. A vote was held and it was unanimously

**RESOLVED** - That after full consideration of the Planning  
Applications on Schedule 1 that CBC be informed that in respect of planning  
application 4/22/2110/0B1 that the Council has concerns about the traffic  
situation in the Hensingham area.

## 1973/22 Finance Report

The Council considered a Finance report.

- i. Appendix 1 – The Clerk reported that there were 2 extra invoices to be considered namely:

CALC	£20.00	Effective Councillor Module (Training)
V Gorley	£99.79	112 Easter Eggs

It was proposed by Councillor Maudling and seconded by Councillor Walmsley that the Invoices shown at Appendix 1 together with the 2 extra invoices above be approved and paid. A vote was taken and it was unanimously

**RESOLVED** – That the Invoices shown on Appendix 1 together with the 2 extra invoices above be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor Maudling and seconded by Councillor Walmsley that Appendices 2 and 3 be approved and noted. A vote was held and it was unanimously

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

## 1974/22 Queen's Platinum Jubilee Commemorative Gifts for School Pupils

The Council considered a report on the Queen's Platinum Jubilee commemorative gifts to school pupils and the expenditure incurred itemised in paragraphs 1.4 and 1.5 of the report.

It was proposed by Councillor Dinsdale and seconded by Councillor O'Kane that the costs shown in paragraphs 1.4 and 1.5 of the report be approved and that this expenditure complied with the provisions of s137 of the Local Government Act 1972. A vote was held and it was unanimously

**RESOLVED** - That the costs shown in paragraphs 1.4 and 1.5 of the report be approved and that this expenditure complied with the provisions of s137 of the Local Government Act 1972.

## 1975/22 Badge Bed at Corkickle

The Council considered a report on planting the badge bed at Corkickle to commemorate the Queen's Platinum Jubilee. There was no extra cost for this. It was proposed by Councillor Dinsdale and seconded by Councillor O'Kane that the badge bed at Corkickle be planted as shown at Appendix 1 to commemorate the Queen's Platinum Jubilee. A vote was held and it was unanimously

**RESOLVED** - That the badge bed at Corkickle be planted as shown at

Appendix 1 to commemorate the Queen's Platinum Jubilee.

**1976/22 Christmas Lights Infrastructure**

The Council considered a report on the exchange of 100 stainless steel U-bolts for a larger size for the catenary wire at an extra cost of £49.00 plus VAT. It was proposed by Councillor O'Kane and seconded by Councillor Walmsley that the 100 stainless steel U-bolts be exchanged for a larger size and that the extra cost of £49.00 plus VAT be approved. A vote was held and it was unanimously

**RESOLVED** - That that the 100 stainless steel U-bolts be exchanged for a larger size and that the extra cost of £49.00 plus VAT be approved.

**1977/22 Consultation on two Potential Sites for Gypsy and Traveller Accommodation**

The Council considered a consultation report received from CBC on two potential sites for Gypsy and Traveller Accommodation. Following a discussion it was proposed by Councillor E Dinsdale and seconded by Councillor Maudling that CBC be informed that the Town Council strongly objects to these sites and as a Council we vote against both the sites as the sites are not fit for purpose in relation to the proximity with other residents and that a more rural location would be more suitable. A vote was held and it was unanimously

**RESOLVED** - that CBC be informed that the Town Council strongly objects to these sites and as a Council we vote against both the sites as the sites are not fit for purpose in relation to the proximity with other residents and that a more rural location would be more suitable.

**1978/22 Replacement of Compost due to infestation of Vine Weevil**

The Council considered a report on the infestation of a number of the Council's barrels and planters with Vine Weevil and the advice from the Council's suppliers to remove the top inches of compost from the barrels and planters, remove the roots and replace the compost with new compost. The cost of new compost was approximately £400.00. It was proposed by Councillor O'Kane and seconded by Councillor Maudling that action be taken in accordance with advice from the Council's supplier and that the expenditure of approximately £400.00 be approved. A vote was held and it was unanimously

**RESOLVED** - That action be taken in accordance with advice from the Council's supplier and that the expenditure of approximately £400.00 be approved.

**1979/22 In-Cumbria Advertising**

The Council considered a report about entering into an advertisement package with In- Cumbria. Following a discussion it was proposed by Councillor O'Kane

and seconded by Councillor Maudling that a one off half page advert at a cost of £219 plus VAT be taken out to cover the Council events for this year. A vote was held and it was unanimously

**RESOLVED** - That that a one off half page advert at a cost of £219.00 plus VAT be taken out with In-Cumbria to cover the Council events for this year.

## **1980/22 Edible Insects Science Show**

The Council considered a report on the arrangements for the Edible Insects show and the expenditure for this. Following a discussion it was:-

- i. It was proposed by Councillor O’Kane and seconded by Councillor Maudling that the quote of £1,690.00 plus VAT for the marquee with flooring and 160 chairs from Supplier B be accepted and processed. A vote was held and it was unanimously

**RESOLVED** - That the quote of £1,690.00 plus VAT for the marquee with flooring and 160 chairs from Supplier B be accepted and processed.

- ii. It was proposed by Councillor Maudling and seconded by Councillor O’Kane that Fluid productions provide the specialist staging equipment at approximately £1,300.00 plus VAT. A vote was held and it was unanimously

**RESOLVED** - That Fluid productions provide the specialist staging equipment at approximately £1,300.00 plus VAT.

- iii. It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the contract fee of £2,500 plus VAT for the presenter of the Edible Insects Show be approved. A vote was held and it was unanimously

**RESOLVED** - That the contract fee of £2,500.00 plus VAT for the presenter of the Edible Insects Show be approved.

- iv. It was proposed by Councillor Walmsley and seconded by Councillor Maudling that the approximate expenditure for travel and subsistence of £300.00 plus VAT and overnight accommodation of £100.00 plus VAT for the presenter of the Edible Insects Show be approved. A vote was held and it was unanimously

**RESOLVED** - That that the approximate expenditure for travel and subsistence of £300.00 plus VAT and overnight accommodation of £100.00 plus VAT for the presenter of the Edible Insects Show be approved.



- v. It was proposed by Councillor Maudling and seconded by Councillor O’Kane that it be noted that any expenditure will be offset by the secured sponsorship of £3,500.00. A vote was held and it was unanimously

**RESOLVED** - That that it be noted that any expenditure will be offset by the secured sponsorship of £3,500.00.

**1981/22**      **Councillor Ward Matters**

- i. Councillor O’Kane said thank you for the bus shelter at Bransty
- ii. Councillor Walmsley said there was a lot of rubbish particularly broken glass from the Cattle Arch to the blue bridge
- iii. Councillor E Dinsdale said 2 weeks ago he was contacted by the Whitehaven Boxing Club and the Whitehaven Theatre Group both based at Esk Avenue because they had been given an ultimatum by Home Group to say that HG wanted £30k for a long term lease otherwise they would be on the street on 1<sup>st</sup> April. Councillor Dinsdale said they were shocked about this so they immediately put together a letter to Home Group and a joint letter to the Whitehaven News. A zoom meeting was also held and Councillor Dinsdale said he was pleased to report that Home Group had decided to pull down the ultimatum and there would be a three months window for negotiation. They had also confirmed that the 100 year lease would be a freehold.
- iv. Councillor E Dinsdale referred to the Hospital Campaign and said they had held a zoom meeting about this and that there had been a lot of subject matter expertise in the meeting and also a Trust member who had tried to defend a lot of what went on. He said it had been very lively meeting and a letter had been drafted and the Group were looking to finalise it over the next few days and that the letter would go to all Town and Parish Councils in Copeland asking for their support
- v. Councillor Maudling said there was not a lot happening in Whitehaven at the moment but that he had attended a presentation given by Michael from BEC and said that Whittles would start very soon and there would be a 4 star hotel with a spa going on the Mark House site and that opposite Wetherspoons there was going to be a 69 bed budget hotel.
- vi. Councillor O’Kane said that the Council should write a letter congratulating the Rugby League Club on handling the large event over the weekend.

**1982/22**      **Date and Time and Venue of Next Meeting**

The next Council Meeting would be on 28<sup>th</sup> April 2022 at 6.00pm at the Beacon Portal.



**IN PRIVATE**

**1983/22** That prior to the following items 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 from the meeting. Councillor O’Kane proposed this and Councillor Maudling seconded it. A vote was held and it was unanimously

**RESOLVED** - 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 from the meeting.

**1984/22** **Lease of Former Editor’s Office**

The Council considered a report on the Lease for the former Editor’s Office in the Council’s Offices. Following a discussion it was proposed by Councillor O’Kane and seconded by Councillor Maudling that 2 keys to the building and the alarm code to the building be given to the Lessee on the proviso that an Agreement/Undertaking be given by the Lessee to the effect that all their personnel using the building will be required to sign in and sign out to include that the building has been alarmed and/or locked and that should any damage/loss occur due to the fact that the building has not been alarmed and/or locked by the Lessee’s personnel then the Lessee will be responsible for any such loss/damage resulting from this. A vote was held and it was unanimously

**RESOLVED** – That 2 keys to the building and the alarm code to the building be given to the Lessee on the proviso that an Agreement/Undertaking be given by the Lessee to the effect that all their personnel using the building will be required to sign in and sign out to include that the building has been alarmed and/or locked and that should any damage/loss occur due to the fact that the building has not been alarmed and/or locked by the Lessee’s personnel then the Lessee will be responsible for any such loss/damage resulting from this.

**1985/22** **Application for Council Grant -**

The Council considered a report on a Grant application by WADAOS. Following a discussion it was proposed by Councillor Maudling and seconded by Councillor O’Kane that the grant of £1,000.00 be paid. A vote was held and it was unanimously

**RESOLVED** - That the grant of £1,000.00 be paid.

**1986/22**    **Application for Council Grant - EC**

The Council considered a report on a Grant application by EC  
It was proposed by Councillor O’Kane and seconded by Councillor  
Maudling that the application for a grant be not granted but that the Clerk  
contact the Applicant to suggest other possible sources of grant funding. A vote  
was held and it was unanimously

**RESOLVED** – That the application for a grant be not granted but that the Clerk  
contact the Applicant to suggest other possible sources of grant funding.

The Meeting closed at 7.30pm

Chairman



Council in the absence of the Candidate. A vote was held and 7 Councillors voted for the proposal and 2 Councillors voted against it

**RESOLVED** – That the written application of the Candidate who did not appear be considered in the Council’s discussions.

- ii. It was proposed by Councillor Hayes and seconded by Councillor Roberts that in accordance with the Co-option Policy because the Council would now be discussing the merits of Candidates that this could be prejudicial and therefore a resolution should be made to go into private and exclude the public and press. It was unanimously
- iii. **RESOLVED** - That because the Council would now be discussing the merits of Candidates that this could be prejudicial and therefore the Council Meeting should go into private and exclude the public and press during the discussion.  
Following this the Press and the Clerk and Assistant Clerk left the room
- iv. After the discussions ended it was proposed by Councillor Hayes and seconded by Councillor Roberts that the Meeting returns to public session. A vote was held and it was unanimously

**RESOLVED** – That Meeting returns to public session

The Press, the Clerk and the Assistant Clerk and the candidate then returned to the Meeting.

- v. In accordance with the Co-option Policy proposers and seconders were asked for the Candidates. One Candidate was not proposed or seconded so that fell and the other Candidate was proposed by Councillor Hayes and seconded by Councillor Maudling. A vote was held and all Councillors voted for the proposed Candidate.  
The Chairman declared that Gaile Stevens having received the majority of votes be co-opted onto the Council as the new Councillor for Whitehaven South Ward

**RESOLVED** – That Gaile Stevens be co-opted onto the Council as the new Councillor for Whitehaven South Ward

Gaile Stevens then signed the Declaration of Acceptance of Office as a Councillor for Whitehaven Town Council

The Meeting closed at 6.45

Chairman

WTC 28/04/2022

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/21/2427/0B1	Consultation on Additional and Amended Information: VARIATION OF CONDITION 3 (HOURS OF OPERATION) IN RELATION TO PLANNING APPROVAL 4/17/2083/0F1 – CHANGE OF USE FROM STORAGE BUILDING (A1) TO CROSSFIT GYM (D2) <b>ARGO FITNESS, COACH ROAD, WHITEHAVEN</b>
4/22/2035/0F1	Consultation on Additional and Amended Information: PROPOSED TWO STOREY EXTENSION TO EXISTING DWELLING TO CREATE FAMILY ANNEXE <b>LAND ADJOINING PRIMROSE HILL COTTAGE, SANDWITH</b>
4/22/2135/0F1	PROPOSED RESIDENTIAL DEVELOPMENT FOR 23 DWELLINGS INCLUDING ASSOCIATED INFRASTRUCTURE AND LANDSCAPING <b>LAND AT HARRAS ROAD, HARRAS PARK, WHITEHAVEN</b>
4/22/2139/TPO	REDUCTION IN HEIGHT OF TREES PROTECTED BY A TREE PRESERVATION ORDER <b>11 MAPLE GROVE, WHITEHAVEN</b>
4/22/2140/0F1	CHANGE OF USE FROM RETAIL SHOP TO RESTAURANT AND TAKE-AWAY <b>118-120 QUEEN STREET, WHITEHAVEN</b>
4/22/2151/HPAE	PRIOR NOTIFICATION FOR PROPOSED SINGLE STOREY REAR EXTENSION TO CREATE SUNROOM <b>9 TAYLORS WAY, WHITEHAVEN</b>
4/22/2155/0F1	SANDSTONE WALL WITH FENCE TO REAR OF PROPERTY AND DECKING TO THE FRONT (RETROSPECTIVE) <b>6 INKERMAN TERRACE, WHITEHAVEN</b>
4/22/2156/0F1	SINGLE STOREY REAR EXTENSION <b>95 VALLEY PARK, WHITEHAVEN</b>
4/22/2160/0F1	DRIVEWAY ACCESS & DROPPED KERB <b>14 DERWENTWATER ROAD, WHITEHAVEN</b>
4/22/2162/TPO	REMOVAL OF AN ASH TREE AND A SYCAMORE TREE SITUATED WITHIN A CONSERVATION AREA <b>3 FOXHOUSES ROAD, WHITEHAVEN</b>

<u>Application Number</u>	<u>Detail</u>
4/22/2163/HPAE	PRIOR NOTIFICATION OF PROPOSED SINGLE STOREY REAR EXTENSION <b>49 HAIG AVENUE, WHITEHAVEN</b>
4/22/2164/0F1	PROPOSED FIRST FLOOR SIDE EXTENSION <b>49 VALLEY PARK, WHITEHAVEN</b>
4/22/2169/0L1	APPLICATION FOR LISTED BUILDING CONSENT TO RE-OPEN AN EXISTING, BRICKED UP FIRE PLACE AND INSTALLING A LOG BURNER <b>83 MAIN STREET, HENSINGHAM, WHITEHAVEN</b>
4/22/2177/TPO	CROWN RAISE SILVER BIRCH TREE SITUATED WITHIN A CONSERVATION AREA TO CLEAR CAR PARK TO PROVIDE MAXIMUM CLEARANCE OF 2 METRES <b>CATHERINE STREET CAR PARK, CASTLE MEADOWS, WHITEHAVEN</b>
4/22/2178/TPO	VARIOUS WORKS TO FIVE TREES SITUATED WITHIN A CONSERVATION AREA <b>BRACKENTHWAITE RESIDENTIAL HOME, SENHOUSE STREET, WHITEHAVEN</b>
4/22/2173/0F1	PROPOSED TWO STOREY REAR EXTENSION TO PROVIDE ADDITIONAL LIVING ACCOMMODATION AND GARAGE EXTENSION WITH BALCONY OVER <b>8 ASH GROVE, WHITEHAVEN</b>

## **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 19<sup>th</sup> April 2022. This shows a balance of £101,780.02. There are no payments waiting to be cleared.
- 2.2 The balance in the deposit account is £453,327.71.

### **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.



20/04/2022

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
25/03/2022	Eden Springs (UK) Ltd	Supplies & Services	Environmental Levy for water coolers (April 2022)	£ 2.16		s111 LGA 1972
05/04/2022	Sharp Business Systems UK PLC	Supplies & Services	Photocopier Charges - 21/02/2022 - 18/03/2022	£ 53.47		s111 LGA 1972
05/04/2022	Viking	Supplies & Services	Copier Paper	£ 39.48		s111 LGA 1972
19/04/2022	Viking	Supplies & Services	Copier Paper	£ 53.88		s144 LGA 1972

£ 148.99

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2022

APPENDIX 2

Date	Ref	Payee	Employees/ Allowances	Premises	Supplies/ Services	3rd Party	Grants	Allotmts	Market	Community Plan	Ground Maint	Civic Hospitality	Ranger/SO	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.	
<u>April-2022</u>																									
1	01.04.2022	BACS Eden Springs UK Ltd			1.80																£ 1.80	£ 0.36	£ 2.16		
2	01.04.2022	BACS Sharp Business Systems UK Plc			51.35																£ 51.35	£ 10.27	£ 61.62		
3	01.04.2022	1080 Copeland Borough Council					597.85														£ 597.85	£ 119.57	£ 717.42		
4	01.04.2022	1081 Copeland Borough Council											1832.52								£ 1,832.52	£ 366.50	£ 2,199.02		
5	01.04.2022	1082 Copeland Borough Council											2771.20								£ 2,771.20	£ 554.24	£ 3,325.44		
6	01.04.2022	BACS Mrs V Gorley	7.65																		£ 7.65		£ 7.65		
7	01.04.2022	BACS Mrs V Gorley	7.65																		£ 7.65		£ 7.65		
8	01.04.2022	BACS Westcom IT			270.00																£ 270.00	£ 54.00	£ 324.00		
9	01.04.2022	1083 Copeland Borough Council			10603.75																£ 10,603.75		£ 10,603.75		
10	01.04.2022	BACS CALC	20.00																		£ 20.00		£ 20.00		
11	01.04.2022	BACS Viking			60.72																£ 60.72	£ 12.14	£ 72.86		
12	01.04.2022	BACS Mrs V Gorley	184.44																		£ 184.44		£ 184.44		
13	01.04.2022	BACS Mrs V Gorley	15.15																		£ 15.15		£ 15.15		
14	01.04.2022	BACS Mrs V Gorley	99.79																		£ 99.79		£ 99.79		
15	01.04.2022	BACS CALC	20.00																		£ 20.00		£ 20.00		
16	06.04.2022	BACS The Fairly Famous Family Ltd																	1350.00		£ 1,350.00	£ 270.00	£ 1,620.00		
17	06.04.2022	BACS Whitehaven and District Amateur Operatic Society					1000.00														£ 1,000.00		£ 1,000.00		
18	06.04.2022	BACS The Georgian House Hotel																			£ 100.00	£ 20.00	£ 120.00		
19	12.04.2022	DD Water Plus					221.23														£ 221.23		£ 221.23		
20	13.04.2022	BACS Newsquest Media Group																			£ 219.00	£ 43.80	£ 262.80		
	14.04.2022	BACS Staff	5012.77																		£ 5,012.77		£ 5,012.77		
	14.04.2022	BACS HMRC	2020.75																		£ 2,020.75		£ 2,020.75		
	14.04.2022	BACS Cumbria LGPS	768.14																		£ 768.14		£ 768.14		
21	19.04.2022	DD BT Group			73.43																£ 73.43	£ 14.69	£ 88.12		
22	19.04.2022	DD Crown Gas & Oil		329.41																	£ 329.41	£ 65.88	£ 395.29		
			8156.34	10933.16	457.30	0.00	1000.00	819.08	0.00	0.00	0.00	0.00	4603.72	0.00	0.00	0.00	0.00	0.00	1669.00	0.00	0.00	£ 27,638.60	£ 1,531.45	£ 29,170.05	

**INCOME 2022-2023**

Date	Item	Precept	Interest	Other
01.04.2022	Allotment Rents 2022/2023			3318.33
12.04.2022	Zurich Insurance (Claim for damaged bus shelter)			83.00
13.04.2022	HMRC - VAT Refund (March)			8862.83

0.00	0.00	12264.16	12264.16
------	------	----------	----------

WHITEHAVEN TOWN COUNCIL  
SUMMARISED INCOME & EXPENDITURE STATEMENT  
FINANCIAL YEAR 2022-2023

Expenditure Net  
of VAT      Invoices not yet  
                                 processed      Budget

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2022)	118,685.91	
CBS 53906216 (01.04.2022)	453,327.71	
<b>TOTAL OPENING BALANCE</b>	<b>£ 572,013.62</b>	

**INCOME:**

Precept		
Interest (Deposit)		
Other Income	12,264.16	
<b>TOTAL INCOME</b>	<b>£ 12,264.16</b>	

**EXPENDITURE**

Employees & Allowances	8156.34	
Premises	10933.16	
Supplies/Services	457.30	
3rd Party	0.00	
Grants	1000.00	
Allotments	819.08	
Markets	0.00	
Community Plan	0.00	
Ground Maintenance	0.00	
Civic Hospitality	0.00	
Ranger	4603.72	
Whitehaven In Bloom	0.00	
Ward Grants	0.00	
Elections	0.00	
Environmental Improvements	0.00	
Events	1669.00	
Contingencies	0.00	
Reserves	0.00	
VAT (to be reclaimed)	1531.45	
<b>TOTAL EXPENDITURE</b>	<b>£ 29,170.05</b>	

**CASH BOOK BALANCE**

Brought forward	£	572,013.62
Income	£	12,264.16
Expenditure	£	29,170.05
<b>Town Council Funds</b>	<b>£</b>	<b>555,107.73</b>

**BANK BALANCES**

CBS 53905917 (19/04/2022)	101,780.02	
CBS 53906216 (01/04/2022)	453,327.71	
	<b>£</b>	<b>555,107.73</b>

Unpresented Cheques 2021/2022      -

**FINANCIAL POSITION**

**£ 555,107.73**

**QUOTES FOR COUNCIL INSURANCE COVER**

**Purpose of the Report**

Members are asked to consider quotes received from Companies to provide Insurance Cover to the Council on a 1 year, 3 year or 5-year contract.

**1.0 INTRODUCTION**

- 1.1 A report was presented to the Full Council meeting held on 2<sup>nd</sup> December 2021 informing Members that the Council's Insurance Policy with Zurich Municipal was due to expire in May 2022.
- 1.2 At the meeting it was resolved that quotes be sought from insurance companies experienced in providing cover for local authorities on a 1, 3 and 5-year basis (minute ref 1917/21 refers).
- 1.3 Quotes have been sought from 3 providers.
- 1.4 At the time of writing this report only one quote has been received at a cost of:
  - 1 Year - £3,497.23 (including IPT)
  - 3 Year - £3,327.31 (including IPT)
  - 5 Year - £3,157.29 (including IPT)
- 1.5 Any other quotes received will be reported to Members.

**2.0 RECOMMENDATION**

- 2.1 That Members consider the quote(s) received and to decide which quote to accept and whether this be on a 1, 3 or 5-year basis.

**SUMMER PLANTING FOR 2022**

**Purpose of the Report and Recommendation**

To inform Members of the requirement to purchase additional hanging baskets and to approve the related cost.

**1.0 INTRODUCTION**

- 1.1 A report was presented to the Full Council meeting held on 30<sup>th</sup> September 2021 informing Members that a quote for £6,889.55 + VAT had been received from the Council's preferred supplier of bedding plants.
- 1.2 At the meeting it was resolved to accept the quote for £6,889.55 + VAT and to purchase the bedding plants from the Council's preferred supplier (minute ref 1880/21 (i) and (ii) refer).
- 1.3 It has now been identified that a further 12 hanging baskets costing £10.00 each are required for installation on the Harbour.

**RECOMMENDATION**

- 2.1 It is recommended that the Council approve the purchase of the additional 12 hanging baskets from the Council's supplier at a cost of £10.00 each.

**CALC/NALC Membership**

**Purpose of the Report**

Members are asked to consider whether they wish to continue with the CALC/NALC membership for 2022/2023 and to authorise payment of the annual subscription fee.

**1.0 ANNUAL SUBSCRIPTION 2022/2023**

- 1.1 Attached at Appendix 1 is the letter received from CALC showing the annual subscription fee for 2022/2023 to continue Whitehaven Town Council's membership of NALC/CALC along with a reminder as to the benefits of CALC membership.

**2.0 RECOMMENDATION**

- 2.1 That the annual subscription fee for continued membership of CALC/NALC be renewed for 2022/2023.





Fire and Rescue Service Headquarters  
Carleton Avenue  
Penrith  
Cumbria, CA10 2FA

01768 812663  
[office@calc.org.uk](mailto:office@calc.org.uk)

April 2022

Mrs Marlene Jewell  
Clerk  
Whitehaven TC  
148 Queen Street  
WHITEHAVEN  
CA28 7AZ

Dear Colleague,

#### **ANNUAL SUBSCRIPTION 2022/23**

I would like to thank your Council for its valued membership of the Cumbria Association of Local Councils over the past year. Annual subscriptions to the Association for 2022/23 are now due.

The subscription for your Council is made up of two payments, one to the Cumbrian Association of Local Councils (CALC) and one to the National Association of Local Councils (NALC). Each portion of the subscription fee is itemised separately. The NALC portion of the fee for 2022/23 is calculated at 7.49p per elector and the CALC portion is calculated in proportion to the square root of your electorate.

For 2022/23 your CALC/NALC subscription fee is: £1914.98

This sum is made up of:  
NALC subscription at £1398.23  
CALC subscription at £516.75

**Please note that a member council cannot be a member of CALC without being a member of NALC and vice versa.**

Could you please put this membership subscription request before the next meeting of your Council so that continuation of membership can be authorised for payment? I enclose a note as a reminder of the benefits of CALC membership.

You may pay us by cheque at the address shown at the top of this letter or alternatively pay by BACS as follows: Cumbria Local Councils Association, HSBC, A/C: 31300393, Sort Code: 40-36-10.

---

President: David Graham

Chairman: Cllr Sue Castle-Clarke

Chief Officer: Sonia Hutchinson

[www.calc.org.uk](http://www.calc.org.uk)

It would be very helpful if you would please amend as necessary and return the enclosed form giving contact details for your parish council.

I look forward to receiving your Council's subscription.

Kind regards,

*Sonia Hutchinson*

Chief Officer

# Benefits of CALC Membership 2022/23

## Purpose of the Association

Cumbria Association of Local Councils is a not for profit organisation which delivers a wide range of services and benefits to its members, made up of Parish Meetings and Parish/Town Councils.

CALC is a voice for local councils (parish and town) on Cumbrian decision-making and advisory bodies. Any councils who are CALC members can nominate their councillors to the Executive and be part of this process. CALC has three Parish Support Officers who organise District Associations. These associations work hard to ensure that every CALC member can hear from key local officers about issues that are relevant in their parish – both district and county council officers, as well as a range of other speakers attend these meetings held either 3 or 4 times a year. CALC is also represented at a national level at the National Association of Local Councils (NALC) so our views can be reflected in national policy making and lobbying Parliament.

## Legal, Procedural and Financial Advisory Service

CALC Membership gives parish councils access to an extensive resource of important operational information, including legal, HR, financial and procedural advice. If your query is of a complex legal nature, membership also gives you access to the **National Association of Local Councils**, which in turn provides a range of essential services including solicitors specifically qualified in parish matters. NALC also has experts in parish finance and procedural matters to call on. However, NALC cannot act on behalf of parish or town councils in legal proceedings, local legal advice has to be obtained in these cases. Additional support has been included for members via a solicitor's firm that specialises in parish law, Wellers Law Group, and the Parkinson Partnership which gives CALC members advice on matters such as VAT and Tax as well as other financial issues.

Through our membership of NALC, we are able to provide regular updates in changes to legislation. CALC will break down more complex information so that it is easily understood and will answer any queries that clerks and councillors may have; for example, on the changes to the audit arrangements.

## Communication via a newsletter, website, social media and telephone

Along with changes to legislation, the Association regularly emails clerks with useful information from a range of sources from both within and without the county. CALC also sends out a newsletter which contains news from the county and beyond from a variety of sources.

The CALC website is a useful tool which we update with relevant information. Members get access to the Members Only restricted area which is a crucial source of information for clerks and councillors. To this area, we have added a number of 'off the peg' policy templates to allow parishes to easily ensure that they have the necessary documents in place.

The Association also works with the principal authorities (Districts, Boroughs and County) to build good working relationships and improve communication and co-operation between them and the local councils.

## **Training and Development Programme**

Members are kept up to date with training opportunities and are encouraged to attend training whenever possible. CALC provides training for both councillors and chairmen (of both councils and committees). For clerks, we offer a range of training from the very basics through to audit procedures and specific training for the Certificate in Local Council Administration (CiLCA). In addition, we offer a range of specialist courses, including managing trees, managing staff and business planning. Finally, many councils find our bespoke whole council training, tailored to the development needs of your council a very valuable resource.

## **Employment and Clerks Database**

The Association provides a free opportunity to advertise parish vacancies across the county via its website which is well-used. We also advice and support on all aspects of employment issues. We provide a range of resources to assist in the process of appointing clerks, including up to date information on salaries, pensions, and payroll. CALC also maintains an up to date database of all clerks and chairmen in the county.

## **Local Council Awards Scheme**

We run the Local Council Awards Scheme in conjunction with the National Association of Local Councils.

The Local Council Award Scheme was developed to celebrate the successes of the best local councils, and to provide a framework to support all local councils to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

## **Lake District National Park Authority**

CALC has a statutory duty to organise the nomination of parish representatives on to the National Park Authority. It fulfils this duty by holding elections and making recommendations to the Secretary of State who makes the appointment. The Association is also a member of the LDNPA Partnership.

March 2022

## Allotments

### Purpose of the Report

To approve the Allotment Advisory Groups recommendation to allow a tenant to plant some fruit trees on their allotment.

## **1.0 INTRODUCTION**

- 1.1 Attached at Appendix 1 is a request from an allotment tenant seeking permission to plant some fruit trees on their plot.
- 1.2 Clause 2.4.3 of the Allotment Tenancy agreement states "*The Tenant shall not plant any tree, shrub hedge, or bush without obtaining the Council's written permission*".
- 1.3 Clause 2.12 of the Allotment Tenancy agreement states "*The Tenant shall not plant any trees or fruit bushes, or any crops requiring more than 12 months to mature, without the written consent of the Council*".
- 1.4 This request was sent to the 4 Councillors who are Members of the Allotment Advisory Group. Councillor Rayson, Councillor E Dinsdale and Councillor G Dinsdale had no objection and agreed to recommend that permission be granted to allow the tenant to plant the fruit trees.

## **2.0 RECOMMENDATION**

- 2.1 That the recommendation from the Allotment Advisory Group be approved and that written permission to plant the fruit trees is sent to the tenant.

## Whitehaven Town Council

---

**From:** I W  
**Sent:** 20 April 2022 08:09  
**To:** Whitehaven Town Council  
**Subject:** Re: Allotment Fruit Trees

Hi Vanessa,

Here's all the information on the plants I'm hoping to grow, in order of priority (i.e. if I could only grow one out of the apples and the raspberries, I'd choose the apples).

Many thanks in advance for bringing this to the council,

I W

**Apples:**

- 1 Katy on M106 rootstock
- 1 Lord Lambourne on M106 rootstock
- 1 Ribston Pippin on M26 rootstock

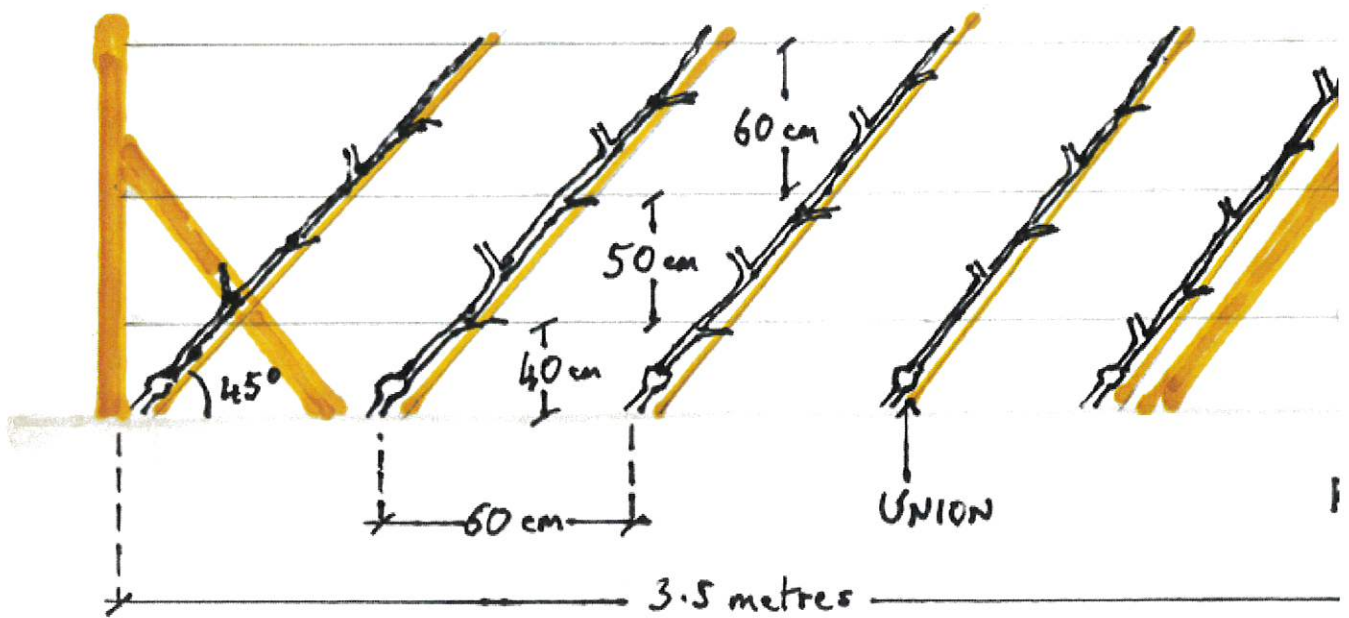
The apples would be grown diagonally as cordons 40cm apart and about 2 metres tall, although they could be grown shorter if required by the council. Growing them as cordons means they would have minimal spread, as each tree would be contained within about 20cm of the central stem.

The varieties and rootstocks were recommended by members of the North Cumbria Orchards Group at a tree grafting day as well-suited to growing as cordons on an allotment where compactness is necessary.

Diagram of apple cordons:



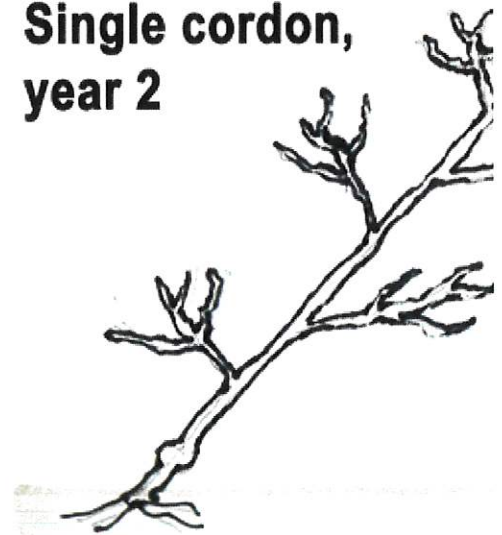
## Cordons as part of a fence



### Single cordon, year 1



### Single cordon, year 2



Example of apple cordons:





**Cranberries:**

1 bush of Pilgrim (Vaccinium Macrocarpon)

This has a spread of up to 30cm and a height of up to 15cm when fully grown.

**Redcurrants:**

1 bush of Summer Pearls Red

This has a spread of up to 120cm and a height of up to 150cm when fully grown.

**Raspberries:**

10 canes of Glen Dee (Rubus Ideaus)

These have a spread of up to 50cm and a height of up to 150cm when fully grown.

---

**From:** Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>

**Sent:** Wednesday, 6 April 2022, 17:27

**To:** I W

**Subject:** Re: Allotment Fruit Trees

Hello I

If you could let me have more information, ie variety and numbers and maximum growth.

I will then seek permission from the Councillor's at our full council meeting at the end of the month.

Regards

Vanessa

---

**From:** I W

**Sent:** Wednesday, April 6, 2022 4:46 PM

**To:** Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>

**Subject:** Allotment Fruit Trees

Hi Vanessa,

Thank you for sorting the key! Spring is underway and seedlings are just starting to show!

I was wondering, would you know how I might obtain council permission to plant some small fruit trees and bushes?

Many thanks again,

I W