

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Graham Roberts

To: Members of the Whitehaven Town Council

You are duly **SUMMONED** to attend a meeting of the **WHITEHAVEN TOWN COUNCIL** which will be held at

Venue: THE ENNERDALE ROOM, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN

Date: Thursday 28th March 2019

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated.....*22nd March 2019*.....
Marlene Jewell, Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Declarations of Interest

To receive declarations of interests 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. Minutes of the Council Meeting held on 28th February 2019

4. Minutes of the Extraordinary Council Meeting held on 14th March 2019

5. Minutes of the Extraordinary Council Meeting held on 19th March 2019

- 6. Public Participation**
- 7. Planning Applications**
- 8. Finance Report**
- 9. Presentation on Bransty Junction Scheme**
- 10 Presentation by Inspector Richard Smilie**
- 11. Cast Iron Planters**
- 12 Christmas Lights Infrastructure – Clerk to give a report**
- 13. Update from Events Advisory Group - to follow**
- 14 Stronger Town Fund – Councillor Gill to give a report**
- 15 Update on Office Accommodation**
- 16. Councillor Matters**
- 17 Date and time of next meeting**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 28th February 2019

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Trainee Assistant Town Clerk

Members of the Public

1207/19 Apologies For Absence

Apologies for absence were received from Councillor Rayson, Councillor Walmsley and Councillor Lowrey

1208/19 Declarations of Interest

Councillor Maudling declared that he was a member of CBC’s Planning Panel.
Councillor O’Kane declared that he was a member of CBC’s Planning Panel.

1209/19 Minutes of the Council Meeting held on 31st January 2019

It was proposed by Councillor Hayes and seconded by Councillor Maudling that the Minutes for the Council Meeting on 31st January 2019 be approved and signed by the Chairman as a correct record.

RESOLVED – That the Minutes of the Council Meeting on 31st January 2019 be approved and signed by the Chairman as a correct record.

1210/19 Public Participation

Councillor Kane came into the meeting during this item

A member of the public said she had been concerned about not being allowed to take cars into Hensingham cemetery. She said she had a blue badge and it would be impossible to visit her husband’s grave if she could not take a car in. The Assistant Town Clerk said it was on CBC’s website that blue badge holders were allowed to take their cars into cemeteries.

1211/19 Planning Applications

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

Application CH/4/19/2016/OF1 relating to the Coastal Activity Centre was discussed and it was proposed by Councillor Gill and seconded by Councillor Roberts that a letter be sent to CBC's Planning Department to say that the development was to be welcomed as it was functional and up to date and that the Town Council gives its full support for this development.

RESOLVED – That the Council agreed that this development was functional and up to date and was to be welcomed and that the Town Council gives its full support for this development and that a letter be sent to CBC's Planning Department informing them of this.

1212/19 Financial Report

The Council considered a Financial Report

- i. Since the Agenda had gone out it was reported that a further 4 invoices had been received:-

- Viking Direct for 61.48
- Cumbria Media for £24.00
- Identibadge for £23.52
- V Gorley (USB stick) for £12.99

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Invoices shown at Appendix 1 including the additional 4 invoices in i above be approved and paid.

RESOLVED – That the Invoices shown at Appendix 1 including the 4 additional invoices in i 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 Gill and seconded by Councillor Hayes that 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.

1213/19 **Service Contract with Westcom for IT Provision**

The Council considered a report on the renewal of the service contract with Westcom the suppliers of the Council's server. The renewal fee was £1,152 per annum including VAT.

It was proposed by Councillor Gill and seconded by Councillor Kane that the service contract be renewed in the sum of £1,152.

RESOLVED – That the Service Contract be renewed in the sum of £1,152

1214/19 **Hewlett Packard Enterprise Support Services Contract for Hardware**

The Council considered a report on entering into a one year support service contract with Hewlett Packard Enterprises for hardware following the expiry of the 3 year contract. The cost was £77 excluding VAT and covered the costs of time and materials for repairs to the hardware.

It was proposed by Councillor Gill and seconded by Councillor Maudling that a one year support services contract be entered into with Hewlett Packard Enterprises for hardware in the sum of £77 plus VAT

RESOLVED – That a one year support services contract be entered into with Hewlett Packard Enterprises in the sum of £77 plus VAT.

1215/19 **Presentation on Bransty Junction Scheme**

The Clerk reported that at the request of CCC this would be postponed until the March 2019 meeting.

1216/19 **Report from Events Advisory Group (Christmas Lights Infrastructure)**

Further to Minute 1203/19 the Council considered a report giving reasons for and the risks associated with suspending Financial Regulations to allow CCC to carry out necessary works to improve the Christmas lights infrastructure and the necessary work to repair the Christmas lights.

It was proposed by Councillor Gill and seconded by Councillor O'Kane that having made a resolution to suspend Financial Regulations and having considered the reasons for and the risks of suspension that Financial Regulation 11 be suspended in accordance with Financial Regulation 18 to allow CCC to carry out the necessary works to improve the Christmas lights infrastructure and to carry out the necessary work to repair the Christmas lights.

RESOLVED - That having made a resolution to suspend Financial Regulations and having considered the reasons for and the risks of suspension that Financial Regulation 11 be suspended in accordance with Financial Regulation 18 to allow CCC to carry out the necessary works to improve the Christmas lights infrastructure and to carry out the necessary work to repair the Christmas lights.

1217/19 Report from Events Advisory Group

The Council considered a report from the Events Advisory Group and recommendations made therein.

- i It was proposed by Councillor Poland and seconded by Councillor O’Kane that the following recommendations be approved and actioned by the Council:-

- That leaflets be printed and distributed for the window dressing competition
- That the Police be asked to put forward a team for the paper aeroplane competition
- That for the paper aeroplane competition there be some local stalls in St Nicholas Gardens for sweets, bric a brac, a tombola and that the Church be asked if they want a stall.
- Checks be made to see if there is a world record for paper aeroplanes
- That infant and junior schools be contacted to see if they want to submit a school model(s) for the model making competition. Councillor O’Kane to deal with this.
- That the Council approach React Engineering and ask if they could bring something to the model making competition. Councillor O’Kane to deal with this.

RESOLVED – That the recommendations shown in 1217/19 i above be approved and actioned

- ii It was proposed by Councillor Gill and seconded by Councillor Poland that the Council ask CBC for an appropriate number of market stalls to be picked up, erected and returned by the Council’s Ranger free of charge for use at WTC events and that if this cannot be agreed without cost then the Council agrees to purchase 2 gazebos and 2 tables at the lowest quote.

RESOLVED - That the Council ask CBC for an appropriate number of market stalls to be picked up, erected and returned by the Council’s Ranger free of charge for use at WTC events and that if this cannot be agreed without cost then the Council agrees to purchase 2 gazebos and 2 tables at the lowest quote.

- iii It was proposed by Councillor Gill and seconded by Councillor Maudling that the following recommendations be approved and actioned:-

- That for the model making competition on 31/05/19 that a magic/balloon modelling session be organised for the people attending the event
- That vouchers to be spent in local shops be given as prizes for the model making competition with £100 for the winner, £75 each for the second and third plus a voucher for £50 for the winner of the bring your own model.

RESOLVED – That the recommendations in 1217/19 iii above be approved and

actioned.

- iv It was proposed by Councillor O’Kane and seconded by Councillor Maudling that a ceiling of £1,000 be made available to underwrite each event and if further money is required it be referred to full Council for approval and if any money is retained it be carried over.

RESOLVED – That a ceiling of £1,000 be made available to underwrite each event and if further money is required it be referred to full Council for approval and if any money is retained it be carried over.

1218/19 Report from Allotments Advisory Group

The Council considered a report of the Allotment Advisory Group Meeting held on 15th February 2019 and the recommendations made. Following a discussion it was:-

- i It was proposed by Councillor Kane and seconded by Councillor Hayes that the annual rents for the allotments be increased from £34 for a full plot and £17 for a half plot to £40 for a full plot and £20 for a half plot with effect from 1st April 2019 and retaining the 50% concessionary rate for those in receipt of Universal Credit and of pensionable age.

RESOLVED – That the annual rents for the allotments be increased from £34 for a full plot and £17 for a half plot to £40 for a full plot and £20 for a half plot with effect from 1st April 2019 and retaining the 50% concessionary rate for those in receipt of Universal credit and of pensionable age.

- ii It was proposed by Councillor Hayes and seconded by Councillor Poland that one 12 cubic yard skip be provided for each allotment site in March 2019 and October 2019 using the lowest of the three quotes received and costing £390 plus VAT per skip.

RESOLVED – That one 12 cubic yard skip be provided for each allotment site in March 2019 and October 2019 and March 2020 using the lowest of the three quotes received and costing £390 plus VAT per skip.

- iii It was proposed by Councillor Gill and seconded by Councillor Poland that one ton of hardcore be provided by the Council subject to Financial Regulations at Crow Park Allotments to be used by allotment holders to repair potholes

RESOLVED – That one ton of hardcore be provided by the Council subject to Financial Regulations at Crow Park Allotments to be used by allotment holders to repair potholes.

- iiii It was proposed by Councillor Gill and seconded by Councillor Poland that because of the circumstances and as a one off that the request to put a larger

sized polytunnel than usual on an allotment plot at Crow Park be allowed but that this should not set a precedent

RESOLVED – That the request to put a larger than usual sized polytunnel on an allotment a Crow Park be approved as a one off because of the circumstances but that this should not set a precedent.

1219/19 **Update report on Community Plan**

The Council considered a report giving an update on progress with the Community Plan. The last meeting with Action for Communities centered around a questionnaire with a view to adapting it to be circulated. The final version would be available the next week and would be available on the Town Council website, on CBC's website and handed out door to door by Councillors.

It was proposed by Councillor Poland and seconded by Councillor Hayes that Councillors look at the questionnaire and if no amendments are received that the final version of the questionnaire goes out the following week on the Town Council website, CBC Website and that Councillors deliver 50 questionnaires in their Wards.

RESOLVED - That Councillors look at the questionnaire and if no amendments are received that the final version of the questionnaire goes out the following week on the Town Council website, CBC Website and that Councillors deliver 50 questionnaires in their Wards.

1220/19 **The Council's Ranger**

The Clerk said the Council's Ranger had been in post for nearly 12 months and had made a difference to the town and in some of the Wards and had been providing a good service. His salary for 2019/2020 had been included in the Council's budget.

The Ranger would shortly be involved in Whitehaven in Bloom This was an information item only with no decisions required but the Council expressed an opinion that the Ranger was doing a good job for the town.

1221/19 **Office Lease**

The Council considered a report on the Lease of Room 3 in the Civic Hall. The Clerk reported that the Lease expired on 31st March 2019 and that CBC would shortly be sending a draft Lease for consideration. If the new Lease was not completed by 31st March 2019 then the Council would be holding over under the terms of the present Lease.

CBC had asked if the Council would be prepared to open and close the Civic Hall to facilitate the use of the Dunboyne Hall by the Nuclear Partnership and in return the Council could have free use of the front part of the Dunboyne Hall for Council Meetings.

It was proposed by Councillor Gill and seconded by Councillor Poland that the Lease position be noted and that things remain as they are and no action be taken with regard to the use of the Dunboyne Hall by the Council.

RESOLVED – That the Lease position be noted and that things remain as they are and that no action be taken with regard to use of the Dunboyne Hall by the Council.

1222/19 **Report on Provision of Police Cadets**

The Council considered a report on Volunteer Police Cadets. The Police had asked about the use of Volunteer Police Cadets to work in the community during the summer holidays.

It was proposed by Councillor Poland and seconded by Councillor Maudling that the Council engages with the Police for the provision of Volunteer Police Cadets for the area.

RESOLVED – That the Council engages with the Police for the provision of Volunteer Police Cadets for the area

1223/19 **Resolution to use Council Seal**

The Council considered a report on the use of a Common Seal (Standing Order 23 refers).

The Council considered a report on a resolution to use the Common Seal.

It was proposed by Councillor Gill and seconded by Councillor Poland that:-

- i. That the hand seal in the Council's possession be the Council's Common Seal (Standing Order 23a).
- ii. That the Common seal be used for sealing a deed required by law Standing Order 23b)
- iii. That red seals be purchased for use on legal documents

RESOLVED – That the proposals in i to iii above be approved

1224/19 **Digital Sign**

The Council considered a report on a digital sign which it was proposed to place in St Nicholas Gardens to replace the two existing blue edged noticeboards. The digital sign could be updated from office desktops.

It was proposed by Councillor O'Kane and seconded by Councillor Maudling that:-

- i. A digital sign of the type shown in the report be purchased from Scrimsign at the costings given in paragraph 2.1 of the report
- ii. That standing Order 11 be suspended in accordance with Standing Order 18 to allow the sign to be purchased from Scrimsign

- iii. That the Clerk be authorised to make application for any necessary planning permission for the digital sign
- iv. That local industry be contacted for the commission of the sign

RESOLVED- That the proposals in i to iv above be approved.

1225/19 Report on Provision of Play Equipment at Bleach Green

Councillor O’Kane said that he had been looking at the possibility of putting a play park for the under 7s on land at Bleach Green but that financially the Council could run up against severe problems. It was uncertain as to whether the residents wanted this as they had been asked but no responses had been received. Councillor O’Kane asked that this be noted for the time being and no decision was taken.

1226/19 Councillor Matters

- i. Councillor Kane referred to the Bandstand and the fact that the work had been completed.
- ii. Councillor Poland said there was a problem with adults and kids on motorbikes on the cycletrack who tended to come out when school finished at 3.10pm and the kids were frightened to walk there. The Police had been contacted and had said that they couldn’t do anything about it without evidence and that she would like the Police to liaise with her about this
- iii. Councillor Forster said they had experienced something similar but that the Police had been really good
- iv. Councillor Forster said litter picks were going to start soon and they could use Volunteer Police Cadets for this and that there were a few other things in the pipeline but that they were desperate for a community centre at Hensingham
- v. Councillor Maudling referred to Church Street/ Queen Street and the state of the pavements. He said they were uneven where the utility companies had been working.
- vi. Councillor O’Kane said they should be told that things have got to be patched up properly
- vii. Councillor Gill said he had complained about the brick sets in the market where they had been covered/filled by tarmac and had been told there were sets in storage and he thought that these should be used.
- viii. Councillor Poland said the sign above the money shop was hanging off
- ix. Councillor O’Kane referred to day care centre closures and in particular to Cross Keys day care Centre at Senhouse Street. He said that dementia is increasing and yet the day care facilities in our town are virtually nil. He said CCC are deciding things in Whitehaven with no liaison with the Town Council.

- x. Councillor O’Kane referred to the bus stop on Lowther Street and hoped that it would get moved to try and stop the anti social behaviour
- xi. Councillor Gill said that PSPOs would be implemented in the next couple of months and CBC enforcement officers would enforce them.
- xii. Councillor O’Kane asked if the Council could communicate with CBC and ask if enforcement could be increased significantly.
- xiii. Councillor Hayes said that there was quite a lot going on in Kells. There were still problems with dog fouling but it seemed to have quietened down. He said he was looking at getting a crossing put in as children couldn’t cross the road to the play area as the road was like a racetrack
- xiv. Councillor Kane said there was a group called Cumbria Health Care based at Workington and suggested that they be invited to a meeting of the Council to give a presentation
- xv. Councillor Hayes said he was holding surgeries every 2 months and had found them really helpful.

1227/19 Date and Time of Next Meeting

RESOLVED – That the next meeting of the Council be on 28th March 2019 at 6.30pm in the Ennerdale Room, Whitehaven Civic Hall.

1228/19 IN PRIVATE

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.

RESOLVED – That the public and/or press withdraw from the room.

1229/19 Grant Application (WF)

The Council considered a grant application from Whitehaven Foyer
It was proposed by Councillor Forster and seconded by Councillor Poland that a grant of £1,000 be awarded

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

1230/19 Grant Application (TC)

The Council considered a grant application from Taste Cumbria
It was proposed by Councillor Gill seconded by Councillor Poland that a grant be not awarded due to the fact that the Council were organising a number of

events in 2019.

RESOLVED - That a grant be not awarded

1231/19 **Defamation, Bullying and Harrassment**

The Council had a discussion on defamation, bullying and harassment. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that evidence be referred to and discussed with the Police.

RESOLVED – That evidence be referred to and discussed with the Police

The Meeting closed at 9.00pm

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 14th March 2019

Present: Councillors C Maudling (Chairman); J Forster; C Hayes; J Kane; B O’Kane; Councillor Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Trainee Assistant Town Clerk

Member of the Public

1232/19 Apologies For Absence

Apologies for absence were received from Councillor Gill, Councillor Rayson and Councillor Roberts

1233/19 Declarations of Interest

There were no declarations of interest.

1234/19 Public Participation

There was no public participation.

1235/19 Digital Signs

- (i) At the Council Meeting on 28th February 2019 (Minute 1224/19 refers) it was resolved to suspend Financial Regulations to allow a digital sign to be purchased from Scrimsign.

The Council considered that resolution and the reasons for and the risks associated with the suspension outlined in the report.

It was proposed by Councillor Hayes and seconded by Councillor O’Kane that having considered the reasons for and the risks of suspending Financial Regulations that the Council suspends Financial Regulation 11 in accordance with Financial Regulation 18 to purchase the sign from Scrimsign.

RESOLVED – That having considered the reasons for and the risks of suspending Financial Regulations that the Council suspend Financial Regulation 11 in accordance with Financial Regulation 18 to purchase the sign from Scrimsign.

- (ii) The Clerk reported that it had been agreed that planning permission be sought for the sign if this was required. The Planning Department had informed the Clerk that planning permission was required and that

It was proposed by Councillor O’Kane and seconded by Councillor Maudling that the Council apply for planning permission for the sign at a cost of £462.00 and submit the application and ask that this go before the Planning Panel for decision in April 2019.

RESOLVED – That the Council apply for planning permission for the sign at a cost of £462 and submit the application and ask that it go before the Planning Panel for decision in April 2019.

1236/19 **Whitehaven in Bloom**

The Clerk informed the Council that there had been a meeting of the Whitehaven in Bloom Advisory Group on 7th March 2019 and asked the Council to note the following:-

- The Group was informed that the Council’s Ranger had been injured in a road traffic accident and was likely to be off work for some months.
- Alan said he would endeavour to provide cover for the days the Ranger worked but that there would need to be some flexibility.
- Alan said there were interviews being held for seasonal workers in the next week.
- It was agreed that the Clerk would provide Alan with a list of the permissions obtained for hanging baskets on shop premises and that CBC would count how many hanging baskets we had.
- It was agreed that the boxes to go on the railings would be taken to Bennett Bros by CBC.
- Alan said that St Nicholas had a small budget and wondered if this could be used for some work in St Nicholas grounds.
- Councillor O’Kane said he would contact Gen 2 to ask about the boats they promised to build for the Council.
- Stan said it would be easy to make contact with Britain in Bloom at the appropriate time.
- Alan said he would have a site visit to St Benedicts to ask about the 2 plastic planters behind the high fence.
- With regards to the 2 beds running down the sides of St Nicholas it was agreed that this would be discussed at the meeting with the Church.

No decisions were made on this as it was for information only.

1237/19 IN PRIVATE

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.

RESOLVED – That the public and/or press withdraw from the room

1238/19 Pigeon Loft Complaint

The Council considered a complaint received from a member of the public about a pigeon loft.

It was proposed by Councillor Kane and seconded by Councillor Hayes that both parties be requested to attend the Allotments Advisory Group to state their cases and that the Allotment Advisory Group make a recommendation to full Council on any action to be taken.

RESOLVED – That both parties be requested to attend the Allotments Advisory Group to state their cases and that the Allotment Advisory Group make a recommendation to full Council on any action to be taken.

The Meeting closed at 7.15

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 19th March 2019

Present: Councillors G Roberts (Chairman); R Gill; B O’Kane; J Rayson;
C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Trainee Assistant Town Clerk

The Chairman stated that there were no missing items on the Agenda and that item 6 and 7 would be taken as items 3 and 4.

1239/19 Apologies For Absence

Apologies for absence were received from Councillor Hayes, Councillor Maudling, Councillor Forster and Councillor Poland

1240/19 Declarations of Interest

There were no declarations of interest.

1241/19 Public Participation

There was no public participation.

1242/19 Office Accommodation

The Clerk gave a report on the present position with regards to the purchase of the former Whitehaven News building. There had been an issue the previous week with planning permission being required for a change of use from Class B1 to a mixed use of Class B1 and D1. The application for planning permission would cost £462 and would take 6-8 weeks to determine which would delay exchange of contracts and completion. CBC’s Planning Manager had indicated that planning permission was very likely to be granted as the Council would be bringing a town centre building back into use and that the use of the building would be compatible use in the town centre.

Advice received from the Council’s solicitor stated that he would strongly advise against proceeding without planning permission and advised that the Council should proceed to exchange of contracts and pay a 10% deposit subject to an acceptable planning permission being granted and if no such permission is

granted then the contract would be cancelled and the deposit refunded with interest. The solicitor said that there was a qualified planner in his practice who was able to complete the application for planning permission at a cost of £500.00 (excluding the fee of £462).

However the seller had, the afternoon of the Council meeting, agreed to proceed with the sale subject to planning permission for the change of use with the suggestion that the planning application is lodged and validated within 4 weeks and then the usual 8 week determination period after that.

Following a discussion the following proposals and resolutions were made:-

- i. It was proposed by Councillor Gill and seconded by Councillor O’Kane as required by Standing Order 23a that a resolution be made to authorise the execution of all legal deeds in connection with the purchase of the former Whitehaven News building.

RESOLVED – That in accordance with Standing Order 23a that the execution of all legal deeds in connection with the purchase of the former Whitehaven News building be authorised.

- ii. It was proposed by Councillor Gill and seconded by Councillor O’Kane that in accordance with Standing Order 23b that the 2 Councillor to sign the legal deeds be Councillor Roberts and Councillor O’Kane with the proviso that should one not be available then Councillor Gill be a signatory

RESOLVED – That in accordance with Standing Order 23b that the 2 Councillors to sign the legal deeds be Councillor Roberts and Councillor O’Kane with the proviso that should one not be available then Councillor Gill be a signatory.

- iii. It was proposed by Councillor Gill and seconded by Councillor O’Kane that the Clerk be authorised to send the 10% deposit money (if required) to the Council’s solicitor on exchange of contracts and thereafter to send the completion monies to the Council’s solicitor.

RESOLVED – That the Clerk be authorised to send the 10% deposit money (if required) to the Council’s solicitor on exchange of contracts and thereafter to send the completion monies to the Council’s solicitor.

- iv. It was proposed by Councillor Gill and seconded by Councillor Roberts that the qualified planner from the Council’s solicitors practice be asked to complete and submit the application for planning permission for change of use from Class B1 to mixed Class B1 and D1 use for the former Whitehaven News building at a total cost of £962.

RESOLVED – That the qualified planner from the Council’s solicitors practice be requested to complete and submit the application for planning permission for change of use from Class B1 to mixed Class B1 and D1 at a total cost of £962.

The Meeting closed at 6.30

Chairman

WTC 28/03/2019

Item 7

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/19/2070/0F1	REMOVE EXISTING ATM & INFILL OPENING AND APPLY RENDER TO MATCH EXISTING. REMOVE NIGHT SAFE AND INSTALL NEW STEEL PLATE OVER OPENING. BARCLAYS BANK, 1 STRAND STREET, WHITEHAVEN
CH/4/19/2071/0F1	DECKING TO REAR GARDEN 5 CASTLE CLOSE, WHITEHAVEN
CH/4/19/2073/0L1	LISTED BUILDING CONSENT FOR REPLACEMENT OF NINE SASH WINDOWS AT FRONT OF PROPERTY 3 CHURCH STREET, WHITEHAVEN
CH/4/19/2075/0F1	PROPOSED NEW SELF-CONTAINED ENERGY CENTRE BUILDING TO PROVIDE REQUIRED SERVICES TO EXISTING PROPERTIES LOCATED WITHIN NORTH CUMBRIA UNIVERSITIES GROUNDS WEST CUMBERLAND HOSPITAL, HOMEWOOD ROAD, WHITEHAVEN
CH/4/19/2077/0F1	REMEDIAL WORKS TO THE PARTY WALL FOLLOWING DEMOLITION OF THE ADJACENT SITE INCLUDING MASONRY REPAIRS; PARTIAL ROOF REPLACEMENT; RELOCATION & ENCLOSURE OF AC CONDESER WITH 2.2M FENCING SENHOUSE CENTRE, 3 SENHOUSE STREET, WHITEHAVEN
CH/4/19/2079/0L1	LISTED BUILDING CONSENT FOR REPLACEMENT OF 13 WINDOWS 65 LOWTHER STREET, WHITEHAVEN
CH/4/19/2087/0L1	REMOVE AN EXISTING INTERNAL PARTITION WALL 1 LOWTHER STREET, WHITEHAVEN
CH/4/19/2093/0F1	REVISION OF LAYOUT APPROVED UNDER REFERENCE 4/18/2118/0F1 FOR THE REPLACEMENT OF 7 UNITS WITH 9 BUNGALOWS ON PLOTS 28 TO 40 (EVEN NUMBERS ONLY) THE MOUNT, WHITEHAVEN

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 March 2019. This shows a balance of £301,262.84. There are however cheques to the value of £4,283.93 still to be presented and cleared.
- 2.2 The balance in the deposit account is £141,965.85.

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.

28/03/2019

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power
11/09/2018	Copeland Borough Council	Premises	Rent Charges for Room 3 from 25.09.2018 - 24.12.2018	£375.00	s111 LGA 1972
01/02/2019	Westcom IT Solutions	Supplies & Services	Annual Service Contract from 01.02.2019 - 31.01.2020	£1,152.00	s111 LGA 1972
28/02/2019	Voluntary Action Cumbria	3rd Party	Delivery of WTC Community Plan - second payment of agreed funding	£4,000.00	Town and Country Planning Act 1990
01/03/2019	Copeland Borough Council	3rd Party	Grass Cutting Contract monthly charge for March 2019	£1,025.48	s111 LGA 1972
01/03/2019	Copeland Borough Council	3rd Party	Allotment/pigeon lofts maintenance contract - March 2019	£570.70	s23 Allotment Act 1908
01/03/2019	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract - March 2019	£2,680.00	s111 LGA 1972
01/03/2019	Copeland Borough Council	Premises	Energy Charges for Room 3 - March 2019	£65.40	s111 LGA 1972
06/03/2019	Viking Payments	Supplies & Services	Stamps, Copier Paper, File wallets	£128.98	s111 LGA 1972
07/03/2019	E-On	3rd Party	Electric supply for seasonal illuminations	£235.00	s111 LGA 1972
08/03/2019	Support Warehouse Ltd	Supplies & Services	Computer Hardware care/service package	£92.40	s111 LGA 1972
08/03/2019	JM Skips	3rd Party	4 x 12 yard skips to each Allotment site	£1,872.00	s23 Allotment Act 1908
14/03/2019	Rosehill Youth Theatre	Premises	Meeting Room Hire - 12/02, 13/02, 15/02 and 28/02/2019	£130.00	s111 LGA 1972
15/03/2019	Wel Medical	3rd Party	7 x iPad SP1 Defibrillator Package and external cabinets	£13,398.00	s234 Public Health Act 1936
18/03/2019	Cumbria Media	Supplies & Services	Website Maintenance - Job No's 200 - 205	£32.00	s142 LGA 1972
20/03/2019	Cumbria County Council	3rd Party	Installation of new feeder pillars; transfer power supply, install new cable, remove old wall boxes and patch wall's up	£12,693.14	s144 LGA 1972
				£38,450.10	

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2018

APPENDIX 2

Date	Ref	Payee	Employees Premises	Supplies/3rd Party	Grants	Allotments	Christmas	Market	Community Plan	Ground Maint	Civic Hospitality	Ranger	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.
03/04/2018		Unpresented Cheque from February 2018	65.00																	65.00		65.00	
04/04/2018	402	Cumbria Association of Local Councils	45.00																	45.00		45.00	
04/04/2018	403	Viking Direct		117.16																117.16		117.16	1.03
04/04/2018	404	Westcom		95.00																95.00		95.00	19.00
04/04/2018	405	The Waverley Hotel															61.66			61.66		61.66	12.34
04/04/2018	406	The Waverley Hotel															61.66			61.66		61.66	12.34
04/04/2018	407	The Waverley Hotel															61.66			61.66		61.66	12.34
04/04/2018	408	Rosehill Youth Theatre	260.00																	260.00		260.00	260.00
04/04/2018	409	E.ON																		238.18		238.18	11.91
04/04/2018	410	Copeland Borough Council	65.40																	65.40		65.40	65.40
04/04/2018	411	Copeland Borough Council			1910.00															1910.00		1910.00	1910.00
04/04/2018	412	Clr. Brian O'Kane - VOID replaced by chq 422																					
04/04/2018	413	Viking Direct																		64.85		64.85	77.82
04/04/2018	414	Cumbria Media	36.00																	36.00		36.00	36.00
04/04/2018	415	Mrs V Gorley	3.50																	3.50		3.50	3.50
04/04/2018	416	The Waverley Hotel															112.50			112.50		112.50	22.50
04/04/2018	417	Clr. Graham Roberts	5.00																	5.00		5.00	5.00
04/04/2018	418	The Waverley Hotel															215.01			215.01		215.01	42.99
04/04/2018	419	JM Skips				800.00														800.00		800.00	800.00
04/04/2018	420	Mrs V Gorley	12.60																	12.60		12.60	12.60
04/04/2018	421	Royal British Legion																		500.00		500.00	500.00
04/04/2018	BACS	Manchester Urban Cleaners	35.91																	35.91		35.91	35.91
05/04/2018	422	Clr. Brian O'Kane																		350.00		350.00	350.00
06/04/2018	BACS	Manchester Urban Cleaners	3810.08																	3810.08		3810.08	3810.08
13/04/2018	BACS	Cumbria Local Government Pension Scheme	735.29																	735.29		735.29	735.29
13/04/2018	BACS	Manchester Urban Cleaners	1873.01																	1873.01		1873.01	1873.01
13/04/2018	BACS	Cumbria County Council - County Fund			1500.00															1500.00		1500.00	1500.00
13/04/2018	BACS	Safety Net UK Ltd			1500.00															1500.00		1500.00	1500.00
20/04/2018	DD	BT Group																		62.64		62.64	62.64
25/04/2018	389	Unpresented Cheque from February 2018	6.00																	6.00		6.00	6.00
27/04/2018	424	Zurich Municipal	71.32																	71.32		71.32	71.32
27/04/2018	425	Zurich Municipal	2888.22																	2888.22		2888.22	2888.22
27/04/2018	426	Cumbria Media	64.00																	64.00		64.00	64.00
27/04/2018	427	Rosehill Youth Theatre - VOID replaced by chq 438																					
27/04/2018	428	Rosehill Youth Theatre	210.00																	210.00		210.00	210.00
27/04/2018	429	Viking Direct																		23.18		23.18	23.18
27/04/2018	430	Mrs V Gorley																		21.14		21.14	21.14
27/04/2018	431	CALC																		1072.00		1072.00	1072.00
27/04/2018	432	CALC																		6.00		6.00	6.00
01/05/2018	DD	CF Corporate Finance	340.00																	340.00		340.00	340.00
16/05/2018	BACS	Staff	3923.66																	3923.66		3923.66	3923.66
16/05/2018	BACS	Cumbria Local Government Pension Scheme	752.61																	752.61		752.61	752.61
16/05/2018	432	Hensingham Primary School												985.14						985.14		985.14	985.14
16/05/2018	433	HMRC	1994.49																	1994.49		1994.49	1994.49
21/05/2018	DD	BT Group	63.33																	63.33		63.33	63.33
04/06/2018	434	Copeland Borough Council								854.57										854.57		854.57	854.57
04/06/2018	435	Copeland Borough Council	65.40																	65.40		65.40	65.40
04/06/2018	436	Copeland Borough Council						475.58												475.58		475.58	475.58
04/06/2018	437	Copeland Borough Council	42.70																	42.70		42.70	42.70
04/06/2018	438	Rosehill Youth Theatre	210.00																	210.00		210.00	210.00
04/06/2018	439	Mrs J Hartley			250.00																	250.00	250.00
04/06/2018	440	Viking Direct	94.76																	94.76		94.76	94.76
04/06/2018	441	Copeland Borough Council	65.40																	65.40		65.40	65.40
04/06/2018	442	Copeland Borough Council																		854.57		854.57	854.57
04/06/2018	443	Copeland Borough Council																		854.57		854.57	854.57
04/06/2018	444	Midshire	252.46																	252.46		252.46	252.46
04/06/2018	445	Copeland Borough Council																		4466.70		4466.70	4466.70
08/06/2018	BACS	Mrs V Gorley	12.99										4466.70							12.99		12.99	12.99
11/06/2018	BACS	Cumbria Media	40.00																	40.00		40.00	40.00
11/06/2018	446	HMRC																		1934.25		1934.25	1934.25
13/06/2018	447	Sneekykat Community Group - VOID replaced by cheque 506																					
13/06/2018	448	Hensingham Peoples Action Group																		500.00		500.00	500.00
13/06/2018	449	Hensingham Peoples Action Group																		350.00		350.00	350.00
13/06/2018	450	St Benedicts RUF																		500.00		500.00	500.00
13/06/2018	451	Whitehaven Heritage Action Group																		1500.00		1500.00	1500.00
15/06/2018	BACS	Staff	3866.37																	3866.37		3866.37	3866.37
15/06/2018	BACS	Cumbria Local Government Pension Scheme	749.99																	749.99		749.99	749.99
28/06/2018	DD	BT Group																		60.14		60.14	60.14
28/06/2018	452	Hensingham Primary School																		500.00		500.00	500.00
28/06/2018	453	Greenbank Community Association																		500.00		500.00	500.00
29/06/2018	454	Viking Direct	33.14																				

INCOME 2018-19

Date	Item	Precept	Interest	Other
03/04/2018	Allotment Rents 2018/19			17.00
09/04/2018	Allotment Rents 2018/19			406.00
13/04/2018	Allotment Rents 2018/19			102.00
20/04/2018	BEC			2000.00
20/04/2018	Allotment Rents 2018/19			105.00
25/04/2018	Allotment Rents 2018/19			123.00
26/04/2018	Allotment Rents 2018/19			34.00
27/04/2018	Parish Precept	406974.07		
30/04/2018	Allotment Rents 2018/19			98.00
01/05/2018	HMRC - VAT Refund			2889.42
16/05/2018	Allotment Rents 2018/19			265.00
18/05/2018	HMRC - VAT Refund			2964.89
22/05/2018	Allotment Rents 2018/19			111.00
08/06/2018	Allotment Rents 2018/19			149.00
18/06/2018	HMRC - VAT Refund			1755.51
20/06/2018	Allotment Rents 2018/19			84.00
02/07/2018	Allotment Rents 2018/19			40.00
12/07/2018	HMRC - VAT Refund			1150.11
13/07/2018	HMRC - Tax Refund			4805.53
07/08/2018	Allotment Rents 2018/19			175.00
15/08/2018	HMRC - VAT Refund			3931.79
05/09/2018	Allotment Rents 2018/19			138.00
11/09/2018	Allotment Rents 2018/19			15.00
17/09/2018	Allotment Rents 2018/19			76.50
18/09/2018	HMRC - VAT Refund			799.60
28/09/2018	M Guest			4800.96
10/10/2018	HMRC - VAT Refund			962.95
09/11/2018	HMRC - VAT Refund			1856.37
04/12/2018	Allotment Rents 2018/19			40.00
04/12/2018	Allotment Rents 2018/19			28.00
04/12/2018	Credit Adjustment			6.87
14/12/2018	Allotment Rents 2018/19			194.67
14/12/2018	HMRC - VAT Refund			2345.07
21/01/2019	Seagull Proof Bags			37.00
15/02/2019	HMRC - VAT Refund			7559.55
18/03/2019	HMRC - VAT Refund			898.77

406974.07	0	40965.56	447939.63
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2018-19**

**Expenditure Net
of VAT** **Invoices not yet
processed** **Budget**

BANK BALANCES BROUGHT FORWARD

CBS 53905917	183,835.73
CBS 53906216	141,965.85
TOTAL OPENING BALANCE	325,801.58

INCOME:

Precept	406,974.07
Interest (Deposit)	
Other Income	40,965.56
TOTAL INCOME	447,939.63

EXPENDITURE

Employees & Allowances	79,366.03
Premises	6,413.30
Supplies/Services	13,359.75
3rd Party	7,370.24
Grants	11,779.15
Allotments	14,972.11
Christmas	30,148.33
Markets	14,590.00
Community Plan	4,020.75
Ground Maintenance	9,400.27
Civic Hospitality	
Ranger	24,566.67
Whitehaven In Bloom	14,452.69
Ward Grants	21,794.77
Elections	6,718.73
Environmental Improvements	30,559.09
Events	11,376.09
Contingencies	5,300.00
Reserves	4,081.95
VAT (to be reclaimed)	24,523.93
TOTAL EXPENDITURE	£ 334,796.45

CASH BOOK BALANCE

Brought forward	325,801.58
Income	447,939.63
Expenditure	334,796.45
Town Council Funds	438,944.76

BANK BALANCES

CBS 53905917 (20/03/2019)	301,262.84
CBS 53906216 (20/03/2019)	141,965.85
	443,228.69

Unpresented Cheques

4,283.93

FINANCIAL POSITION

438,944.76

WHITEHAVEN IN BLOOM REPORT – CAST IRON TUBS

Purpose of the Report and Recommendation

For members to approve the request to purchase additional flowers and compost to plant in the cast iron tubs that have been renovated.

1.0 INTRODUCTION

- 1.1 Members will recall that at the Extraordinary Council Meeting held on 17th January 2019 they authorised the renovation of 12 cast iron tubs (minute 1190/19 refers).
- 1.2 Members will recall that they agreed to suspend with Financial Regulations to purchase all plants and flowers from the preferred supplier Bennett Brothers (minute 1165/18 refers).

2.0 PRESENT POSITION

- 2.1 The renovation of the cast iron tubs is near completion.
- 2.2 O'Connor Fencing have kindly donated galvanised steel inserts for each cast iron tub.
- 2.3 Following advice from the Deputy Ranger we require approximately 1 tonne of multi-purpose compost and some loose compost to mix together to fill the cast iron tubs. Quotes have been sought and a price of £4.20 + VAT per 80 litre bag of multi-purpose compost (equates to £168.00 + VAT per tonne) and £33.33 per tonne of loose compost has been received.
- 2.4 Enquiries have been made with the Contracts Manager at CBC as to the approximate numbers of flowers required to fill the cast iron tubs and we are awaiting a response and this will be reported to the full council meeting for authorisation.

3.0 RECOMMENDATION

- 3.1 That Members authorise the expenditure at 2.3 and 2.4 when reported.