

## **WHITEHAVEN TOWN COUNCIL**

### **Minutes of the Council Meeting held on 2<sup>nd</sup> July 2015**

**Present:** Councillors R. Gill (Vice-Chairman in the Chair), D. Elliott, J. Forster, J. A. Laine, G. McKew, B. O'Kane, G. Roberts, N. Williams

M. Jewell, Interim Clerk to the Council

10 Members of the Public

One member of the Press

#### **36/15 Apologies For Absence**

Apologies for absence were received from Councillor M. Guest and Councillor J. Kane.

#### **37/15 Minutes of Meeting held on 11<sup>th</sup> June 2015**

The Minutes of the Council meeting held on 11<sup>th</sup> June 2015 were signed by the Chairman as a correct record.

#### **38/15 Declarations of Interest**

There were no declarations of interest by members in respect of Agenda items. See Minute 44/15(iv)

#### **39/15 Public Participation**

Two issues were raised under the public participation item namely:-

- (i) Alan Webb from the St Nicholas Garden Group expressed his thanks to the Town Council for the quick decision made at the last meeting to give a grant for the provision of flowers beds at St Nicholas Gardens.
- (ii) Charles Maudling asked if the Town Council would be taking over the Christmas lighting in Whitehaven. The Chairman

informed Mr Maudling that the provision of Christmas lighting was on the Agenda at item 8 and would be discussed later in the meeting.

#### 40/15 Planning Applications Received

The Council considered the following applications for Planning Permission:-

<b>Application No.</b>	<b>Details</b>
CH/4/15/2230/OL1	Listed Building Consent for conversion of 1 <sup>st</sup> and 2 <sup>nd</sup> floors into two flats 76-77 Lowther Street, Whitehaven
CH/4/15/2235/OF1	Two storey extension to form lounge with bedrooms over and single storey garage 92 Winchester Drive, Whitehaven
CH/4/15/2237/OF1	Two storey extension ground floor garage, porch, W.C., kitchen, first en suite bedroom, storage, 1 Pow Avenue, Whitehaven
CH/ 4/15/2239/OL1	Erection of a single storey dwelling providing dining room, day room and round floor shower room, Ghyll Cottage, New Road, Whitehaven
CH/4/15/2229/OF1	Change of use from A3 use to mixed use of A3 and A4 La Venue, 25 Lowther Street, Whitehaven
CH/4/15/2243/OF1	Erection of single storey extension to provide extended kitchen and lounge area, 14 Greenlands Avenue, Whitehaven

CH/4/15/2207/TPO

Works to various trees protected by a Tree Preservation Order part fields 4436 and 4039, land south of Aikbank Road and west of Victoria Road

4/15/2214/0F1

Siting of temporary storage container and erection of temporary safety fence at 76 Cambridge Road, Whitehaven

**RESOLVED** – That there there were no responses/comments on these applications and that the Interim Clerk inform the Planning Authority accordingly.

**41/15**

**Appointment of Internal Auditor**

The Interim Clerk informed the Council of the need by law to appoint an Internal Auditor to ensure that the systems in place are sound and compliant with the Accounts and Audit Regulations and enabling a clean bill of health when the Council is externally audited.

A letter dated 19<sup>th</sup> June 2015 had been received from Jean Airey (a former Parish Clerk and who undertook internal audits for other local Town Councils) quoting a sum of £400 plus travelling expenses at 45p per mile for providing an internal audit service for 2015/2016.

**RESOLVED** - That Jean Airey be appointed Internal Auditor for the Town Council for 2015/2016 on the terms and conditions contained in her letter dated 19<sup>th</sup> June 2015.

**42/15**

**Proposed new Bus Shelter opposite Wetherspoons**

Further to Minute 25/15 (iii) Councillor E Weir had submitted a report detailing her request for £2000 for the maintenance of a bus shelter which was to be erected on land opposite Wetherspoons.

Councillor Weir said a high specification stainless steel shelter would be erected using her County Council Membership Scheme money and that it would be in keeping with the shelter already in place on Swingpump Lane. She told the Council that the purchase of the bus shelter could not be undertaken until maintenance monies were in place.

The Interim Clerk stated that John Davis had said that the £2000 was for a maintenance period of ten years.

**RESOLVED** – That a sum of £2000 be awarded to cover a maintenance period of ten years in respect of the new bus shelter

**43/15**      **Christmas Lights**

Further to Minute 25/15 (i) the provision of Christmas Lighting in Whitehaven was discussed. It was:-

- RESOLVED** - (i) That the Town Council agree in principle to finance Christmas lighting in Whitehaven this year subject to costings
- (ii) That the situation be reassessed early in 2016 with a view to co-opting other groups to become involved in the provision of Christmas lights in Whitehaven and to plan the Christmas theme
- (iii) That Charles Maudling would do a report to the Council on this after Christmas

**44/15**      **Progress Reports**

**1. Appointment of members of Planning Committee**

**RESOLVED** – That Councillors B. O’Kane, G. McKew and D. Elliott be appointed to the Planning Committee.

**2. Appointment of members of Finance Committee**

**RESOLVED** – That Councillors C. Arrighi, J. Forster, J. Laine, N. Williams, and B. O’Kane be appointed to the Finance Committee.

**3. Accommodation for Town Council**

The Interim Clerk reported that a draft lease for Room 3 in The Whitehaven Civic Hall had been received from Copeland Borough Council and had been circulated to Councillors. The rent was £1500 per annum with service charges of £785.00 exclusive of VAT per annum plus utility costs.

Councillor Arrighi said that the NNP had been contacted about accommodation in the Old Town Hall but that the building was closed

each day at 7.00pm. She said that she would contact them again about this and report back.

Councillor Gill said he was still trying to contact the agents for the Old Post Office on Lowther Street but that the Town Council would need partners in order to purchase the building. Following a discussion on this it was recognised that the Town Council needed an office of its own and following a vote it was:-

**RESOLVED** - That a Lease for Room 3 in the Whitehaven Civic Hall be entered into for a period of one year and that the Interim Clerk be authorised to have the Lease drawn up and arrange for it to be signed by the Town Council.

#### 4. Bank Account

Councillor Williams declared an interest in this item as he had an account in the Cumberland Building Society. The Chairman told the Council that he too had an account with the Cumberland Building Society but that he had received advice that in these circumstances it was not a disclosable pecuniary interest.

With reference to Minute 28/15/4 Councillor Gill reported that enquiries had been made with banks in town and proposed that the Town Council bank account be opened with the Cumberland Building Society because it had a business advisor in the local office, it offered 12 months interest free banking and offered a service which reviewed the bank account after 12 months to determine the type of account that would be most advantageous to the Council.

**RESOLVED** – That the Town Council open an account with the Cumberland Building Society and that the Town Council money currently being held by Copeland Borough Council be transferred into this account.

#### 5. Website

Councillor McKew informed the Council that he had been looking at an 84 page document on the Regulations that the Council would have to comply with when building its website for example different languages, accessibility for the hard of hearing, visual impairment and access on all devices. He hoped to be able to give a demonstration at the next Council meeting.

**RESOLVED** – That Councillor McKew be thanked for all his work on the website.

## 6. Allotments

The Chairman reported that Mr Trevaskis of Sneckyeat allotments wished to thank the Town Council for their recent site visit to the allotments.

The Interim Clerk reported on the results of the Council's site visit to Cartgate, Sneckyeat, Midgey and Crow Park allotment sites and said that requests had been made for the following:-

- Skips on the allotment twice a year
- Regular strimming of pathways, verges and hedges
- Surveillance cameras
- Toilets
- Bird boxes on midgey allotments

Councillor Roberts said that there was a piece of land adjacent to Midgey allotments with an old shed on it which would be a good hide for red squirrels. He said the allotment on Midgey which had been adapted for people with disabilities was not being used and suggested that it be offered to Mayfield School.

**RESOLVED** – That all the above matters relating to allotments be investigated by the Allotments Task Force which comprised Councillors B. O'Kane, G. McKew, G. Roberts, J. Forster and J. Laine and reported back to Council.

## 7. Town Council Notice Board

The Interim Clerk produced details on ordinary notice boards which were self explanatory.

Councillor Laine then reported on digital notice boards. She said that they had advantages over normal notice boards because

- They were double sided
- They had 3G connectivity to smart phones etc
- The cost of a digital notice board was £25000 to include three years maintenance

- The notice board could be paid for by asking local businesses to buy advertising space on it at a cost of £250 per annum and that if 100 people bought advertising space the board would be paid for in the first year
- Adverts would be on a rolling 60 second show
- In the longer term income could be generated by people buying advertising space
- On digital boards there are two sides and one side could be used for the Town Council and the other for adverts.

Councillor Laine said that another option would be to have what looks like a pane of glass that sits inside a window but which is a moving screen and can be interactive.

Councillor O’Kane said the Council had to be careful about how it spends its money.

Following a discussion it was:-

**RESOLVED** – That the Council considered that a digital notice board was a good idea and that before a decision was made Councillor Laine be requested to investigate the matter further and to produce a business case showing the cost of the digital notice board and the likely revenue generated by selling advertising space and in particular to include details of which local businesses would pay for advertising space.

45/15

### **Financial Report**

The Interim Clerk reported that there had been the following expenditure since the last Council meeting:-

- |  |           |
|--|-----------|
| • Rent for use of United Reformed Church Hall            | £52.00    |
| • Interim Clerk Salary including employers contributions | £2,203.26 |
| • Whitehaven Town Council Elections                      | £8,814.00 |
| • Training Expenses on 28 <sup>th</sup> May 2015         | £ 250.00  |

**RESOLVED** – That the expenditure be approved

46/15

**Councillor Matters**

1. Councillor O’Kane asked why the main shopping area of Whitehaven was such a mess with litter and chewing gum. The Interim Clerk said that she would check if there were any campaigns being run on these issues by for example Keep Britain Tidy.
2. Councillor Laine raised recent incidents in St Nicholas gardens and the Harbourside where people had been assaulted. She said that during the daytime shop keepers suffered from shoplifting and anti-social behaviour.  
She said that taxi marshalls should be employed on taxi ranks and that it would cost £4,000 per year to have taxi marshalls between 11.00pm and 3.00pm on Friday, Saturday and Sunday nights. For the daytime she said SIA security personnel should be employed.
3. Councillor Forster said that there was an area outside the Marchon Club which had had attractive flower beds/displays in but which was now grassed over and asked if there was anything the Council could do to bring the area back to how it was.  
Councillor Gill said there was an organisation called Grass Roots near Mayfield school and that consideration should be given to giving them the opportunity to provide plants to order.
4. Councillor Williams said that there used to be a road sign for Whitehaven on the road coming from the Egremont direction and that this sign had a crest on it and after it was removed it was stored in the County Highways Office in Richmond House. The Interim Clerk said that a letter would be sent to County Highways to see if they still had the sign.

47/15

**Dates and Venues of Next Meetings**

Councillor Gill said that the Council needed to have regular dates for its meetings.

RESOLVED – (i) That the Town Council will meet on the last Thursday of each month at 7.00pm at the United Reformed Church Hall and



(ii) That the next Town Council meeting will be on 30<sup>th</sup> July 2015 at 7.00pm at the United Reformed Church Hall.

The Meeting closed at 8.30

A handwritten signature in black ink, consisting of a large capital 'R' followed by a large capital 'A' and a smaller capital 'M' with a horizontal flourish extending to the right.

Chairman

## Planning Applications Received

CH/4/15/2284/0L1	Listed Building Consent for new branding to be installed above recently fitted ATM machine in the form of TSB branding tablets, 59 Lowther Street, Whitehaven
CH/4/15/2282/0F1	Conversion of former builders store into a dwelling, builders store, Old Arrowthwaite Kells, Whitehaven
CH/4/15/2280/0F1	Application to renew existing planning permission 4/12/2271/0F1 (change of use 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> floors to self-contained flat; new/adapted shop front to 45 Market Place Whitehaven)
CH/4/15/2285/0F1	Erection of garage Plot 3, Fairview garage site Bransty Road, Whitehaven
CH/4/15/2287/0F1	Erection of ground floor living room and bathroom and first floor bedroom extension 29 North Road, Bransty
CH/4/15/2288/0F1	Erection of dwellinghouse Plot 13 former White School, Kells, Whitehaven
CH/4/15/2293/0L1	Listed Building Consent to fit bird spikes to first floor window sill areas, Old Town Hall, Duke Street, Whitehaven