

# WHITEHAVEN TOWN COUNCIL

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## Clerk to Whitehaven Town Council & Responsible Financial Officer

Mr. Leslie J Abrahams

Tel. 07536091604

## Summons

On this day **30<sup>th</sup> December 2015** you are duly summoned to attend a Full Council Meeting of **WHITEHAVEN TOWN COUNCIL** which will be held at:

**Venue:** United Reformed Church Hall  
Market Place, James Street, Whitehaven.

**Date:** Thursday, 7<sup>th</sup> January 2016

**Time:** 7 PM

To transact the business set out in the agenda attached hereto.

**Signed:** *LJ Abrahams*

**Date:** 30/12/2015

Leslie J Abrahams – Clerk & Responsible Financial Officer

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**To:** Members of Whitehaven Town Council.

**Councillors:** Michael Guest - Chair  
Raymond Gill - Vice Chair  
John Kane  
Brian O’Kane  
Jayne Laine  
Carla Arrighi  
Jeanette Forster  
Norman Williams  
Darren Elliot  
Graham Roberts  
Gavin McKew

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**Note:** Standing Order 4 (d) v requires any Member who is unable to attend to confirm to the Proper Officer (2) days before the meeting that they are unable to attend.

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## AGENDA

Item	Detail	Notes
1	<b>Apologies for absence</b> To receive apologies for absence.	
2	<b>Declarations of interest</b> To receive declarations of interest by elected members in respect to Agenda items.	
3	<b>Public Participation</b>	
4	<b>Planning Applications</b> To consider Planning Applications received.	
5	<b>Christmas Lights Task Force – Report</b>	
6	<b>Staffing Committee - Report</b>	
7	<b>Finance Committee - Report</b>	
8	<b>Financial Report</b>	
9	<b>Updates:</b> Accommodation for WTC Website Bank Account Allotments Microphones	

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10	<b>Public Consultation</b> To consider comments received from the public	
11	<b>Communication</b> To discuss internal communication	
12	<b>Media &amp; Social Media Policy</b> To adopt draft proposals sent out to all Cllrs in November 2015	
13	Councillor Matters Matters not on this Agenda raised by councillors on behalf of residents. <b>Note:</b> <i>No discussion or decision can be made on these matters but the Clerk may make investigations and/or they may be placed on a future Agenda of the Council.</i>	
14	<b>Date &amp; Venue of Next Meeting</b> To confirm the date & venue of next meeting.	

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## WHITEHAVEN TOWN COUNCIL

### Minutes of the Council Meeting held on 26<sup>th</sup> November 2015

**Present:** Councillors M Guest (Chairman), C. Arrighi, D. Elliott, J. Forster, R Gill, J. Kane, J. A. Laine, B.O’Kane, G McKew, G. Roberts, N. Williams

M. Jewell, Interim Clerk to the Council

Members of the Public

Member of the Press

**125/15**

#### **Apologies for Absence**

There were no apologies for absence.

**126/15**

#### **Minutes of Meeting held on 29<sup>th</sup> October 2015**

The Minutes of the Council meeting held on 29<sup>th</sup> October 2015 were signed by the Chairman as a correct record.

**127/15**

#### **Matters arising from the Minutes**

Two matters arose from the Minutes and following a discussion it was:

**RESOLVED** – (i) That the item referred to in Minute 123/15 (iii) be put on the Agenda for the next Council meeting

(ii) That the items referred to in Minute 122/15 be discussed when the invoices are received

**128/15**

#### **Declarations of Interest**

There were no declarations of interest by members in respect of Agenda items.

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## 129/15 Public Participation

Brian Dixon said he had sent a letter to Councillor J Laine to say what a good job the Town Council was doing and referred to the Christmas lights and said it was beneficial for everyone to be working together.

## 130/15 Planning Applications

The Council considered the following applications for planning Permission:-

CH/4/15/2452/OL1	Listed Building Consent for installation of central heating outlet pipe on front elevation 21 Roper Street.
CH/4/15/2450/OL1	Listed Building Consent for replacement of a two metre high fence on top of wall with an anti-climb roller device The Copeland Centre Staff Car Park Catherine Street
CH/4/15/2449/OF1	Ground Floor bedroom and shower room (disabled adaptation) 89 Esk Avenue Whitehaven
CH/4/15/2458/OL1	Listed Building Consent for installation of a sky dish 48 Lowther Street Whitehaven
CH/4/15/2460/OE1	Certificate of Lawfulness for single storey rear extension compliant with Class A permitted development 2 Ladstock Grove Whitehaven
CH/4/15/2461/OF1	Extension of existing club house, decked area and associated alteration works The Ivy Club Bransty Whitehaven
CH4/15/2462/TPO	Crown reduction of a sycamore tree protected by a tree preservation order 10 Maple Grove Valley Park

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## **131/15      Presentation on the Development of Whitehaven Football Club**

This item was listed on the Agenda as Item 9 but the Chairman asked that it be brought forward on the Agenda in order that the presenters did not have to wait while other Council business was discussed and the Council agreed to this.

A presentation was made on the proposals to have a Whitehaven Sport Club to include facilities for football, tennis/netball and judo. Funding was needed for

- Plans to be drawn up
- Planning permission
- Surveys
- Solicitors fees
- Accountants fees

A request was made for £20,000 to go towards these costs. The proposal would increase sports participation in Whitehaven and surrounding area and provide car parking for 200 cars.

**RESOLVED** – That a detailed and fully costed out application be made to the Town Council on the proposal to include details of any grants applied for or already granted in order that the matter can be considered.

## **132/16      The Whitehaven Miners Memorial Fund**

The Council considered a detailed letter from Gerald McGlennon of the Whitehaven Miners Memorial Trust asking for assistance in raising £7000 to resite the 1927/28 memorial plaque from Haig Enterprise Park to Haig number 4 shaft and to create a small memorial garden. The letter gave a detailed breakdown of the costs of the project and showed that funding had already been secured from a number of organisations but that there was a deficit of £3200. Councillor Gill said that coal mining was a very important part of the area's history and Councillor O'Kane said that he had a great admiration for all those who had worked in the mines.



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**RESOLVED** - That a grant of £3200 be awarded to the Whitehaven Miners Memorial Trust and a request be made that the Town Council is given recognition for its contribution.

## **133//15      Whitehaven Guide Map**

The Chairman reported that the Whitehaven Guide was looking for the Town Council to sponsor the Guide Map in the sum of £350. Councillor O’Kane said that some years ago a “seagulls eyeview” map had been published which was very good and wondered if this could be updated and reprinted. Councillor Gill said that Whitehaven Town Council should be associated with the Whitehaven Guide.

Councillor Gill moved that £350 be paid for the Whitehaven Guide and this was seconded by Councillor Roberts.

**RESOLVED** – That a grant of £350 be made to the Whitehaven Guide.

## **134/15      North Coastal Team**

The Council was asked to nominate two Councillors to represent the Council on the North Coastal Team which was set up to pull various projects together for an area running from Lowca to St Bees.

**RESOLVED** – That Councillor J Kane and Councillor N Williams be appointed to the North Coastal Team.

## **135/15      Presentation by Councillor G Roberts**

Councillor Roberts gave a report which outlined the proposal for an annual horse show/gymkhana event. He said the event would use the Bexhill model. He said the proposal was to hold the event in late summer 2016 at Sandwith and that the event should be self-sufficient. Councillor Kane asked why a letter had not come from the Gymkhana Club about this and Councillor Roberts replied that the gymkhana Clun would be coming to the Town Council with another proposal at a later stage.

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The report gave three recommendations for the Council to consider namely:-

- 1 TBA(Cllr Roberts)
- 2 TBA(Cllr Roberts)
- 3 TBA(Cllr Roberts)

Following a discussion on this it was

**RESOLVED** - (i) That the report be accepted in principle  
(ii) That the following Councillors be appointed to the Task Force

- Councillor C Arrighi
- Councillor J Forster
- Councillor R Gill
- Councillor J Laine
- Councillor G Roberts

(iii) That the request for a small monetary allocation to pump prime the event and proceedings be considered after the task force has met.

## 136/15 Christmas Lights/Festivities

Councillor Laine reported that the Christmas lights were switched on; on 15<sup>th</sup> November 2015 and that the event had been a great success and circulated financial details showing costings and donations. She said a lot of people had contributed to the event including Ashcrofts who donated two employees for the day and facilitated the whole event. Councillor Laine said that year on year the Council can collect more Christmas lights and asked that a separate bank account be set up for the money for Christmas lights/festivities. Councillor Gill said that all financial matters should go through the Council's books and said that there was no need for a separate bank account.

Councillor Roberts expressed his thanks to the Lead of the Task Force, Councillor Laine, the Task Force itself and the Chamber of Trade for working cohesively to produce the marvellous event. Councillor Arrigh presented Councillor Laine with a bouquet of flowers to express her personal thanks.

Following a discussion on the way ahead for the organisation of next

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year's Christmas lights/festivities it was

**RESOLVED** – That a Christmas Festivities Sub Committee be set up Comprising:

- Councillor C Arrighi
- Councillor R Gill
- Councillor J Kane
- Councillor J Laine
- Councillor G McKew
- Councillor G Roberts

## 137/15 Progress Reports

### (i) **Accommodation for the Town Council**

The Chairman stated that the Accommodation Task Group had not met yet but would be meeting soon. He said that the Council needed to identify suitable places. Councillor Gill said that if anyone saw any accommodation that would be suitable for the Town Council they should bring it to the Council's attention

**RESOLVED** – That this be noted.

### (ii) **Bank Account**

The Interim Clerk reported that the bank account had now been opened.

**RESOLVED** – That this be noted.

### (iii) **Website**

Councillor McKew reported that the website was still not finished due to other commitments but that there had been progress. He said all Councillors now had an individual Town Council email address which was directly linked into Councillors' personal email addresses.

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He said there were a few sections of the site that he would require assistance with and Councillors J Kane; J Laine; B O’Kane and G Roberts volunteered to help.

**RESOLVED** - That Councillor McKew complete this outstanding work work by 7<sup>th</sup> December 2015.

**(iv) Allotments**

Councillor Forster said the Task Group had not had a meeting recently and said that they needed to meet with John Davis and Nicky Scott about allotments generally. Councillor Forster read out some quotes for skips as the representatives from the allotment sites had previously requested the Council to provide a skip twice yearly on each allotment site in November and March.

**RESOLVED** – That a skip be provided on each allotment site in March 2016 using the firm that had supplied the lowest quote.

**(v) Microphones**

Councillor Laine stated that there was no further information on this.

**RESOLVED** – That the matter be deferred to a future meeting of the Council.

**138/15 Financial Report**

The Interim Clerk reported that there had been the following expenditure in November 2016:-

- Printpoint 8000 Christmas Flyers £95
- Bread and Butter Theatre – street entertainment inc. £720

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VAT	£120
• Horse and Husky	£500
• Cumbria County Council inc.	£11,424
VAT	£1904
• Zurich Insurance – Premium for Christmas lights	£53
• Blackpool Council – purchase Christmas lights inc.	£3000
VAT	£500
• Royal British Legion – 3 poppy wreaths	£75
• Jean Airey Internal Auditor – 1 <sup>st</sup> Audit	£233
including travel at NJCLGS rates	

The Interim Clerk had circulated a budget monitoring spreadsheet showing the spend on a monthly basis against the Council's budget and informed the Council that there was an underspend.

**RESOLVED** – That the expenditure be approved and the financial position be noted and discussed at the Finance Committee.

## 139/15 Appointment of Clerk and Responsible Financial Officer to the Council

Councillor O’Kane the Chairman of the Staffing Committee reported that interviews for the appointment of Clerk and Responsible Financial Officer to the Town Council had taken place on 24<sup>th</sup> November 2015.

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The recommendation reached by the staffing committee post interview was that CANDIDATE A was recommended for acceptance in the role of Town Clerk and Responsible Financial Officer.

The Staffing Committee's recommendation for Candidate A was put to vote by Full Council.

Votes For	6
Votes Against	4
Abstention	1

The recommendation was carried by a majority vote.

**RESOLVED** – That CANDIDATE A be appointed Town Clerk and Responsible Financial Officer with immediate effect and that the chair of the Staffing Committee would advise the successful and the unsuccessful candidates accordingly.

## **140/15**      **Result of Public Consultation**

The Interim Clerk reported that there had been no further comments received from the public.

**RESOLVED** - That the Council find ways to be more proactive on engaging with the public.

## **141/15**      **Draft Media Communications Policy**

Further to Minute 121/15 the Interim Clerk reported that there had been no feedback from Councillors on this.

**RESOLVED** – That this be noted.

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## 142/15 Councillor Matters

- (i) Councillor Roberts referred to the garages and play area at Bransty and said that children were running out into the roadway. He said there should be a traffic island to reduce speed but that this was a matter for the County Council and thought that the Town Council should open up discussions with the County Council about this.
- (ii) Councillor Guest said he had a meeting arranged with the County Highways to discuss matters like these.
- (iii) Councillor Guest said traffic enforcement is now almost non-existent and that there were only four enforcement officers between Distington and Millom.
- (iv) Councillor Guest remarked on boy racers driving round Whitehaven at night.
- (v) Councillor Laine said she wanted all Councillors to contact her if they wanted the husky dogs to come into their wards.
- (vi) Councillor Williams said that what occurs on Bransty with regards to Children running onto roads occurs everywhere in Whitehaven.
- (vii) Councillor Kane said the access to Home Group for residents was no good and that there needed to be a drop in centre for residents so that they could talk to someone.

## 143/15 Date and venue of Next Meeting

**RESOLVED** – (i) That due to the Christmas period the next meeting of the Town Council will be on Thursday 7<sup>th</sup> January 2016 at 7.00pm at the United Reformed Church Hall followed by

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another Council meeting on Thursday 28<sup>th</sup> January 2016 at 7.00pm at the United Reformed Church Hall.

(ii) That the Finance Committee meet on Thursday 10<sup>th</sup> December 2016 at a venue to be determined.

The meeting closed at 9.45pm

Chairman

**PLANNING APPLICATIONS RECEIVED**



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<b>Application Num</b>	4/15/2222/0F1
<b>Applicant</b>	Mr R Kirkbride, 33 Honister Road, Mirehouse, WHITEHAVEN, Cumbria CA28 8HS.
<b>Location</b>	PLOT 2, OAK CRESCENT, WHITEHAVEN
<b>Proposal</b>	ERECTION OF FOUR BEDROOMED DETACHED HOUSE WITH GARAGE TO SIDE
<b>Decision</b>	Approve (commence within 3 years)
<b>Decision Date</b>	13 November 2015
<b>Parish</b>	Moresby

<b>Application Num</b>	4/15/2221/0F1
<b>Applicant</b>	Mr R Fawcett, c/o Agent,
<b>Location</b>	PLOT 1, OAK CRESCENT, WHITEHAVEN
<b>Proposal</b>	ERECTION OF FOUR BEDROOMED HOUSE WITH INTEGRAL GARAGE AND REAR CONSERVATORY
<b>Decision</b>	Approve (commence within 3 years)
<b>Decision Date</b>	13 November 2015
<b>Parish</b>	Whitehaven

<b>Application Num</b>	4/15/2380/0F1
<b>Applicant</b>	Friends of Kie Park, 2 Akenside House, Akenside Hill, NEWCASTLE UPON TYNE, Tyne and Wear NE1 3UF, FAO Mr S McDowell.
<b>Location</b>	LAND BETWEEN ROSEBANK RECREATION GROUND AND OVEREND ROAD, HENSINGHAM, WHITEHAVEN
<b>Proposal</b>	NEW BUILD, LANDSCAPED, SPRAY CONCRETE SKATEPARK
<b>Decision</b>	Approve (commence within 3 years)
<b>Decision Date</b>	12 November 2015
<b>Parish</b>	Whitehaven

<b>Application Num</b>	4/15/2371/0L1
<b>Applicant</b>	Copeland Borough Council, The Copeland Centre, Catherine Street, WHITEHAVEN, Cumbria CA28 7SJ.
<b>Location</b>	MARKET HALL, MARKET PLACE, WHITEHAVEN
<b>Proposal</b>	VARIATION OF CONDITION 2 OF PLANNING APPROVAL 4/15/2091/0L1 REGARDING REVISION OF DRAWINGS
<b>Decision</b>	Approve
<b>Decision Date</b>	12 November 2015
<b>Parish</b>	Whitehaven

<b>Application Num</b>	4/15/2390/0T1
<b>Applicant</b>	Cornerstone Telecommunications Infrastructure Ltd, Unit 1330, The Exchange Building, Arlington Business Park, THEALE, Berkshire RG7 4SA.
<b>Location</b>	MAST ON LAND AT HOME FARM, RHEDA, FRIZINGTON
<b>Proposal</b>	PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT BY TELECOMMUNICATIONS FOR REPLACEMENT LATTICE TOWER SUPPORTING 6 ANTENNAE; 2 TRANSMISSION DISHES AND ANCILLARY DEVELOPMENT
<b>Decision</b>	Approve Telecommunications
<b>Decision Date</b>	13 November 2015
<b>Parish</b>	Arlecdon and Frizington

<b>Application Num</b>	4/15/9011/0F2
<b>Applicant</b>	J M Skips, c/o Mrs H Thomas, 5 High Road, Thornhill, EGREMONT, Cumbria CA22 2RR.

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<b>Location</b>	J M SKIPS, BROWNRIGGS COACH YARD, ENNERDALE MILL, EGREMONT
<b>Proposal</b>	PROPOSED EXTENSION TO EXISTING UNIT
<b>Decision</b>	County Council Approved
<b>Decision Date</b>	11 November 2015
<b>Parish</b>	Egremont

<b>Application Num</b>	4/15/2417/HPAE
<b>Applicant</b>	Mr S Little, 19 Leander Close, Magellan Park, WHITEHAVEN, Cumbria CA28 9LO.
<b>Location</b>	19 LEANDER CLOSE, MAGELLAN PARK, WHITEHAVEN
<b>Proposal</b>	PRIOR NOTIFICATION FOR A REAR CONSERVATORY
<b>Decision</b>	Permitted Development
<b>Decision Date</b>	12 November 2015
<b>Parish</b>	Whitehaven

## **CH/4/15/2458/0F1**

**Planning Application for extension over existing garage to form an extra bedroom and en-suite; Alterations to existing Garage to form utility and WC.- 45 Ennerdale Terrace, Kells, Whitehaven**

*Copies of Application and Plans will be available at meeting of full council on 7<sup>th</sup> January 2016.*

# WHITEHAVEN TOWN COUNCIL

## FINANCIAL REPORT - December 2015

WHITEHAVEN TOWN COUNCIL			Period	Dec-15		
No.	Reference	Detail	ex VAT	VAT	inc VAT	Paid
1	15-001	Mileage - Blackpool return	£ 110.70	£ -	£ 110.70	Y
2	15-002	Flowers	£ 30.00	ZERO-R	£ 30.00	Y
3	15-003	Mary the Fairie Stilt Walker	£ 125.00	£ -	£ 125.00	Y
4	15-004	Trophy engraving	£ 34.00	£ -	£ 34.00	Y
5	15-005	Security Christmas lights	£ 1,208.00	£ -	£ 1,208.00	Y
6	15-006	Grinch (1) Mark Bowes	£ 300.00	£ -	£ 300.00	Y
7	15-007	Grinch (2) Mark Bowes	£ 200.00	£ -	£ 200.00	Y
8	15-008	Bread & Butter Theatre	£ 720.00	£ -	£ 720.00	Y
9	15-009	Insurance YYL-2720446703	£ 53.00	ZERO-R	£ 53.00	Y
10	15-010	Blackpool Council	£ 2,500.00	£ 500.00	£ 3,000.00	Y
11	15-011	Internal audit	£ 233.00	£ -	£ 233.00	Y
12	15-012	Royal British Legion	£ 75.00	£ -	£ 75.00	Y
13	15-013	Copeland County Council	£ 9,520.00	£ 1,094.00	£ 11,424.00	Y
14	15-014	Whitehaven Golf Club -Inter	£ 83.33	£ 16.67	£ 100.00	Y
15	15-015	Whitehaven Golf Club -Mee	£ 35.00	£ 7.00	£ 42.00	Y
16	15-016	Horse & Husky	£ 100.00	£ -	£ 100.00	Y
17	15-017	Print Point	£ 79.17	£ 15.83	£ 95.00	Y
18	15-018	Clerk Salary Dec 15	£ 2,381.34	£ -	£ 2,381.34	Y
19		Clerk Salary NI	£ 294.19	£ -	£ 294.19	N
20		Clerk Salary Emp NI	£ 337.77	£ -	£ 337.77	N
21		Clerk Salary Income Tax	£ 448.05	£ -	£ 448.05	N
		Expenses Ex VAT	£ 18,867.55			
		VAT reclaimable		£ 1,633.50		
		Expenses Inc VAT			£ 21,311.05	