

WHITEHAVEN TOWN COUNCIL

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 7th January 2016

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

Leslie Abrahams, Clerk to the Council & RFO

5 Members of the Public

Member of the Press – Sarah Robinson Whitehaven News

144/16 **Apologies for Absence**

There were no apologies for absence.

145/16 **Minutes of Meeting held on 26th November 2015**

The Minutes of the Council meeting held on 26th October 2015 were NOT signed by the Chairman as a correct record.

Item 136/15 was discussed: Cllr Laine asked why the record stated Cllr Williams was not on Xmas task force and Cllr Kane is.

Motion: Proposed by RG, seconder GR- Is this a true record?

For 4, Against 3, Abstain 4

RESOLVED as a true record.

Item 138/15 Cllr Laine stated that the interim clerk informed council on 26th November 2016 she was working on a voluntary basis and that she informed the Chair of Staffing and the Vice Chair of FC.

WHITEHAVEN TOWN COUNCIL

Cllr O’Kane stated he was never informed.

Cllr Gill stated he cannot recall, he may have been told and if this was the case he apologises to Council.

Motion: Proposed by MG, seconder CA- This is not a true record and should be amended as above.

For 2, Against 4, Abstain 5

RESOLVED as a true record.

146/16 **Minutes of Meeting held on 26th November 2015**

The Minutes of the Council meeting held on 26th October 2015 were discussed and will be amended for signature at the next meeting on 28/01/16

147/16 **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

148/16 **Declarations of Interest**

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

149/16 **Public Participation**

John Travaskis – Allotments Society Secretary asked for contact details and when would Council have a permanent location, he would be in touch with the clerk.

Charles Maudling stated we all should work together for benefit of Whitehaven however he expressed concern at the possibility of Chamber of Trade being excluded from Christmas Festivities, especially in light of the recent success.

150/16 **Planning Applications**

WHITEHAVEN TOWN COUNCIL

Cllr Guest said the Planning Committee need to meet.

The Planning Committee will then review all planning applications and the appointed chair will present a report at Full Council.

Cllr Guest informed Council we are receiveing applications after work has commenced.

Cllr Kane commented that WTC can comment on application but not influence.

Cllr Gill said this is why we need our Planning Committee.

RESOLVED there were no comments on planning applications and that the clerk informs the Planning Authority accordingly.

RESOLVED The planning Committee will meet to select a Chair and Terms of Reference.

RESOLVED The Planning Committee will review planning applications and present a report to FC.

161/16

Presentation on Christmas Task Force by Cllr Laine

Cllr Laine thanked all involved on the Christmas Task Force and the Chamber of Trade for making Whitehaven Christmas a success.

Cllr Laine presented a report on Christmas Lights and the switch off by the Grinch on January 9th 2016.

Cllr Laine explained the feed boxes will all require replaced in 2016.

Cllr Laine Proposed Richard Ryan from Blackpool to consult on Whitehaven Lights design for 2016, it is planned for him to visit in 1Q 2016,

Cllr Gill stated that while he had initial reservations about the Christmas Lights, it was a success and he apologised to Cllr Laine.

Cllr Kane would like to know what proportion of the precept do businesses pay and he considers £30K for Christmas Lights an expensive use of resident money.

Cllr Kane asked if CALC could audit the council accounts due to change over of secretary.

Cllr Williams stated from his experience with Sea Scouts bucket collections are notoriously unsuccessful in Whitehaven.

WHITEHAVEN TOWN COUNCIL

Cllr Laine stated that Cllr Kane only attended one Task Force meeting and had no input.

Cllr Laine stated she was disappointed at the turn-out of councillors on the day of the lights switch on.

Cllr Kane stated that he did not think any area received funding for lights.

Cllr Guest stated that it was essential to set up an events committee asap.

Cllr O Kane said we need to balance financially, it has not been set out how we should distribute funds for events and other activities, and we need a financial structure to guide us.

Cllr Gill informed council our budget was set by CBC.

Cllr Roberts said that minutiae should be discussed at Committee level not at FC, it was a notional budget now we have a clerk and Responsible Financial Officer in place we can now move on.

Cllr McKew said we need to set a list of objectives and priorities.

RESOLVED – That a grant application be made to BEC for community funds to assist lights costs in 2016.

RESOLVED That a meeting be arranged of the Christmas Lights sub committee.

RESOLVED That an Events Committee be set up

162/16 Staffing Committee

Cllr Guest said the Staffing Committee needs to be constituted

RESOLVED – Defer staffing committee report until the next meeting.

163/16 Finance Committee Report

The Finance Committee report of its inaugural meeting was presented.

Cllr Laine was appointed Chair and Cllr Arrighi was appointed Vice Chair.

Terms of Reference were agreed.

WHITEHAVEN TOWN COUNCIL

Cllr Gill had an issue with the location of the first meeting and would prefer all future meeting to be in the town centre and on a bus route.

Cllr Arrighi stated that the Staffing Committee meetings were held in the Golf Club

Cllr Forster said the Golf Club was not suitable for her as she did not drive.

Cllr Laine informed Council that the Finance Committee had to meet before Christmas and at the meeting there was a Quorum therefore the meeting went ahead and added that Cllr Foster was able to attend Staffing Committee at the Golf Club.

Cllr O’Kane expressed concerns of the meeting venue, the meeting time of 10am and the need to meet before Christmas.

Cllr Laine said mornings suited her better due to parental responsibilities.

Cllr Gill asked who authorised Cllr Laine to call a meeting, he was informed that when a committee is un constituted and Member may call the meeting.

Cllr O Kane said he did not disagree with this however he was of the view that a 10am meeting at the golf club excludes the public.

Cllr Forster proposed that Cllr Laine be removed as Chair of Finance and be replaced by the vice chair of Full Council and that the vice chair be defacto vice chair of finance.

Cllr Laine asked for a point of order to be checked by the Clerk on the legality of this proposal.

Cllr Arrighi interrupted proceedings and was asked by the Chair to keep Order.

Cllr Guest asked the Clerk to check this action with NALC and report at next Full Council.

Cllr Gill asked why NALC not CALC?

Cllr Guest explained due to the size of our precept we were fast tracked to NALC.

RESOLVED – That the date of the next Finance Committee would be Friday 15th at 5.00PM.

RESOLVED – That the Clerk Consult with NALC and review standing orders on removal of a committee chair.

WHITEHAVEN TOWN COUNCIL

- 164/16** **Motion to allocate funds to each Cllr for use in their ward.**
This was proposed by Cllr Laine & seconded by Cllr Arrighi.
Cllr Laine proposed the sum of £5K
Cllr O Kane expressed concern at £55K being taken out of the budget and proposed £2K as an alternative amount.
Cllr Guest suggested the Finance Committee look at the priorities including reserves.

RESOLVED – To be placed on Agenda of Finance Committee.

- 165/16** **Motion to allocate match funding of for Whitehaven businesses.**
This was proposed by Cllr Laine & seconded by Cllr Arrighi.
Cllr Laine proposed the sum of £200
Councillor Laine explained that there were approx. 1000⁺ eligible businesses in Whitehaven and the surrounding areas which would result in a maximum uptake of £20K.
Cllr O Kane said we need to co-ordinate activities with the town partnership.
Cllr Guest agreed but stated there has been no information flow from CBC.

RESOLVED – To be placed on Agenda of Finance Committee.

166/16 **Finance Report**

The Clerk gave the finance report this was appended to the Agenda.

- 1.Cllr O Kane asked to clarify the purchase of flowers
- 2.Cllr Gill asked for mileage rules to be discussed at the Finance Committee.
- 3.Cllr O Kane said the budget for office will be set at Finance Committee.
- 4.Cllr Kane asked why the bank statement showed personal cheque, the clerk explained that this was not statement.

RESOLVED – Items 2 and 3 be discussed at the Finance Committee.

WHITEHAVEN TOWN COUNCIL

167/16 Progress Reports

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

The clerk said that the lease for the Civic Hall commenced on 1/1/16

RESOLVED – That this be noted.

(ii) **Bank Account**

The Clerk reported that the bank account was fully operational.

RESOLVED – That this be removed from Agenda

(iii) **Website**

Councillor McKew reported was Live but still needed content.

RESOLVED - That Councillor McKew hand this over to the Clerk.

(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.

RESOLVED – That the Clerk arrange a meeting for Cllr Forster with John Davies and Nicky Scott.

(v) **Microphones**

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

RESOLVED – That an interim solution of a portable PA be purchased for Cllr Williams.

WHITEHAVEN TOWN COUNCIL

168/16 Communication

Cllr O Kane stated that a confidential email should not have appeared in the Whitehaven News.

Cllr O Kane has asked the Clerk to investigate this matter.

Cllr O Kane asked that when requests for information are made they should be responded to.

RESOLVED – All councillors are to strive to improve communication.

169/16 Media Policy

The Media policy was discussed and it was agreed that it would be adopted as a 'live' document and may be subject to change.

RESOLVED – That the Media Policy be adopted.

170/16 Councillor matters

- (i) Cllr Kane – Suggested that car parks be improved and used as a hub.
- (ii) Cllr Guest asked Cllr Kane to engage with him.
- (iii) Cllr Kane informed the Council of a landslide at Ridgy Hill.
- (iv) Cllr O Kane expressed concerns over lack of bins and dog mess. He would contact environmental Health.
- (v) Cllr Arrighi informed Council of a proposed Pancake race.
- (vi) Cllr Laine informed Council that the bin at Mirehouse arch has been removed.
- (vii) Cllr Forster informed council that KIE park did not include security cameras in their plan and require funding.
- (viii) Cllr Gill asked to review replacement of bus shelter outside West Cumberland Hospital.
- (ix) Cllr Roberts will report to Finance Committee on bus shelter at pelican garage.
- (x) Cllr O Kane informed council that the shelter on the train station is a mess. Contact to be made with Northern Rail.

The meeting closed at 930PM

WHITEHAVEN TOWN COUNCIL

Signed as a true copy



M Guest 28/01/16

END

WHITEHAVEN TOWN COUNCIL				Period 10		Jan-15				
No	Reference	Detail	Payee	Payment date	Payment Method	Cheque No.	ex VAT	VAT	inc VAT	Paid
22	16-019	Grinch Video Production	M Bowes		Cash	N/A	£ 350.00	£ -	£ 350.00	Y
23	16-020	Grinch Lights switch off	M Bowes		Cash	N/A	£ 350.00		£ 350.00	Y
24	16-021	Whitehaven Guide Map 4 issues	Easby Orwell Ltd		Cheque	#000013	£ 350.00	£ 70.00	£ 420.00	Y
25	16-022	Remembrance Parade Band	Whitehaven Brass Band	06/01/2016	Cheque	#000012	£ 110.70		£ 110.70	Y
26	16-023	Mileage Blackpool return 05/11/15	J Laine	09/01/2016	Cash	N/A	£ 110.70		£ 110.70	Y
27	16-024	Council book	NALC	09/01/2016	Cheque	#000014			£ -	Y
28	16-025	Printer & Ink ARGOS	L Abrahams	07/01/2016	Cheque	#000015	£ 51.97	£ 12.99	£ 64.96	Y
29	16-026	Clerk Salary Jan 2016	L Abrahams	25/01/2016	Cheque	#000016	£ 2,381.34	£ -	£ 2,381.34	Y
30		Clerk Salary NI				N/A	£ 294.19	£ -	£ 294.19	Y
31		Clerk Salary Emp NI				N/A	£ 337.77	£ -	£ 337.77	Y
32		Clerk Salary Income Tax				N/A	£ 448.05	£ -	£ 448.05	Y
33	16-027	Chairman's allowance	M Guest	25/01/2016	Cheque	#000017	£ 226.77	£ 12.33	£ 239.10	Y
34	16-028	Office stationary	L Abrahams	25/01/2016	Cheque	#000018	£ 114.35	£ 28.59	£ 142.94	Y
									£ -	
									£ -	
		Expenses Ex VAT					£ 5,125.84			
		VAT reclaimable						£ 123.91		
		Expenses inc VAT							£ 5,249.75	



WHITEHAVEN TOWN COUNCIL

Planning Applications

CH/4/15/2539/0L1

LISTED PLANNING CONSENT FOR INSERTION OF WINDOW AND ERECTION/AMENDMENT OF INTERNAL PARTITIONS. 1 LOWTHER STREET, WHITEHAVEN

CH/4/15/2536/0F1

DEMOLITION OF EXISTING GARAGE AND ERECTION OF SINGLE STOREY KITCHEN EXTENSION AND DECKING AREA. 5 RANNERDALE DRIVE, WHITEHAVEN.

CH/4/15/2537/0F1

SINGLE STOREY EXTENSION TO REAR OF PROPERTY PROVIDING OPEN PLAN KITCHEN AND LIVING ACCOMMODATION. 104 VICTORIA ROAD

CH/4/15/2538/0F1

TWO STORY EXTENSION TO THE SIDE AND OVER THE EXISTING KITCHEN. THE OLD COTTAGE, LOW ROAD, WHITEHAVEN

CH/4/15/2518/0F1

TWO STOREY SIDE EXTENSION AND SINGLE STOREY REAR EXTENSION. 29 HOLLY BANK, THE HIGHLANDS, WHITEHAVEN

CH/4/15/2515/0F1

RECONFIGURATION OF THE CAR PARK AND DRIVE THRU LANE. MCDONALDS RESTAURANT LTD. BRIDGES RETAIL PARK, FLATTS WALK, WHITEHAVEN.

WHITEHAVEN TOWN COUNCIL

CH/4/15/2517/0F1

**FIRST FLOOR EXTENSION TO SINGLE STOREY CONFERENCE CENTRE
BEACON HERITAGE CENTRE, WEST STRAND, WHITEHAVEN.**

CH/4/15/2516/0F1

**DEMOLITION AND USE OF SITE AS A TEMPORARY CAR PARK
MARK HOUSE/ THE PARK, STRAND STREET/DUKE STREET, WHITEHAVEN.**

CH/4/15/2498/0F1

**INSTALLATION OF NEW IT CABINET AT PAVEMENT LEVEL
PAVEMENT ADJACENT TO BRITISH HEART FOUNDATION, ROPER STREET, WHITEHAVEN.**

CH/4/15/2499/0F1

**ERECTION OF 2 NO. PAIR OF SEMI-DETACHED DWELLINGS WITH OFF ROAD PARKING AND
AMENITY SPACE (RESUBMISSION)
RAILWAY SIDINGS AT LAKELAND AVENUE, WHITEHAVEN.**

CH/4/15/2489/0F1

**ERECTION OF POLYTUNNEL FOR HOUSING SHEEP DURING LAMBING TIME.
LAND OPPOSITE NEW MONKRAY FARM, HENSINGHAM, WHITEHAVEN.**

CH/4/15/2491/0F1

**ERECTION OF A UTILITY/SITTING/WET ROOM EXTENSION.
ROSES CRAIG, 29 LOOP ROAD NORTH, WHITEHAVEN.**

CH/4/15/2488/0F1

**DETACHED DWELLING HOUSE WITH INTEGRAL GARAGE (REVISED SCHEME)
PLOT 3, TOWN HEAD FARM, SANDWIDTH, WHITEHAVEN.**

CH/4/15/2480/0F1

**AMENDMENTS OF BALCONY AND PATIO TO PREVIOUSLY APPROVED PLANNING
APPLICATION 4/14/2307/0F1 (TWO STOREY EXTENSION)- PART RETROSPECTIVE
BRECON VILLA, 36 BRANTSY ROAD, BRANTSY, WHITEHAVEN.**

CH/4/15/2483/0F1

**SECOND STORY OVER EXISTING GARAGE TO PROVIDE BEDROOM AND EN SUITE
4 VALLEY PARK, WHITEHAVEN.**

WHITEHAVEN TOWN COUNCIL

CH/4/15/2484/OF1

LISTED BUILDING CONSENT FOR REMOVAL OF A CONCRETE PANELLED GARAGE, INTERNAL REFURBISHMENT AND ERECTION OF A FENCE.

DISTRESSED SAILORS INN, EGREMONT ROAD, WHITEHAVEN.

CH/4/15/2486/OF1

CHANGE OF USE TO CLASS D2 IN PART AND TWO NUMBER SHOP/OFFICE UNITS CLASS A1/A2 AND INSTALLATION OF NEW SHOP FRONTS.

118 QUEEN STREET, WHITEHAVEN.

CH/4/15/2518/OF1

RESTAURANT EXTENSION

32 TANGIER STREET, WHITEHAVEN.