

**Minutes of the Meeting of St Bees Parish Council held on  
Monday 16 July 2018 at 6.30pm in the Village Hall**

**PRESENT:** Cllr D Sim (in the Chair), G Gilmour, J Haile, F Kennedy, J Lockie, H Monaghan, C Robson & the Clerk

**119/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs P Argyle, N Bettinson, T Kelly, J Mellor, D Millington, M Riley and N Smart. Cllr Whiteside (CCC) had also sent apologies as he was out of the area.

**120/18 DISPENSATIONS & DECLARATIONS OF INTEREST**

There were no declarations of interest on matters on the agenda.

**121/18 PUBLIC PARTICIPATION**

There were no issues raised.

**122/18 MINUTES OF THE MEETING HELD ON 18 JUNE 2018**

It was **RESOLVED** that the minutes of the meeting on 18 June 2018 be approved as a true record and signed by the Chairman.

**123/18 CCC & HIGHWAYS ISSUES**

There were no items raised.

**124/18 ST BEES SCHOOL – TRUSTEE BOARD REPORT**

No report had been provided for the meeting. However, an invitation had been received for the Chairman, Vice Chairman and Clerk to meet the Chairman of the Trustees on 21 July. The latest newsletter from Full Circle detailing progress towards the reopening of the School had been received and circulated to councillors.

**125/18 FINANCE & RISK MANAGEMENT**

**(a) Financial Report**

The summary of accounts at 30 June was received, together with the notes of the FRAG meeting on 28 June and variance analysis for quarter 1.

It was noted that there were no significant variances from budget at this stage of the year. The Finance and Risk Management Group had made a number of recommendations which were considered by councillors:

(i) Internal Audit Plan 2018/19

It was **RESOLVED** that the internal audit for the current year should focus on the process of setting the budget and precept and the review of Standing Orders & Financial Regulations.

(ii) Internal Audit Recommendations 2017/18

Two of the three recommendations were fully accepted and it was agreed that every effort would be made to ensure that information on the web-site was up to date. However, it was standard practice for parish councils to publish minutes in draft form to ensure that the information was up to date, and indeed the Transparency Code required this for small councils. The minutes on the web-site were marked as draft and it was clearly stated that any amendments would be noted in the draft minutes of the following meeting.

It was **RESOLVED** to continue to publish minutes in draft form but to accept the other recommendations of the internal auditor.

(iii) Direct Debit Payments

It was **RESOLVED** to set up direct debit payments for utility bills.

**(iv) Risk Management**

The Risk Management Policy was due for annual review. FRAG had also proposed minor amendments to the risk register.

It was RESOLVED that the Risk Management Policy be re-approved without amendment and that the updated risk register be approved.

**(v) Allotment Tenancy Agreement**

It was RESOLVED that the Allotment Committee be asked to review the current agreement in respect of payment dates and the rules governing the use of the water supply.

**(b) Payments**

It was RESOLVED that the following payments be approved:

- Chq no 002426 Works 4 You Ltd – materials for Stonehouse Garden path £208.20 + £41.64 VAT Total £249.84
- Chq no 002427 Works 4 You Ltd – grasscutting June £289.00 + £57.80 VAT Total £346.80
- Chq no 002428 CBC – emptying bins qtr 2 £271.70 + £54.34 VAT Total £326.04
- Chq no 002429 CBC -play area inspections qtr 2 £319.50 + £63.90 VAT Total £383.40
- Chq no 002430 CBC - play area repairs £86.66 + £17.33 VAT Total £103.99
- Chq no 002431 J Donaldson – printer ink £6.66 + £1.33 VAT Total £7.99
- Chq no 002432 J Donaldson – Clerk salary Total £648.26
- Thomas Milburn Property Ltd – toilet service (July) £583.33 + £116.67 VAT Total £700 (to be paid by Standing Order)

**Payments to report since last meeting**

- Chq no 002424 Npower – toilets electricity £34.63 + £1.73 VAT Total £36.36
- Chq no 002425 St Bees & District Garden Society – donation £150.00 (agreed at last meeting)
- Answer 4 U – answering service £8.80 + £1.76 VAT Total £10.56 (to be paid by direct debit on 17/7/18)

**126/18 LITTER BINS**

CBC had agreed to the request for a litter bin on Nethertown Rd but the Parish Council would need to meet the costs of purchase and installation as well as weekly emptying of the bin. The exact location would need to be agreed at a site meeting.

It was RESOLVED to meet the costs of purchasing and installing the new bin (£228+VAT approx.) together with the charge for emptying the bin weekly, subject to a satisfactory agreement being reached on its exact location.

CBC had also reviewed the usage of bins in the Abbey Rd/Beach Rd area following the Parish Council's request for a bin on Beach Rd. CBC had agreed to relocate the underused bin by the gate opposite Abbotts Court to a position on Beach Rd near the seats. The costs of the relocation would need to be met by the Parish Council and the Clerk in consultation with the Chairman had given authority to proceed with the work at a cost of approximately £150 + VAT.

It was noted that the bins at the main beach did not have the capacity to deal with the volume of litter being created during this warm weather and the bins were often full and overflowing. CBC was carrying out a review of the litter problems in the beach area and the Clerk would make enquiries about the timescale for completion of the review.

**127/18 UNITED UTILITIES WORK – ROTTINGTON COMMON**

United Utilities had completed the work at Rottington Common, although more gravel was still to be laid around the area to prevent the equipment being damaged by vehicles. Mitchells (acting as agents for the Parish Council) had inspected the site and were recommending that a compensation payment of £300 from United Utilities would be appropriate.

It was RESOLVED to accept the recommendation and to ask Mitchells to negotiate the payment with United Utilities.

**128/18 REPAIRS TO OFFICE AT VILLAGE HALL**

It was reported that the office at the Village Hall used for the storage of Parish Council's files and archives was in need of some remedial work to the ceiling and window. Although there was no specific allocation for this work in the budget, it was agreed that the work was necessary to ensure that Parish Council's records were kept in good condition.

It was RESOLVED to proceed with the work within a budget of £1000 and that the costs would be met from the Projects budget.

**129/18 DATA PROTECTION & DOCUMENT RETENTION/DISPOSAL POLICIES**

A draft Data Protection Policy and Document Retention & Disposal Policy had been circulated for comment. It was noted that all councillors had a responsibility to protect information used in connection with Parish Council duties. New councillors would receive a briefing on appointment and the attention of existing councillors would be drawn to their responsibilities for data protection.

It was RESOLVED to approve the Data Protection Policy and Document Retention & Disposal Policy.

**130/18 PROJECT REPORTS****(a) Beach Regeneration**

It was noted that parts were being ordered for routine repairs to the swings. The bearings on the bowl spinner and surf board were showing signs of wear. CBC had been asked to contact Wicksteed about the wear on the bearings as it was less than two years since the last repairs. A recent inspection had found that one of the stepping logs had rotted. The matter would be taken up with Wicksteed as there was a 15 year warranty against rot on timber items.

The Clerk had met officers from CBC to discuss repairs to the roof of the beach shelter and they had agreed to investigate the costs of the work. The project to create additional seating had also been discussed in outline. Any scheme would require the agreement and co-operation of CBC as they own the grassed area at the beach. CBC officers would consider the suggestion and arrange for more detailed discussions.

A date for the external repainting of the toilets was awaited from the contractor.

**(b) Traffic Calming/Speedwatch.**

No report was available.

**(c) Community Events**

Planning was continuing for events to mark the centenary of the ending of WW1. The project group would be meeting again in September to finalise plans.

A provisional date of Monday 8 October was suggested for the Meet the Parish Council event subject to the Village Hall being available. It was suggested that traffic issues could be a focus for discussions and an exhibition of artefacts linked to village history would be on show.

The annual RNLI Carol Concert was provisionally arranged for Tuesday 4 December.

It was RESOLVED to make a donation to cover the cost of refreshments for the Carol Concert as in previous years.

**(d) Tree Planting**

There was no report available.

**(e) St Bees – Whitehaven Cycle Track**

It was now clear that there would be a further period of consultation on the planning application by West Cumbria Mining. Until the application was decided there was unlikely to be significant progress with the cycle track.

**(f) Priory Paddock Pond Project**

There was no report available.

**(g) Public Access Defibrillators**

Work was on-going to agree the details of how to install the defibrillator on Main Street. It was noted that there was some confusion among residents about the cabinet at the bottom of Outrigg but it was confirmed that this was not a defibrillator.

**(h) Station Car Park Extension**

There had been no further correspondence from Network Rail. The Clerk was asked to contact Network Rail to press for a decision on the request to secure access to the adjoining land on a long term basis.

**131/18 ALLOTMENTS**

One of the tenants who had been contacted about the state of his plot had taken steps to trim the plot. The lengthsmen had now trimmed the bank and land at the bottom and side of the field. There had been no reply from the new tenant to the offer to trim his plot. The Clerk would follow this up and ensure the plot boundaries were marked out before arranging for Works 4 You to trim the plot and paths. It was suggested that a meeting of allotment holders be arranged to discuss various issues including the proposed review of the tenancy agreement.

**132/18 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

There had been no meetings attended by members of the Parish Council. However, Cllr Gilmour would be attending a meeting in Egremont to discuss public realm improvements as a member of West Copeland Partnership.

**133/18 PLANNING**

**(a) New Planning Applications**

The Planning Advisory Group reported on the following applications which had been received for consideration since the last meeting:

- Ref 4/18/2282/0F1 Two storey extension & balcony to rear elevation and creation of parking to front of property  
Bankside, Sea Mill Lane, St Bees

It was RESOLVED that there were no objections to this application.

- Ref 4/17/2397/0F1 Amended Plans for: retention of boundary fencing, retention of stairs to side/rear of property, construction of rear patio area, erection of garage to front of property with patio roof and garden store (alterations to previously approved scheme 4/16/2180/0F1) with amended site boundary (retrospective).  
The Barn, 4 Blythe Place, Sea Mill Lane St Bees

## 1151

It was noted that this was a largely retrospective application and the amended plan did not provide an accurate impression of the developments which had taken place.

It was RESOLVED that a response be sent to CBC restating the objections put forward at the time of the original consultation in December 2017 and drawing attention to the difficult access on the tight bend in Sea Mill Lane.

It was further RESOLVED to request that the Planning Panel visit the site to see the various developments before making a decision on the application.

### **(b) Applications approved by CBC:**

4/18/2204/0F1 Change of use from B&B to one private dwelling -Ellerbeck Manor, Egremont

### **(c) Other Planning Matters**

The Enforcement Notice served by CBC following the unauthorised work at the rear of 4 Blythe Place had now expired. The matter had now been referred to CBC's Legal Dept for consideration of further action.

### **134/18 CLERK'S REPORT**

The Clerk's report on on-going matters was received and noted.

CALC had arranged planning training sessions in Penrith and in the south of the county but at this stage had insufficient interest for a course in the West. The Clerk would make some preliminary enquiries about the costs of organising a course in St Bees tailored to the council's own requirements.

### **135/18 CBC ISSUES**

Cllr Hill had provided a number of updates on CBC activities which had been circulated to councillors by email.

There had been further problems with the bin lorry not being able to reach properties on Outrigg Close because of parked vehicles. The Chairman had been in contact with residents affected as the issue related to access across private land.

### **136/18 REPORT FROM COMMUNITY POLICE OFFICER**

No report had been received.

### **137/18 CORRESPONDENCE**

(a) Details had been received of arrangements for registering with the ICO and paying the new fee. As the Parish Council is already registered the fee (£40) would not be due until the current registration ended in the autumn. Noted.

(b) Information had been received from NALC about this year's Star Council awards. Applications for the five categories were required by mid August. Noted.

(c) Details had been received of a funding event on 12 July at Whitehaven Golf Course. Two volunteers from the Village Hall Committee had expressed an interest in attending and places had been booked for them. Noted.

(d) An email had been received from a TV company producing a series entitled Britain at Low Tide. A copy had been passed to Cllr Robson who had responded on behalf of the Parish Council.

(e) A briefing had been received from NALC on the implications of a High Court decision involving Ledbury Town Council. The issue concerned the mechanism to be used for the investigation of complaints by an employee about a councillor's conduct. Noted.

**1152**

(f)CCC’s Public Health Dept had provided guidance for organisers of outdoor events following the Met Office warning of a Heat Wave level 3 over the weekend of 7-9 July. Details had been passed to parish councillors to share with others.

(g)Details had been received from Love My Beach (a part of Keep Britain Tidy) about an event for dogs and their owners at the main beach on Wed 11 July. Posters had been put on the noticeboards and Facebook page.

(h) A letter had been received from Cumbria Fire & Rescue Service acknowledging the Parish Council’s recent letter of thanks following the wild fire on St Bees Head. Noted.

(i)Details had been received from the Colourful Coast of the last workshop in the Nature Recorders programme. The workshop would take place on 19 July in Whitehaven and would focus on insect identification. Noted.

**ITEMS FOR INFORMATION**

- ACT Gazette -summer 2018
- NW Coastal Access Update June 2018
- NALC Newsletter (20 & 27 June, 4 July)
- Full Circle St Bees School Newsletter
- Copeland Matters July 2018

**138/18 ITEMS FOR INFORMATION**

(a)OFSTED inspectors had recently visited the Village School. Their report was not yet available but Cllr Kennedy offered to provide a report from the Governors of the Village School at the September meeting.

(b) A Beached Art event organised by Cumbria Wildlife Trust would be taking place at the main beach on 4 August.

**139/18 DATE & TIME OF NEXT MEETING**

It was RESOLVED that the next meeting take place on MONDAY 17 SEPTEMBER 2018 at 6.30pm in the Village Hall.

Signed.....

Date.....