

## MORECAMBE TOWN COUNCIL

You are hereby summoned to attend the Meeting of Morecambe Town Council at the Town Hall, Morecambe on **Thursday 5th December** commencing at **7.00 p.m.**

### AGENDA

1. **Apologies for Absence.**
2. **Declaration of Interests:** To receive declarations by Members of interests in respect of items on this Agenda. Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

3. **Minutes:** To consider draft minutes of the previous meeting on 7th November 2019.
4. **Public Participation:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
5. **Clerk's Report (see agenda pack)**
6. **Payments List (see agenda pack)**
7. **Festival Funding:**
  - a) Morecambe Carnival
  - b) Make my Day
  - c) West End Festivals

8. **Planning Applications, Temporary Road Closures & Planning decisions (see agenda pack)**

<b>Application No:</b>	<b>Description:</b>	<b>Site Address:</b>
<b>19/0165/TPO</b>	Reduce the canopy of Yew tree by 33%	184 Bare Lane, Morecambe LA4 6RN
<b>19/01431/FUL</b>	Change of use of a dwelling to one maisonette and one flat; demolition of existing rear outrigger and erection of a replacement three storey rear extension	78 Lancaster Road, Morecambe LA4 5QN
<b>19/01451/FUL</b>	Construction of a hip gable extension, construction of a dormer extension to the rear elevation & insertion of a window to the side elevation	78 Osborne Road, Morecambe LA3 1AB
<b>Temporary Traffic Regulation Order:</b> Back Avondale Road West, Morecambe from its junction with Balmoral Road to its junction with Westminster Road - Prohibition operative from 0800 on Thursday 28 <sup>th</sup> November until 1700 on Monday 2 <sup>nd</sup> December 2019		
<b>Temporary Traffic Regulation Order:</b> Back Marine Road, Morecambe – Prohibition operative from 0800 on Monday 2 <sup>nd</sup> December until 1600 on Wednesday 4 <sup>th</sup> December 2019		
<b>Temporary Traffic Regulation Order:</b> Back Marine Road, Morecambe from its junction Albert Road to its junction with B5274 West End Road – Prohibition operative from 0800 on Monday 13 <sup>th</sup> January to 1700 on Monday 15 <sup>th</sup> January 2020		

9. **Morecambe in Bloom**

10. **Personnel Committee Report:** Council is asked to pass the following recommendation in relation to this agenda item: -

*“That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 1 of Schedule 12A of that Act.”*

Members are reminded that, whilst the following item has been marked as exempt, it is for the Council itself to decide whether to consider it in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972 and should balance the interests of individuals or the Council itself in having access to information.

**11. Date of Next Meeting – Thursday 2<sup>nd</sup> January 2020 at Morecambe Town Hall commencing at 7pm.**

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Bob Bailey

Town Clerk. 27<sup>th</sup> November 2019

## MORECAMBE TOWN COUNCIL

### Minutes of the Meeting of Morecambe Town Council held on Thursday 7th November 2019 at 7.00 p.m. at Morecambe Town Hall.

**Present:** Councillors: P. Heath (Chairman), J. Ashworth (Vice-Chair), A. Ashworth, T. Anderson, P. Anderton, Mariusz Balcer, J. Bates, V. Boyd-Power, S. Burns, T. Clarke, R. Cleet, I. Clift, G. Dennison, R. Dennison, M. Evans, J. Firth, J. Hanson, D. Jenkins, C. Matthews, J. Newton, M Pattison, P. Ross-Clasper and D. Whitaker.

**Officers in Attendance:** N. Kitchen (Assistant Clerk), P. Bradley (Environmental Enforcement Officer)

The Chairman opened the meeting by warmly welcoming everybody present.

74. **Apologies for Absence:** Councillors: J. Goodwin, J. Pilling, Mirka Balcer

75. **Declarations of Interests:** Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews declared a personal interest in agenda item 9, Planning Applications, as they were all Members of Lancaster City Council's Planning Committee.

Councillor Anderson declared an interest in relation to Morecambe Winter Gardens whose application for a Miscellaneous Grant was itemised in grant funding within the Acting Clerk's report.

76. **Minutes of Meetings held on 3rd October 2019:** The Council considered the Minutes of the Meeting of the Town Council held on 3rd October 2019 and it was **RESOLVED** that the minutes be signed as a correct record.

77. **Public Participation:** No residents attended the meeting. A member of the public asked questions about the Council's website and previous agenda and minutes.

78. **Environmental Enforcement:** The Environmental Enforcement Officer thanked Council for inviting him to the meeting, and informed Members that he welcomed the opportunity to provide an update on his activities.

It was reported that he had been accompanied on his patrols by Councillors on two separate occasions. Both had provided a brief written summary of their observations as set out on the Project Officer's Report.

Council were advised that there had been six fixed penalty notices issued in recent weeks and that there are other formal enforcements in progress relating to fly tipping. Members were informed that there is a positive working relationship with Lancaster City Council's Cleansing Team and that working collaboratively with them is mutually beneficial.

It was reported that there had been incidents of residents in tenanted properties irresponsibly disposing of their household waste.

There are frequent misunderstandings between landlords and tenants around direct responsibility of household waste.

Members were advised that where this occurs time is taken to ensure that both parties are fully and clearly aware of their individual responsibilities.

There have been several instances where purple waste bags are left in streets but these are not issued to residents and should only be used as part of a pre-arranged and organised community litter pick or street cleaning event. All litter and green waste collected from these events and placed in the purple bags are disposed of by Lancaster City Council's Cleansing Team.

The Officer advised that there has been a decrease in incidents of dog fouling and a Member commented that this had also been confirmed at a recent PACT meeting.

Council were thanked for their continued support and the Environmental Enforcement Officer advised that he was very much enjoying his role. Any Members wishing to accompany him on patrol should liaise with the Project Officer in the first instance.

After some comment and questions, it was **RESOLVED** that the report of the Environmental Enforcement Officer be noted

79. **Chairman's Report:** The Chairman advised that the Town Clerk, David Croxall, had submitted a written resignation giving one month's notice, although the notice period had been covered by an extended sick leave until the end of November.

The Chairman thanked Bob Bailey, the Acting Town Clerk, for providing support to the Assistant Clerk throughout the duration of the Town Clerk's sickness absence and his excellent contribution to the continuity of the Council's essential business is very much appreciated.

The Chairman reported that the Acting Town Clerk had clearly demonstrated that he would be an asset to the Council and proposed that he be formally offered the position of Town Clerk.

After some discussion, it was unanimously **RESOLVED** that the Acting Town Clerk be offered the position of Town Clerk of Morecambe Town Council on a permanent basis. The contract to be based on twenty hours per week based on the same pay, terms and conditions as the current Town Clerk and with immediate effect.

80. **Acting Town Clerk's Report:** Members commented that the reports of the Acting Town Clerk had been useful and informative and are a welcome introduction to the business of the Council. It was acknowledged that, subject to his acceptance of office, he would be making changes to the style and content of Council's Agenda and Minutes for Members consideration and comment.

The report submitted for this meeting of Council included several recommendations and actions for Members consideration.

*Councillor Anderton left the Meeting for the consideration of grant funding as he had declared an interest in relation to Morecambe Winter Gardens.*

- 1) **Grant Funding:** The Report set out the position for all previously agreed Festival Funding as at the 31<sup>st</sup> October 2019, outlining the status of each application.

Members commented on the current position noting that several final claims for approved funding were outstanding. Considering the recommendations made, Members **RESOLVED** that a detailed review of funding arrangements for Festivals and Miscellaneous (Community) Grants be undertaken for 2020/21.

Following his examination, the Acting Town Clerk requested that Members determine whether to approve payment of the following three Miscellaneous (Community) Grants:

- Morecambe Winter Gardens – request for £500
- The Film Club at Torrisholme Methodist Church – request for £500
- Galloways – request for £500

After some comments and discussion, it was **RESOLVED** that applications received from Morecambe Winter Gardens and the Film Club based at Torrisholme Methodist Church be approved. As the application from Galloways was in relation to an event held in last financial year it was **RESOLVED** that the application be declined.

*Councillor Anderton returned to the Meeting.*

- 2) **Payroll:** Members noted the positive actions taken by the Acting Town Clerk to resolve payroll issues and improve related procedures.
- 3) **Banking and accounting arrangements:** Members noted updates on the banking arrangements and the Project Officer informed Members since the report had been written, relevant documentation needed to progress the new arrangements and change bank accounts had been received.

Members noted the matters raised relating to the Scribe accounting system and expressed appreciation to the Acting Town Clerk for taking action to put in place effective controls to ensure that Member are presented with accurate, up-to-date and meaningful financial monitoring reports on which to base decisions.

It was **RESOLVED** that the Acting Town Clerk be given approval to undertake a full review of both the manual and computerised financial procedures and systems and to report back to Council in due course on progress made and any related recommendations for consideration.

- 4) **Website:** Members noted the detailed information provided by the Acting Town Clerk and were grateful that he had expediated this matter given the delays in any progress being made since tenders were invited in May of this year and the lack of acknowledgement made to those who had taken the time and effort to prepare and submit their tenders.

The Acting Town Clerk recommended that a small working group be established to consider tenders received and to determine a shortlist of candidates to be invited to demonstrate their website proposals.

The Project Officer advised Council that since the Acting Town Clerk had written the report, a further two submitted tenders, sent by post, had been found in the office and needed to be included in the long list of tenders received.

After some comments, it was **RESOLVED** that a working group be urgently established, arrangements made to interview a short list of potential suppliers and a recommendation made to the Town Council as to the most advantageous solution.

## 5) **General matters:**

- **Morecambe In Bloom:** Members noted the latest position and asked several questions regarding the management and administration of this year's competition.

It was explained that there had been significant difficulties in locating and gaining access to the relevant paperwork in order to produce the results and arrange the Presentation Evening. When eventually received from the former Town Clerk the records were found to be incomplete and/or incorrect and bore little or no correlation to the information provided.

This resulted in a significant amount of time being spent on determining correct results and informing winners and entrants.

In light of this, Members were asked to consider whether the planned the Presentation Evening (already delayed) should go ahead in relation to this year's Morecambe in Bloom competition.

- **Grievance:** Members considered the latest position regarding the formal grievance raised.

It was **RESOLVED** that the updates be noted and Members again expressed their gratitude to the Acting Town Clerk bringing these matters to their attention so expediently, for his commitment to the Council and for the support provided to the Project Officer in the last eight weeks.

- 6) **Payment Schedule:** Members considered the payments list prepared by the Acting Town Clerk and it was **RESOLVED** that Members approve the payment list and for the Acting Town Clerk to arrange for the itemised payments to be made.

81. **Project Officer Report:** Members noted that a response from West End Million had now been received and it was **RESOLVED** that the Environmental Enforcement Officer be provided with a fleece jacket with the Morecambe Town Council logo for use in the Winter months.

82. **Planning Applications, Temporary Road Closures and Planning Decisions:** Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews left the meeting having previously declared an interest.

The following Planning Applications were then considered:



<b>Application No:</b>	<b>Description:</b>	<b>Site Address:</b>
<b>19/01208/FUL</b>	Retrospective application for the erection of a wooden playhouse to rear	5 Lichfield Avenue, Morecambe LA4 6EA
<b>19/01228/FUL</b>	Demolition of existing garage & erection of a single storey side extension	4 Lake Road, Morecambe LA3 1AS
<b>19/01254/FUL</b>	Erection of a two-storey side extension, construction of a hip to gable extension & construction of dormer extensions to the front & rear elevations	73 Gringley Road, Morecambe LA4 4SF
<b>19/01302/FUL</b>	Change of use from trampoline park to a flexible use comprising either retail or leisure use and alterations to the external cladding of the building	Jump Rush, 21 Northumberland Street, Morecambe LA4 4AY
<b>19/01305/FUL</b>	Erection of a single storey rear extension; creation of a raised terrace to the rear & a boundary wall	381 Marine Road, Easy Morecambe LA4 5AH
<b>19/01319/FUL</b>	Change of use of dwelling to maisonette and flat; demolition of existing rear outrigger & erection of a replacement 3-storey rear extension	78 Lancaster Road, Morecambe LA4 5QN
<b>19/01321/FUL</b>	Change of use of a flat to a studio flay & a 1 bed flat	1 Queen Elizabeth Court, West End Road, Morecambe LA4 4EG
<b>19/01351/ADV</b>	Advertisement application for the display of four internally illuminated freestanding digital advertisement screens & and internally illuminated wall mounted digital advertisement screen	McDonald's Restaurant, Morecambe Road, Lancashire LA3 3AB

Application No:	Description:	Site Address:
<b>19/01372/FUL</b>	Demolition of existing side extension & erection of a single storey side extension	37A Acre Moss Lane, Morecambe LA4 4NB
<b>19/01375/FUL</b>	Partially retrospective application for the construction of a hip to gable extension & a dormer extension to the rear elevation	27 Lawnswood Drive, Morecambe LA3 3LU
<p><b>Temporary Speed Restriction Order:</b> A589 Bay Gateway, Heaton-with-Oxcliffe from its junction with the M6 Junction 34 slip road, to its junction with A683 Lancaster Morecambe Bypass; A683 Lancaster Morecambe Bypass for its junction with A589 Bay Gateway to its junction with A589 Middleton Road for transport management to be carried out; Prohibition from 0001 hours on Friday 1<sup>st</sup> November to 2359 hours on Saturday 30<sup>th</sup> November 2019</p>		
<p><b>Temporary Prohibition of through traffic:</b> Corringham Road towards Schola Green Lane to allow new water connection works to be carried out. Prohibition from 0800 on Tuesday 17<sup>th</sup> December to 1700 on Thursday 19<sup>th</sup> December 2019</p>		

Members commented that in relation to 19/01302/FUL concerns previously raised needed to be resubmitted, specifically that an isolated retail type outlet between Arndale Centre and the Morrisons site may have a detrimental impact on existing retailers' businesses.

Regarding, application number 19/01351/ADV, it was considered that further details were needed to establish precisely where the illuminated signage would be located, and it was felt that such signage could be distracting for drivers and problematic for neighbouring residential areas.

After some discussion it was **RESOLVED** that 'neutral comments' as set out be submitted in respect of planning applications 19/01302/FUL and 19/01351/ADV.

Members then considered the following table of decisions reached by the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council.

Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>19/01139/FUL:</b> Erection of a single storey side extension; 2 Wingate Avenue, Morecambe. LA4 4SH	Support the planning application in principle	Application Permitted
<b>19/01152/FUL:</b> Erection of a detached bungalow; Montressa. Green Lane. Heaton with Oxcliffe, Morecambe	Support the planning application in principle	Application Refused
<b>19/01173/PAD:</b> Prior approval for demolition of existing single storey music building and two storey art building; Morecambe Bay Academy. Dallam Avenue. Morecambe. LA4 5BG	Support the planning application in principle	Prior Approval Granted

Members noted the decisions of Lancaster City Council's Planning Committee on planning applications recently considered by the Town Council.

The Chairman then suggested that a Planning Committee for the Town Council be reinstated and after positive comments from Members that this would be beneficial it was **RESOLVED** that the Project Officer liaised with Members indicating an interest to form a Planning Committee for the Town Council.

Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews returned to the meeting at this point.

83. **Morecambe in Bloom Update and Considerations for 2020:** Members were advised that Morecambe Bloomers had arranged a planting day on Sunday 17<sup>th</sup> November at 10am for the planters on Victoria Street and volunteers would be appreciated.

Following a discussion about the benefits of a 'Morecambe in Bloom Committee' being set up comprising of Members from each Town Council Ward, it was **RESOLVED** that such a committee be established, with a suggested remit of responsibility for the annual Morecambe in Bloom competition, management of allotments and environmental enforcement.

84. **Date of Next Meeting:** Thursday 5th December 2019 at 7.00 p.m.

The Chairman reminded Members that the Remembrance Sunday Service would commence at 10.15am at the Platform for those wishing to attend.

The meeting ended at 7.50 p.m.

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Chairman

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a horizontal line underneath it.

Bob Bailey, Town Clerk

01524 422929 or via email to [clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk)

29 November 2019

## Clerk's Report – December 2019

1. **Festival grants:** Further to my previous report on the position in relation to festival grants, full information in support of three applications have been received and evaluated in the last month. These are:

- Morecambe Carnival - £7,000
- West End Festival - £2,500, and;
- Make My Day - £3,250

In all three cases, sufficient financial and other information has now been provided to support the award of festival grant and these have been included on the payments list for consideration at the December meeting.

As resolved a full review of the funding procedures and arrangements will be carried out in the last quarter of the year, for implementation in 2020/21 subject to inclusion of festival and miscellaneous grant funding being included in the budget for that year.

2. **Banking update:** I am pleased to report that the transfer of funds to the Unity Trust bank has been approved and should be finalised on December 2<sup>nd</sup>. This will allow for payments to be paid by BACS and authorised electronically, following the approval of payments by the Town Council. A full audit trail and internal controls will be in place.

3. **Accounting update:** Whilst I am now using the *Scribe* accounting package to input payments and receipts and produce reports, I have not yet had an opportunity to carry out a full review of transactions and bank reconciliations – this will be a priority in the coming weeks.

4. **Website:** As resolved by full Council a task and finish group of Members was established to review the 13 tenders received in June/July this year. Having closely considered the submissions, Members decided on a short-list of three candidates you were invited to give a presentation on Tuesday 26<sup>th</sup> November. All three candidates presented their proposals and all three were considered for quality and price and considered to be worthy candidates. Subject to clarification on a matter Members will be asked to consider awarding the contract to the preferred supplier at the Town Council meeting.

5. **Environmental Enforcement:** November has been another busy month for the Environmental Enforcement Officer.

- a) **Dog fouling:** This has been monitored in Hampsfell Drive, Bare Lane and Westminster Road areas, as a direct response to complaints received. Permanent signage has been put in place advising the public that it is an offence not to clean up after a dog has fouled.

Environmental Enforcement Officer has advised dog walkers that the annual restrictions on dogs on the beach has now been lifted.

- b) **Disposing responsibly of waste:** Wheeled bins and recycling boxes may be put out the night before collection but must be returned to the property within 24 hours after collection. In areas where this has not been happening, much success has been gained through collaborative working closely with Lancaster City Council to place a 24 hour notice sticker on the wheeled bins.

- c) **Fly-tipping and litter:** There have been several areas which have seen instances of fly tipping and littering. Through some detective work, the Environmental Enforcement Officer has found evidence of the perpetrators and made early and direct contact with a resident and/or a landlord to advise them of their legal obligation to dispose of waste responsibly. Enforcement action and a fine against a tenant is currently underway.

Whilst on his rounds the Environmental Enforcement Officer discovered a large bag of prescription medication within the waste – this was immediately returned to the issuing pharmacy for safe disposal.

- d) **Resources:** Following Member approval, orders for a laptop and a winter fleece for the Environmental Enforcement Officer have been placed and delivery awaited.

6. **Other matters:**

- a) Matters relating to Morecambe in Bloom competition and issues relating to the allotments continue to take up a disproportionate amount of officer time. We will raise these with Members as necessary and look forward to the first meeting of the newly established Morecambe on Bloom Committee of Members when actions can be formally put in place to address these.

- b) Members were made aware of an approach by the Information Commissioners Office in relation to Freedom on Information requests. Members views on this matter are appreciated.

7. **Town Clerk's appointment:** I am grateful to all Members for having the confidence in appointing me as your Town Clerk. Having lived in Morecambe (and Heysham) all my life it is an honour and a privilege to be given the opportunity to work with Members and colleagues on the Town Council and to serve our local community.

A handwritten signature in black ink, appearing to read 'Bob Bailey', with a long horizontal flourish extending to the right.

**Bob Bailey, Acting Town Clerk**

**Morecambe Town Council**  
**DRAFT PAYMENTS LIST 82 TO 88**

Voucher	Cheque	Code	Name	Description	Amount
82		1 - Salaries	Nicola Kitchen	Salaries	2,522.10
				<i>Salary November &amp; 150 additional hours Sept - Nov</i>	
83		1 - Salaries	Robert Bailey	Salaries	1,621.53
				<i>November 2019</i>	
84		64 - Toilets Management	Maxigiene Environmental Services Lt	Toilets	72.00
				<i>Outstanding payment for April, May and June 2019</i>	
85		9 - Postage, Printing and Station	Robert Bailey	Postage stamps	14.64
86		28 - Festivals	Morecambe Carnival Committee	Festival Grant - Morecambe Carnival	7,000.00
87		28 - Festivals	The Exchange Creative Community	Festival Grant - Make my Day	3,250.00
88		28 - Festivals	More Music	Festival Grant - West End Festivals	2,500.00
<b>TOTAL</b>					<b>16,980.27</b>





# Planning Application Comments & Decisions December 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>19/01208/FUL:</b> Retrospective application for the erection of a wooden playhouse to rear - 5 Lichfield Avenue, Morecambe LA4 6EA	Support the planning application in principle	Application Permitted
<b>19/01228/FUL:</b> Demolition of existing garage & erection of a single storey side extension - 4 Lake Road, Morecambe LA3 1AS	Support the planning application in principle	Application Permitted
<b>19/01254/FUL:</b> Erection of a two-storey side extension, construction of a hip to gable extension & construction of dormer extensions to the front & rear elevations - 73 Gringley Road, Morecambe LA4 4SF	Support the planning application in principle	Awaiting Decision
<b>19/01302/FUL:</b> Change of use from trampoline park to a flexible use comprising either retail or leisure use and alterations to the external cladding of the building - Jump Rush, 21 Northumberland Street, Morecambe LA4 4AY	Neutral comment - An isolated retail type outlet may have a detrimental impact on existing retailers' businesses	Awaiting Decision
<b>19/01305/FUL:</b> Erection of a single storey rear extension; creation of a raised terrace to the rear & a boundary wall - 381 Marine Road, Easy Morecambe LA4 5AH	Support the planning application in principle	Awaiting Decision
<b>19/01319/FUL:</b> Change of use of dwelling to maisonette and flat; demolition of existing rear outrigger & erection of a replacement 3-storey rear extension - 78 Lancaster Road, Morecambe LA4 5QN	Support the planning application in principle	Application Withdrawn
<b>19/01321/FUL:</b> Change of use of a flat to a studio flat & a 1 bed flat - 1 Queen Elizabeth Court, West End Road, Morecambe LA4 4EG	Support the planning application in principle	Awaiting Decision
<b>19/01351/ADV:</b> Advertisement application for the display of four internally illuminated freestanding digital advertisement screens & and internally illuminated wall mounted digital advertisement screen - McDonald's Restaurant, Morecambe Road, Lancashire LA3 3AB	Exact location of signage needed and it may be problematic for drivers * neighbouring residential areas	Awaiting Decision
<b>19/01372/FUL:</b> Demolition of existing side extension & erection of a single storey side extension - 37A Acre Moss Lane, Morecambe LA4 4NB	Support the planning application in principle	Awaiting Decision



# Planning Application Comments & Decisions December 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>19/01375/FUL:</b> Partially retrospective application for the construction of a hip to gable extension & a dormer extension to the rear elevation - 27 Lawnswood Drive, Morecambe LA3 3LU	Support the planning application in principle	Awaiting Decision