

## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Meeting of Morecambe Town Council held on Thursday 11<sup>th</sup> July 2019 at 7.30 p.m. at Morecambe Town Hall**

**Present:** Councillors: P. Heath (Chairman), June Ashworth (Vice-Chair), P. Anderton, Marius Balcer, Mirka Balcer, J. Bates, V. Boyd-Power, T. Clarke, R. Cleet, I. Clift, R. Dennison, J. Goodwin, J. Hanson, D. Jenkins, C. Matthews, J. Newton and D. Whitaker

#### **Officers in Attendance:**

D. Croxall (Town Clerk and Responsible Finance Officer)

#### **28. Apologies for Absence**

Councillors Alex Ashworth, S. Burns, M. Evans, G. Dennison, J. Pilling and P. Ross-Clasper

#### **29. Declarations of Interests**

Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews declared a personal interest in Minute No. 34 as they were all members of the Lancaster City Council Planning Committee.

#### **30. Minutes of Meetings held on 6<sup>th</sup> June 2019**

The Council considered the Minutes of the Meeting of the Town Council held on 6<sup>th</sup> June 2019.

#### **Resolved:**

That the minutes of the meeting of Council held on 6<sup>th</sup> June 2019 be signed as a correct record

#### **31. Public Participation**

There were no members of the public present at this point in the meeting.

#### **32. Anti Social Behaviour**

Mr G. Tagg of Lancaster City Council's Anti-Social behaviour (ASB) team gave a presentation to the Council on the work of the ASB Team.

The presentation outlined the following:

- Definitions of ASB
- What constituted ASB
- Powers available to the ASB Team E.G. Community Projection Notices, ASB Injunctions, Public Space Protection orders (currently Heysham Head and Happy Mount Park), Closure Orders and Criminal Behaviour Orders
- Youth ASB issues – including the opening of the new hang out shelter on Central Drive
- Actions currently taken by the ASB Team

Councillors asked several questions to Mr Tagg including who did the Council report suspected drug dealing issues to, issues re parking and ongoing issues at Torrisholme Play Park.

Mr Tagg indicated that issues at Torrisholme play park were being monitored. Drug Dealing issues could be reported to the ASB Team or Police and parking issues should be referred to the County Highways Officer.

Councillor Bates reminded the Council that Public Space Protection Orders were difficult to obtain as they required evidence to support and encouraged Councillors to advise residents that if they perceived there to be problems as residents around Torrisholme Barrows had done, then they should submit complaints to the Police and ASB Team as this would begin to create the required evidence, should Public Space Protection Orders be the most appropriate method for tackling the problems occurring.

**Resolved:**

- (1) That Mt Tagg be thanked for his informative presentation and its contents be noted.
- (2) That Councillors forward any ASB concerns directly to the ASB Team or the Clerk.

**33. Budget 2019/20 – Update and Payment Schedule**

The Clerk submitted a report which set out the position regarding the 2019/20 budget as at 26<sup>th</sup> June 2019.

The table at Appendix A informed the Council of the position of the 2018/19 budget against each budget head as at 26<sup>th</sup> June 2019.

The figures below demonstrate that there were sufficient funds within the Council's Bank account to fund the Council's budget for 2019/20 even if all budget heads were to be fully spent, once the amounts owed were received by the Council together with a further 9 months of bank interest.

Estimated total spend:	£328,140.00
Less Actual spend to date:	£ 19,330.70
Funds required to fund whole budget:	<u>£308,809.30</u>
Amount in Bank at 26/06/2019:	<u>£299,066.80</u>

The Council is owed the following:

VAT	£4,884.65
Toilet System refund from insurers	<u>£3,335.00</u>
Total	<u>£8,219.65</u>

Appendix B set out the bank reconciliation undertaken on 27<sup>th</sup> June 2019 to demonstrate the Council's accounts were in order and balanced.

The report also set out the Payments and Receipts Schedule for the period from 1<sup>st</sup> April to 26<sup>th</sup> June 2019 (Appendix C to these minutes).

**Resolved:**

That the report and the content of Appendices A, B and C be noted.

*Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews had declared a personal interest in the following item of business and left the meeting during the consideration of Minute No. 24.*

**34. Planning Applications**

The Council considered the following Planning Applications:

<b>Application Number</b>	<b>Proposal Details</b>	<b>Site Address</b>	<b>Consultation Expiry Date</b>	<b>Determined by City or County Council</b>
19/00819/FUL	Erection of 2 storey rear and side extension and front porch	190 Albert Road, Morecambe	19 July 2019	N
19/00794/FUL	Construction of dormer extension to the rear elevation and insertion of windows to the side elevation	118 Balmoral Road, Morecambe	16 July 2019	N
19/00791/FUL	Erection of rear conservatory	48 Oak Avenue, Morecambe	12 July 2019	N
19/00751/FUL	Erection of single storey rear and side extension	1 Dallam Avenue, Morecambe	11 <sup>th</sup> July 2019	N
19/00770/FUL	Erection of single storey extension, a first floor side extension and a front porch; installation of a raised replacement roof and construction of a rear terrace	179 Torrisholme Road, Morecambe	9 <sup>th</sup> July 2019	N
19/00726/FUL	Demolition of garage, erection of single storey rear and side extension, construction of dormer extension to the front elevation and installation of raised decking to the rear	55 Woodhill Lane, Morecambe	9 <sup>th</sup> July 2019	N
19/00758/EIO	EIA Scoping request for the demolition of existing buildings/structures and proposed construction of major mixed use leisure development in association with Eden Project (including use classes A1, A3,A4, B1, D1, D2 and Sui Generis) including public realm, landscaping, car parking and associated engineering works	Central Promenade Regeneration Site, Including Morecambe Bay; Land North Of Marine Road Central (from Stone Jetty To Car Park Opposite Green St); Land North-West Of Morecambe Railway St, Marine Road Central, Morecambe	9 <sup>th</sup> July 2019	N
19/00764/FUL	Construction of a hip to gable extension and dormer extension to the side elevation	1 Pinewood Avenue, Morecambe	8 <sup>th</sup> July 2019	N
19/00715/FUL	Change of use of mixed use unit comprising of a shop at ground floor level (A1) with accommodation above (C3) to a shop at ground floor level (A1) with two 2 bed flats above (C3)	34A Pedder Street, Morecambe	14 <sup>th</sup> July 2019	N

Application Number	Proposal Details	Site Address	Consultation Expiry Date	Determined by City or County Council
19/00698/FUL	Change of use of dwelling (C3) to supported living accommodation (C2)	2 Derwent Avenue, Morecambe	2 <sup>nd</sup> July 2019	N
19/00433/CU	Retrospective application for change of use of car sales forecourt for the siting of a mobile catering van (A5)	Grand Care Centre, Whitegate, White Lund Industrial Estate, Morecambe	27 <sup>th</sup> June 2019	N
19/00666/FUL	Change of use of dwelling (C3) to supported living accommodation (C2)	169 Westminster Road, Morecambe	25 <sup>th</sup> June 2019	N
19/00645/FUL	Installation of replacement plant equipment, installation of cladding to the side elevation and new fence panels to the side	Co-op, Centenary House, Regent Road, Morecambe	25 <sup>th</sup> June 2019	N
19/00511/FUL	Change of use and sub division of dwelling (C3) to one 3 bed maisonette and 2 2 bed flats (C2), installation of replacement basement window to the front elevation and installation of steel railings to the existing boundary wall to the front elevation	56 Albert Road, Morecambe	26 <sup>th</sup> June 2019	N

**Resolved:**

- (1) That in respect of Application No. 19/00511/FUL regarding proposed Change of use and sub division of dwelling (C3) to one 3 bed maisonette and 2 2 bed flats (C2), installation of replacement basement window to the front elevation and installation of steel railings to the existing boundary wall to the front elevation at 56 Albert Road, Lancaster City Council be informed that the Town Council remains concerned at allowing applications to convert dwellings into single Houses in Multiple Occupation as this was against what the area should be aspiring to i.e. family related properties, and also that pre application advice had not been sort by the applicant.
- (2) That in respect of Application Nos. 19/00666/FUL and 19/00698/FUL at 169 Westminster Road and 2 Derwent Avenue respectively which were both for supported living accommodation, Lancaster City Council be informed that the Town Council was concerned at both developments as it was unclear what types of supported living was being applied for and whether appropriate support plans and security had been put in place to protect both the residents within the proposed accommodation as well as those in the local neighbourhood.
- (3) That in future the Clerk forwards details of all Planning Applications received to all Councillors via email on a weekly basis and should the consultation for an application close prior to the next meeting of the Council, the Clerk seeks an extension from Lancaster City Council to enable the Council to respond.

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

### **35. Environmental Enforcement**

The Town Clerk submitted a report which reminded the Council that at its meeting held on 6<sup>th</sup> June 2019 agreed the following (Minute No. 20 refers):

*“That the Council informs Lancaster City Council that it wished to give the required two months notice for the termination of the arrangements to fund the post of Environmental Enforcement Officer, but that during the two month period negotiations take place with Lancaster City Council to renegotiate the contract with a view to arrangements being put in place to ensure that the post provided value for money to the residents of the Parish and that the Town Council retained the required management and tasking of the Post.”*

The Chairman and Vice Chairman of the Council met with Mark Davies (Director for Communities and the Environment) and Dan Bates (Director for Corporate Services) on 25<sup>th</sup> June to discuss the matter.

The meeting discussed the future management of the Environmental Enforcement position and the result of the negotiations was to recommend the following to the Town Council:

- The Town Council to retain the services of the current postholder and take on directly the post’s operational management, supervision and tasking (this supervision will include routine staffing matters e.g. hours worked, performance, appraisal, absence management, dealing with customer feedback / complaint about service).
- Under this arrangement the Lancaster City Council will host the post (in HR, payroll and legal terms) and provide supporting case management software, equipment and uniform to support service delivery (as existing).
- Lancaster City Council will take on the processing of fixed penalty notices and prosecute file work (as existing).
- The Environmental Enforcement Officer will continue to work closely with the Lancaster City Council’s Dog Warden service and Environmental Enforcement team but will quite distinctly be an agent of Morecambe Town Council.

If the Council agreed to the above, this would ensure that the Town Council retained full control of the post it funds, how it is tasked and when hours were worked. This should assist the Town Council ensuring that this added value service within Morecambe provided even more value to local residents.

#### **Resolved:**

That regarding the future funding of the post of Environmental Enforcement Officer the following be agreed:

- (1) The Town Council to retain the services of the current postholder and take on directly the post’s operational management, supervision and tasking (this supervision will include routine staffing matters e.g. hours worked, performance, appraisal, absence management, dealing with customer feedback / complaint about service) with effect from 1<sup>st</sup> August 2019.

- (2) Under this arrangement the Lancaster City Council will host the post (in HR, payroll and legal terms) and provide supporting case management software, equipment and uniform to support service delivery (as existing).
- (3) Lancaster City Council will take on the processing of fixed penalty notices and prosecute file work (as existing).

**36. VE Day 75<sup>th</sup> Anniversary – 8<sup>th</sup> May 2020**

The Town Council had received a letter from the SSAFA, the Armed forces Charity, regarding the National commemoration of the 75<sup>th</sup> Anniversary of VE Day on 8<sup>th</sup> May 2020.

This was a similar type of nationally coordinated commemoration to the “Battles Over” commemoration to mark the centenary of the end of WW1 on 11<sup>th</sup> November 2018.

The 8<sup>th</sup> May falls on a Friday, and the Government had recently announced that the May Day Bank Holiday 2020 will be moved from Monday 4<sup>th</sup> May to Friday 8<sup>th</sup> May to mark this important occasion.

**Resolved:**

That the Council engages with the local community to commemorate the 75<sup>th</sup> Anniversary of VE Day as part of the SSAFA National commemorations and that a Working Group be formed incorporating Councillors and Community representatives to consider the programme for the event(s) and to submit a report to a future Council meeting regarding the suggested programme and funding of the event(s).

**37. Date of Next Meeting**

Thursday 1<sup>st</sup> August 2019 at Morecambe Town Hall at 7.00 p.m.

The meeting ended at 8.35 p.m.

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Chairman

Any queries regarding this meeting, please contact David Croxall, Clerk to the Council on 01524 422929 or via email to [clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk)

24<sup>th</sup> July 2019

**Appendix A: Budget 2019/20 – Position as at 26<sup>th</sup> June 2019**

<b>Budget Head</b>	<b>Income (£)</b>	<b>Budget (£)</b>	<b>Expenditure (£)</b>
<u>Staffing and Administration</u>			
Salaries	102.96	52,000.00	10,090.03
Town Council Office Rent	0	3,850.00	962.50
Photocopier Charges	0	1,400.00	293.79
Hire of Rooms (Meetings)	0	1,500.00	310.00
IT System Security	0	850.00	299.62
Telephone	0	400.00	70.95
Postage, Printing and Stationery	0	500.00	41.23
Accountancy and Audit	0	1,400.00	0
Insurance	0	1,200.00	0
Website	0	300.00	150.00
Legal Expenses	0	500.00	0
Training	0	1,500.00	0
Data Management	0	300.00	0
<u>Grants:</u>			
Festivals	0	55,000.00	60.00
Community Grants	0	7,500.00	
Deprivation	0	6,100.00	93.81
<u>Community Safety:</u>			
Anti Social Behaviour	0	14,000.00	0
Environmental Enforcement Officer	0	12,500.00	0
CCTV Contribution	0	5,000.00	0
SpID	0	2,500.00	0
Mobile CCTV	0	3,000.00	0
<u>Neighbourhood Plan</u>			
Neighbourhood Plan	0	2,000.00	85.00
<u>Community Engagement:</u>			
Armed Forces Day	0	1,000.00	0
Newsletter	0	3,000.00	800.00

<b>Budget Head</b>	<b>Income (£)</b>	<b>Budget (£)</b>	<b>Expenditure (£)</b>
Morecambe in Bloom	0	6,000.00	30.82
Street Cleansing	0	11,000.00	0
Community Awards	0	500.00	0
Christmas Lights	0	6,000.00	0
Remembrance Sunday	0	100.00	0
War Memorial	0	10,000.00	0
<u>Toilets:</u>			
Toilets Management	0	10,000.00	6,003.55
<u>Election Costs</u>			
May 2019 Council Elections	0	20,000.00	0
<u>Reserves:</u>			
General Reserves	0	10,000.00	0
Asset Replacement Fund	0	9,000.00	0
By-Election Fund	0	6,000.00	0
Growth Reserve Fund	0	7,000.00	0
Community Centre and Town Council Office Funds	0	55,000.00	0
<u>Bank related costs:</u>			
Bank Interest	303.37		
Bank Charges		240.00	39.40
<u>Precept:</u>			
Annual Precept	189,593.58		
<b>Totals</b>	<b>190,093.58</b>	<b>328,140.00</b>	<b>19,330.70</b>



**Appendix B: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 26<sup>th</sup> June 2019**

27 June 2019 (2019-2020)

**Bank Reconciliation at 26/06/2019**

Cash in Hand 01/04/2019			123,808.96
<b>ADD</b>			
Receipts 01/04/2019 - 26/06/2019			194,965.94
			318,774.90
<b>SUBTRACT</b>			
Payments 01/04/2019 - 26/06/2019			19,708.10
<b>A Cash in Hand 26/06/2019</b>			<b>299,066.80</b>
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	26/06/2019	0.00	
HSBC main	26/06/2019	301,017.13	
			<b>301,017.13</b>
Less unpresented cheques			
As attached			1,950.33
			299,066.80
Plus unpresented receipts			
As attached			0.00
<b>B Adjusted Bank Balance</b>			<b>299,066.80</b>

**A = B Checks out OK**

## Appendix C

### Payment and Receipts Schedule –1<sup>st</sup> April to 26<sup>th</sup> June 2019

#### Payments (1<sup>st</sup> April to 26<sup>th</sup> June 2019)

#### Staffing and Administration Budget

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
03/04/2019		Telephone Bill	Talk Talk Business	23.85	4.77	28.62
03/04/2019		Photocopier Hire	Grenkeleasing	247.20	49.44	296.64
09/04/2019		Postage stamps	Martin McColl Heysham	9.00	0.00	9.00
18/04/2019		Pension Contributions	Lancashire County Pension Fund	721.21	0.00	721.21
19/04/2019		Bank Charges	HSBC	19.60	0.00	19.60
23/04/2019		Salaries - April	Morecambe Town Council	2,737.26	0.00	2,737.26
30/04/2019		Photocopier Hire	MB Digital	24.21	4.84	29.05
01/05/2019		Stationary	GLS Educational Supplies	32.23	6.45	38.68
07/05/2019		Telephone Bill	Talk Talk Business	23.65	4.73	28.38
16/05/2019	101382	Hire of Meeting Room	Morecambe War Memorial Hall	310.00	0.00	310.00
17/05/2019		Pension Contributions	Lancashire County Pension Fund	610.64	0.00	610.64
20/05/2019		Bank Charges	Morecambe Town Council	11.10	0.00	11.10
21/05/2019		Salaries	Morecambe Town Council	2,737.26	0.00	2,737.26
31/05/2019		Photocopier Hire	MB Digital	22.38	4.48	26.86
05/06/2019		Telephone Bill	Talk Talk Business	23.45	4.69	28.14
06/06/2019	101383	Website Hosting	Website Uk	150.00	30.00	180.00
06/06/2019	101386	Computer repairs	KTD	299.62	59.92	359.54
07/06/2019		Office Rent	Lancaster City Council	962.50	0.00	962.50
19/06/2019		Pension Contributions	Lancashire County Pension Fund	610.64	0.00	610.64
20/06/2019		Bank Charges	HSBC	8.70	0.00	8.70
21/06/2019		Salaries	Morecambe Town Council	2,673.02	0.00	2,673.02
<b>Total</b>				<b>12257.52</b>	<b>169.32</b>	<b>12426.84</b>

### Morecambe in Bloom

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
09/04/2019		Morecambe in Bloom Schools	Home Bargains	11.68	2.34	14.02
09/04/2019		Morecambe in Bloom Schools	Asda	11.49	0.00	11.49
14/05/2019		Morecambe in Bloom Schools	Lidl	6.65	1.33	7.98
15/05/2019		Morecambe in Bloom Schools	Asda	1.00	0.00	1.00
<b>Total</b>				<b>30.82</b>	<b>3.67</b>	<b>34.49</b>

### Newsletter

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
07/06/2019	101387	Newsletter	Bucket and Spade Media	800.00	160.00	960.00
<b>Total</b>				<b>800.00</b>	<b>160.00</b>	<b>960.00</b>

### Neighbourhood Plan

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
23/05/2019		Room Hire and refreshments	Lancaster City Council	85.00	17.00	102.00
<b>Total</b>				<b>85.00</b>	<b>17.00</b>	<b>102.00</b>

### Toilets Management

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
29/04/2019		Toilet Keys	Timpsons	26.00	0.00	26.00
30/04/2019		Toilet Keys	Timpsons	23.50	0.00	23.50
23/05/2019		NNDR Toilets	Lancaster City Council	846.98	0.00	846.98
06/06/2019	101384	Toilet Cleaning	Lancaster Cleaners Ltd	4,970.00	0.00	4,970.00
26/06/2019	101390	Toilet Repairs	Lancaster City Council	137.07	27.41	164.48
<b>Total</b>				<b>5,977.55</b>	<b>27.41</b>	<b>6,004.96</b>

### Festivals

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
26/06/2019	101388	Advertising - Festivals	Zest Publications	60.00	0.00	60.00
<b>Total</b>				<b>60.00</b>	<b>0.00</b>	<b>60.00</b>

### Deprivation Grant Fund

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
26/06/2019		Deprivation Grant	Friends of Westgate School	93.81	0.00	93.81
<b>Total</b>				<b>93.81</b>	<b>0.00</b>	<b>93.81</b>

### Receipts (1<sup>st</sup> April to 26<sup>th</sup> June 2019)

Date	Description	Amount (£)
02/04/2019	VAT Refund	4,966.03
09/04/2019	Annual Precept	189,593.58
26/04/2019	Bank Interest	85.29
09/05/2019	Salaries	102.96
26/05/2019	Bank Interest	108.57
26/06/2019	Bank Interest	109.51
	<b>Total</b>	<b>194,965.94</b>