

MORECAMBE TOWN COUNCIL

28th August 2019

Sir/Madam,

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

The following items will be discussed:

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 approve the minutes of the Meetings of Council held on 1st August 2019 (**pages 2 – 15**)

MEETING TO ADJOURNED AT THIS POINT

4. Public Participation.

Opportunity for members of the public to address council for up to three minutes

MEETING RECONVENED

5. Area Working.

Mr Robert Barker from Northern Power Tidal Gateway will give a presentation on the proposals for Morecambe Bay.

6. Planning Applications.

To consider the report of the Clerk to the Council (**pages 23 - 24 of supporting papers pack**).

7. Exclusion of Press and Public.

The Committee is recommended to pass the following recommendation in relation to the following 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.

8. Personnel

To consider the proposal noted within Personnel Committee (22nd July 2019) regarding the role of Project Officer.

9. Date of Next Meeting – Thursday 3rd October 2019 at Morecambe Town Hall commencing at 7pm



Nicola Kitchen

Assistant Clerk to the Council

28th August 2019

MORECAMBE TOWN COUNCIL

5th September 2019

SUPPORTING PAPERS

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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

28thth August 2019

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 1st August 2019 at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: P. Heath (Chairman), June Ashworth (Vice-Chair), T. Anderson, P. Anderton, Mirka Balcer, J. Bates, V. Boyd-Power, T. Clarke, R. Cleet, I. Cliff, G. Dennison, R. Dennison, M. Evans, J. Firth, J. Goodwin, J. Hanson, D. Jenkins, C. Matthews, J. Pilling and P. Ross-Clasper

Officers in Attendance:

D. Croxall (Town Clerk and Responsible Finance Officer)

38. Apologies for Absence

Councillors A. Ashworth, Mariusz Balcer, S. Burns, J. Newton and D. Whitaker

39. Declarations of Interests

Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews declared a personal interest in Minute No. 46 as they were all members of the Lancaster City Council Planning Committee.

40. Minutes of Meetings held on 11th July 2019

The Council considered the Minutes of the Meeting of the Town Council held on 11th July 2019.

Resolved:

That the minutes of the meeting of Council held on 11th July 2019 be signed as a correct record subject to the removal of the paragraph at the end of Minute No. 37 re date of next meeting which read:

“the meeting will be proceeded by a Councillor Workshop with the formal meeting commencing at 7.30 p.m.”

41. Public Participation

No members of the public wished to address the Council.

42. Area Working

Mr M. Davies of Lancaster City Council gave a presentation to the Council on the City Council’s proposals to introduce Area based working in terms of street cleansing.

The presentation advised the Council that Lancaster City Council would shortly be introducing a revised way of working in terms of delivery of cleansing, refuse collection and public realm functions.

The whole City Council area would be divided into three areas each with a designated officer to coordinate work in each of the areas. The new system would move away from scheduled based working and create a system which was community focused to deliver transparent and sustainable community outcomes

The new positions would effectively be community advocates who would work with elected members and residents on all types of ward issues in three geographic areas, undertaking ward audits and building up a knowledge base to understand the needs and issues within each ward. The roles would not be purely office based or working on a 9 – 5 schedule.

Within the three larger geographic areas, areas will be broken down into smaller areas for street cleansing etc. The teams will then work systematically through each area to create cleaner streets etc.

Mr Davies suggested that Morecambe Town Council could play a vital role in ensuring the success of this new system, in assisting the City Council to publicise the new system and providing information to the City Council on area issues.

Resolved:

- (1) That Mr Davies be thanked for his informative presentation and its contents be noted.
- (2) That the newly appointed Area Advocate for the Morecambe area attends a future Council meeting to be formally introduced to the Council.
- (3) That the Town Council works closely with the City Council to assist in the successful implementation of the new systems within the town.

43. Fly Tipping – Operation Peregrine

Mr G. Walmsley of Lancaster City Council gave a presentation to the Council on the City Council's Operation Peregrine which was used to tackle Fly Tipping.

The presentation outlined the type of work undertaken by the team, number of prosecutions brought to date, fines received and what was perceived to be fly tipping and the evidence required to bring successful prosecutions.

The Council were advised that it could assist in this process by advising residents to undertake:

- Signposting to Lancaster City Council's website;
- Registering complaints on the City Council's website – this begins to create the evidence base required; and
- Remind residents that reporting anonymously does not help with reaching the required evidential threshold to be able to bring successful prosecutions.

Resolved:

That Mr Walmsley be thanked for his informative presentation and its contents be noted.

44. West End Million

The Chairman of West End Million gave a short presentation on the work of West End Million.

West End Million was a resident led group utilising funding awarded by the National Lottery Big Local totalling £1m over a ten year period.

The funds and accountability were managed by the Big Local and the administration undertaken by Lancaster and District CVS.

The Group's current plans were focusing on the following four areas which were based on resident feedback with a view to funding being allocated to improve the West end for its residents:

- Community;
- Economy;
- Place – how the area looks; and
- Health and Wellbeing

West End Million aimed to work with the community as an agent of change and welcomed working with organisations that could match fund projects which would enhance the lives of residents in the West End and which fell into the above four areas.

Councillors asked several questions to Mr Price and he agreed to provide a written response to the Clerk, including clarification of the 10 year end date of the West End Million programme.

Resolved:

That Mr Price be thanked for his informative presentation and requested to provide written answers to the questions posed by Councillors.

45. Budget 2019/20 – Update and Payment Schedule

The Clerk submitted a report which set out the position regarding the 2019/20 budget as at 25th July 2019.

The table at Appendix A informed the Council of the position of the 2018/19 budget against each budget head as at 25th July 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:	£ 33,740.65
Funds required to fund whole budget:	<u>£294,399.35</u>
Amount in Bank at 24/7/2019:	<u>£284,381.38</u>

The Council is owed the following:

VAT	£5,160.12
Toilet System refund from insurers	<u>£3,335.00</u>
Total	<u>£8,495.12</u>

Appendix B set out the bank reconciliation undertaken on 24th July 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 27th June to 24th July 2019 (Appendix C to these minutes).

Resolved:

Application Number	Proposal Details	Site Address
19/00929/FUL	Installation of replacement roof with rooflights	5 Back Morecambe Street, Morecambe
19/00875/FUL	Retrospective application for the erection of a covered terrace to the rear.	39 Acre Moss Lane, Morecambe
19/00865/FUL	Erection of detached dwelling (C3) detached garage and associated access	113 White Lund Road, Morecambe
19/00869/FUL	Erection of detached garage	1 Gleneagles Drive, Morecambe
19/00834/FUL	Excavation of land to create a rear and side basement extension and construction of a raised terrace with balustrade and external steps to the rear	3 St. Margaret's Road, Morecambe
19/00843/FUL	Change of use of industrial units (B8) to gymnasium (D2) with associated alterations to front elevation and car park layout, erection of cycle shelter to front and creation of a pedestrian access	Trust Medical Vehicle Services Ltd, Unit 5 And 6, Southgate Trade Park, Southgate, White Lund Industrial Estate, Morecambe
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	Eden Project International Limited - 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

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.

46. Planning Applications

The Council considered the following Planning Applications:

Resolved:

That no comments or objections be raised in respect of any of the above Planning applications.

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

47. Review of Polling Stations

The City Council had written to the Town Council advising that to comply with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 and Section 17 of the Electoral Registration and Administration Act 2013, every council in England and Wales must undertake a review of all the polling districts and polling places in its area between 1st October 2018 and 31st January 2020. The last review took place in 2014.

The City Council were therefore undertaking the review and had invited comments by 6th September 2019.

Resolved:

- (1) That the City Council be requested to change the Polling Station for the Lowlands Road Ward of the Town Council from the Trimpell Club to Lancaster Road School on the basis that this would be a more convenient place for electors of the Lowlands Road Ward to attend to register their vote given the geographic position of Lancaster Road School to the ward compared to Trimpell Club, and on the basis that whilst the Lowlands Road Ward of the Town Council was in the Westgate Ward of the City Council, the Trimpell Club was not situated in the Westgate Ward.
- (2) That the City Council be requested to review the disabled access arrangements at all polling stations to ensure that adequate and appropriate disabled access was provided at all Polling Stations and to ensure that the review of Polling Places ensured minimum disruption to schools.
- (3) That in respect of the St. Christopher's Way Polling Station the disabled access arrangements be reviewed, as during the elections held on 2nd May 2019, it had been observed that the ramp provided was too narrow and thus inadequate for 3 wheel push along walking trolleys.

48. Personnel Committee – 22nd July 2019

The Council considered the minutes of the Personnel Committee from its meeting held on 22nd July 2019 and to consider recommendations made in respect of the following items:

- (a) Minute No. 5 - Operational issues

Resolved:

- (1) That the post of Town Clerk and Responsible Finance Officer becomes a part time position, working 24 hours per week, consisting of three eight hour days per week.

(2) That the commencement date of the Town Clerk's part time hours to be negotiated with the Clerk.

50. Date of Next Meeting

Thursday 5th September 2019 at Morecambe Town Hall at 7.00 p.m.

The meeting ended at 8.30 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

5th August 2019

Appendix A: Budget 2019/20 – Position as at 25th June 2019

Budget Head	Income (£)	Budget (£)	Expenditure (£)
<u>Staffing and Administration</u>			
Salaries	102.96	52,000.00	15,719.60
Town Council Office Rent	0	3,850.00	962.50
Photocopier Charges	0	1,400.00	565.61
Hire of Rooms (Meetings)	0	1,500.00	310.00
IT System Security	0	850.00	299.62
Telephone	0	400.00	94.47
Postage, Printing and Stationery	0	500.00	57.98
Accountancy and Audit	0	1,400.00	385.00
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	6,810.00
Community Grants	0	7,500.00	0
Deprivation	0	6,100.00	686.94
<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

Budget Head	Income (£)	Budget (£)	Expenditure (£)
Morecambe in Bloom	0	6,000.00	110.58
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	6,656.05
<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	47.30
<u>Precept:</u>			
Annual Precept	189,593.58		
Totals	190,093.58	328,140.00	33,740.65

Appendix B: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 24th July 2019

24 July 2019 (2019-2020)

Bank Reconciliation at 24/07/2019

Cash in Hand 01/04/2019				123,808.96
ADD				
Receipts 01/04/2019 - 24/07/2019				194,965.94
				318,774.90
SUBTRACT				
Payments 01/04/2019 - 24/07/2019				34,393.52
A Cash in Hand 24/07/2019				284,381.38
(per Cash Book)				
Cash in hand per Bank Statements				
Cash	24/07/2019		0.00	
HSBC main	24/07/2019		291,982.80	
				291,982.80
Less unpresented cheques				
As attached				7,601.42
				284,381.38
Plus unpresented receipts				
As attached				0.00
B Adjusted Bank Balance				284,381.38

A = B Checks out OK

Appendix C

Payment and Receipts Schedule –25th June to 26th July 2019

Staffing and Administration Budget

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
28/06/2019	Debit Card	Postal Charges	Royal Mail Group Ltd	16.75	0.00	16.75
28/06/2019	Direct Debit	Photocopier Hire	MB Digital	24.62	4.92	29.54
03/07/2019	Direct Debit	Photocopier Hire	Grenkeleasing	247.20	49.44	296.64
04/07/2019	Direct Debit	Telephone Bill	Talk Talk Business	23.52	4.70	28.22
11/07/2019	Direct Debit	Accounts Package	Scribe2000	385.00	77.00	462.00
11/07/2019	Direct Debit	HMRC Quarterly Contributions	HMRC	2,205.16	0.00	2,205.16
19/07/2019	Direct Debit	Pension Contributions	Morecambe Town Council	610.64	0.00	610.64
20/07/2019	Direct Debit	Bank Charges	Morecambe Town Council	7.90	0.00	7.90
22/07/2019	Standing Orders	Salaries	Morecambe Town Council	2,813.77	0.00	2,813.77
Total				6,334.56	136.06	6,470.62

Toilets Management

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
28/06/2019	Direct Debit	Toilets Medical Waste and Sanitary Service	Cannon Hygiene	652.50	130.50	783.00
Total				6562.50	130.50	783.00

Morecambe in Bloom

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
15/07/2019	Debit Card	Morecambe in Bloom Schools	Home Bargains	9.61	1.92	11.53
15/07/2019	Debit Card	Morecambe in Bloom Schools	B & M Bargains	14.98	3.00	17.98
18/07/2019	Debit Card	Morecambe in Bloom Schools	Home Bargains	19.93	3.99	23.92
18/07/2019	Debit Card	Morecambe in Bloom Schools	Homebase	35.24	0.00	35.24
Total				79.76	8.91	88.67

Festivals

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
19/07/2019	101392	Catch the Wind Festival Grant 2019	More Music	4,000.00	0.00	4,000.00
23/07/2019	101393	Nice n Sleazy Festival	Nice and Sleazy	2,750.00	0.00	2,750.00
Total				6,750.00	0.00	6,750.00

Deprivation Grant Fund

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
19/07/2019	101391	Deprivation Grant	Morecambe Bay Foodbank	593.13	0.00	593.13
Total				593.13	0.00	593.13

Receipts (25th June to 24th July 2019)

Date	Description	Amount (£)
26/06/2019	Bank Interest	109.51
	Total	109.51

FULL COUNCIL 5th September 2019

Item No: 6

Report of: Town Clerk

Planning Applications

The Planning Applications set out below have been notified to the Town Council. Going forward, applications forwarded to all Members on a weekly basis via email and members may request any application to be considered at the monthly meeting of the Council.

The Council may wish to make comments to the City Council on any of these applications.

Full details of the Applications may be viewed at:

<https://planning.lancaster.gov.uk/online-applications/>

In commenting on planning applications, it is important that the Council considers planning issues. These include:

- consistency with the development plan for the area
- traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings, effect on listed building and conservation area.

Issues that are not relevant include:

- Effect on private property values
- Loss of a view across somebody else's land
- Personal issues with the applicant
- Moral arguments (e.g. betting shops or casinos encouraging gambling)
- Disturbance during construction
- Private rights of way
- Land ownership or boundary disputes
- Matters covered under other legislation (e.g. opening hours covered by premises licences, littering)

At the time of publication of this agenda, the following comments/objections had been made in respect of the following applications:

Application Number	Proposal Details	Site Address
19/01038/FUL	Demolition of single storey music block and two storey art block, erection of a two storey teaching block and creation of 11 additional parking spaces.	Morecambe Bay Academy. Dallam Avenue.
19/01067/VCN	Demolition of existing garage and erection of a food store with associated parking, access, servicing and landscape arrangements (pursuant to the variation of condition 2 on approved application 16 / 01071/ VCN to allow deliveries on Sundays and Public Holidays.	Lidl. 98 Westgate. Morecambe.
19/01091/FUL	Demolition of existing side extension, erection of a single storey rear / side extension and construction of a raised terrace to rear.	22 St John's Grove. Heysham. Morecambe.