

## MORECAMBE TOWN COUNCIL

### **MINUTES of the Meeting of Morecambe Town Council held on Thursday 5th December 2019 at 7.00 p.m. at Morecambe Town Hall.**

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

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

The Chairman opened the meeting by warmly welcoming everybody present.

85. **Apologies for Absence:** Councillors: S. Burns, J. Goodwin and D. Whitaker.
86. **Declarations of Interests:** Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews declared a personal interest in agenda item 10, Planning Applications, as they were all Members of Lancaster City Council's Planning Committee.
87. **Minutes of Meetings held on 7<sup>th</sup> November 2019:** The Council considered the Minutes of the Meeting of the Town Council held on 7th November 2019 and it was **RESOLVED** that, subject to minor amendments, the minutes be signed as a correct record.
88. **Public Participation:** A resident from Poulton Ward addressed Council regarding environmental matters within the Ward and advised Members that the area is subject to frequent fly tipping, dog fouling and various forms of anti-social behaviour. In his opinion, that the area would benefit from the installation of a mobile CCTV camera.
89. **Clerk's Report:** The Clerk advised Members that the new banking arrangements had been finalised, and that authorised payments could now be paid by the Banks Automated Clearing Service (BACS). The Clerk assured Members that the system provides clear audit trails and internal controls.
- From now on the Full Council Agenda will include a 'Payments List', generated from the Council's accounting system, of payments due each month for Members consideration and approval. These will then be processed online through the Council's bank account and authorised electronically by Members .

The Clerk updated Members on the latest position regarding the tenders for a replacement website. It was reported that, as previously approved, a working group had been established and had met to shortlist tenders received. The group unanimously agreed on three suppliers to be invited to provide a presentation of their product and proposals, who attended a planned meeting on 23<sup>rd</sup> November 2019. The Group were impressed by all presentations but, after discussion, unanimously agreed to **recommend** that Council award the contract to Coherent, based in Lancaster.

Members asked questions and it was then unanimously **RESOLVED** that Coherent be awarded the contract to renew the Council's website and to thank all tenderers, including the current providers for their time and effort in submitting tender proposals.

The Town Clerk had previously advised Members that correspondence had been received from the Information Commissioner's Office (ICO) regarding a range of Freedom of Information Act (FOIA) requests dating back to the inception of the Town Council, in 2009. It was reported that a formal response was required by 12<sup>th</sup> December 2019, in the meantime, the Town Clerk had contacted the ICO to inform them that the previous requests had not been fully dealt with by former Town Clerk who had recently resigned his post. Given the long history and nature of FOIA requests by the same complainer Members were asked to consider

Members were asked to consider application of Section 14 (1) of the FOIA act on the basis that the requests had the '*potential to cause a disproportionate or unjustified level of disruption, irritation or distress*'. Members were reminded that the complainer had previously been issued with a *Community Protection Notice* issued in pursuant to Section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014. Cllr Dennison stated that he would be willing to provide a written statement to the ICO if required.

After some discussion it was **RESOLVED** that the request be considered vexatious on the basis that compliance is likely to cause a disproportionate or unjustified level of disruption, irritation or distress.

90. **Payment's List:** Members considered the *payments list* for December, including two Miscellaneous Grant Fund and three Festival Grant fund requests. After some questions, it was **RESOLVED** that the payment list be approved, subject to consideration of Agenda item 91 and that the Town Clerk arranges for payment by BACS.
91. **Festival's Funding:** Members were advised that all three Festival Grant applications included relevant financial information and supporting evidence and that the Town Clerk was satisfied that they met the specified criteria for the grant funding. It was then **RESOLVED** that the festival grants be awarded.
92. **Planning Applications, Temporary Road Closures and Planning Decisions:** Members were informed that as previously resolved a Planning Committee had been established and that Councillors Cleet and J. Ashworth had been elected Chairman and Vice-Chairman respectively. The Committee will meet each month prior to the Full Council Meeting.

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>19/0165/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		

**Temporary Traffic Regulation Order:** 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

**Temporary Traffic Regulation Order:** 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

After some discussion it was **RESOLVED** that the planning application be 'supported in principle' and that the Temporary Traffic Regulation Orders be noted.

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

93. **Morecambe in Bloom:** Following the resolution at November Council Meeting that a Committee be established with specific responsibility to oversee the annual Morecambe in Bloom competition, management of allotments and environmental enforcement, Members were advised that the first Meeting of this committee will be in January 2020- date to be confirmed.

94. **Personnel Committee Report:** Council passed 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 considered the arrangements for the termination of the contract of the former Town Clerk. After some discussion, it was **RESOLVED** that the former Town Clerk be paid at his substantive hours and rate of pay, prior to his long-term sickness, to the date of his resignation from the Council.

95. **Date of Next Meeting:** Thursday 2<sup>nd</sup> January 2020 at 7.00 p.m.

The meeting ended at 7.40 p.m.

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Chairman

A handwritten signature in black ink that reads "Robert Bailey". The signature is written in a cursive style and is underlined with a single horizontal line.

Bob Bailey, Town Clerk

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

20th December 2019

DRAFT