

**Minutes of the Annual Meeting of St Bees Parish Council held on  
Monday 21 May 2018 at 6.45pm in the Village Hall**

**PRESENT:** Cllrs D Sim (in the Chair), P Argyle, N Bettinson, G Gilmour, J Haile, T Kelly,  
J Lockie, J Mellor, D Millington, H Monaghan & the Clerk

In attendance: Mr A Oldham, Internal Auditor

**80/18 ELECTION OF CHAIRMAN & VICE CHAIRMAN**

(a) Nominations were sought for the office of Chairman for 2018/19.

It was RESOLVED that Cllr Sim be re-elected as Chairman for 2018/19 (nominated by Cllr Gilmour, seconded by Cllr Bettinson)

(b) Nominations were sought for the office of Vice Chairman for 2018/19.

It was RESOLVED that Cllr Gilmour be re-elected as Vice Chairman for 2018/19 (nominated by Cllr Mellor, seconded by Cllr Kelly).

**81/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs F Kennedy, M Riley and C Robson.

It was noted that Cllr Whiteside (CCC) had been delayed at a meeting in Kendal and was unable to attend.

**82/18 DISPENSATIONS & DECLARATIONS OF INTEREST**

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

**83/18 PUBLIC PARTICIPATION**

It was reported that the scheduled brown bin collection had not taken place on Fairladies. The Clerk would contact CBC to ascertain the reason.

**84/18 MINUTES OF THE MEETING HELD ON 16 APRIL 2018**

It was RESOLVED that the minutes of the meeting on 16 April 2018 be approved as a true record and signed by the Chairman.

**85/18 FINANCE & RISK MANAGEMENT**

**(a) Internal Audit Report**

Mr Oldham presented his internal audit report for 2017/18. He confirmed that the Council's systems of financial control were good and met the standard required to meet the needs of the Council. He had made three recommendations for further improvements in the coming year.

The Chairman thanked Mr Oldham for his report and explained that the Council would work on implementing his recommendations in the current financial year.

**(b) Asset Register**

The Asset Register at 31 March was received and noted. It was agreed that a summary of additions and deletions would be useful in future years.

**(c) Annual Governance Statement**

The assurances required in the Annual Governance Statement were considered and it was agreed that affirmative answers could be given in all cases.

It was RESOLVED that the Annual Governance Statement be agreed and signed by the Chairman.

**(d) Annual Accounting Statements**

A copy of the annual accounting statements had been circulated with the agenda together with a more detailed breakdown of income and expenditure and funds carried over to 2018/19. It was RESOLVED that the accounting statements for 2017/18 be approved.

**(e) Appointment of Internal Auditor for 2018/19**

Mr Oldham agreed to continue as Internal Auditor for the coming year. He proposed that the audit next year should focus on two or three specific areas to be agreed with the Council. It was suggested that the process of setting the precept and the review of Standing Orders and Financial Regulations might be appropriate areas to cover.

**(f) Insurance**

AON who had previously acted as brokers were no longer dealing with local council insurance so quotations had been obtained from BHIB and from Zurich Municipal. The quotations were similar in price but had some differences in cover and conditions.

It was RESOLVED to accept the quotation from Zurich Municipal for a 3 year long term agreement beginning on 1 June 2018 with a premium for 2018/19 of £1097.59

**(g) Bank Mandate**

It was RESOLVED that the authorised signatories for 2018/19 remain unchanged (Cllrs Sim, Kennedy, Millington, Monaghan, Riley and the Clerk).

**(h) Financial Report for April 2018**

The summary of accounts at 30 April was received and noted. The precept for 2018/19 had been received in full.

It was RESOLVED to authorise the transfer of £25,000 to the Business Reserve Account.

**(i) Payments**

It was RESOLVED that the following payments be approved:

- Chq no 002410 Works 4 You Ltd – grasscutting £289.00 + £57.80 Vat Total £346.80
- Chq no 002411 J Donaldson – reimb for tree stakes £34.46 + £6.89 VAT & printer ink £6.66 + £1.33 VAT Total £49.34
- Chq no 002412 J Donaldson – Clerk salary (incl backdated salary award) £659.84
- Thomas Milburn Property Ltd – toilet service (May) £583.33 + £116.67 VAT Total £700 (to be paid by Standing Order)

**Payments to report since last meeting**

- Chq no 002408 CBC – emptying bins Qtr 1 £ £271.70 + £54.34 VAT Total £326.04
- Chq no 002409 Npower – electricity to beach toilets £14.67 + £0.73 VAT Total £15.40
- Answer 4 U – answering service £8.80 + £1.76 VAT Total £10.56 (paid by direct debit on 17/5/18)

**86/18 APPOINTMENT OF COMMITTEES /ADVISORY GROUPS AND REPRESENTATIVES TO OUTSIDE BODIES**

It was RESOLVED that committee/advisory group membership for 2018/19 be as follows:

Beach Regeneration Committee	D Sim, P Argyle, F Kennedy, C Robson & community reps
Allotment Committee	F Kennedy, N Bettinson, P Argyle
Traffic Calming Committee	D Millington, D Sim, F Kennedy, J Mellor, H Monaghan & community reps
Village in Bloom	N Smart & community members
Planning Advisory Group	G Gilmour, F Kennedy, P Argyle, M Riley (tbc)
FRAG	T Kelly, D Sim, F Kennedy, M Riley, J Lockie
Beach Toilets	C Robson, N Bettinson, P Argyle, H Monaghan
Cycle Track Project Group	M Riley, D Sim, T Kelly & community representative + reps from Whitehaven TC
Data Protection Working Group	G Gilmour, J Lockie, J Mellor

It was further RESOLVED that the following representatives be appointed to other bodies:

Adams Recreation Ground Committee	F Kennedy
Shepards & Whitehead Charity	N Bettinson
Friends of the Priory	N Bettinson
West Copeland Partnership	G Gilmour
Village Hall Committee	F Kennedy, J Mellor
Village School	F Kennedy
West Cumbria Sites Stakeholder Group	D Sim (deputy G Gilmour)
North Copeland Coastal Communities Team	M Riley
A595 Group	J Mellor, H Monaghan, P Argyle

### 87/18 LEAD RESPONSIBILITIES

It was RESOLVED that lead responsibilities for 2018/19 be as follows:

Nuclear Issues	G Gilmour, N Smart
Commons	D Sim
Footpaths	C Robson
Web-site	D Sim
Priory Paddock	N Bettinson
Media relations	C Robson
Speedwatch co-ordinator	J Mellor
Play area inspection co-ordinator	J Lockie
Station car park extension	D Millington
Tree Planting	N Bettinson

### 88/18 ST BEES SCHOOL

#### **Cllr Kelly declared his interest as a Trustee of St Bees School.**

Cllr Kelly provided a report on behalf of the Trustees of St Bees School. The re-opening of the School was due to go ahead in September. Interviews were currently taking place for teaching staff. The programme of refurbishment was going well and the scaffolding was

being taken down. It was anticipated that the school facilities would be let out over the summer holidays and this would provide additional revenue.

Further discussions had taken place with Natural England and the Golf Club about the coastal path. The current permissive path along the cliff was affected by erosion and was not up to the standard required for designation as part of the coastal access route. It had been agreed that a new coastal path would be built which would go across the course by the pond and then follow the line of the beck to the new bridge. This would be properly constructed and way marked and would be accessible to all. In the longer term it was still hoped to remodel the bottom part of the golf course.

It was pointed out that there was a seat which would probably need to be removed. The Clerk and Cllr Lockie would investigate this.

### **89/18 CCC & HIGHWAYS ISSUES**

A site meeting had been arranged on 24 May with Cllr Whiteside and the Area Highways Manager to look at the issue of pedestrian safety on Abbey Road. The Highways Manager had also suggested visiting Outrigger on the same afternoon to look at the issues raised about road markings not being as agreed. Cllr Millington would report back at the next meeting.

### **90/18 DATA PROTECTION**

The working group set up to look at preparations for the introduction of the new General Data Protection Regulations had met and had provided a written report on the documentation required and progress to date. It was noted that the government was supporting an amendment to the legislation to exempt parish and town councils from the requirement to appoint a Data Protection Officer.

It was agreed that data protection was a matter which would need to be kept under regular review and the working group would become a standing advisory group.

### **91/18 PROJECT REPORTS**

#### **(a) Beach Regeneration**

The second zip wire had been repaired and was back in operation at the play area. The Chairman had found a company which supplied 'no dogs' signs which could be fitted to the gates and these would now be ordered.

New stainless steel fixings had been installed on the display boards mounted on the wall of the shelter.

Quotations were being sought for repainting of the toilets, both internally and externally, and it was hoped to have prices to consider at the next meeting.

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

Speedwatch sessions were continuing on a regular basis. It was noted that Speedwatch volunteers had been the target of verbal abuse from a motorist. The incident had been reported to the police and advice sought on how to deal with such situations but no response had yet been received. It was noted that there had also been no feedback on the recent reports of speeding vehicles submitted by the Speedwatch group.

It was RESOLVED that a letter be sent to the police asking for a response to the report of abuse and seeking feedback on action taken on the regular Speedwatch reports.

A local resident had raised concerns about the safety of pedestrians crossing from Abbey Vale. Visibility is poor at this point and vehicles travelling north often speed up as they exit the bends around Abbey Corner. It was agreed that this would be raised with the Highways Manager at the site visit on 24 May.

It was also noted that there had been no progress with the request that Highways should look at the issue of parking close to the Fleatham Croft/High House Rd junction. This subject would also be discussed with the Highways Manager during his visit.

A parish councillor had witnessed an incident recently when a driver had accelerated hard to avoid stopping at the level crossing when the lights were flashing and had narrowly missed colliding with the barriers. The signal operator had apparently reported the incident to the police but it was agreed to include a reminder in the parish magazine that such reckless behaviour could result in a serious accident.

**(c) Community Events**

There was no progress to report.

**(d) Tree Planting**

More tree stakes had been purchased and routine maintenance of the trees was continuing.

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

The planning application submitted by West Cumbria Mining had not yet been considered by Cumbria County Council but there were concerns that plans to divert the footpath could make construction of the cycle track in that area more difficult. It was noted that DEFRA was seeking expressions of interest in a funding programme to boost rural tourism.

It was RESOLVED to write to CCC Planning Officer to stress that any plans for diversion of the footpath should not compromise the plan for the cycle track.

It was further RESOLVED to submit an expression of interest in funding from the DEFRA programme.

**(f) Priory Paddock Pond Project**

Work was continuing to eradicate invasive species from the pond area.

**(g) Public Access Defibrillators**

Discussions were continuing with the local resident who had offered to allow the second defibrillator to be installed on the wall of his property where it would be convenient for locations towards the top of the village. Arrangements would be needed to connect a power supply to the cabinet and this could take some time to plan and install. It was suggested that it might be possible to arrange for a connection to a nearby street light and this would be investigated further.

**(h) Station Car Park Extension**

An email had been received from the Property Dept of Network Rail asking for further information on the parish council's suggestions for a longer term agreement and noting that the present lease terms had not been reviewed since 2001. The Clerk would respond to the email.

**92/18 REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Lockie gave a verbal report on the recent meeting of the West Cumbria Sites Stakeholder Group which he attended on the Chairman's behalf. The Chairman had been unable to attend the Sellafeld Parish Liaison but had obtained information on planned changes to Sellafeld travel to work arrangements. Further parking restrictions on/near the site and increased use of rail and park & ride facilities were likely to reduce the number of vehicles using the roads through neighbouring villages. This was a welcome move but it would be important to monitor the effects on parking as drivers parked their cars to travel by train or in car schools.

### **93/18 CLERK'S REPORT**

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

It was noted that there was a waiting list for allotment plots and there was concern that some plots were not being cultivated. It was agreed that the Allotment Committee would visit the allotment field as soon as possible to report on the state of the plots.

### **94/18 PLANNING**

#### **(a) New Planning Applications**

No new applications had been received for consideration since the last meeting.

It was noted that the Clerk had informed CBC that there were no objections to the application for tree works at Abbey Cottage following consultation with the Planning Advisory Group, as agreed at the last meeting.

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

The following application had been approved by CBC:

4/18/2128/0F1 Single storey rear extension – 4 Richmond Crescent, St Bees

4/18/2122/0F1 Prior approval for change of use from redundant calving shed to single storey dwelling – Rottington Hall Estate, Rottington

4/18/2115/0F1 Installation of rear decking with steps and fencing- Arenisca, Fleatham Farm, High House Rd, St Bees

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

It was reported that the Enforcement Notice served following the unauthorised developments at the rear of 4 Blythe Place had a deadline of 22 June for completion of the work required. There had been no decision yet on the application considered at the Parish Council meeting last December for other work at this property, as CBC was still waiting for amended plans. It was noted that in the meantime construction work was continuing and the development appeared to be almost complete.

It was RESOLVED that a letter be sent to the Chairman of the Planning Panel expressing concern that allowing construction work to continue to this stage without a decision on the application undermined the credibility of the planning process.

### **95/18 CBC ISSUES**

Cllr Hill had provided updates on CBC activities which had been circulated to councillors by email. It was noted that the recently published food hygiene ratings included scores for two local food premises. CBC Planning Department had also been ranked as one of the best in the country for processing applications within the recommended timescales.

It was noted that members of the public had contacted the Parish Council with suggestions for litter bins – one suggesting a new bin on Beach Road and a second suggesting a bin specially for plastic bottles at the main beach.

It was RESOLVED to support both these suggestions and to ask CBC to consider providing these bins.

### **96/18 REPORT FROM COMMUNITY POLICE OFFICER**

No report had been received.

### **97/18 CORRESPONDENCE**

(a)NALC was seeking views of local councils to enable it to respond to a government consultation on powers to deal with unauthorised developments and encampments. Noted.

(b)CALC had forwarded a slimmed down version of its guidance on GDPR. Noted.

- (c)NALC had published the details of the National Salary award for Clerks effective from 1 April 2018. Noted.
- (d)NALC had published updated Model Standing Orders. It was agreed that FRAG would consider what changes were needed to the Parish Council’s Standing Orders.
- (e)NALC had provided information on a proposed amendment to the GDPR bill which was currently going through Parliament. The government had indicated that it would be supporting an amendment to exempt parish councils from the requirement to appoint a Data Protection Officer. Noted.
- (f)The Information Commissioner’s Office had published new data protection fees. Noted.
- (g)CCC had provided a copy of the Order which has been made to divert the footpath at Sea Mill to cross the new bridge and to correct the Definitive Map which showed the crossing of the railway on the path from Sea Mill Lane in the wrong place. Noted.
- (h)A request had been received from a local resident for a new litter bin to be provided by the seats on Beach Road. This request had been considered earlier in the meeting (see min 95/18).
- (i)The National Trust was seeking volunteers to help with a survey to monitor the disturbance to birds on the coastal path between St Bees and Whitehaven. Details were available from the Clerk.
- (j)Highways had provided details of two temporary road closures – one affecting Rottington Rd for utility works from 14 May for 14 days and the other affecting the road at Linethwaite for carriageway repairs (from 14 May for 14 days). Noted.
- (k)A reminder had been received from United Utilities that consultation on the draft Water Resources Management Plan ends on 25 May. Noted.
- (l) A letter had been received from the Open Spaces Society seeking donations to their work. Noted.
- (m) A further letter had been received from Mr D Brownrigg reiterating his concerns about the Parish Council’s handing of the issues he had raised about St Bees School. Noted.

**ITEMS FOR INFORMATION**

- West Cumbria Mining Event Invitation 17-19 May
- Copeland Matters – May
- NW Coastal Access Update April 2018
- CALC Newsletter May 2018
- Copeland Coastal Newsletter
- Conserving Lakeland (Friends of the Lake District) Spring/summer 2018

**98/18 ITEMS FOR INFORMATION**

- (a)It was noted that the new rail timetable came into operation on 20 May with more trains running in each direction and the last train to Whitehaven was now just before 9.30pm. Sunday trains had been reintroduced for the first time since the 1960s.
- (b) It was reported that in some areas of the village parked cars were making it difficult for bin lorries and other large vehicles to reach properties. It was agreed to put a note in the parish magazine asking drivers to ensure that vehicles were not parked where they would obstruct the passage of large vehicles.

**99/18 MEETING CALENDAR**

It was RESOLVED that meetings continue to take place on the 3<sup>rd</sup> Monday of the month and that the next meeting take place on MONDAY 18 JUNE 2018 at 6.30pm in the Village Hall.

Signed.....

Date.....