

# SEATON PARISH COUNCIL

## MINUTES OF MEETING HELD ON 15 MAY 2017

### **Present:**

Councillor P F Bateman

Councillor K P Birkett

Councillor M T Ditchburn

Councillor A Grey

Councillor Mrs L Harwood (Chairman)

Councillor D Horsley

Councillor R McCracken

Councillor J Musgrave

Councillor Mrs J Norman

Councillor K Slone

Councillor C Woodman

**Clerk:** P Bramley

### **Minute No. 1**

#### **Election of Chairman for Council Year 2017/18**

**Resolved** that Councillor Mrs L Harwood be elected as Chairman of the Council for the Council Year 2017/18.

### **Minute No. 2**

#### **Declaration of Acceptance of Office**

**Resolved** that the Chairman's signature to the Declaration of Acceptance of office be noted.

### **Minute No. 3**

#### **Appointment of Vice Chairman for Council Year 2017/18**

**Resolved** that Councillor R McCracken be elected as Vice Chairman of the Council for the Council Year 2017/18.

### **Minute No. 4**

#### **Apologies for Absence**

Apologies for absence were received from Councillors S Forrester, M Jenkinson, J Sandwith & Mrs C Tibble.

### **Minute No. 5**

#### **Declarations of Interest**

A Declaration of Interest was received from Councillor K Slone, Item 12, Personal & Councillor Mrs J Norman, Item 19, Planning Application HOU/2017/0107, Personal.

**Resolved** that the declarations of interest be noted.

### **Minute No. 6**

#### **Requests for Dispensations**

None received.

### **Minute No. 7**

#### **Minutes of Meeting held on 18 April 2017**

**Resolved** that the minutes of the Meeting held on 18 April 2017 be accepted and signed as a correct record.

### **Minute No. 8**

#### **Representatives on Outside Bodies**

**Resolved** that representatives on the Village Hall Committee be Councillors Mrs K P Birkett, M T Ditchburn, J Musgrave & Mrs C Tibble, & that the Council's representative on the Iggesund Community Liaison Group be Councillor M I Jenkinson.

### **Minute No.9**

#### **Membership of Council Working Parties**

**Resolved** that representatives on the Council's Working Parties be as follows:

- 1) **Allotments Working Party**  
Councillors A Grey, Mrs L Harwood, D Horsley, M Jenkinson & J Sandwith.
- 2) **Brick Dubs Working Party**  
Councillors M Ditchburn, Mrs L Harwood, R McCracken, J Sandwith & Mrs C Tibble.
- 3) **Christmas Lights Working Party**  
Councillors Mrs K P Birkett, S Forrester, Mrs L Harwood & Mrs C Tibble.
- 4) **Jackson Street Play Area Working Party**  
Councillors Mrs K P Birkett, Mrs L Harwood, Mrs J Norman & Mrs C Tibble.
- 5) **Scarecrow Festival Working Party**  
Councillors S Forrester, Mrs L Harwood, D Horsley & K Slone.
- 6) **Seaton Junior Football Club Liaison Working Party**  
Councillors D Horsley, M Jenkinson & J Sandwith.

### **Minute No. 10**

#### **Police Report**

A report was received from PCSO Lisa Jackson.

**Resolved** that the report be received & that problems with teenagers playing on Seaton Library roof be reported.

### **Minute No. 11**

#### **Progress Reports**

##### **1) Clerk**

**Resolved** that the progress report be noted & that it be noted that planned works for a road crossing at Seaton Academy included a pedestrian barrier under the bridge nearby.

##### **2) Village Hall**

Councillor J Musgrave advised on a number of minor matters.

**Resolved** that the progress report be noted.

## **Minute No. 12**

### **Allotments**

Members received an update on the position concerning the Council's arrangements for the provision of allotments.

- 1) An updated drawing of the proposed Seaton Allotments development had been prepared by the Council's Planning Adviser & forwarded to Allerdale Borough Council Planning Services for consideration as part of the Council's pre-planning advice.
- 2) The Council's solicitor had drawn up & sent to households, indicated by Allerdale Planning Services as likely to be consulted in any planning application, a letter advising the occupants that, should their properties have gates or similar installed in their boundaries to permit access to Meadow Vale sports pitches land, usage of such access was with permission of the Council only.
- 3) Land preparation works had commenced on the proposed allotment site at Meadow vale, in early May, consisting of mechanical flailing, site levelling, site drainage replenishment & the addition of top soil.
- 4) A Mr McEwan of Meadow Vale had reported to a Council member that he had experienced two incidents of copper theft from his van outside his house. His view was that that the thefts were the fault of the Council for having cut vegetation in the area; he also had concerns with the open path in the area.
- 5) Some damage had occurred to fencing of a property on Meadow Vale owned by Mr Snodden during recent clearance works. Repairs had been carried out & Mr Snodden had indicated his satisfaction with the repair work.
- 6) Allerdale Planning Services had contacted the Council requesting attendance at a meeting which the Borough Council would set up to permit concerned residents to discuss the Parish Council's plans for the development of an allotment site at Meadow Vale & the proposals' relevance to planning legislation, following Planning Services having been contacted on a number of occasions by residents concerned with works taking place at Meadow Vale in early May.
- 7) A considerable amount of correspondence had been received from Mr P Nicholson of Meadow Vale concerning works taking place at Meadow Vale in early May. Such matters had been dealt with through the Council's solicitor & a copy of the correspondence was provided for members.

**Resolved** that the position be noted, actions undertaken endorsed, & the Council be represented at the meeting to be arranged by Allerdale Planning Services by Councillors Mrs L Harwood, D Horsley & M Jenkinson.

### **Minute No. 13**

#### **Public Questions**

A number of members of the public with an interest in the Council's proposed development of land as an allotment site at Meadow Vale attended the meeting.

- 1) Mr McEwan of Meadow Vale asked what the Council was planning to do to protect residents, alleging that the cutting down of vegetation had encouraged the 'wrong type of person' to access the area. He asked what type of access the council planned for the allotment site & suggested that a well-used track in the area wasn't a right of way. He was advised that it was householders' responsibility to protect their properties & for the Police to uphold the law. It was also noted that there were a number of access points to the proposed site.
- 2) Mr Andrew Bell of Hazelgrove asked why the Council had started working on the site when it was still consulting with Allerdale Borough Council Planning Services, & also why work was carried out when children were using the Meadow Vale football pitches. He was advised that the Council was the owner of the land in question & that the Council had been advised that the type of work carried out to date did not require planning permission, it being of an agricultural nature. He was also advised that a risk assessment was undertaken & that Seaton Junior Football Club officials had been spoken to address any relevant matters.
- 3) Mr David Christian of Meadow Vale asked whether it would be possible for the Council to organise a meeting to discuss its updated plans with residents, & how access to the site from the cycletrack would be controlled. Arrangements for access agreed with Sustrans, as the responsible managers of the cycletrack, for access were outlined. It was considered a reasonable request for a meeting to be arranged, where updated plans could be discussed & options on a number of matters considered.
- 4) Mr Gary Scott of Meadow Vale asked what screening was planned for the site. He was advised that it would be fenced off with a good quality material & that it was intended to plant suitable tree screening around the perimeter.
- 5) Mr Paul Nicholson of Meadow Vale stated that there had been no open discussion of the planned works. He was advised that the Council had arranged open meetings on 21 & 28 January 2017, (in addition to ordinary Council meetings), to which all members of the Seaton public had been invited, & for which directly affected households had been sent specific invitations. It was noted that the meeting held on 28 January had been attended by a number of residents who had apparently acted in an unruly manner & their actions had prevented the type of proper & open discussion around proposals & options which the Council had intended.
- 6) Mrs Nicole Nicholson of Meadow Vale questioned the use & time of use of heavy machinery, & requested that any further works be carried out within reasonable hours.

Council members discussed the matters raised & agreed that it would be of benefit to hold a further open meeting with residents & to involve representatives of affected residents in detailed allotment site developments.

**Resolved** that:

- 1) Following the meeting being arranged by Allerdale Borough Council Planning Services to discuss matters pertaining to the proposed development with Parish Council & affected household representatives, a further open meeting be arranged to facilitate a constructive discussion on the proposed developments.
- 2) Three residents, nominated as Mr David Christian, Mr David McEwan & Mrs Nicole Nicholson, be invited to attend future meetings of the Allotment Working Party, as relevant.

#### **Minute No. 14**

##### **County & District Councillors' Reports**

No County or District Councillors present.

#### **Minute No. 15**

##### **Application for Financial Assistance – 1<sup>st</sup> Seaton Rainbows**

**Resolved** that:

- 1) A grant of £250 be awarded to 1<sup>st</sup> Seaton Rainbows towards the group's centenary celebratory event.
- 2) Permission be given to the group to site a bouncy castle, hot dog stand & ice cream van on the village green, subject to a satisfactory insurance document being provided to the Council.
- 3) It be agreed to permit bunting to be displayed around the village green.
- 4) It be agreed to permit the use of the Parish Rooms as a changing & rest room for entertainers at the event.

#### **Minute No. 16**

##### **Application for Financial Assistance – Seaton ARLFC**

**Resolved** that the matter be deferred pending the receipt of a suitable application.

#### **Minute No. 17**

##### **Seaton Scarecrow Festival 2017**

**Resolved** that the arrangements determined by the Scarecrow Festival Working Party be noted & supported.

#### **Minute No. 18**

##### **Best Kept Garden & Container Competition 2017**

**Resolved** that arrangements be made for the Best Kept Garden & Container Competition 2017 to be organised in a similar way to the event in 2016, & that:

- 1) The Council hold its Best Kept Garden & Container Competition 2017 during the second half of July, with nominations due by the end of the first week in July.

- 2) Arrangements be made with Seaton Schools for judging of sunflowers grown by Seaton Schools' pupils to be undertaken in early September upon notification to the Council of sunflowers in excess of 1.5 meters in height.
- 3) The Council's judges for the competitions be Councillors Mrs K P Birkett, M Ditchburn & Mrs L Harwood.

### **Minute No. 19**

#### **Planning Issues**

**Resolved** that the following observations on planning applications be made:

Reference No: HOU/2017/0107  
 Applicant: Mr & Mrs A Hall  
 Proposal: Side & rear extension  
 Location: 38 Kelsick Park, Seaton

**No Objections**

**Resolved:** that the following planning application decisions made by Allerdale Borough Council be noted:

Reference No: HOU/2017/0029  
 Applicant: Mr Richard Gallacher  
 Proposal: Side & rear extension  
 Location: 110 Ling Beck Park, Seaton

**APPROVED**

### **Minute No. 22**

#### **Accounts – May 2017**

**Resolved** that the accounts listed in the schedule, totalling £10,559.62, including payments agreed at the meeting, be agreed for payment.

### **Minute No. 23**

#### **Annual Return – Annual Governance Statement 2016/17**

Members considered the Annual Governance Statement 2016/17. In doing so, members confirmed, to the best of their knowledge & belief, with respect to the accounting statements for the year ended 31 March 2017, that they had:

- 1) Put in place arrangements for effective financial management during the year & for the preparation of the accounting statements.
- 2) Maintained an adequate system of internal control, including measures designed to prevent & detect fraud & corruption & reviewed its effectiveness.
- 3) Taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations & proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.
- 4) Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts & Audit Regulations.

- 5) Carried out an assessment of the risks facing the Council & taken appropriate steps to manage those risks, including the introduction of internal controls &/or external insurance cover where required.
- 6) Maintained throughout the year an adequate & effective system of internal audit of the Council's accounting records & control systems.
- 7) Taken appropriate action on all matters raised in reports from internal & external audit.
- 8) Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, had a financial impact on the Council &, where appropriate, had included them in the accounting statements.

**Resolved** that the Annual Governance Statement 2016/17 be agreed & that the Chairman be authorised to sign the statement.

#### **Minute No. 24**

##### **Annual Return – Statement of Accounts 2016/17**

**Resolved** that the Statement of Accounts 2016/17 be agreed & that the Chairman be authorised to sign the statement.

#### **Minute No. 25**

##### **Correspondence**

Correspondence received since the last meeting was noted.

**Resolved** that:

- 1) It be agreed to support the holding of a Digital Inclusion Event in Seaton.
- 2) Further to its application, no further funding to that agreed be awarded to Citizens Advice Bureau as an annual grant be provided.
- 3) In respect of the request from Seaton Junior Football Club, the Council prefer the installation of permanent goal posts at Meadow Vale.

#### **Minute No. 26**

##### **Councillors' Reports**

- 1) It was agreed to discuss the problem of rat numbers in Seaton at the next meeting.
- 2) It was agreed to discuss the provision of dropped kerbs on Cape Road at the next meeting.
- 3) It was agreed to report concerns with the condition of the former allotment site at Lowca Lane to Allerdale Borough Council Environmental Health office.
- 4) It was noted that there was a problem with weeds growing in pavements.
- 5) It was reported that the sign post at the bottom of Lowca Lane, western end, had been knocked out.
- 6) It was agreed to publicise Councillor Mrs K P Birkett's charity climb of Ben Nevis in the Council's noticeboards.
- 7) Problems with vehicle use of Church Road were reported; it was noted that the matter had been discussed with Cumbria Highways officer at the meeting held on 13 April.
- 8) It was agreed to report an incident of fly tipping off Church Road to Allerdale Borough Council.

**Minute No. 27**

**Next Meeting**

Members were advised that the next meeting would be held on 19 June 2017.

The meeting finished at 8.45 pm.

Signed .....

Chairman

Date .....