

**MINUTES OF A MEETING OF MILLOM TOWN COUNCIL HELD ON WEDNESDAY
26th JANUARY 2022 AT 07.30PM IN THE TOWN COUNCIL OFFICES**

PRESENT: Cllr R Peter (in the Chair), Cllr R Kelly, Cllr B Crellin, Cllr G McGrath, Cllr G Brace, Cllr R Pattinson, Cllr S Faulkner, Cllr J Brown, Cllr D Billing, Cllrs A & T Dixon, Cath Jopson Town Clerk and RFO/Assistant Clerk Liz North

Prior to the start of the meeting Cllr McGrath requested that an emergency item on Church Walk refurbishment be dealt with at this meeting due to the timeline of the project. The mayor Cllr Peter agreed this to be discussed at the agenda.

Cllr Peter also commented on the big loss of councillor Jakubowski to the council as she was very proactive during her time on the council and a letter of thanks to be sent to her.

187/21: APOLOGIES:

Apologies were received from Cllrs Jakubowski, Burness and Donnelly

188/21: EXCLUSION OF PRESS & PUBLIC:

No members of the press or public were in attendance.

189/21: MAYOR'S ANNOUNCEMENTS:

The following mayor's announcement had been circulated to all councillors for their information it read as follows:

189/21: DECLARATIONS OF PECUNIARY INTEREST:

No declarations of pecuniary interest were received.

190/21: ACTIONS UPDATE FROM PREVIOUS MEETING MINUTES/TO REVIEW ANY INCOMPLETE ACTIONS:

The clerk reported that all the office actions had been completed.

191/21: TO NOTE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24TH NOVEMBER 2021:

A draft copy of the minutes had been circulated to all councillors for their perusal and amendment if required. Following the circulation, it was proposed by Cllr McGrath, seconded by Cllr Billing and agreed that the minutes be signed accordingly as a true and correct record.

192/21: TO NOTE THE MINUTES OF THE FINANCE MEETING HELD ON 23RD NOVEMBER 2021 PRIOR TO THE TOWN COUNCIL MEETING:

A draft copy of the minutes had been circulated to all the finance committee for their perusal and amendment if required.

193/21: TO APPROVE THE MINUTES FROM THE EXTRAORDINARY MEETING HELD ON 12TH JANUARY 2022

194/21: OPEN TO MEMBERS OF THE PUBLIC:

No members of the public had attended the meeting.

195/21: CUMBRIA COUNTY COUNCIL:

The clerk informed the councillors that the local representatives from CCC had nothing to report this month.

196/21: COPELAND BOROUGH COUNCIL:

Cllr McGrath stated that there was nothing new to report.

197/21: MILLOM TOWN COUNCILLOR AND CLERK'S UPDATE:

The Clerk's report had been circulated in the working papers.

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198/21: THE GREAT BRITISH SPRING CLEAN:

Cllr Faulkner informed the council that she thought the council should get involved with the Great British Spring Clean. As there was a cost to this it was agreed that the town council should arrange this themselves. It was proposed by Cllr Faulkner, seconded by Cllr Pattinson that March would be a good time to arrange this, hopefully with volunteers from the parish. **Action: Clerk to advertise and make posters when a date in March had been agreed.**

199/21: COPELAND LOCAL PLAN:

A meeting with councillors and representative from Copeland Borough Council Ellie Church had been arranged for 3rd February in the council offices. Cllr Billing proposed that an advance meeting beforehand would be beneficial so that a list of questions could be collated to present to the meeting on the 3rd. This was seconded by Cllr McGrath and agreed. **Action: Clerk to arrange before meeting with CBC with councillors**

200/21: COMMITTEES AND WORKING PARTIES:

Cllr Brace informed the council that he felt that the current committees and working parties need looking at in detail as to how many councillors were needed on each committee/working parties. Cllr Brace proposed that a meeting with a small group of councillors to discuss this going forward be arranged. This was seconded by Cllr McGrath and agreed. The following councillors to get together Cllrs Peter, Kelly, Pattinson, Brace and McGrath. **Action: Cllr Brace to arrange date with the clerk to hold this meeting.**

201/21: REVIEW OF POLICIES AND PROCEDURES:

The following policies had been circulated to the meeting for approval/amendments and signing as follows:

- Child Protection Policy – amendments to be made as agreed and submitted to next council meeting for signing and adoption
- Health and Safety Policy – it was agreed to accept this and was duly signed and adopted
- Vexatious Complaints Policy – amendments to be made as agreed
- Risk Register and Risk Assessment – it was agreed to accept this and was duly signed and adopted
- Appraisal Policy – amendments to be made as agreed and submitted to next council meeting for signing and adoption

Action: Clerk to amend policies as agreed and re-submit to next council meeting for signing

202/21: TOWNS FUND BID UPDATE:

Prior to the following update Mayor Cllr Peter informed the council that she felt it was disgraceful that the mayor of Millom was not invited to attend on the Board.

Cllr Brace reported on his attendance of the Town Board (Teams) meeting held on 19th January having deputised for Cllr Kelly who could not attend. He reported that the following presentations from the project managers these were as follows:

Iron Line

- Moving to 'Emergency Design' stage
- Risks – motorised traffic restrictions
 - No match funding at present
 - Have not engaged with RSPB and 1 Private Road

With regard to the possible motorised traffic restrictions Cllr Brown raised her concerns about this and felt that it should be left open to all traffic.

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Heritage Buildings

- Nat West Bank
- HSBC Bank
- Market Hall
- Co-operative Building – having walked around this building there was no access to look into the inside
- Market Square – improving the general overall look

Community Health

3 possible sites have been identified for the proposed swimming pool, the best sites in the Millom School area but as yet no discussions have taken place in this regard there being possible risks of funding.

Connecting Haverigg and Millom

To look at Millom Station/Heritage Centre as the hub for visitor connectivity to Mainsgate Road/Iron Line Access and Haverigg Lamp post/Iron Line access.

Cllr Brown stated that she was worried about the Iron Line route and was concerned that vehicular access would be denied along this route and wanted her concerns minuting.

Cllr McGrath thanked Cllr Brace for his account of the meeting. Cllr McGrath proposed that the Town Board be asked to give a presentation to the council on what is actually proposed. This was seconded by Cllr Billing and agreed. **Action: Clerk to arrange meeting with Town Board representatives.**

203/21: ENVIRONMENT PARTY COMMITTEE:

No meeting had taken place prior to this meeting, nothing to report. Cllr Pattinson informed the council that the trees for the Queen's Platinum Jubilee had arrived and was looking mid-March to plant them. The next meeting of this committee will be held on 3rd March 2022 in the council offices. **Action: Clerk to approach HMP Working Party to see if they could help with the planting.**

204/21: OFFICE LEASE:

The clerk had placed this on the agenda as the lease for the offices has not yet been sorted. It was proposed by Cllr McGrath, seconded by Cllr Peter and agreed that the clerk with the help from Cllr McGrath go forward and try to get this sorted amending the document as discussed in the meeting. **Action: Clerk/Cllr McGrath to arrange for the lease to be amended and submitted**

205/21: MILLOM HERITAGE TRIANGLE:

Cllr Faulkner proposed that the councillors attend a short presentation/walk about of the Heritage Triangle to give the councillors insight as to what is proposed. Cllr McGrath seconded this and stated that it seemed a good project and that Millom Town Council should support this. All agreed. **Action: Clerk to liaise with Heritage Triangle representatives for a date to visit.**

206/21: UPDATE ON TOWN PLAN:

No further updates available on the Town Plan.

207/21: UPDATE ON MEETINGS HELD PRIOR TO THE MEETING:

- Working Party – To discuss clerk/RFO employment – A brief summary was given in regard to the clerk and RFO employment due to the amount of overtime etc by Cllr McGrath. An agreement was reached that both get an extra hour/day of work and that the front desk office will now close at 12.00pm giving them another 1-hour/day with no interruptions.
- HMP Working Parties – Following the meeting on 29th November Cllr McGrath gave a short summary what had been discussed. Going forward the council are looking forward to working alongside HMP.

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- Open Spaces – the meeting with Open Spaces was being re-scheduled
- Lengthsman Scheme – A brief summary was given with regard to the meeting on 20th January with the Lengthsman Scheme. All who attended agreed that it was an exceptionally useful meeting. Further discussions to take place when council decide what is required.

208/21: GDF PARTNERSHIP:

Following a meeting held on 24th January an update regarding the GDF Partnership was given by Cllr Billing. Following this it was proposed by Cllr Billing and seconded by Cllr Brace that a working party group be formed to move forward with preparation for submission of wishes and bids. This was agreed by all and the following councillors agreed to be part of the working group. Cllrs Billing, Peter, Faulkner, Kelly and Brace. **Action: Cllrs Billing, Peter, Faulkner, Kelly and Brace to arrange and prioritise what to apply for funding in preference/ranking order.**

209/21: HAVERIGG ISSUES:

- Memorial Benches and Seating:
Cllr Brown proposed that following recent requests to install memorial benches Town Council should have a policy in place as to what specification and terms of upkeep following installation. The Clerk informed the council that she had already begun to prepare a seating policy for all areas and will submit this for council's approval as soon as it had been prepared. **Action: Clerk to prepare a Seating Policy and submit for council approval.**
- White Rock Signage:
Cllr McGrath informed the council that he had spoken again to CBC about getting the sign erected, they stated it would be carried out soon.

211/21: MILLOM TOWN/ PARK ISSUES:

- Sensory Garden:
The clerk informed the councillors that the lads had taken out the dead plants in the sensory garden. It was proposed by Cllr McGrath that this is perhaps the ideal opportunity to involve HMP to provide a re-planting scheme for this area and to quote for wooden boxes to go over the top of the tyres to make them more attractive. **Action: Clerk to liaise with HMP regarding planting scheme etc.**

212/21: VACANCY TOWN COUNCIL:

Following the recent resignation of Cllr Fitzwilliam one application had been received. After a short discussion it was proposed by Cllr Billing to accept the application of Mr Tim Lees as our next councillor for the Holborn Hill Ward. This was seconded by Cllr Peter and agreed. **Action: Clerk to arrange for all paperwork to be signed with Mr Lees and forwarded to the Electoral and Democratic Services Manager at Copeland Borough Council**

213/21: CORRESPONDENCE RECEIVED FOR ACTION/INFORMATION:

All correspondence which had been received was circulated to all councillors for their information, list of this within the clerk's report.

214/21: FUTURE OF MILLOM LIBRARY BUILDING:

Cllr Peter raised her concerns about the proposed re-siting of Millom Library and the CBC Team.. Cllr Peter proposed that letters be sent to both CCC and CBC asking them for an update as to what is happening, this was seconded by Cllr McGrath and agreed. **Action: Clerk to write to CCC asking for clarity of what the future plan was for the building and when/if the Library staff will be moving. A letter to CBC asking why the office is not yet open for face-to-face service to the local parishioners.**

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215/21: PLANNING:

The following planning applications had been received for council's comments:

- 4/21/2555/OF1 – Removal of the existing pitch roof and first floor window and the construction of a new flat roof balcony plus the installation of anew access door – Bridge Café, 1 St George's Road, Millom
- 4/22/2004/OF1 – Single Storey Front Extension including new entrance canopy and reconfiguration of existing steps and single and two storey extension to rear elevation to create additional treatment rooms in connection with the existing use of the premises as a Hairdressers/Beauty Salon – 14 St Georges Road, Millom
- 4/22/2012/OF1 – Erect Two Storey Extension to Rear Elevation – Marron House, Poolside, Haverigg

The council had no objections in principle to any of these applications. **Action: Clerk to inform CBC about the council decisions.**

216/21: ACCOUNTS:

The RFO circulated all accounts for payment. It was proposed by Cllr Peter and seconded by Cllr A Dixon that they be signed and paid accordingly. **Action: RFO to arrange for payment of all invoices.**

217/21: CHURCH WALK REFURBISHMENT:

The clerk informed the council that due to increases in materials the contractor who won the work had informed them that they could no longer do the work for the price initially given. The extra cost would be in the region of £10k. Cllr McGrath proposed that we accept this rise in cost and take it from the council's reserves. Cllr Billing stated that he did not agree with this and asked if it could go out to tender again. Cllr McGrath informed him and the other councillors that due to the time-line and at the initial stage struggling to get anyone to quote in first place the council should go with this increase in cost. He also stated that any grant money would have to be given back as the work would not be completed within the timeline of the grant. Cllr T Dixon proposed that we go ahead with the current contractor and take the overspend from the reserves. This was seconded by Cllr McGrath; a vote was then taken and a unanimous vote carried. Cllr Billing abstained from voting on the matter. **Action: Clerk to arrange with the contractor to go ahead and carry out the work.**

218/21: ANY OTHER BUSINESS:

Cllr Faulkner asked for the state of the roads in and around the parish to be placed on the next agenda for discussion. **Clerk to add roads disrepair on the next agenda**

There being no further business the meeting closed at 8.55pm

Signed:  (Mayor) Dated: 23.02.2022

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203/21: Clerk to approach HMP Working Party to see if they could help with the planting.
204/21: Clerk/Cllr McGrath to arrange for the lease to be amended and submitted
205/21: Clerk to liaise with Heritage Triangle representatives for a date to visit
208/21: Cllrs Billing, Peter, Faulkner, Kelly and Brace to arrange and prioritise what to apply for funding in ranking order.
209/21: Clerk to prepare a Seating Policy and submit for council approval.
212/21: Clerk to arrange for all paperwork to be signed with Mr Lees and forwarded to the Electoral and Democratic Services Manager at Copeland Borough Council
214/21: Clerk to write to CCC asking for clarity of what the future plan was for the building and when/if the library staff will be moving. A letter to CBC asking why the office is not yet open for face-to-face service to the local parishioners.
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