



# WINDERMERE & BOWNESS TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

## Minutes of the Meeting

9<sup>th</sup> September 2020 at 7pm, Langstone House, Windemere & Via Zoom online

Minute No	
	<p><b>Present:</b> Mayor John Saunders (in the Chair), Deputy Mayor Ms Sandra Lilley, Cllrs Mr Adrian Legge, Mrs Jenny Borer, Mr Peter Cook, Ms Magda Khan, Mrs Kate Tripp, Mr Leith Hallatsch, Mrs Christine Hallatsch, Mr Ian Telford, Mrs Christine Cook, Marina Davis, Catherine Musetti, Mr Peter Hamilton, Mrs Lisa Greasley, Ms Grania Nicholson, Cllr Alan Hands, Fiona Wilkinson, Tim Shearer. Also: Mrs Julie Hartley (Town Clerk) SLDC/CCC Councillors: Kevin Holmes, Andrew Jarvis. There were no members of the public in attendance. The meeting opened at 7pm.</p>
173.	<p><b>Apologies and absence:</b> Apologies: Cllrs Mike Stafford, SLDC/CCC Cllr Ben Berry.</p>
174.	<p><b>Minutes:</b> It was resolved that the minutes of the Council meeting held on 11<sup>th</sup> March 2020 be signed as a true and accurate record.</p>
174.	<p><b>Planning sub-committee Minutes:</b> The planning minutes of the virtual sub-committee meetings held on 25<sup>th</sup> March, 29<sup>th</sup> April, 27<sup>th</sup> May, 17<sup>th</sup> June, 29<sup>th</sup> July and 26<sup>th</sup> August were accepted.</p>
175.	<p><b>Declarations of Interest:</b> NONE</p>
176.	<p><b>Requests for Dispensations:</b> None received</p>
177.	<p><b>Item to be taken in private session:</b> Councillors agreed to take the agenda items on public toilets and staffing in private session at the end of the meeting, due to the sensitive and personal nature of the content.</p>
178.	<p><b>Public Input:</b> NONE</p>
179.	<p><b>Decisions made under Delegated Powers during the Coronavirus Emergency:</b> Councillors reviewed the list of 18 decisions made under delegated powers granted to the Mayor, Deputy Mayor and Clerk up to 5<sup>th</sup> August and these were noted for the record. Cllr Greasley drew attention to an error in the orders for payment, which listed a payment to Horton Landscaping twice. The clerk reassured the Council that only one payment had been made.</p>
180.	<p><b>Mayor &amp; Member Updates:</b> Cllrs Jenny Borer, Lisa Greasley, Adrian Legge and Sandra Lilley submitted written updates prior to the meeting which were circulated to Councillors. These covered Orrest Head project team meetings, assistance to SLDC with putting up signage, Queens Park, Planning sub-committee, Goodly Dale surgery and Town Twinning. Mayor Saunders gave his thanks to</p>

Signed as a true and accurate record:



# WINDERMERE & BOWNESS TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

## Minutes of the Meeting

**9<sup>th</sup> September 2020 at 7pm, Langstone House, Windemere & Via Zoom online**

	<p>Cllrs Lilley and Greasley for their help with putting up the signage on behalf of SLDC. He also gave thanks, on behalf of the Council, to the work done by SLDC in responding to the very difficult and challenging events of the summer. Cllr Borer asked about the recent submission by Cumbria County Council to the government on the subject of Local Government Reorganisation (LGR). SLDC Cllr Jarvis confirmed that the submission is simply a request for the minister to consider the issues and this is an early stage in the process. It was, however, agreed that events may move fast with LGR and that there is, this time around, real intent from central government. The Town Council will need to keep an eye on events and be ready to respond to consultation when necessary. Cllr Musetti asked Cllr Borer, in her role as Chair of the Planning sub-committee, why the St Andrews bar are still trading, even though their planning appeal has been turned down. Cllr Borer confirmed that the Planning Inspectorate have given notice for removal of the structures and that the business has until December to carry this out. Cllr Hamilton asked a question about the licensing situation and SLDC Cllr Jarvis explained the complexities of the situation, which all recognize is not ideal. But he was able to confirm that SLDC have followed correct procedures in this respect.</p>
181.	<p><b>District &amp; County Councillors' reports:</b> Cllr <u>Andrew Jarvis</u> had submitted a written report prior to the meeting, setting out some of the key financial challenges faced by SLDC in recent months. Cllr Musetti reflected the views of Town Council in expressing her thanks to SLDC for providing and financing the stewards at weekends, which have helped to give reassurance to visitors and local people. Cllr <u>Kevin Holmes</u> reported verbally on the meeting he had attended with Highways England. As the broadband signal was weak, it was agreed that Cllr Holmes would submit a written report to the Clerk for circulation amongst Council. WTC Cllr Ian Telford asked Cllr Holmes if he could take back the message to Highways England asking for better illumination at night and early morning around the works to Junction 36 as there have been problems experienced.</p>
182.	<p><b>Non Attendance Dispensation:</b> <b>Council agreed the recommendations of the report as follows:</b></p> <ul style="list-style-type: none"><li>a) During the Covid 19 pandemic, any Councillors who are unable to attend Council meetings having followed Government, Public Health England and NHS advice relating to COVID-19, or who cannot meet the attendance requirements due to the Council's decision to follow Government advice by deferring or cancelling meetings, will have an approved reason for non-attendance at Council meetings.</li><li>b) Councillors who find themselves in this situation are requested to inform the Clerk and the apologies and dispensation will apply.</li></ul>

Signed as a true and accurate record:



# WINDERMERE & BOWNESS TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

## Minutes of the Meeting

9<sup>th</sup> September 2020 at 7pm, Langstone House, Windemere & Via Zoom online

<p>183.</p> <p>Action.</p>	<p><b>Council Name Change &amp; Noticeboards:</b> The Clerk verbally updated that SLDC had approved the name change to Windermere &amp; Bowness Town Council at their July meeting and that the name change has been advertised on the parish noticeboards and key partners have been informed (for example LDNPA). The Council's website and letter headings have been updated and, as other assets' signage needs replacing, the name change will be reflected in these. For example, over Winter the toilets signage will need to be replaced.</p> <p>Three of the Council's noticeboards are in poor condition and dangerous to use. It was agreed that the Clerk would obtain quotations for their replacement and bring proposals to Policy &amp; Finance Advisory Group, who would also consider the location and number of noticeboards. SLDC Cllr Kevin Holmes was able to offer some funding to assist with the noticeboard in Bowness. The Clerk will follow this up with him.</p>
<p>184.</p>	<p><b>Policy &amp; Finance Advisory Group:</b> Council approved the minutes of the virtual meeting (via email and phone) held on 19<sup>th</sup> March 2020 and the hybrid meeting held on 19<sup>th</sup> August 2020. An amendment to the minutes of 19<sup>th</sup> August was proposed by Cllr Lisa Greasley and approved as follows: Item 7 c should read "Cllr Lisa Greasley expressed her sadness that Town Council did not go ahead with a form of Windermere in Bloom competition and that the Windermere in Bloom Advisory Group had not been consulted on the decision."</p>
<p>185.</p>	<p><b>Financial Position</b> Council noted the detailed financial report which had been discussed at Policy &amp; Finance Advisory Group on 19<sup>th</sup> August. Key points are: Council spending overall is on target from the period 1 April to 31 July 2020; The new toilets revenue account is showing a small deficit of income over expenditure, mainly due to the additional Covid 19 expenditure, particularly on stewarding at Bowness Bay. However, this is within the funding available as a result of ceasing payment to the BWCCT.</p>
<p>186.</p>	<p><b>Online Banking</b> Councillors noted the contents of the Clerk's report on this item and approved the recommendations as follows:</p> <ul style="list-style-type: none"><li>a) That online banking is established with the current banking provider, HSBC with the Town Clerk named as primary user;</li><li>b) That the existing bank signatories are established as secondary users, able to view and access the online banking information, but not make transactions;</li><li>c) That expenditure limits as set out in the report are put in place to enable standing orders to transact;</li><li>d) In order to balance risk and reduce the risk of fraudulent transactions, the Town Council introduce the additional financial controls listed in paragraph 6 of the report.</li></ul>

Signed as a true and accurate record:



# WINDERMERE & BOWNESS TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

## Minutes of the Meeting

9<sup>th</sup> September 2020 at 7pm, Langstone House, Windemere & Via Zoom online

	<p>e) That the current account balance is limited to a comfortable monthly expenditure level and that the majority of the Council's funds should be held in a savings account which is not accessible via primary user only online banking.</p>
187.	<p><b>Grant Applications:</b> The following grant payments were approved, following recommendations from Policy &amp; Finance Advisory Group:</p> <ul style="list-style-type: none"><li>• Windermere Youth Project: £2,000 (abstentions from Cllrs Leith Hallatsch, Christine Hallatsch, Peter Hamilton and Christine Cook).</li><li>• John Hunt (Tethera) bandstand grant: £50.00</li></ul> <p>The recommendations from Policy &amp; Finance not to award grants to the Community Lunch project or to offer funding to the ongoing costs of Bowness &amp; Windermere Forward were also agreed. (Note that Cllr Peter Hamilton, as a board member for BWF, was against this decision).</p>
188.	<p><b>Invoices for payment:</b> Councillors approved the payments set out on the agenda and the addition of the following:</p> <ol style="list-style-type: none"><li>a) Town Steward amount of £1,238.60;</li><li>b) Fairfield Property Services (disabled lock at Rayrigg Road toilets): £362.80</li><li>c) Thomas Graham: toilet rolls etc: £492.50 net of VAT.</li><li>d) Horton Landscapes: August plant watering: £1,177.80 net of VAT.</li><li>e) LDA cleaning services (commercial waste 2 months): £69.92 net of VAT.</li><li>f) D Reynolds: fitting of new wash basins, plumbing repairs numerous: £1,988.00 net of VAT.</li><li>g) Tactical Security Options: Toilets stewarding up to 6 September (final full week): £3,150.00.</li></ol>
189.	<p><b>CCTV in Windermere &amp; Bowness:</b> Councillors discussed the contents of the Clerk's report, which sets out the key content of the contract proposals from Tellemachus and gave their approval to the submission of an order for the equipment and to delegate the Clerk to place this order and to commence work with Cumbria Police on the installation project. Note: Cllrs Lisa Greasley and Tim Shearer voted against this proposal and Cllr Peter Hamilton abstained).</p>
190.	<p><b>Dates of Next Meetings:</b> The following dates were noted:</p> <ul style="list-style-type: none"><li>• Planning sub-committee: Wednesday 23 September 2020</li></ul>

Signed as a true and accurate record:



# WINDERMERE & BOWNESS TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

## Minutes of the Meeting

9<sup>th</sup> September 2020 at 7pm, Langstone House, Windemere & Via Zoom online

	<ul style="list-style-type: none"><li>• Elleray Woods site visit (socially distanced): Wednesday 21 October 2020 at 3pm</li><li>• Full Council: Wednesday 21 October 2020.</li></ul>
	<b>The mayor closed the public meeting and the Council then met in private to discuss the following item.</b>
<b>191.</b>	<b>Management of Public Toilets in Windermere &amp; Bowness:</b> The Clerk updated Councillors verbally on the progress of events since 11 June, when Town Council took over management of the 7 public toilets, due to BWCCT not having capacity to cope with the Covid 19 re-opening. It was agreed that a full review of the operation now needs to take place through the quieter months and that a public toilets sub-committee should be constituted. Councillors raised a number of issues which should be included in this review, as follows: <ul style="list-style-type: none"><li>• Closing time of the toilets - is this too early?</li><li>• Quarry Rigg - can the door opening mechanisms be changed to enable single doors to be locked and opened?</li><li>• Is the price correct for Bowness Bay at 50p or should it be higher?</li><li>• Can any more assistance be obtained from SLDC?</li><li>• When can the remaining toilet facilities be opened?</li></ul>
<b>Action</b>	The constitution and membership of the Public Toilets sub-committee will be agreed at the next Town Council meeting, so that the review can get fully underway.
<b>192.</b>	<b>Staffing:</b> Councillors discussed this item in private and the Clerk vacated the Chamber. They approved the recommendations of the report from the Policy & Finance Advisory Group as follows: <ol style="list-style-type: none"><li>a. Uplift the Town Clerk's salary to the LC3 substantive range, which brings it in line with other local parishes and towns and recognises the increase in workload since 2014.</li><li>b. Authorise the appointment of an Assistant Town Clerk under the terms and conditions outlined in the report.</li><li>c. Delegate to Policy &amp; Finance the agreement of a job description, person specification and advert for Assistant Town Clerk post and to oversee the appointment process, including appointment of a recruitment panel.</li></ol>
<b>Action.</b>	

Signed as a true and accurate record: