

KENDAL TOWN COUNCIL

Management Committee

**Monday 20th February 2016 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Tom Clare (Chair), Austen Robinson (Vice Chair), Stephen Coleman (Mayor), Jon Robinson, Jonathan Brook, Geoff Cook and Sylvia Emmott
- APOLOGIES** Councillors Lynne Oldham, Andy Blackman and John Veevers and Liz Richardson (Town Clerk)
- OFFICERS** Jack Jones (Town Treasurer), Hazel Belshaw (Temporary Council Secretary)
- 877/16/17 PUBLIC PARTICIPATION**
None
- 878/16/17 DECLARATIONS OF INTEREST**
None
- 879/16/17 MINUTES OF THE MEETING HELD ON 23RD JANUARY 2017**

The Chairman presented the minutes of the meeting held on 23rd January 2017, which had been approved by full Council on 6th February 2017.

Councillor J Robinson proposed that the minutes be accepted as a correct record. This was seconded by Councillor A Robinson and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 23rd January be accepted as a correct record.
- 880/16/17 MATTERS ARISING (Not on Agenda)**
Councillor Coleman asked if the template for sending letters could have the address at the top so it is clear who the letter is addressed to when attached to agendas.
- RESOLVED** The Town Clerk to consider including addresses at the top of letters.
- 881/16/17 Market Place Enhancement** (minute 812/16/17) Councillor Emmott referred to two newsletters from SLDC consulting the public about the planned works. The Treasurer will email a copy to all councillors.
- 882/16/17 Wainwright Award** (minute 813/16/17) The Treasurer confirmed the Wainwright Award would be presented in the SLDC Council Chamber on 6th March.
- 883/16/17 Flooding December 2015** (minute 815/16/17) The Treasurer confirmed that a letter of thanks had been sent to the person who

had assisted Councillor A Robinson with our responses to the December 2015 flooding but she had declined the flowers.

884/16/17

Great British Litter Picking Event (minute 818/16/17) The Treasurer had no further information from Councillor Blackman regarding the Great British Litter Picking Event due to Councillor Blackman being away.

885/16/17

URGENT ITEMS OF BUSINESS

None

886/16/17

REPORT ON WORK PROGRAMME

The Treasurer presented the report on project progress for February 2017. The following matters were highlighted:

Kendal Community Emergency Plan Group (KCEPG) - The recruitment process for the administrator post had started. It is hoped someone will be in place between 17th April and 8th May, depending on their notice period.

Somervell Garden - The grass seed was on order.

Radar speed gun - The funding had been approved.

Allotments - Vacant allotments had been advertised and The Assistant to the Town Clerk had been busy with people taking up the vacancies and The Town Handyperson had been busy clearing sites.

Green Wall - The Project Manager had completed the LIP application for the Green Wall on the 13th February.

Kendal Destination website and the Kendal Promotional leaflets – The Project Manager had launched the website and the leaflets had been produced. These had both been well received. Councillor Coleman would like to pass on his thanks to the Project Manager for all her work.

Woolpack Yard Mural - SLDC are writing to owners in Woolpack Yard to outline the improvements required and to give deadlines.

Councillor J Robinson advised the Assistant to the Town Clerk had asked him to check through the potential Allotments software suppliers.

Councillor Clare advised there is an ongoing discussion regarding the felling of the tree on Riverside. The tree is not diseased enough for SLDC to cut it down within their programme but they are happy for KTC to do so.

Councillor Cook advised that he had spoken to CCC regarding the town centre benches. The slats for the benches are being sent from Ireland and have not yet arrived.

Councillor Clare asked if there was something we could do in the meantime.

RESOLVED

Councillor Clare to formally chase CCC for a timeline on the wooden slats arriving from Ireland for the benches.

887/16/17**COMMUNITY EMERGENCY PLANNING MANAGEMENT ARRANGEMENTS**

The Treasurer presented the financial arrangements for Kendal Community Emergency Plan Group (KCEPG). The amended version will go to the Council meeting on the 6th March. It has been decided that the income will be kept in a separate bank account.

The grant for the group's activities has been received so the Treasurer will open the bank account and transfer the money once the arrangements have been approved by Council.

Recruitment for an administrator has been advertised. It is on the KTC website as well as having being sent to CCC and SLDC. It will also appear in the next edition of the Employment Pages.

Councillor J Robinson has had a brief update from Joe Murray (Chair). The group will be responsible for generating the work for the admin person and there should be no extra workload on other Town Council Officers. The Town Clerk will monitor this. It was queried whether the Community Foundation could fund Officer's time if it was required. Councillor A Robinson asked if Officers could make a note of the hours already spent on KCEPG work.

Councillor A Robinson proposed that the financial arrangements for KCEPG be accepted and presented to full Council on 6th March. This was seconded by Councillor J Robinson and carried unanimously.

RECOMMENDED

The Treasurer to:

1. Ensure a note is kept of staff hours already spent on KCEPG work
2. Present the KCEPG financial arrangements for approval at the Council meeting on the 6th March
3. Open a separate bank account for KCEPG

888/16/17**HELME CHASE MATERNITY UNIT – NHS CUMBRIA CLINICAL COMMISSIONING GROUPS DECISION**

The Committee discussed the press release regarding the permanent arrangements for the Helme Chase Maternity Unit. Councillor Coleman commented that the Clinical Commissioning Group (CCG) were looking to encourage women from out of Kendal, particularly Barrow and Lancaster, to use the unit but suggested that there should be some statistics on this, also how it is monitored. Residents need to be kept aware there is still a service there and that it should be promoted.

RESOLVED

The Town Clerk to respond to the Helme Chase Maternity Unit press release by asking if the Clinical Commissioning Group has

statistics for how many mothers from out of the area are using the service, how this is monitored and the availability of Helme Chase promoted, and can this information be updated periodically by the Group.

889/16/17

LAKES LINE FEASIBILITY STUDY REQUEST FOR SUPPORT FROM THE LAKES LINE USER GROUP AND RESPONSES FROM NORTHERN RAIL AND RAIL NORTH REGARDING CONCERNS OVER LAKES LINE ISSUES

The Treasurer reported that representatives of the user group are coming to the Environment & Highways Committee meeting in April so there will be an opportunity for a detailed discussion then.

Councillor J Robinson proposed that the detailed discussion and decision on the Lakes Line Study be deferred to the Environment & Highways meeting in April. This was seconded by Councillor A Robinson and carried unanimously.

Councillor Clare felt that Kendal was under represented on the report, which appeared to focus on Burneside and Staveley.

Councillor Coleman raised the question of the Lakes Line seeking funds from the Council. The Treasurer confirmed the Lakes Line letter did not make a specific request; it referred to potential sponsors, although no information was given.

The Treasurer recommended that an amount be set aside from any underspending in the 2016/17 Budget to enable the Environment & Highways Committee to consider an appropriate level of contribution to the Study. Councillor A Robinson suggested a figure of £2,000 be considered and this was seconded by Councillor Coleman. Councillor J Robinson suggested that the funding should be dependent on the Study meeting our aims. Councillor Coleman suggested it was worth formally asking the User Group if they were seeking support from Kendal BID and Cumbria Chamber of Commerce.

RESOLVED

1. The Town Clerk to seek clarification from the User Group on:
 - how much Kendal would benefit as it appears to be under-represented in the Study brief and the Council would expect greater emphasis on the town and its community;
 - whether Kendal BID and the Chamber of Commerce have been requested to support the study; and
 - how much has been raised from sponsors to date.
2. A fuller detailed discussion take place at the Environment & Highways Committee meeting in April when representatives of the Lakes Line User Group will be present.

RECOMMENDED

That Council be recommended to set aside £2,000 in the Development Fund, if there are sufficient underspendings in the 2016/17 Council Budget, so that funding will be available to allow

the Council to consider a contribution to the Lakes Line Feasibility Study.

The Committee discussed the replies from Northern and Rail North regarding the service on the Lakes Line. It was suggested that the Environment & Highways Committee could consider referring them to SLDC's Scrutiny Committee (subject to this being one of the 2017/18 programme topics).

RESOLVED

The Environment & Highways Committee consider referring the responses from Northern and Rail North to SLDC's Scrutiny Committee at their next meeting in April.

A letter from The Town Clerk to Virgin Trains regarding car parking charges at Oxenholme Station was discussed, together with the company's response. The letter highlighted that parking charges have increased £9 to £12 per day, based on a comparison with other locations on the West Coast mainline. Councillor Coleman would like Virgin to highlight that it is the same price to catch a train from Kendal station as it is from Oxenholme station, which could reduce the demand for parking. Also if people did this then it would increase the use of the Lakes Line. It was then discussed about the possibility of identifying a suitable site near Oxenholme station for a car park development, possibly funded from CIL income.

Councillor Clare proposed an approach to Planning at SLDC regarding the possible use of CIL monies to fund car parking at a suitable site near Oxenholme Station; this was seconded by Councillor Cook with 2 abstentions.

RESOLVED

1. The Town Clerk to write to Planning at SLDC regarding the possible use of CIL monies to fund car parking at a suitable site near Oxenholme Station.
2. The Town Clerk to write to Virgin Trains, stating that the Council's aspirations are for more capacity and cheaper parking, also they should promote use of Lakes Line so that residents in the centre of Kendal don't need to drive to Oxenholme.

890/16/17**EQUALITY AND DIVERSITY TRAINING FOR COUNCILLORS**

A discussion regarding a request made by Councillor Tirvengarum for Equality and Diversity Training. Some Councillors have been through similar training already through membership of another tier or their employment so it was suggested that research be done to establish who needs the training before deciding on a date for it. Councillor Coleman asked if the material from the training could be made available to induct new members in the future.

RESOLVED

The Town Clerk to assess who needs the training and report back to the Management Committee at the next meeting.

891/16/17**ITEMS FOR THE NEWSLETTER**

Councillor Emmott suggested including something on the Market Place Enhancement. Councillor Clare confirmed it was on the draft agenda.

Councillor Brook suggested including a piece about the Lakes Line and highlighting the costs of travelling from Kendal station instead of Oxenholme station to save on car parking.

892/16/17

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Brook and seconded by Councillor Coleman to move to Part II, this was carried unanimously.

RESOLVED

That the press and public be excluded for the following items of business.

Part II

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [*Paragraph 1*]

893/16/17

STAFFING MATTERS [Paragraph 1]

Council Secretary

The Treasurer reported that the Annual Appraisal for the Council Secretary had been completed by him as her line manager and he was happy with her work. He informed Members that the Council Secretary was entitled to move up one spinal point on the pay scale.

The Treasurer also asked for approval of payment of 8.55 additional hours to the Council Secretary for the past seven months. It had been concluded that her hours over the last year had not varied enough from her contract to require a permanent change. Therefore it was recommended that the Council Secretary continue to log her working hours and then a claim for any overtime be considered every 6 months.

Councillor J Robinson proposed that the Council Secretary move up the pay scale by one spinal point and be paid 8.55 hours and that she continue to log her working hours with additional payment being considered every six months. This was seconded by Councillor Coleman and carried unanimously.

RECOMMENDATION

1. That the Council Secretary move up the pay scale by one spinal point following her annual appraisal.
2. That the Council Secretary be paid 8.55 additional hours and continue to log her working hours with overtime payment being considered every 6 months.

Information which is likely to reveal the identity of an individual [*Paragraph 2*]

894/16/17**CORRESPONDENCE [Paragraph 2]****RESOLVED**

That the Committee notes that correspondence from an individual to the Council has been referred to the Police, who would be attending the March Council meeting.

Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]

895/16/17**FINANCIAL OR BUSINESS AFFAIRS [Paragraph 3]**

It was confirmed the Tourist Information Centre was due to close on 31st March.

Councillor Coleman highlighted that the Destination Kendal website is not showing up on a Google search and is not linked from the Kendal Town Council website. It was noted that the Google search depends on the number of "hits" and the Treasurer confirmed that the new website was to be linked to the Council's site.

896/16/17**READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor J Robinson to re-admit the press and public. This was seconded by Councillor Brook and carried unanimously.

RESOLVED

That the press and public be re-admitted for the remainder of the meeting (none were present).

897/16/17**ANY OTHER BUSINESS**

The Treasurer confirmed that he had reserved one place on a flooding workshop at Rheged on Wednesday 8th March. Councillor A Robinson was happy to attend and asked if another place could be booked? The Treasurer will request a second place.

RESOLVED

That the Treasurer reserves a second place on the flooding workshop on Wednesday 8th March.

898/16/17

The Environment Agency have sent an invitation for a representative from Kendal to attend a national strategic discussion event on flooding which they are organising in London. The cost is £385 per person. It was thought that it would not be targeted towards Kendal but may be worth passing the invite to Maggie Mason.

RESOLVED

The Treasurer pass the invitation to the Environment Agency event in London to Ms Maggie Mason.

899/16/17

The Treasurer confirmed a tender had gone out for a replacement van for Kendal Town Council. The tenders are due back on 7th March.

The meeting closed at 9.03pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
880/16/17	Matters Arising	RES	The Town Clerk to include addresses at the top of letters.
886/16/17	Report on Work Programme	RES	Councillor Clare to formally chase CCC for a timeline on the wooden slats arriving from Ireland for the benches
887/16/17	Community Emergency Planning Management arrangements	REC	The Treasurer to: <ol style="list-style-type: none"> 1. Ensure a note is kept of staff hours already spent on KCEPG work 2. Present the KCEPG financial arrangements for approval at the Council meeting on the 6th March 3. Open a separate bank account for KCEPG
888/16/17	Helme Chase Maternity Unit – NHS Cumbria Clinical Commissioning Groups Decision	RES	The Town Clerk to respond to the Helme Chase Maternity Unit press release by asking if the Clinical Commissioning Group has statistics for how many mothers from out of the area are using the service, how this is monitored and the availability of Helme Chase promoted, and can this information be updated periodically by the Group.
889/16/17	Lakes Line Feasibility Study	RES	<ol style="list-style-type: none"> 1. The Town Clerk to seek clarification from the User Group on: <ul style="list-style-type: none"> • how much Kendal would benefit as it appears to be under-represented in the Study brief and the Council would expect greater emphasis on the town and its community; • whether Kendal BID and the Chamber of Commerce have been requested to support the study; and • how much has been raised from sponsors to date. 2. A fuller detailed discussion take place at the Environment & Highways Committee meeting in April when representatives of the Lakes Line User Group will be present.
889/16/17	Lakes Line Feasibility Study	REC	That Council be recommended to set aside £2,000 in the Development Fund, if there are sufficient underspendings in the 2016/17 Council Budget, so that funding will be available to allow the Council to consider a contribution to the Lakes Line Feasibility Study.

889/16/17	Lakes Line Feasibility Study	RES	The Environment & Highways Committee consider referring the responses from Northern and Rail North to SLDC's Scrutiny Committee at their next meeting in April.
889/16/17	Car parking at Oxenholme Station	RES	<ol style="list-style-type: none"> 1. The Town Clerk to write to Planning at SLDC regarding the possible use of CIL monies to fund car parking at a suitable site near Oxenholme Station. 2. The Town Clerk to write to Virgin Trains, stating that the Council's aspirations are for more capacity and cheaper parking, also they should promote use of Lakes Line so that residents in the centre of Kendal don't need to drive to Oxenholme.
890/16/17	Equality and Diversity Training	RES	The Town Clerk to assess who needs the training and report back to the Management Committee at the next meeting.
893/16/17	Council Secretary	REC	<ol style="list-style-type: none"> 1. That the Council Secretary move up the pay scale by one spinal point following her annual appraisal. 2. That the Council Secretary be paid 8.55 additional hours and continue to log her working hours with overtime payment being considered every 6 months.
894/16/17	Correspondence	RES	That the Committee notes that correspondence from an individual to the Council has been referred to the Police, who would be attending the March Council meeting.
897/16/17	AOB – Flooding workshop	RES	That the Treasurer reserves a second place on the flooding workshop on Wednesday 8 th March.
898/16/17	AOB – Invitation to an event run by the Environment Agency	RES	The Treasurer pass the invitation to the Environment Agency event in London to Ms Maggie Mason.