

Minutes of a meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 20 June 2018 at 7.00pm

## Members

D Malloy (Mayor)

I Burns  
R Hanson  
J Laidlow  
A Smith

L Davies  
A Kennon  
E Nicholson  
A Tyson

Apologies: S Standage, S Nicholson & K Scales

Also Present: A press representative, the Council's Solicitor & approximately 8 members of the public were present.

**21 To authorise the Mayor to sign as a correct record the minutes of the last Meeting held on 16 May 2018**

Resolved – That the minutes of the last meeting held on 16 May 2018 be signed as a correct record.

**22 To authorise the Mayor to sign as a correct record the minutes of the last Special Planning Meeting held on 3 May 2018**

Resolved – That the minutes of the last Special Planning meeting held on 3 May 2018 be signed as a correct record.

**23 Declaration of Interest**

Councillor Smith declared a non-pecuniary interest in any matter relating to Allerdale Borough Council due to being the Leader of Allerdale Borough Council.

**24 Mayors Announcements**

The Mayor had attended the following engagements since the last meeting:-

- Art Exhibition, Wigton
- Civic Reception for 12 Chernobyl Children in the Town Hall
- Cockermouth Carnival

The Mayor announced that he had also attended the press launch of the new story sacks in the library.

He also announced that he had visited all local primary schools and persuaded them to take part in a competition entitled 'letter from the trenches' as part of the November WW1 commemorations.

**25 Police Report**

The Police report was circulated prior to the meeting.

Resolved – That the Town Clerk be requested to write a letter to the Chief Inspector stating that the Town Council does not wish drug taking to become prevalent in Cockermouth and requesting more patrols on Main Street.

## **26 Public Participation**

There was none.

## **27a Planning Applications**

2/2018/0239

Listed building consent for installation of external mechanical extraction system and Flue

4-5 Headford Court, Main Street

Recommended – Approval

2/2018/0229

Flood defence works comprising sheet piled wall with flood gates, volume compensation swales and road extension to perimeter

James Walker & Co

Recommended – Approval

HOU/2018/0137

Side conservatory extension

40 Fitz Road

Recommended – Approval

HOU/2018/0138

Amendment to previous approval due to position of drains found on site and the extension width has been reduced 450mm in width (re-submission of HOU/2017/0167)

25 Dale View

Recommended – Approval

2/2018/0192(amended plans and supporting information)

Erection of detached dwelling with attached garage

Plot 11, Parklands Drive

Recommended – Approval

2/2018/0242

Proposed 2 bed bungalow

South of 2 School Gardens, Strawberry How Road

Recommended – Refusal, overdevelopment of site

2/2018/0254

Change of use from A1 retail to a dog grooming salon

7 Crown Street

Recommended - Approval

## **27b Tree Works**

Recommended – That the trees at Manor House Hotel, Crown Street be crown reduced by 30%.

## **27c Tree Works**

Recommended – That the various tree works requested at Crows Nest, Dale View be approved.

## **28 Finance**

### **28a Schedule of Payments**

Resolved – That the schedule of payments in the sum of £13,297.88 be formally approved for payment.

### **28b Library Charges**

Agreed – That the new library charges for 2018 be agreed and noted.

## **29 Correspondence**

### **29a Calc Newsletter**

Agreed – That the contents of the CALC newsletter for June 2018 be noted.

### **29b Traditional Directional Signs**

Cumbria Highways were currently working on the collection of data in relation to the traditional direction signs/milestones found throughout Cumbria. They wanted to produce an inventory of the location and condition of the traditional signs/milestones in each parish.

Resolved – That town councillors pass on details of the locations of traditional directional signs/milestones within the parish to Cumbria Highways.

### **29c Banner Poles**

Resolved – That retrospective permission be given to Cockermouth Festivals Group to promote Cockermouth Live on lampposts numbered 14, 16, 21, 25, 26, 27, 28 ,30 & 31 on the Main Street be given.

### **30 Clerks Report**

Resolved – (a) That the contents of the Clerks report be noted.

(b) That the Town Clerk renew our Wedding Licence.

© That the Allotments Awards Evening be held on 24 September 2018. Judging to be arranged by end of August 2018.

(d) That our September 2018 Council meeting date be changed to Thursday 20 September 2018 due to Allerdale re-arranging their Council meeting to Wednesday 19 September 2018.

### **31 Feedback from APM**

The Mayor informed those present that several of the points raised at the APM Had either been addressed or were being addressed. A parish ward boundary map had been added to our website, an answer phone was installed in the Town Council office, his first ward surgery would be held in the library on Saturday 30 June 2018 between 10.00am – 12.00 noon and he was discussing tourism with our Town Centre Manager.

Councillor Smith stated that in his opinion, the meeting was badly handled and some councillors could have expressed themselves better. Lessons needed to be learned.

Councillor E Nicholson stated that the public had had the opportunity to voice their concerns.

Councillor Hanson stated that huge efforts were made to answer the questions asked and that it was easy to criticise the way the meeting was run.

### **32 Communication**

Those present considered a number of potential communication wins put forward by Councillor Hanson. These included placing photographs of councillors on our

website, regular positive news releases, making the website dynamic by putting blogs on and taking up the offer of a free town council stall at events.

Resolved – (a) That photos of councillors be placed on our website.

(b) That Councillor Hanson brings forward a costed proposal regarding the employment of an independent part-time press/media officer.

### **33 Plastic Bag Free Cockermouth**

Resolved – That a grant of £250 be given to Riversmeet to help facilitate the process of making Cockermouth a plastic bag free town.

### **34 GDPR**

Resolved – That the following policies/documents drafted to ensure compliance with New GDPR regulations be agreed and adopted:-

- Data Protection Policy
- Information and Data Protection Policy
- Retention & Disposal Policy
- General Data Protections (Service) Consent to Hold Contract Information
- Subject Access Request Form
- Data Security Breach Reporting Form
- Privacy Notice (website)
- Privacy Notice (councillor & staff emails)
- Councillor Privacy Notice (requirement for a dedicated email address)
- Revised job application form
- Contract of Employment Change
- Privacy Notice for staff/accompanying letter

Resolved – That under the Public Bodies (Admissions to Meetings) Act 1960, the public be removed for the following item of business due to contractual issues being discussed.

### **35 Double Mills**

Those present considered a revised offer from our prospective purchaser.

Resolved – That Double Mills be not split off and that if the prospective purchaser does not wish to proceed with the sale, Double Mills be placed back on the open market.

The meeting closed at 9.10 pm