**ULVERSTON TOWN COUNCIL**

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**Minutes of the Annual Meeting of Ulverston Town Council held on Monday 19th May 2025 7pm**

**at Croftlands Community Centre, Ulverston.**

**Present**: Cllrs: S.A Wilson (Chair), J. Drake, J. Filmore, M. Hornby, C. Howard, E. Hunt,

H. Irving, R. O’Hara, J. Pickthall, H. Pierce, S. Ronson, G. Scrogham,

L. Scrogham, P. Smith, M. Wilson. Clerk.9 members of the public.

**C001. Election of Town Mayor for 2025/2026**

Mayors’ comments: Cllr G. Scrogham said it was an honour to be Mayor and he was deeply humbled. He added that he’d done his utmost to promote Ulverston far and wide and thanked Councillors for their support.

Cllr M. Wilson thanked Cllr Scrogham and congratulated him on a successful 175th Anniversary of the Sir John Barrow Monument at the weekend which included the Town Band playing at the top of Hoad Hill and a visit from Sir John Barrow’s relative.

Cllr S.A Wilson thanked Cllr Scrogham and added that she enjoyed being his Deputy and attending engagements on his behalf.

Cllr Drake proposed Cllr S.A. Wilson. Seconded: Cllr P. Smith

**Unanimously approved.**

The newly elected Mayor signed the Declaration of Acceptance form and presented

Cllr G. Scrogham with the former Mayor’s Medal of Office.

**C002. Election of Deputy Town Mayor** **for 2025/2026**

Cllr M. Wilson proposed Cllr P. Smith. Seconded: Cllr L. Scrogham

Cllr M. Hornby proposed Cllr H. Irving.

Vote: 10 in favour of Cllr P. Smith, 3 in favour of Cllr H. Irving. With a majority vote, Cllr P. Smith was duly elected as Deputy Mayor.

The Deputy Mayor signed the Declaration of Acceptance of Office.

**C003. Notification of absence:** Cllrs J. Clark, M. Scrogham and M. Stanton

**C004. Requests for dispensations**: None received

**C005. Declarations of interest**: Planning: Cllrs J. Filmore and H. Irving who are members of Westmorland and Furness Planning Committee.

**C006. Public Participation**:

* Member of public thanked Cllr G. Scrogham on what Furness Line Action Group have achieved for disabled access at Ulverston station.
* Member of the public representing Cumbria Taekwondo club also asked to speak on item 15 of the agenda. She asked the Town Council if their meetings on the third Monday of the month could be moved to a different venue to enable to club to train on those evenings.
* Member of the public advised any changes required to hall bookings should be discussed with Croftlands Community Hall Committee as it is not Ulverston Town Council’s decision as a hirer of the hall.

**C007. Minutes**: Council **approved** the minutes of the Council meeting held on 23 April 2025 and authorised the Mayor to sign them as a true record.

**C008.** **Appointment to Committees for 2025 - 2026:**

**a.** Council **resolved to** **appoint** Councillors to the following Council standing

Committees:

* Finance and General Purposes
* Environmental Sustainability
* Allotments

**b.** Council resolved to **appoint** representatives to other committees and external organisations.

**C009. Memberships:**

Council **approved Council memberships** noting that membership of the

following bodies require approval. Funding is allocated in the subscriptions budget.

1. Society of Local Council Clerks (SLCC) Annual membership for Town Clerk.
2. Cumbria Association of Local Council (CALC) and National Association of Local Councils (NALC) combined annual membership renewal for Council.

**C010. Councillor attendance.**

Council **noted** the report showing Councillors attendance at Full Council meetings in the last 12 months.

**C011. Finance and General Purposes Standing Committee.** Cllr M. Wilson

* 1. **Minutes:** Council **resolved to approve** the minutes from 7 May and actions therein.
  2. **Finance:** Council **resolved to approve** the bank statements and bank reconciliation.
  3. **Payments**: Council **resolved to approve** the monthly payments and authorised Cllrs H. Irving and M. Wilson to sign the payments the following day.
  4. **GSK Legacy Funding**. Council **noted** the discussion from the meeting. GSK will make the decision at the beginning of June on which project(s) will receive the GSK Legacy funding. Depending on the outcome, this item may be added to a future agenda.
  5. **CIL (Community Infrastructure Levy) balance.** Council **noted** the unallocated CIL balance is currently £73,064.41
  6. **Monument vehicle log book.** Council **resolved to approve** the recommendation to keep a physical log book in the vehicle to log drivers and mileage.

**C012.** **Environmental Sustainability Standing Committee.** Cllr P. Smith

Council **resolved to approve** the minutes from 8 May and actions therein.

* 1. **Eco Fair report 2025**. Council **noted** the report.
  2. **Environmental Sustainability Committee grant fund.** Council **resolved to approve** reinstating the grant of £250 to local schools and groups for Eco projects. The funds would be provided from the Project budget.
  3. **World Environment Day plans for June.** Council **noted** the plans.
  4. **Living wall in Potters Court.** Council **resolved to approve** Cllr Pickthall’s suggestion to send a formal letter to Mycelium Thinking thanking them for the installation of the living wall.

**C013. Town Council CCTV cameras.**

The Town Council own three CCTV cameras which are maintained and monitored by Cumbria Police HQ. The Police have reviewed costs, as many smaller Councils struggled to pay the maintenance fees. The costs are now reducing. The cameras are £850 per annum, which is a total of £3187.50 for three cameras. Council **resolved to approve** the new Memorandum of Understanding and the above fee.

**C014**. **Proposed street naming West End Lane development.**

Story Homes have suggested the names Buttercup, Bluebell and Violet for the proposed development at West End Lane, Ulverston.

Once the prefixes are confirmed, Westmorland and Furness Council will add the suffixes such as Drive, Way and Close.

Cllr C. Howard said she felt Violet was too similar to the word ‘violent’ and suggested Poppy. Council **unanimously approved** Buttercup, Bluebell and Poppy. The Clerk will advise Story Homes of the decision.

**C015. Town Council meetings.** Cumbria Taekwondo Club have written to the Clerk to request the Town Council move their Full Council meetings to a different venue on the third Monday of every month so the club do not have to find an alternative venue to train on those occasions. When the Town Council have had to source an alternative venue for their meetings due to Bank Holidays, it has been difficult to find suitable venues with availability.

Cllr H. Irving advised the Town Council have had the third Monday of the month booked at Croftlands Community Hall book for some time and added that there are very limited other venues for the meetings which are suitable and have availability.

Cllr J. Drake said any booking issues would need to be brought up with the Croftlands Community Hall Committee in the first instance, rather than the Town Council who are a hirer of the venue.

Cllr J. Filmoreasked if the club would be able to change the day they train.

Cllr G. Scrogham asked the Clerk to find out the timings the club would need the venue and if they are able to change their training day.

The Clerk advised she would gain this information and it would be re-presented at the June Council meeting for final decision.

**C016. Statutory Document Review.**

Council **noted** that it has a statutory duty to review governing documents of the Town Council at the Annual Meeting. Council **resolved to approve** the following:

Standing Orders, Councillor Code of Conduct and Financial Regulations. No

changes are currently proposed or legally required:

* Standing Orders
* Councillor Code of Conduct
* Financial Regulations

Cllr M. Wilson thanked the diligent work of the Clerk in reviewing the documents.

**C017. Council General Policies and Procedures Review:**

Council **resolved to** **approve** the annual review of the policies below, noting that no material changes have been made or are recommended.

**Polices are available to view on the Town Council website**

[***www.ulverstoncouncil.org.uk***](http://www.ulverstoncouncil.org.uk)

*Co-Option Policy*

*London Bridge*

*Equality & Diversity Policy*

*Financial & General Risk Assessment*

*Health & Safety Policy*

*Honorary Freemen/Freewoman of Ulverston*

*Data Protection & Privacy Policy*

*Mayoral Policy and Job Description*

*Recording of Council Meetings*

*Access to Documents*

*Social Media & Electronic Communication Policy*

*Bench Policy*

*Staff Policies Manuals*

*Transparency Code*

*Document Retention Policy*

*Tree Policy*

*Environmental Policy Statement*

*Allotment Risk Assessment*

*Monument Lighting Policy*

Cllr G. Scrogham asked for clarification on whether the Monument can be lit for political reasons. The Clerk advised that the Monument cannot be lit for political reasons and it is stated in the Monument Lighting Policy.

**C018. Asset Register.** Council **resolved** **to approve** the Asset Register.

**Proposed:** Cllr M. Wilson. **Seconded:** Cllr J. Pickthall

**C019. Planning**:

* The Town Council is a **Statutory Consultee** only. All final decisions are made by Westmorland and Furness Council as the planning authority.
* Members with a disclosable or personal interest **must leave the meeting** whilst the subject is debated and voted upon.
* The **Mayor will determine** if voting on an application will be undertaken by a show of hands.
* Planning application website - <https://planningregister.westmorlandandfurness.gov.uk/>

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| **Plan Number** | **Detail** | **Applicant** |
| 2025/0534/PIP | **Land North of Union Close ULVERSTON LA12**  Permission in principle for up to 8no. dwellings | **Reject**  Council comments:  This Pemission in Principle was first made in 2022 when Ulverston Town Council unanimously rejected it due to concerns of over-intensive development in this area. There is very poor access to the site which would affect family homes in the area and increase traffic congestion on a narrow access road. The proposed development is adjacent to Gill Banks woods which is a well-used local green space managed by Ulverston Town Council. The narrow roads on the estate are unsuitable for construction vehicles. Council unanimously reject this application.  Council also agree with the comments of Ulverston Civic Society. |
| 2024/2180/FPA | **Town Hall Apartments Queen Street ULVERSTON LA12 7AQ**  Replacement of 39 single glazed timber sash windows and metal secondary glazing, with double glazed timber (Accoya) sash windows, in a white painted finish | **Reject**  Council comments: Council noted this building is in the Conservation Area and agree with the comments of the Conservation Officer who does not approve of this application to replace the original sash windows which would include ‘obscure glazing detailing.’ Modern timber sashes would unacceptably alter the character and appearance of this important focal building within the Ulverston Conservation Area. |
| 2025/0597/HOU | **1 Caraway Close ULVERSTON LA12 9NF**  Proposed two storey side and rear extensions, first floor front extension and single storey side extension with outdoor covered seating area to ground level | **Approve** |
| 2025/0365/FPA | **Land South of Ulverston Canal ULVERSTON LA12 9EA**  Change of use of land for the siting of an ice cream parlour & sheds (Use Class E) with seating area (Retrospective) | **Approve** |

**C020. Public participation:**

* Member of public advised she is a Trustee of Croftlands Community Centre and on the Committee for the hall. She added that she is very happy to set up the room for the Town Council each month and tidy away at the end of each meeting
* Member of public advised he has been elected to the Furness Line Action Group Committee if anyone would like further information, he is happy to provide it.

**C021. Date of Next Meeting:**

Monday 16 June, Croftlands Community Centre, 7.00pm. **HouHouse**

The Mayor advised that Civic Sunday is on 15th June 2pm at Ulverston Parish Church and all were welcome to attend the service and parade.

There being no further business, the meeting was closed at 7.46pm