

KESWICK TOWN COUNCIL
SEVEN PRINCIPLES OF PUBLIC LIFE
Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership

Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

8th May 2025

The Annual Meeting of Keswick Town Council will be held in the Council Chamber, Town Hall, Keswick on **Thursday 15th May 2025 at 7.00 p.m.**

Yours sincerely



Viven Little
Town Clerk

A G E N D A

- 1. Election of Chair (Town Mayor)**
To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office.
- 2. Election of Deputy Chair (Deputy Mayor)**
To elect the Deputy Chair and to receive the Deputy Chair's Declaration of Acceptance of Office.
- 3. Apologies**
To receive apologies for absence.
- 4. Minutes**
To authorise the Chair to sign as a correct record the minutes of the Town Council meeting held on 17th April 2025 (pages 42-45).
- 5. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 6. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

7. Matters to be received from the Public

Members of the public wishing to raise items should notify the Clerk by email no later than 24 hours before the start of the meeting. Such matters may be received throughout the meeting, however items raised should not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

8. Matters to be raised by Councillors

An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.

9. Applications for Development

- i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group comments to be circulated by email prior to the meeting).
- ii) To receive an update on National Park planning decisions.

10. Mayors Report

To receive details of the Mayor's engagements and meeting attendance for the period 11 April – 8 May 2025.

11. Annual Review of Standing Orders

To review the current Standing Orders and consider any revisions recommended by the Clerk.

12. Standing Committee and Working Group Members

To appoint members to serve on the undermentioned working groups/committees:

- i) Staffing Committee
- ii) Events Committee
- iii) Planning & Licensing Group
- iv) Visitor Management Working Group
- v) Housing Working Group

13. Outside Bodies & Liaison Meetings

To appoint representatives on outside bodies and to attend liaison meetings.

14. Chairman's Allowance

To fix the amount of the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 (budget provision £2,000) and to note timing of payments.

15. Schedule of Meetings 2025/26

To confirm the date and times of ordinary meetings of the Council for the ensuing year.

16. Schedule of Charges

To confirm the level of charges to be set for 2025/26 – information only.

17. Annual Review of Effectiveness of Internal Financial Controls

To consider the report from the Responsible Financial Officer.

18. Town Council Insurance Renewal/Review

To consider the report from the Responsible Financial Officer (to follow).

19. Clerk's Report

To receive the report from the Clerk.

20. Payment of Accounts

To confirm the payment of accounts for May 2025 as approved by the Inspection Committee (to be circulated at the meeting) for:

- i) The Town Council;
- ii) The Trusts

21. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Cumberland Council
- ii) Lake District National Park Authority North Distinctive Area Parishes Representative (if available)

22. Correspondence

To receive one letter from the Lake District National Park Authority relating to their Strategic Visitor Management Group, and one letter relating to second homes and holiday lets, and to decide Keswick Town Council's response to these.

23. Policies for adoption

To adopt the following policies:

- i) Health and Safety Statement.

24. Meeting attendance for 2025/26

To receive the report of the Clerk.

25. Police Report

To receive the report of the Allerdale Rural Neighbourhood Policing Team.

To: All Councillors, Press, Police

**KESWICK TOWN COUNCIL
SEVEN PRINCIPLES OF PUBLIC LIFE**

Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership

Minutes of the meeting of Keswick Town Council held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 17th April 2025 at 7.00 pm.

Present:

Chair

Councillor Louise Dunn

Councillors

Natalie Evans
Denstone Kemp
Claire Peat

Chris Houghton
Benita Laphorn
Richard Scott

Claire Houghton
Jean Murray
Lorraine Taylor

Also present were Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), one member of the public and one member of the press.

205. Apologies

Apologies for absence were received from Councillors Harwood and Nelson. Their apologies were noted and accepted.

206. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council Meeting held on 20th March 2025 (pages 38-41).

207. Requests for Dispensations

The Clerk reported that no requests for dispensations had been received.

208. Declarations of Interests

Councillor Kemp gave a personal explanation with regard to agenda item 14, as he was employed by Keswick School. He would leave the room for the duration of this item.

209. Matters to be received from the Public

No matters were raised by members of the public at this meeting.

210. Matters to be raised by Councillors

No matters were raised by Councillors at this meeting.

211. Applications for Development

- i. **RESOLVED** that the following observations be submitted to the Lake District National Park Authority (Action - RFO)

Plan Ref	Description, Location, Comments Recommendation
----------	---

- 7/2025/2042 Proposed installation of a radio base station comprising of a 24m high swan lattice tower, the installation of 6no antennas, the installation of 1no dish, 5no cabinets, and ancillary development thereto
Keswick Rugby Club, Davidson Park, Crow Park Road, Keswick, CA12 5EG
No comments required
- 7/2025/2045 Non-material amendment to application 7/2016/2211 (Proposed new orangery to replace existing conservatory along with external ground works to provide a proper boat launch ramp with vehicle access to Derwent Water plus a new erosion protection system incorporating a level lawn) to change the style of railings to the orangery and extend new railings to whole of roof balcony
Waters Edge, Lake Road, Keswick, CA12 5DJ
No comments required
- 7/2025/2047 Extension of house to add living area, bedroom & garage
Fieldside Lodge, Eleventrees, Keswick, Cumbria, CA12 4RN
No comments made
SUPPORT
- 7/2025/2051 Conversion of garage to provide a one-bed local occupancy unit - Variation of conditions No. 2 (Plans) & No. 4 (Windows, Doors, Slate, Stone, finish appearance) on planning permission 7/2021/2271
24, Ratcliffe Place, Keswick, CA12 4DZ
Object – As PVC windows/doors in conservation area.
OBJECT
- 7/2025/2054 Change of use from a Self-Catering Holiday Let to flexible use as either a Self-Catering Holiday Let, or C3 residential use (Dwellinghouse), as a primary residence/Principal Home
Squirrel Lodge, 43, Eskin Street, Keswick, Cumbria, CA12 4DG
No comments made
SUPPORT
- 7/2025/2055 Change of use from a Self-Catering Holiday Let to flexible use as either a Self-Catering Holiday Let, or C3 residential use (Dwellinghouse), as a primary residence/Principal Home
The Paddock, Wordsworth Street, Keswick, CA12 4HU
No comments made
SUPPORT
- 7/2025/2058 Construction of a single storey rear extension
51, Blencathra Street, Keswick, CA12 4HX
No comments made
SUPPORT
- 7/2025/2060 Side extension and detached garage
Tree Tops, 1 Larch Grove, Keswick, CA12 4HJ
No comments made
SUPPORT

ii. **RECEIVED** update on National Park Planning Decisions

212. Licensing Application

RECEIVED Planning and Licensing Group report on licensing applications.

RESOLVED to note the Planning and Licensing Group's response to a licensing application.

213. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 14th March 2025 – 10th April 2025.

214. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – see submitted report (attached to minutes)
- ii) Lake District National Park Authority North Distinctive Area Parishes - **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative.

215. Payment of Accounts

RESOLVED that the payments for April 2025 as approved by the Inspection Committee be authorised for payments for (Action – Responsible Financial Officer):

- i) The Town Council, vouchers 272 – 15 , amounting to £53,506.40 (fifty three thousand five hundred and six pounds and forty pence)
- ii) The Parks Trusts, vouchers HP233 – FP8, amounting to £28,118.24 (twenty eight thousand one hundred and eighteen pounds and twenty four pence)

216. Budget Summary Comparisons as at 31st March 2025

RECEIVED budget comparisons for the 4th Quarter.

217. Clerk's Report

Consideration was given to the report from the Clerk.

RESOLVED that:

- i) Amendments be made to the nuisance reporting form to allow for the inclusion of reporting of Homes of Multiple Occupancy (Action – Clerk); and
- ii) a letter be sent to Councillor Mark Fryer, Leader of Cumberland Council, copied to Councillor Sally Lansbury (Cumberland Council), Markus Campbell-Savours MP and Tiffany Hunt, Chair of the Lake District National Park Authority raising the concerns raised over motorhomes, and requesting that all work together to seek a solution to anti-social behaviour caused by a small minority of motorhome owners (Action – Clerk).

Councillor Kemp left the room at 7.40pm

218. Correspondence

- i) **RESOLVED** that the Clerk write to Simon Jackson, Head of Keswick School and to Cumberland Council fully supporting Mr Jackson's plan (Action – Clerk); and
- ii) **RECEIVED** the principles of collaboration between Town and Parish Councils, Cumbria Association of Local Council and Cumberland Council, produced by CALC.

Councillor Kemp returned to the room at 7.45pm

219. Consultations

Consideration was given to Keswick Town Council's response to the following consultations:

- i) Cumberland Council's Housing Strategy
RESOLVED that Councillor Laphorn prepare a draft response to the consultation, and circulate it to Councillors for approval, and the Clerk to respond formally before the closing date (Action – Councillor Laphorn, Clerk);
- ii) Lake District National Park's Review of Small Lakes Bylaws
RESOLVED that Keswick Town Council do not respond to this consultation; and
- iii) Mirehouse Estate's Forest Planning 2025-2034 feedback request.
RESOLVED that the Clerk respond to the consultation, suggesting that they fully communicate with the Keswick and surrounding communities regarding timelines for felling (Action – Clerk).

220. Reports from Representatives on Outside Bodies

- i) Keswick Tourism Association – Councillor Chris Houghton
 - ii) Sustainable Keswick – Councillor Lorraine Taylor & Councillor Natalie Evans
- RECEIVED** both reports for information.

221. Policies for adoption

RESOLVED that the Menopause Policy be adopted.

222. Police Report

RECEIVED the newsletter of the Allerdale Rural Neighbourhood Policing Team.

The meeting closed at 8.02 pm

Chair

Date

Cumberland Councillor, Sally Lansbury

Report to Keswick Town Council April 2025

I was elected to this role six months ago in October 2024. Having worked for Allerdale for the four years preceding LGR, I am familiar with most of the protocols and much of the role - although the breadth of responsibility and range of roles is now much larger and covered by a single representative. Of course, this leads to issues of time management and I am sadly unable to accept additional committee and trustee roles that are offered, as there is simply not enough time to take them on. That said, it remains a priority for me to support Keswick Town Council in their work and to develop effective and efficient partnerships in the interests of getting things done in this great town. I do feel that the access to lead officers and portfolio holders is much better since local government organisation and they have always responded well to my reports of issues and incidents as well as being forward thinking in most areas of Cumberland's priorities. Climate and nature issues could and should be better communicated and acted upon as the Council's sphere of influence is wide and should be used more. I await further information on how a devolved council will better serve its residents. More on that to follow.

Since my election, I have been working closely with Keswick, Borrowdale, and St Johns, Wythburn and Castlerigg Councils, on the following key issues

Keswick Pool. To move forward with a strategy to re-open the pool, looking at new partnerships and options. Together with the Town Council we have been advising Cumberland on behalf of the Keswick community and continuing to push for action on ensuring we have a pool facility in Keswick.

A condition report is currently underway to establish if re-opening the currently facilities is an option.

An options appraisal of the whole area surrounding the pool is also underway with broader possibilities under consideration.

A further meeting between Cumberland and Keswick Town Council is planned in May. There is no guarantee of any funding at this stage but we remain hopeful that it can be found and that we can help to show that a great pool facility can be run successfully here.

Holiday Let Registration and control:

Whilst recognizing the economic importance of these businesses to local families and to the economy of Keswick, we need balance. I strongly believe that there needs to be a cap on numbers, in order to make more housing available to local families. I will continue to work with our MP and with Cumberland and LDNPA on potential registration schemes.

The issues of waste, noise and antisocial behavior, arising from some holiday accommodation, needs to be addressed. Commercial lets should have commercial bin collections and

sufficient collections for the volume of waste. I encourage everyone to continue to report properties where standards are not maintained. Keswick Town Council has recently had some success with LDNPA planners in stalling the growth in the number of S/C properties by collecting evidence of the issues caused by accommodation with no on-site management. This work led to a recent refusal in a change of use application. This reporting work needs to continue and is being adopted by other Councils in the Lake District.

Drainage and Flood Protection: I liaise regularly with Cumberland Highways on reporting blocked drains and culverts and am involved on the big picture issues through KCERP and K FAG. Some new land drainage issues appear to have arisen as a result of the United Utilities pipeline project. I am working as the Cumberland rep on the LDNPA to ensure that UU are held to account on delivering their planning conditions and remediation work.

Environment: I will be actively and continuously working on nature recovery, waste reduction and climate action, in partnership with other local groups and stakeholders. I sit on Cumberland's Climate and Nature Advisory group and am looking forward to the Local Nature Recovery Strategy gaining momentum and having stronger influence on developments and use of green spaces.

I support the recent changes to Cumberland's waste collection system which brings the three different schemes for Allerdale, Copeland and Carlisle into alignment and provides us with fewer general waste collections but additional recycling collections. I have long advocated household waste reduction and promoted re-use and recycling so this is a positive step in terms of responsible use of resources and in reducing the fuel needed transportation of general waste. There are however, still issues for some people, especially in Borrowdale where there is currently no doorstep recycling or bring site – I'm working on it and hope to ensure some additional collections and facilities are provided.

Road Safety: The initial community engagement with residents and businesses on new traffic regulation orders in Keswick has taken place. There was very good engagement and many suggestions. Plans will now be reworked and represented for consultation in May. Officers have taken all eighty+ responses into consideration and the second draft plans have been considerably adjusted, to take into account these representations. The formal consultation will take place in May and then the project goes on to the next stage of funding and planning of the works.

Childrens Services and Adult Social Care: Childrens services recently achieved a 'good' rating from Ofsted which is an excellent outcome and a step change from where the Council was a couple of years ago. I am advocating for better communication in terms of what help is available regarding adult social care and for elder care. Cumberland are working on new pathways to care and I feel optimistic that things are moving in the right direction in this area of work.

Communication: contact me at any time via email

Sally.lansbury@cumberland.gov.uk and sally.lansbury@lakedistrict.gov.uk

Planning Applications received between 11/04/2025 - 8/05/2025			
Plan ref	Reply by	Location	Description of Proposed Development
7/2025/2071	05-Jun-25	11, Crosthwaite Gardens, Keswick, CA12 5QF	Construction of a dormer to the left hand side main roof pitch
7/2025/2072	21-May-25	2, Manor Park, Keswick, Cumbria, CA12 4AA	Replacement windows
7/2025/2073	13/05/2025 - ext requested	37, Lakeland Park, Keswick, CA12 4AT	Erection of rear and side extensions, raised patio and internal alterations
7/2025/2074	13/05/2025 - ext requested	21, Lakeland Park, Keswick, CA12 4AT	Rear extension to provide a larger kitchen/dining room, toilet and utility. Upstairs alterations to allow a midway bedroom, upstairs bedroom and office space
7/2025/2075	03-Jun-25	Quinta, Keswick, Cumbria, CA12 5RA	Construction of an 'acoustic' wooden fence to the front of the site, a small section to one side and a pair of wooden driveway gates, plus planting of 'evergreen' Laurel shrubs in front of the fence
7/2025/2077	28-May-25	Gatesgarth, High Hill, Keswick, Cumberland, CA12 5PB	Extension to form domestic garage
NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or by e-mail to: townclerk@keswicktowncouncil.gov.uk prior to the meeting regarding any of the planning applications on this sheet.			

Decisions Received from LDNPA

Planning Decisions Received between 11/04/2025 & 8/05/2025

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2025/0034	Feb-25	Land near Coach House, Greta Hamlet, Keswick	CA12 5NA	Tree Work in Conservation Area-Coppice 3 sections of self-seeded saplings of willow and elm	SUPPORT	GRANTED		
7/2025/2045	Mar-25	Waters Edge, Lake Road, Keswick	CA12 5DJ	Non-material amendment to application 7/2016/2211 (Proposed new orangery to replace existing conservatory along with external ground works to provide a proper boat launch ramp with vehicle access to Derwent Water plus a new erosion protection system incorporating a level lawn) to change the style of railings to the orangery and extend new railings to whole of roof balcony	No comments required	GRANTED		
7/2025/2047	Mar-25	Fieldside Lodge, Eleventrees, Keswick	CA12 4RN	Extension of house to add living area, bedroom & garage	SUPPORT	GRANTED		
7/2025/2051	Mar-25	24, Ratcliffe Place, Keswick,	CA12 4DZ	Conversion of garage to provide a one-bed local occupancy unit - Variation of conditions No. 2 (Plans) & No. 4 (Windows, Doors, Slate, Stone, finish appearance) on planning permission 7/2021/2271	OBJECT	GRANTED		
7/2025/2054	Mar-25	Squirrel Lodge, 43, Eskin Street, Keswick	CA12 4DG	Change of use from a Self-Catering Holiday Let to flexible use as either a Self-Catering Holiday Let, or C3 residential use (Dwellinghouse), as a primary residence/Principal Home	SUPPORT	GRANTED		
7/2025/2055	Mar-25	The Paddock, Wordsworth Street, Keswick	CA12 4HU	Change of use from a Self-Catering Holiday Let to flexible use as either a Self-Catering Holiday Let, or C3 residential use (Dwellinghouse), as a primary residence/Principal Home	SUPPORT	GRANTED		

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 15TH MAY 2025

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 11th April 2025 to 8th May 2025

Tuesday 15 April	Staffing committee meeting
Thursday 17 April	Annual Parish meeting
Thursday 17 April:	Inspection of accounts and Town Council Meeting
Wednesday 23 April	Meeting with Cumberland Council enforcement officers re: campervans in Lakeside Car Park
Tuesday 29 April	Derwentwater water quality meeting
Friday 2 May	BBC Interview re Holiday Let nuisance scheme reporting and new guidelines for holiday let owners.
Monday 5 May	Mayday event at Townsfield
Tuesday 6 May	Attended Keswick Park's Trust meeting
Thursday 8 May	Attended VE Day 80 th Anniversary at Wivell Park

KESWICK TOWN COUNCIL

15 MAY 2025

ANNUAL REVIEW OF STANDING ORDERS

It is best practice to review the Standing Orders of the Council annually, and I have taken the opportunity to do so. Most of the changes are just small typographical changes, however there are two more significant changes:

- i) Ensuring that the Clerk and the Responsible Financial Officer can deputise for each other in the event of absence; and
- ii) Updating the Financial Controls and Procurement section to match with the latest NALC version, to ensure that it is legally up to date.

For reference, the entries in bold are legal and statutory requirements, while the remainder can be altered to suit local needs.

Councillors are asked if they are happy to accept the changes to the Standing Orders

Vivien Little

7 May 2025



KESWICK TOWN COUNCIL

STANDING ORDERS

REVISED MAY ~~2024~~2025
For revision annually

Note: Standing Orders that are in bold type contain legal and statutory requirements

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1 Meetings

- a) Meetings of the Council shall be held on the third Thursday of each month at 7.00pm. If there is a speaker the meeting may commence at 6.30pm.
- b) Smoking is not permitted at any meeting of the Council.
- c) Meetings take place in the Council Chamber, First Floor, 50 Main Street, Keswick.
Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- d) The order of business shall be stated on an agenda paper that shall be delivered to each Member at least 3 clear days prior to the date of the meeting along with the summons convening the meeting. Electronic service of the summons and agenda for the meeting shall be permitted on the requisition in writing of individual Councillors, at least three clear days before the meeting to include the electronic signature and title of the Proper Officer.
- e) **The minimum three clear days for notice of a meeting does not include the day on which notice was issued or the day of the meeting (subject to (f) below), a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- f) **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- g) Except at the discretion of the Chair, all meetings of the Council shall finish not later than two and a half hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chair may decide.

2 The Statutory Annual Meeting

- a) In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
- b) In a year which is not an election year the Annual Meeting of the Council shall be held on such day in May as the Council decides.
- c) If no other time is fixed, the Annual Meeting of the Council shall take place at 6.00pm.
- d) In addition to the statutory Annual Meeting of the Council at least three other ordinary meetings shall be held in each year on such dates and times as the Council may decide. In the case of this Council, meetings shall be held on the third Thursday of each month in the Council Chamber at 7.00pm (except if there is a speaker).

3 Chair of the Meeting

- a) The Chair of the Council, if present, shall preside at a Council meeting. If the Chair is absent from a meeting, the Vice Chair of the Council (if there is one), if present, shall preside. If both the Chair and Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting. The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting. The Clerk must never assume the role of Chair.

- b) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- c) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the Annual Meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- d) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.
- e) Nominations for the positions of Chair (Mayor) and Vice Chair (Deputy Mayor) must be submitted to the Proper Officer in writing at least 7 days before the Annual Council Meeting takes place.

4. Committees and Sub-Committees

- a) The Council may, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision.
- b) Except where otherwise agreed by the full Council, committees have the devolved powers to research, discuss and propose/recommend actions but they may not take decisions on behalf of the Council.
- c) Except where otherwise agreed, Committees must report back to full Council for approval of any decisions to be made.
- d) Committees may not have devolved powers to spend, unless specific agreement has been given by full Council, again recommendations to spend must be put to full Council.
- e) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- f) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

(A copy of the agreed Terms of Reference for the Staffing Committee, Events Committee and Planning Group is appended to these Standing Orders).

5. Extraordinary Meetings of the Council, Committees and Sub-Committees

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b) The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.
- c) If the Chair of a committee (or sub-committee) does not call an extraordinary meeting it may be convened on the requisition in writing of not less than a quarter of the members of the committee (or sub-committee). The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

- d) If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.

6. Advisory Committees

- a) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) An advisory committee may consist of persons who are not members of the Council.
- e) Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

e) *(A copy of the agreed Terms of Reference for the Housing Working Group and the Visitor Management Working Group is appended to these Standing Orders).*

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7. Voting in Committees

- a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b) Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
- c) Only Councillors have voting rights at meetings (unless other representatives attending sign up to the Code of Conduct and sign a Declaration of Interests).

8. Order of Business

- a) The order of business shall be stated on the agenda paper that shall be delivered to each member.
- b) At each Annual Council Meeting the first business shall be:
 - (i) To elect a Chair of the Council.
 - (ii) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - (iii) The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected at the next Annual Meeting of the Council.
 - (iv) To elect a Vice-Chair of the Council.
 - (v) To receive the Vice-Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.

- (vi) **The Vice-Chair of the Council, unless they have resigned or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.**
 - (vii) In an election year, to fill any vacancies left unfilled at the election by reason of insufficient nominations.
 - (viii) **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.**
- c) At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chair if the Chair and Vice Chair be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
 - d) In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order no. 22 must be read in conjunction with this requirement.
 - e) After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
 - (i) To read and consider the Minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read
 - (ii) After consideration, to approve the signature of the Minutes by the person presiding as a correct record
 - (iii) To deal with business expressly required by statute to be done.

9. Admission of the Public and Press to Meetings

- a) **Meetings (of the Council and its committees) shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and press's exclusion from part or all of the meeting shall be by a resolution which shall give reason for the public's exclusion.**
- b) At all meetings of the Council, the Chair may at ~~his~~their discretion, and at a convenient time in the transaction of business, allow any member of the public to address the meeting in relation to the business to be transacted.
- c) A public participation session will feature on the formal agenda issued before the meeting. The public participation session will be minuted as an integral part of the meeting's proceedings in the same way as all other items on the agenda. Prior notice is not required from members of the public wishing to speak. However, the maximum length of time one person can speak will be 10 minutes and the maximum length of time for the whole public participation session will be 30 minutes. The Chair has the right to curtail undue repetition of the points by different individuals.
- d) At all meetings of the Council, the Chair may, at ~~his~~their discretion, and at a convenient time in the transaction of business, allow any Councillor to address the meeting in relation to any item of urgent business not covered on the agenda for the meeting, provided that no

decisions can be taken on any issue raised. The maximum length of time one Councillor can speak will be 5 minutes.

- e) **Subject to Standing Order 9 (f) a person who attends a meeting (of the Council and its committees) is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- f) **A person present at a meeting (of the Council and its committees) may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting (of the Council and its committees) at which they are entitled to be present.**
- h) Photographing, recording, film, broadcasting or transmitting the proceedings of a meeting by any means is subject to the Council's protocol on the recording and filming of Town Council and committee meetings.
- i) If a member of the public interrupts the proceedings at any meeting, the Chair may after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- j) Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

10. Liaison with County and District Councillors

A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

11. Proper Officer

- a) The Proper Officer of the Council is the Clerk.
- b) The Responsible Financial Officer of the Council is the Clerk unless a separate appointment has been made.
- c) ~~The Council shall appoint an appropriate staff member to undertake the work of the Proper Officer and the Responsible Financial Officer when the Proper Officer or the Responsible Financial Officer is absent.~~ If either the Clerk or the Responsible Financial Officer is absent, the other can deputise and undertake their work as required.
- d) Duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.
- e) Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise members on the content and interpretation of these Standing Orders.
- f) The Proper Officer shall:-

- (i) At least three clear days before a meeting of the Council or a meeting of a committee serve on Councillors, by delivery or post at their residences or by e-mail authenticated subject to the provisions of Standing Order 1 (d) above and provided the Councillor has consented to service by email, a signed summons confirming the time, place and the agenda, and
- (ii) Provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with the agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
- (iii) Facilitate inspection of the minute book by local government electors.
- (iv) Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office.
- (v) Receive and retain copies of bylaws made by other local authorities.
- ~~(v)~~(vi) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary

12. Quorum of the Council

- a) No business may be transacted at a Council meeting unless at least one-third of the whole number of members of the Council are present (in this case, four Councillors) and in no case shall the quorum of a meeting be less than three.
- b) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

13. Voting

- a) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.
- b) Unless the meeting/Standing Order decides otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against the question. Such a request shall be made before moving on to the next item of business on the agenda.
 - i. Subject to (ii) and (iii) below the Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.
 - ii. If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office, they may not give an original vote in an election for Chair.
 - iii. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.
 - iv. Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

- v. A Councillor who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting, is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.

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14. Resolutions Moved without Notice

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolution shall be put to the vote without discussion.

15. Rules of Debate at meetings

- a) All remarks shall be addressed to the Chair.
- b) A member shall raise their hand when requesting to speak.
- c) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- d) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e) A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- f) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder ~~and~~ the meeting.
- g) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- h) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- i) An amendment shall not be considered unless early verbal notice of it is given at the meeting, and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- j) A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder ~~at~~ and the meeting.
- k) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- l) A Councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of the debate on it.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply (not exceeding one minute) either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to vote.

- o) A Councillor shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment, except by the consent of the Chair.
- p) No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.
- q) No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chair.
- r) The minutes of a meeting shall include an accurate record of the following;
 - i. The time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the ~~grant~~^d of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. If there was a public participation session; and
 - vii. the resolutions made.

s) A Councillor shall direct comments to the question under discussion or to a personal explanation or to a point of order. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached, or specify the other irregularity in the proceedings of the meeting they are concerned by.

~~s)t~~ Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

~~t)u~~ When a motion is under debate, no other motion shall be moved except:

- ~~a-~~ i) to amend the motion;
- ~~b-~~ ii) to proceed to the next business;
- ~~c-~~ iii) to adjourn the debated;
- ~~d-~~ iv) to put the motion to a vote;
- ~~e-~~ v) to ask a person to be no longer heard or to leave the meeting;
- ~~f-~~ vi) to refer a motion to a committee or sub-committee for consideration;
- ~~g-~~ vii) to exclude the public and press;
- ~~h-~~ viii) to adjourn the meeting; or
- ~~i-~~ ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

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~~u)v) The ruling of the Chair on a point of order or on the admissibility of any item shall not be discussed. A point of order shall be decided by the Chair of the meeting and their decision shall be final.~~

v)w) A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chair.

w)x) Whenever the Chair rises to their feet during a debate all other members shall be seated and silent.

16. Closure

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chair may refuse such motion if they feel that the question before the Council has not been sufficiently debated.

17. Disorderly Conduct

- a) All members must observe the Code of Conduct which was adopted by the Council on 16 February 2023, a copy of which is annexed to these Standing Orders (*Appendix 1*).
- b) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- c) If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d) If a resolution is made under standing order 17(c) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

18. Rescission of Previous Resolution

A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

19. Management of Information

- a) No member of the Council shall disclose to any person, not being a member of the Council, any business declared to be confidential by the Council.
- b) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and**

electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- c) The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- d) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- e) Councillors, staff and the Council's contractors and agents shall not disclose confidential or personal data without legal justification.
- f) Confidential papers that support an agenda are to be printed on 'yellow' paper and stamped 'confidential'.

20. Responsibilities to Provide Information

- a) In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b) The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under Data Protection Legislation

- a) The Council may appoint a Data Protection Officer.
- b) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c) The Council shall have a written policy in place for responding to and managing a personal data breach.
- d) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f) The Council shall maintain a written record of its processing activities.

22. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it is subject to Standing Order no. 19.

23. Financial Controls and Procurement

- ~~a) Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.~~

- ~~b) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 23 (c) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).~~
- ~~c) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:~~
- ~~i. a specification for the goods, materials, services or the execution of works shall be drawn up;~~
 - ~~ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for submission of tenders (iii) the date of the Council's written response to tender and (iv) the prohibition of prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;~~
 - ~~iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
 - ~~iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;~~
 - ~~v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;~~
 - ~~vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee with delegated responsibility~~
- ~~d) Neither the Council, nor committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.~~
- ~~e) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904 for goods or supply contract or in excess of £5,372,609 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~
- ~~f) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public, or the provision of a port or airport, or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~
- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i) The keeping of accounting records and systems of internal controls:

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- ii) The assessment and management of financial risks faced by the Council;
- iii) The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv) The inspection and copying by Councillors and local electors of the Council's accounts and/or order of payments; and
- v) Whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - I) a specification for the goods, materials, services or the execution of works shall be drawn up;
 - II) an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - III) tenders are to be submitted in writing inside a sealed marked envelope addressed to the Proper Officer;
 - IV) tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - V) tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders is bound to accept the lowest value tender.
- e) Where the value of the contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

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24. Execution and Sealing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to Standing Order 24(a) any two Councillors may sign, on behalf of the Council, any deed required by law, and the Proper Officer shall witness their signatures.

25. Accounts and Accounting Statements

- a) 'Proper practices' in Standing Orders refer to the most recent version of 'Governance and Accountability for Local Councils – a Practitioner's Guide'.
- b) All accounts for payment and claims upon the Council shall be laid before the Council.

- c) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- d) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each Councillor. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

26. Estimates (Budgets) /Precepts

- a) The Council shall approve written estimates (budgets) for the coming financial year at its meeting before the end of the month of ~~December~~January.
- b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of October.

27. Variation, Revocation and Suspension of Standing Orders

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.
- c) The Clerk shall provide a copy of the Council's Standing Orders to all Councillors.

28. Interests, Code of Conduct and Dispensations

- a) All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council (*see Appendix 1*).
- b) Disclosable Pecuniary Interests
 - i) **Subject to (ii) below a Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter to be considered, or being considered, at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.** Members should declare any interest to the meeting and should leave the room whilst any discussion or vote takes place.
 - ii) If a dispensation has been granted to a member in relation to a disclosable pecuniary interest then, subject to the terms of the dispensation, the member may be relieved from the above restrictions but will still be required to declare the interest to the meeting.
- c) **Dispensation requests shall be made in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- d) A decision as to whether to grant a dispensation shall be made by the Proper Officer and their decision is final.

- e) A dispensation may be granted in accordance with Standing Order 28 (d) above if having regard to all relevant circumstances any of the following apply:
 - (i) Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business
 - (ii) Granting the dispensation is in the interests of persons living in the Council's area or
 - (iii) It is otherwise appropriate to grant a dispensation.

29. Code of Conduct Complaints

- a) Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 19, report this to the Council.
- b) Where the notification in Standing Order 29 (a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 29 (d).
- c) The Council may:
 - i) Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement
 - ii) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- d) Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

30. Inspection of Documents

All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of Council.

31. Restrictions on Councillor Activities

Unless authorised by resolution, no Councillor shall:

- i) Inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii) Issue orders, instructions or directions

32. Interpretation

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

Appendix 1

Code of Conduct

This Code of Conduct is based on the Local Government Association's Model Councillor Code of Conduct 2020 with local variations as deemed appropriate by the Council.

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that fails to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park Authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct.

The Local Government Association (hereafter “LGA”) encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer at Cumberland Council.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- 1.1 I treat other councillors and members of the public with respect.**
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.**
- 2.2 I do not harass any person.**
- 2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in virtual meetings, emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report they have written. However, you must not try to force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:**
- a. given to me in confidence by anyone**
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received consent of the person authorised to give it;**
 - ii. I am required by law to do so**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person: or**
 - iv. The disclosure is:**
 - 1. reasonable and in the public interest; and**

- 2. made in good faith and in compliance with reasonable requests of the local authority; and
- 3. I have consulted the Clerk (who in turn may consult the Monitoring Officer) prior to its release.
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- 4.3 I do not prevent anyone from getting information they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

- 7.2 I will, when using the resources of the local authority or authorising their use by others:**
- a. act in accordance with the local authority's requirements; and**
 - b. ensure that such resources are not used for political purposes, unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct.

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you to not undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Clerk, who may in turn raise it with the Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act requires the Monitoring Officer to establish and maintain a register of interests of members of all Town and Parish Councils.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public to be open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1 is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk.

10. Gifts and Hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Clerk any significant gift or hospitality that I have been offered but refuse to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as a rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

Appendix 2 Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office, you must register with the Monitoring Officer (via the Clerk) the interests which fall within categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Clerk, who will then pass this information onto the Monitoring Officer.
2. A 'sensitive interest' is an interest which, if disclosed, could lead to the councillor, or person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Clerk, who will then pass it onto the Monitoring Officer's office, with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room/meeting unless you have been granted a dispensation. If it is a 'sensitive interest' you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable interests (as set out in Table 2), you must disclose the interest. If you have such an interest you must consider whether a reasonable member of the public, knowing all the facts, would think the interest such that it may influence the way you vote. If the ordinary person would think that the interest may influence your vote then you should not participate in the matter. In these circumstances you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and it is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which ***affects***-
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a financial interest or well-being of a body included under Disclosable Pecuniary Interests set out in Table 1you must disclose the interest. In order to determine whether you may participate in the meeting after disclosing your interest the following test should be applied:
8. Where a matter affects your financial interest or well-being so that a reasonable member of the public knowing all the facts would believe that it may affect your view of the wider public interest to a greater extent than it affects the financial interests of the majority of inhabitants, you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council.</p> <p>-</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is body that the councillor or their spouse or civil partner of the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities of*
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either-- (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeding one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

<p>You must register as an Other Registerable Interest:</p> <ul style="list-style-type: none"> a) Any unpaid directorships b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) Any body <ul style="list-style-type: none"> I) Exercising functions of a public nature II) Directed to charitable purposes or III) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p>of which you are a member or in a position of general control or management</p>
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APPENDIX 3

STAFFING COMMITTEE TERMS OF REFERENCE

Purpose of Staffing Committee

The committee is appointed to make decisions about all staffing matters excluding the appointment and dismissal of staff (which requires approval of full Council), subject to budget and expenditure limits decided by the Council.

Composition of Staffing Committee

The committee shall comprise of up to six Councillors, to include ex-officio the Mayor alongside the Chair and Vice-Chair of the Parks Trusts.

Terms of Reference

- To establish and keep under review the staffing structure in consultation with the Council
- To draft, implement, review, monitor and revise policies for staff
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
- To oversee the recruitment and appointment of staff
- To arrange execution of new employment contracts and changes to contracts
- To establish and review performance management (including annual appraisals) and staff training programmes
- To oversee any process leading to dismissal of staff (including redundancy)
- To keep under review staff working conditions, and health and safety matters
- To monitor and address regular or sustained staff absence
- To make recommendations on staffing related expenditure to the Council
- To consider any appeal against a decision in respect of pay
- To consider a disciplinary or grievance matter (and any appeal)
- To supervise and performance manage the Clerk's work, to administer their leave requests, record and monitor absences, and handle grievance and disciplinary matters and pay disputes.

Reviewed May 2022

EVENTS COMMITTEE TERMS OF REFERENCE

Purpose of Events Committee

The Committee is appointed to organise events approved by the Town Council as the responsible body.

Composition of Events Committee

The Committee shall comprise of up to six Councillors plus additional community representatives to be appointed by the Committee from those expressing an interest. A Chair will be appointed from among the Town Council representatives. The Mayor shall be an ex-officio member of this Committee.

Terms of Reference

- To organise events approved by Keswick Town Council as the responsible body.
- To comply with all statutory and licensing requirements.
- To ensure that events are covered by the Council's public liability insurance.
- To be responsible for agreeing spending within the budget limits approved by the Town Council, any requests for additional spending to be referred back to the Town Council for approval.
- To ensure that all financial transactions relating to events are in accordance with the Town Council's Financial and Contract Regulations.
- To advise the Town Council on its annual Events programme, liaising with others as required to co-ordinate dates.

Revised October 2020

PLANNING AND LICENSING GROUP TERMS OF REFERENCE

Purpose of Planning and Licensing Group

The Group is appointed to advise the Council on its response to planning applications for submission to the Lake District National Park Authority (the planning authority) and to make decisions about all licensing applications received from Cumberland Council (the licensing authority).

Composition of Planning Group

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting.

Terms of Reference

Planning

- To study all planning applications received by the Council as statutory consultee
- To carry out site visits where appropriate and in accordance with the recommended protocol
- To make recommendations and to draft responses for approval by the Council and submission to the planning authority
- To advise the Council on its response to any planning consultation documents received

Licensing

- To study all licensing applications received by the Council for comment
- To consult other parties as appropriate
- To prepare and submit responses on behalf of the Council to the licensing authority
- To report details of responses submitted to the next Council meeting

Adopted February 2020.

HOUSING WORKING GROUP TERMS OF REFERENCE

Purpose of Housing Working Group

The Group is appointed to be the primary working group of any items relating to housing in Keswick and the surrounding areas. The aim of the group is to engage with stakeholders such as the Lake District National Park and Cumberland Council on the negative impact that a lack of affordable housing brings to Keswick and the surrounding area. The Group will also identify sites where potential affordable housing could be built.

Composition of the Housing Working Group

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting, plus other invited attendees from bodies such as Keswick Community Housing Trust.

Terms of Reference

- To act as the Council's main working group for matters relating to housing
- To monitor any breaches in Local Occupancy clauses
- To lobby Lake District National Park, Cumberland Council, Central Government on any matters aimed at improvement of affordable housing provision
- To work with surrounding parishes to join forces and give a voice regarding affordable housing in Keswick and the surrounds
- To contact councils across the country with similar issues, with the potential of working together.

Adopted October 2023

VISITOR MANAGEMENT WORKING GROUP

Purpose of Visitor Management Working Group

The Group is appointed to be the primary working group for any items relating to visitors to Keswick, and

Composition of the Visitor Management Working Group

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting, plus other invited attendees from bodies such as the Lake District National Park Authority, the National Trust, Keswick Tourism Association and Cumberland Council, and other organisations as deemed appropriate.

Terms of Reference

- To act as the Council's main working group for all matters related to visitors to Keswick
- To act as the primary liaison between the Council and external commercial events.
- To develop approaches to external parties to improve tourism related infrastructure around Keswick
- To consider improvements that could be made to Keswick's street scene
- To monitor any other visitor related issue which impacts the residents of Keswick.

Adopted September 2024

KESWICK TOWN COUNCIL

15 May 2025

COMMITTEE/WORKING GROUP/LIAISON GROUP MEMBERS 2024-25

COMMITTEE/GROUP	2024-25 MEMBERSHIP	2025-26 PROPOSAL
STAFFING COMMITTEE (up to six members)	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO TRUST VICE-CHAIR EX OFFICIO COUNCILLORS: Claire HOUGHTON TAYLOR	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO TRUST VICE-CHAIR EX OFFICIO COUNCILLORS:
EVENTS COMMITTEE (up to six members)	MAYOR (EX OFFICIO) COUNCILLOR NELSON (Chair) COUNCILLORS EVANS HARWOOD Claire HOUGHTON <ul style="list-style-type: none"> • Representative of Keswick Tourism Association • Representative of Keswick Rotary Club • Representative of Keswick Lions Club • Representative of Theatre by the Lake • Representative of Cumbria Police • Representative of Cumberland Council – Markets • Representative of Keswick Scouts/Guides • Representative of Keswick Cricket Club • Any other individual as requested by the committee 	MAYOR (EX OFFICIO) COUNCILLORS <ul style="list-style-type: none"> • Representative of Keswick Tourism Association • Representative of Keswick Rotary Club • Representative of Keswick Lions Club • Representative of Theatre by the Lake • Representative of Cumberland Council – Markets • Representative of Keswick Scouts/Guides • Representative of Keswick Cricket Club • Any other individual as requested by the committee
PLANNING GROUP	COUNCILLORS HARWOOD Chris HOUGHTON PEAT TAYLOR	
VISITOR MANAGEMENT WORKING GROUP	COUNCILLORS HARWOOD Claire HOUGHTON PEAT	COUNCILLORS

HOUSING WORKING GROUP	COUNCILLORS HARWOOD LAPTHORN TAYLOR	COUNCILLORS
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KESWICK TOWN COUNCIL

15 MAY 2025

REPRESENTATIVES ON OUTSIDE BODIES FOR 2025/26

ORGANISATION	2024/25 REPRESENTATIVE	2025/26 PROPOSAL
THE BATTERSBY CHARITY	STEVE HARWOOD	
KESWICK IN BLOOM	BENITA LAPTHORN	
KESWICK TOURISM ASSOCIATION	CHRIS HOUGHTON	
KESWICK COMMUNITY EMERGENCY PARTNERSHIP RECOVERY	JEAN MURRAY	
KESWICK YOUTH CENTRE	LORRAINE TAYLOR NATALIE EVANS	
KESWICK FAIR TRADE COMMITTEE	CLAIRE HOUGHTON	
KESWICK FLOOD ACTION GROUP	LOUISE DUNN CHRIS HOUGHTON	
KESWICK MINISTRIES TOWN LIAISON GROUP	ROB NELSON	
LIAISON MEETINGS (CALC) ETC	LORRAINE TAYLOR	
SUSTAINABLE KESWICK	NATALIE EVANS LORRAINE TAYLOR	
THRELKELD HOUSING ASSOCIATION	DENSTONE KEMP	

<u>SCHEDULE OF MEETINGS 2025</u>	
19th JUNE	TOWN COUNCIL MEETING 7PM
10th JULY	CHARITABLE TRUST MEETING 7PM
17th JULY	TOWN COUNCIL MEETING 7PM
21st AUGUST	TOWN COUNCIL MEETING 7PM
11th SEPTEMBER	CHARITABLE TRUST MEETING 7PM
18th SEPTEMBER	TOWN COUNCIL MEETING 7PM
16th OCTOBER	TOWN COUNCIL MEETING 7PM
13th NOVEMBER	CHARITABLE TRUST MEETING 7PM
20th NOVEMBER	TOWN COUNCIL MEETING 7PM
11th DECEMBER	TOWN COUNCIL MEETING 7PM
<u>SCHEDULE OF MEETINGS 2026</u>	
15th JANUARY	TOWN COUNCIL MEETING 7PM
22nd JANUARY	CHARITABLE TRUST MEETING 7PM
19th FEBRUARY	TOWN COUNCIL MEETING 7PM
12th MARCH	CHARITABLE TRUST MEETING 7PM
19th MARCH	TOWN COUNCIL MEETING 7PM
16th APRIL	ANNUAL PARISH 6.00PM TOWN COUNCIL MEETING 7PM
21st MAY	ANNUAL COUNCIL MEETING 7PM
28th MAY	ANNUAL TRUST MEETING 7PM

Keswick Town Council – Schedule of Charges – 2025-26

Current Charges – FOR INFORMATION ONLY

Description of Charge	Charge
Hire of Council Chamber	£15 per hour + VAT
Notes	<p>Free of charge for local voluntary groups only e.g., Keswick in Bloom, Suskes, KCERP etc.</p> <p>Charges to be applicable to all other groups/businesses (membership, non-voluntary, private sector, local businesses etc.) e.g., U3A, Keswick Tourism Association etc</p> <p><i>Hire available Monday to Friday – building opening hours only</i></p>

Description of Charge	Charge
Photocopying Charges – TO ALL	<p>10p per copy – A4 Black & white</p> <p>20p per copy – A4 Colour</p> <p>20p per copy A3 – Black & white</p> <p>30p per copy – A3 Colour</p>

Description of Charge	Charge
Hawthorns Allotment Rent	£60 per annum per plot
Notes	10 plots located in the field at the top of the Hawthorns

Changes can be made to above schedule if Councillors feel necessary.

Catherine Parker
Responsible Financial Officer
8th May 2025

Keswick Town Council

**Annual Review of Effectiveness of Internal Financial Controls
May 2025**

The above review was undertaken by Councillor Kemp on Sunday 13th April 2025 and Councillor Nelson on Tuesday 22nd April 2025.

Comments & Observations – Councillor Kemp: -

I have read the internal audit report for the year ending 31 March 2025 and the financial regulations as updated April 2025 and I believe that the Council's system of financial control is in accordance with proper practices.

My only comment is that the liability of Cumberland Council to pay rent for Walker Park should be acknowledged in writing by Cumberland Council pending a formal agreement.

Comments & Observations – Councillor Nelson: -

The review was conducted on Tuesday 22nd April 2025. Based on this assessment, I am satisfied that the Council's audit arrangements are fully compliant with the regulations set out in *Governance and Accountability for Smaller Authorities in England* and are in accordance with the principles of 'proper practice' as defined by JPAG.

The internal audit of the Town Council, carried out by Mr. Ian Smithson in June 2024, resulted in no recommendations being made.

In conclusion, it is evident that the Council's financial controls are robust, diligently observed, and subject to appropriate oversight.

KESWICK TOWN COUNCIL
15 MAY 2025

Clerk's Report

Keswick Community Housing Trust - Shares

When KCHT was first formed, funds were raised in July 2012 via a community share offer to enable the purchase of a site from St Johns which is where The Hopes was built. Under the terms of the share prospectus, £1 was used to purchase a non-refundable voting share, with the remainder of the money used to purchase withdrawable investment shares. There is no interest paid on these shares. Shareholders are able to request the repayment of the withdrawable shares once 3 years has elapsed from the completion of the development, or can choose to gift them back to KCHT, or nominate a beneficiary on death.

Without the strong response from the community, it would have been impossible for KCHT to have got across the starting line. We kindly provided KCHT with £8k in response to the community share offer, and at this point there is no intention o request back the £7,999 from KCHT. After discussions with Councillor Laphorn, there are 2 options:

- 1. Keswick Town Council to formalise this position via a resolution**
- 2. Keswick Town Council to agree to hand back the £7,999 to KCHT thereby cancelling the liability and retain the £1 voting share.**

I would recommend that Councillors agree to option 2, but Councillors may choose otherwise.

Holiday Let Guidance

Councillor Dunn has recently produced guidance for holiday let owners, based on her experience, and the information we had received over the past 18 months of the scheme being set up.

We have published it on our website, and started to share this information. This will be given to all the holiday let offices in town, in the hope that they will pass it onto their clients. I have attached it to this agenda in order for Councillors to view it, and share it themselves as needed.

Annual Town Meeting resolutions

At the Annual Town Meeting, two resolutions were brought forward to be discussed at the next Town Council meeting, both brought forward by Keswick Community Housing Trust.

- i) **Keswick Community Housing Trust calls on the Town Council to request that Cumberland ringfences 100% of the council tax premium raised from 2nd home owners in Keswick, so that the money can be used towards the provision of affordable rental housing in Keswick, whether that is via new build, conversions or the purchase of existing properties within Keswick.**
- ii) **Keswick Community Housing Trust calls upon the Town Council to request that Cumberland actively works to identify opportunities in Keswick, including disused buildings and other spaces, that may be able to be used to add to the stock of affordable homes available for the people of Keswick.**

Councillors are asked to discuss these, and decide whether these should be formal resolutions of the Council.

Vivien Little

6 May 2025

May2025

MEASURES FOR OWNERS TO ADDRESS ISSUES WITH ANTI-SOCIAL BEHAVIOUR AND NEIGHBOURHOOD DISTURBANCES FROM LARGE HOLIDAY LETS IN KESWICK

This document has been prepared to offer advice to owners of holiday lets when the occupants cause disturbance in the neighbourhood. It has been prepared by Keswick Town Council based on the issues reported to us via the Holiday let Nuisance Reporting scheme' that has been operational for a couple of years.

Principles:

- The owners of holiday lets are accountable for solving noise, disturbance and nuisance behaviour caused by the occupants of their accommodation business. Booking agencies which offer a management service may also offer this service to the owners.
- It's NOT the neighbour's job to manage the situation and provide updates to the owner or their managing agents on the latest antics in their property.
- Prevention is better than cure. It's awful to be disturbed or woken at night, and by that time, it's too late, and very stressful.
- There is a particular issue in Keswick with larger properties managed remotely. That is why we set up the Keswick reporting system. People are being driven to despair or considering leaving their homes.

The good news is that noise in holiday lets can be managed – to the relief of the neighbours - and also the property owners. Things that work well:

MARKETING:

- Update the property detail listing to be VERY explicit that the house is in a residential area and there are quiet hours strictly enforced between 10pm and 7am. It's not just for the benefit of the local residents, neighbouring B&B guests and other holiday cottage guests complain about problem properties.
- Change the marketing to appeal to families and intergenerational groups. They won't want to wake up their kids/ grandparents.
- Explicitly rule out hen/stag/party groups.
- Avoid hot tubs- these are a source of major conflict with neighbours.

CLIENT MANAGEMENT:

- Check who is booking: In some very large properties the booking/ management agency now phones and checks all bookings to ensure that the people understand the noise curfew, that people live nearby and that it is not a party house. They also phone the people the day before they arrive to stress this. This has stopped all issues completely in some formerly disruptive properties.
- Quiet time defined in the guest book/ confirmation letter etc..
- Signs are available on Amazon to be placed inside and outside the property:



CONSEQUENCES:

- People who persist in keeping the neighbours up all night after being asked to quieten down should be asked to leave the next day. This can be put in the terms and conditions for the booking.

CLEAR COMMUNICATION

- Owners need to provide a named contact and a phone number to next door / near neighbours. Talk to each other regularly – helpful for all parties.
- This number needs to be answered by someone immediately with a clear plan of what they will do to stop the noise or disturbance – either visiting the property or phoning the occupant (ie should have their mobile number to hand).
- A notice on the front of the property should indicate who manages the property and how they can be contacted. People simply do not know who to contact so incidents are under-reported.

REPORTING WHEN IT DOES HAPPEN

- Neighbours need to inform the owner/ agency in writing of all incidents, being as specific as possible. This is a lot of work for neighbours but should drive a solution to be found eventually when the owners realise the scale of the problem. AirBnB has an excellent reporting system.
- All anti-social behaviour incidents need to be reported to Cumbria police as anti-social behaviour using a non-emergency channel (phone 101 or email 101Emails@cumbria.police.uk). This is so that they can follow up with the owners should a persistent problem evolve. They need specific times, dates and details. We have found this to be very effective.
- Also report to Keswick Town Council (office@keswicktowncouncil.gov.uk) who will advocate/ follow up with the authorities on behalf of neighbours should this be necessary. Reports are also publicised with the outcome of any interventions. The data allows the authorities to quantify the issues and find solutions. This drives investment. It also encourages closer proactive management of the

issues created by holiday lets by owners/ agencies as they are being held accountable.

OTHER IDEAS:

In mainland Europe, airB&B has become much more stringent about noise disturbance to neighbours (mainly because they were threatened by the regulators).

- Guest book in every property prominently displays a designated quiet time (10-7 usually)
- Noise monitoring devices are now commonplace (they detect noise levels, do not record, and automatically text the owner and the person letting the property to tell them noise levels have been exceeded. This saves the neighbours having to get up and tell you/ them. It also resolves issues quickly and efficiently. There are several vendors: <https://news.airbnb.com/airbnb-and-minut-collaborate-on-noise-prevention-support-for-hosts/>



**Lake District
National Park**

10 April 2025

Dear Councillors

We hope that you have been able to make the most of this lovely Spring weather. As we mentioned in our letter to you in February, we are aiming to write to you at least twice a year to update you on our plans and activities. The focus of this letter is on our visitor management plans as we know that with Easter approaching the Lake District will get busier, and that greater visitor numbers can often lead to increased pressure on the landscape, on services and on local communities.

The Cumbria Strategic Visitor Management Group (SVMG) has continued meeting regularly to ensure comprehensive preparations are in place for the coming season. This group, convened and chaired by the Lake District National Park Authority (LDNPA), comprises key agencies including Cumbria Tourism, the National Trust, Enterprising Cumbria, Forestry England, Cumbria Police, Cumbria Fire and Rescue Service, Cumberland Council, Westmorland and Furness Council, Highways England, and the Lake District Search and Mountain Rescue Association. All relevant agencies are collaborating closely on the development of Area Action Plans and wider Visitor Management Action Plans, all aiming to alleviate pressures on our communities whilst allowing our visitors to be safe and enjoy a great experience.

Area Action Plans have been agreed by SVMG for identified zones where we anticipate visitor management challenges, including Stang End and Cathedral Caverns, Stonethwaite, Castlerigg Stone Circle, and Harrowslack. Last week SVMG agreed a new Action Plan be developed to address the increasing pressures around certain popular infinity pools. SVMG will be monitoring the impact of these Area Actions Plans to test their effectiveness and will also keep under review the need to produce other Area Action Plans as and where necessary, albeit appreciating the need to consider resourcing.

SVMG is also aware of the challenges of events on certain communities and has compiled a list of key events that we regularly keep under review. Both Councils, through convening their respective Safety Advisory Group (SAG), do assess the safety of events although these SAGs only have limited powers to stop an event being held. Their webpages can be found here: [Organising an event | Westmorland and Furness Council](#) and; [Safety information for event organisers | Cumberland Council](#)

In addition to focussed Area Action Plans, broader Visitor Management Action Plans are underway for Hawkshead and West Windermere, Langdale valley, Ullswater valley, and Wasdale valley, again involving our local communities. These are landscape-scale plans where actions are being identified over several years. These plans will be actively monitored and adapted throughout the year.

It's important to note that if an area does not have a specific action plan, it does not mean it will receive no support or attention. Our officers and those of our partners are actively working as part of our routine operations to make interventions and improve outcomes in these areas. We hope that, on occasion, you will see our multi-agency patrols operating within the park – the first series of which are planned for the Easter break.

We are progressing plans to deliver additional trials of our shuttle bus services in Buttermere and Wasdale during 2025, with the Buttermere Shuttle running every weekend and bank holiday during May, June, July and August. We are working closely with the Wasdale Action Group to develop the Wasdale Explorer and this year will see it run on more days, starting on Good Friday and running every weekend and bank holiday until 21st September. Timetable details can be found on the LDNPA website here [Wasdale shuttlebus to Wastwater](#)

Sub-groups of the SVMG, such as the Car Park, Motorhomes and facilities Group, continue to meet regularly to share learnings and improve responses to issues around problematic parking and public toilets. This year we are trying to improve the co-ordination of temporary car parking, allowed through the 28 day Permitted Development Rights. Additionally, the Lake District Visitor Safety Group remains active, focusing on coordinated messaging designed to reduce avoidable accidents on the fells.

SVMG is also aware that this year both Councils have designated Public Space Protection Orders (PSPO) relating to anti-social behaviour. It is important to note that PSPOs will only address anti-social behaviour and not tackle all instances of fly camping, illegal parking and other challenges of poor visitor behaviours. It is important that you become familiar with these PSPOs as they do differ in content and geographic coverage depending on which Council area you are within. For Westmorland and Furness please see [Public spaces protection orders \(PSPOs\) | Westmorland and Furness Council](#), and if you have any matters to raise then please email PSPO@westmorlandandfurness.gov.uk. For Cumberland Council please see [Public Space Protection Orders | Cumberland Council](#) and contact them via pspo@cumberland.gov.uk. We also attach some key FAQs for Cumberland Council PSPO.

The LDNPA's own Visitor Management Officers (VMOs) continue to provide presence and support in key locations together with our Ranger service. Additionally, our dedicated help email service is continuing (monitored during office hours), where involvement by Police, Fire services, or landowners is not more appropriate. This service can be reached at help@lakedistrict.gov.uk. Simon Hill in our Commercial Property and Car Parks team will be continuing to manage our VMOs, and he and his team will be picking up more liaison with you on specific visitor management issues following the departure of Tony Watson.

Throughout the upcoming season, agencies will work together to review situations as they develop and address them accordingly. Please use the contact points referred to in this letter for any specific visitor management issues and feel free to contact us directly if you encounter situations that you believe require further discussion or you have ideas about how our visitor management could be strengthened.

Best wishes.

Yours sincerely



Tiffany Hunt

Chair

Lake District National Park Authority

Email: Tiffany.Hunt@lakedistrict.gov.uk

Yours sincerely



Gavin Capstick

Chief Executive

Lake District National Park Authority

Email: Gavin.Capstick@lakedistrict.gov.uk

Cumberland Council Public Space Protection Order

Key FAQs

1) What is a Public Space Protection Order (PSPO)?

A PSPO is a legal measure that councils can use to prevent anti-social behaviour in public spaces. It sets rules and restrictions that must be followed to ensure the area remains safe and enjoyable for everyone.

2) What does the PSPO mean for wild camping?

The PSPO does not seek to interfere with those acting responsibly. Under Cumberland Council's Public Spaces Protection Order (PSPO), wild camping is an offence if there is proof that anti-social behaviour (ASB) has occurred or is likely to occur. ASB could include littering, excessive noise, environmental damage, fires, and disturbances to wildlife or local communities.

3) Where does the PSPO apply?

The PSPO applies to specific areas within the council's jurisdiction. The PSPO aims to protect public spaces, ensure safety, and maintain the natural beauty of the area.

4) What are the penalties for violating the PSPO?

Violating the PSPO can result in a Fixed Penalty Notice or Prosecution. Enforcement teams and local police are authorised to issue these penalties.

5) Who enforces the PSPO?

The PSPO is enforced by the council's education and enforcement teams, often in collaboration with local police.

6) How can I report violations of the PSPO?

You can report violations of the PSPO to the local council or police, please use pspo@cumberland.gov.uk

7) What's the legal Position in England & Wales?

In England and Wales, wild camping is generally not permitted without landowner consent. Authorities have the right to act against unauthorised camping, particularly where there is evidence of ASB or environmental harm. Local councils, including Cumberland, must apply rules fairly and consistently, balancing public access with protection of the environment and local communities.


Update from LDNPA - Second Homes & Short Term Lets

From Hutchinson, Sonia D <Sonia.Hutchinson@cumbria.gov.uk>

Date Thu 2025-04-10 11:07

To Cumbria Association, of Local Councils <calc@cumbria.gov.uk>

Cc Cumbria Association, of Local Councils <calc@cumbria.gov.uk>

 2 attachments (193 KB)

2025_04_10 Second homes and short term holiday lets briefing (Final).docx; 2024_07_24 Let to Rt Hon Angela Rayner MP.pdf;

Dear Parish/ Town Clerk

Towards the end of last year, the National Park Authority held a series of Parish/ Town Council forums within the National Park, providing an opportunity for various issues to be raised. During these forum sessions the challenges from the loss of existing housing stock to second homes and holiday lets was raised. We explained that we continue to raise this matter with government, as shown in the attached letter.

A number of Parish Councils stated that they wished to take this matter up with government, and asked that we provide details to assist in their drafting of letters. I also attach a short document with some key points that you may find helpful.

You may also be interested to know that as part of the government's currently proposed changes to the planning system, the Planning and Infrastructure Bill is now at Committee stage. [A call for written evidence is currently open.](#) Government strongly advises any submissions of written evidence about the bill to be made as soon as possible. The bill's ambitions include delivering 1.5 million new homes before the end of this parliament. The bill makes no provisions about holiday lets or second homes.

If you need further information, then please do not hesitate to contact me. Please be assured that we continue to bring this challenge to the attention of government.

Kind regards
Steve

Steve Ratcliffe
Director of Sustainable Development
Lake District National Park Authority
Phone: 01539 792622
Stephen.Ratcliffe@lakedistrict.gov.uk

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Second Homes/ Short-term holidays lets: Lake District National Park

Key Points:

Current situation

- High numbers of holiday accommodation and second homes are a threat to the social, cultural and economic prosperity of communities across the LDNP
- The report, *Housing: An Effective Way to Sustain our Rural Communities* states, 'the percentage of second homes should not be more than 20 per cent as this appears to affect the sustainability of any village.'
- 38 out of the total 79 parishes (48%) in the Lake District have 20% or more properties not in permanent residential use (holiday lets and second homes).¹
Written evidence submitted by the Lake District National Park Partnership shows there are several parishes where this figure is significantly higher than 20%:

- Martindale – 77%
- Matterdale – 55%
- Patterdale – 55%
- Borrowdale – 52%
- Skelwith – 50%
- Borrowdale – 47%
- Coniston – 41%
- Buttermere – 30%

The Authority is currently updating this figure for all parishes and should be available by the end of April. An update will be shared through CALC.

- Issues related to the impact of holiday homes on communities include:
 - High demand for properties in the LDNP pushes house prices beyond the levels that are affordable to local people. Local people are forced to migrate to more affordable places outside the National Park.
 - Whilst new affordable and permanently occupied homes are being approved and built within the National Park, demand outstrips supply, and homes cannot be built at the scale required to match the number of homes lost to holiday accommodation and second homes. Additionally, the Lake District's landscape is protected for the benefit of the nation through multiple designations which means that the landscape simply cannot accommodate a level of growth that would be necessary to meet the demand that exists.
 - One of the main impacts of houses used as holiday homes, is that the property is no longer available for use by permanent residents. Where

¹ Based on the number of Parishes we have data for. There are a total of 84 Parishes in the LDNP.

there are high numbers of holiday homes, this can mean fewer families living permanently in settlements throughout the year to use services such as schools, public buses, surgeries, and post offices. The lack of regular use of these services is a threat to the viability of the communities. A number of primary schools are also threatened with closure due to the declining population and absence of permanent residents. The Lake District business community cites labour market shortages as a major issue to their viability.

- The population of the Lake District is declining, particularly the proportion of the population who are working age (those aged 15 to 64). Between 2011 and 2021, the total population of the Lake District National Park has declined by 4.5% from 40,770 in 2011 to 38,993 in 2021. In comparison to the 2011 Census data, the proportion of the population who are working age in the Lake District National Park has decreased by 3%, from 25,234 in 2011 to 23,142 in 2021.
- Currently the LDNPA's ability to control the housing market, i.e. who occupies houses, and the use made of them, is limited solely to new houses. LDNP Local Plan Policy 15 aims to achieve a balanced and resilient housing market. This Policy is enforced through planning conditions to ensure that new houses are not used for other purposes such as a second home or as holiday accommodation.

The Government's position

- In 2023, the previous Conservative Government consulted on a range of changes around short-term holiday lets and on 19th February 2024 announced its intended approach. The government proposed to introduce a new use class for short term holiday lets (C5 use) that will apply where the property is not a main or permanent home. Existing short term lets would be reclassified as C5 use when the new use class is introduced.
- Alongside the new planning use class, the government proposed to introduce permitted development rights that would allow for a property to be changed from a short-term let to a standard residential dwelling, and from a residential dwelling to a short-term holiday let. A local planning authority could remove such permitted development rights, thereby necessitating a Change of Use planning application to be required.
- The government also proposed to introduce a mandatory national registration scheme. Such a scheme, once operating, will allow a much better understanding of the provision of holiday lets throughout the National Park, including the geographic spread.
- The present Government has delivered the legal framework for a registration scheme for short-term lets in England under the Levelling-up and Regeneration Act 2023. No such registration scheme has yet been introduced. There is no progress on changing the Use Class Order.

The Lake District National Park Authority's (LDNPA) position

The Partnership Plan

- The statutory Management Plan for the Lake District: *The Partnership Plan 2020-2025* identifies the following transformative action:

VCPE.act.1: Manage the impact of second homes and short-term holiday lets in the Lake District by:

Implement the introduction of a registration system and database for short-term holiday lets, when announced.

Implement planning land-use changes related to short-term holiday lets, when announced.

Post-general election, work with other groups to lobby government to further control short-term holiday lets and second homes.

Support Westmorland & Furness and Cumberland councils to use mechanisms to encourage the conversion of second homes to residential dwellings.

- The LDNPA is one of 22 partners committed to delivering this action. Both Westmorland and Furness Council and Cumberland Council are using available fiscal measures i.e. council tax.
- The Authority has written to the government asking for both the registration scheme for short-term lets and the planning land use change to be urgently introduced. In addition to planning land use changes for short term lets the Authority has also previously asked for the introduction of planning land use changes for second homes also, and remains keen to be offered an opportunity to pilot this approach.



**Lake District
National Park**

Rt Hon Angela Rayner MP
Secretary of State for Housing, Communities and
Local Government

By e-mail

angela.rayner.mp@parliament.uk

24 July 2024

Dear Secretary of State

A welcome from the Lake District National Park Authority

Firstly, I would like to congratulate and welcome you to your new role as Secretary of State for Housing, Communities and Local Government and wish you much success in this prestigious position. I appreciate there are many challenges facing your department and Government generally, but these can also be viewed as real opportunities for change and progress. We look forward to working with you and your department to deliver the Government's agenda for planning in Protected Landscapes.

Secondly, I would like to bring to your attention a particular challenge that is facing the Lake District National Park – an increasing lack of housing for permanent occupancy. Due to high levels of second homes and a surge in holiday lets our local communities and economy are in crisis and I do not exaggerate this concern. 25% of our housing stock has no permanent resident. Over half of our parishes have 20% or more of the housing stock used for second homes or holiday lets and in some of our parishes levels reach over 70%. Our population has declined over the last 15 years, and the demographic is increasingly unbalanced. At the same time, we have serious recruitment challenges that are holding back our local economy and opportunities for growth. Our housing planning permission rates are at the highest levels, but we simply cannot build ourselves out of this crisis. The Lake District is both a National Park and a World Heritage Site, and rightly Government attaches great weight to protecting and enhancing its landscape and scenic beauty.

I was delighted when the previous Government announced an intention to finally take action to bring short-term lets within control through changes to the planning system. Due to the calling of the General Election, this intent did not occur. Therefore, I urgently ask that you continue to pursue these changes and introduce the intended Use Class for short-term lets with urgency.

The situation in the National Park is acute and immediate action is needed. I therefore request that you ensure land within the Lake District National Park is excluded from any permitted development right that would allow properties to be changed to short-term lets. This would deliver decisive action for our communities on this important issue.

In addition to the above, I also hope that you will be willing to address the challenge of second homes – something the previous Government seemed unwilling to tackle. It is only through the control of both challenges will we be able to halt the continuing decline of our communities.

Thirdly, the delivery of new housing in Cumbria is being delayed by Nutrient Neutrality affecting a number of catchments. Alongside the unitary Authorities of Cumberland Council and Westmorland and Furness Council we submitted a joint bid to Local Nutrient Mitigation Fund Round 2. I hope as part of your ambitions to deliver more housing that you will be able to confirm, at the earliest opportunity, if we have been successful and can release the funds to enable us to progress the mitigation required to unlock much needed growth and housing across Cumbria.

Finally, whilst I appreciate you will be extremely busy in your new position, may I take the opportunity to extend a warm invitation to you to visit the Lake District National Park.

Yours sincerely



Tiffany Hunt

Chair

Direct: 01539 792645

Email: Tiffany.Hunt@lakedistrict.gov.uk

Cc – Sarah Healy CB CVO, Permanent Secretary permanent.secretary@levellingup.gov.uk
Joanna Averley, Chief Planner Joanna.Averley@levellingup.gov.uk



Council Offices, 50 Main Street, Keswick

Cumbria CA12 5JS

Tel: 017687 73607

website: www.keswicktowncouncil.gov.uk

email: townclerk@keswicktowncouncil.gov.uk

This is the Health and Safety Policy Statement of Keswick Town Council

Keswick Town Council recognises and accepts its responsibility for providing a safe and healthy work environment for its members; staff; volunteers; visitors and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning and established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general powers as set out below is based on that required by virtue of the Health and Safety at Work etc. Act 1974.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide sufficient information, instruction and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity—related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on:

To be review and re-affirmed at the Annual Town Council meeting.

Signed:

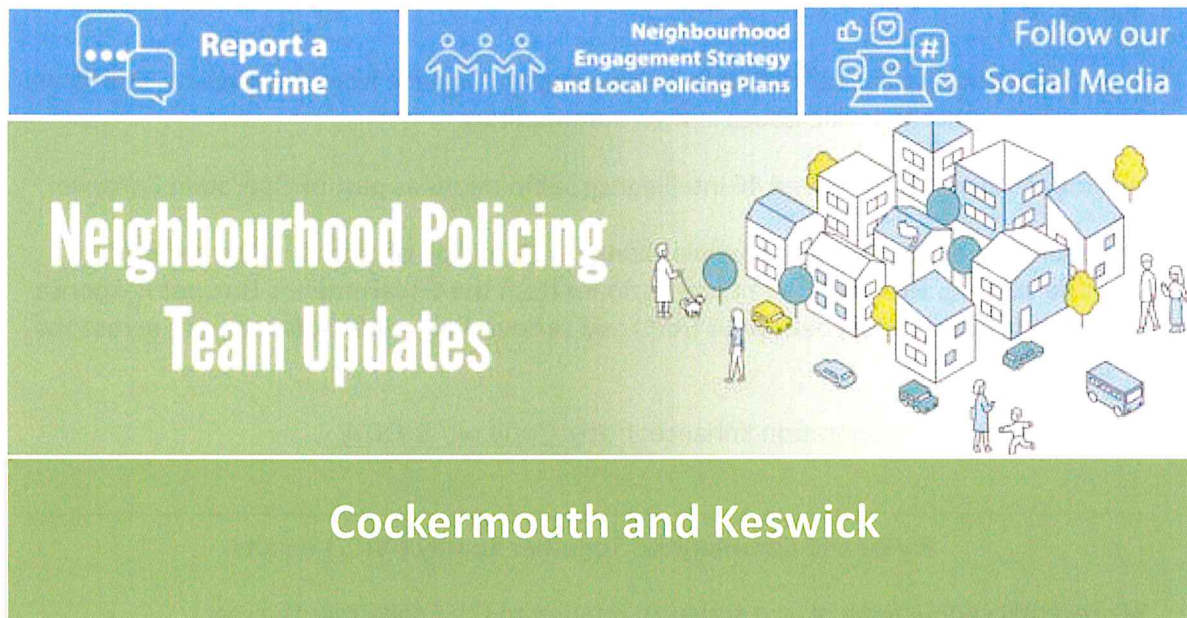
KESWICK TOWN COUNCIL
RECORD OF MEMBER'S MEETING ATTENDANCES
2024/25

	TOWN COUNCIL MEETINGS	SPECIAL TOWN COUNCIL MEETINGS	CHARITABLE TRUST MEETINGS	SPECIAL TRUST MEETINGS	ANNUAL PARISH	TOTAL
Number of meetings held	11	1	6	1	1	20
COUNCILLORS						
Councillor Louise Dunn	10	1	6	1	1	19
Councillor Natalie Evans - appointed 21 Nov 2024	4	n/a	2	0	1	7
Councillor Steve Harwood	10	1	6	1	0	18
Councillor Chris Houghton	8	0	5	1	1	15
Councillor Claire Houghton	9	0	5	1	1	16
Councillor Denstone Kemp	11	0	6	1	1	19
Councillor Benita Laphorn	10	1	5	1	1	18
Councillor Jean Murray	10	1	6	1	1	19
Councillor Rob Nelson	10	0	2	0	0	12
Councillor Claire Peat - appointed 18 July 2024	9	1	3	1	1	15
Councillor Richard Scott - appointed 20 March 2025	2	n/a	n/a	1	1	4
Councillor Lorraine Taylor	10	1	5	1	1	18

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 15 April 2025 15:02
To: Ania Mlynczak
Subject: March & April 2025 - Cockermouth and Keswick

[View in browser](#)



Welcome to this months newsletter, I wanted to take this opportunity to introduce myself as the new Inspector for the Allerdale Neighbourhood Policing Team.

A bit about me, I've been the Inspector for the Allerdale Neighbourhood Policing Team previously and have just moved from my role in response policing.

Below in the other news section you will see an update on the Neighbourhood Policing Guarantee. Cumbria will benefit from 46 additional staff. This means 26 extra police officers on the beat, 12 PCSOs and 8 Special Constables as a result of this Government funding. This almost doubles the existing neighbourhood offer in Cumbria.



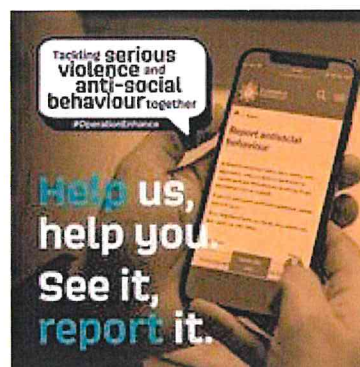
Inspector Steven Waddell

Operation Enhance

We have dedicated, high-visibility patrols across Cumbria, including in Allerdale, targeting anti-social behaviour and serious violence – Operation Enhance.

Did you know we have an online reporting mechanism specifically for reporting anti-social behaviour?

Report antisocial behaviour by visiting the constabulary's website <https://orlo.uk/oFhGU> or our non-emergency number 101.



In an emergency always call 999. Information and intelligence from the public is vital so we can work together to tackle issues in their communities.

Last month alone, we received 46 intelligence submissions as part of Operation Enhance.

The operation has been made possible thanks to £1 million of extra funding secured by Cumbria's Police, Fire and Crime Commissioner from the Government's Hotspot Response Fund to target anti-social behaviour (ASB) and serious violence in hotspot areas across the county.

Find out more about Operation Enhance: <https://orlo.uk/2HQDW>

Police and Communities Together Survey (PACT) results

We recently conducted a recent survey in relation to the Cockermouth area.

The data has been analysed and a number of concerns have been raised in relation to road safety across the wider Cockermouth area

Concerns have also been raised with drug dealing and ASB in Cockermouth

Our local officers will continue to address these issues and respond to crime and disorder in your area and encourage the local community to continue to report any incidents.

We will be conducting a further survey in 3 months time.

Please continue to report any incidents of crime or anti-social behaviour.

You can report online at <https://orlo.uk/IDtLN>

Our online live chat function is a new service giving you an alternative way to communicate with a Police officer in real time.

If a crime is in progress always call 999.

You can also phone 101.

Alternatively, you can contact Crimestoppers anonymously on 0800 555 111.

Operation spotlight

On 14 April. PCs Shona Pattinson and Dawn Lowerson have been patrolling Cockermouth as part of the Fatal four operation, targeting the biggest killers on UK roads.

- Speeding
- Using a mobile phone whilst driving
- Not wearing a seat belt
- Drink and drug driving

A male was arrested in the morning for being drunk in charge of his vehicle after he provided a reading of 116, the legal limit being 35.

The same individual was further arrested later that day for drink driving, again, this time providing a reading of 38.

He has been charged to appear at court.

A vehicle was seized in Cockermouth for having no insurance and no tax.

Several other vehicles have been stopped in relation to manner of driving and document offences, pleased to report that all passed the breath test and drug wipe procedure.



Warning following scam calls

Police are issuing a warning to people to be on their guard against scam phone calls after a number were reported to police today.

The report was of the victim receiving a scam call from someone claiming to be a police officer and that the victims bank card has been used by someone.

The scam can differ slightly from call to call.

But the fraudsters often request bank details, money to be sent electronically, cash to be withdrawn at the bank for collection or expensive items to be bought for collection at a later time.

Police and other agencies would never request this.

If you have any concern that the person on the phone may be a fraudster, put the phone down and call the police from a different phone on 101 for advice and guidance.

Officers are asking anyone who has been victim to such a scam to come forward.

If you receive a call you're not expecting, you should be suspicious. The vital things to remember are that your bank, other agencies and the police would:

- Never ask you for your bank account details or PIN number over the phone.
- Never ask you to withdraw money and send it to them via a courier, taxi, bank transfer or by any other means.
- Never ask you to send your bank cards or any other personal property to them via courier, taxi or by any other means.
- If you have any doubts about the identity of the person that you are speaking with, put the phone down and attend the bank or police station in person, wherever possible, to discuss the call you have received, or call a trusted number for the bank or police using a different telephone than the one that you have been contacted on.

We ask that the public please share this information with any vulnerable friends or family.

If you think you have been the victim of a fraud you can report this to police on 101 and to Action Fraud on 0300 123 2040 – or by visiting their website at <https://orlo.uk/5Ej0X>



Off road bikes Keswick

On 20 March, PC Emma Fearon and PC Sam Steele responded to reports of off road bikes being driven illegally and anti-socially around Keswick Town Centre.

Drone tactics were utilised however no bikes were located on this occasion.

If you have any concerns about off road bikes being ridden illegally in your area, please report it to us via the website or 101 so that we can act.

Alternatively you can contact Crimestoppers anonymously on 0800 555 111.



Bike seized

On 31 March, following numerous reports of a bike being ridden in an anti-social manner around Keswick Town Centre.

We arrested a male for various driving offences. The bike was subsequently uplifted.

We are out there and we are taking action!

Talk on anti-social behaviour

On 14 March, PCSO Clare Parker has visited Broughton Moor school to deliver an assembly on Anti social behaviour.

The pupils engaged well asking lots of relevant questions.

Things we discussed:

- What is anti social behaviour
- How victims of anti social behaviour can feel
- What are the consequences for people who act in an anti social manner.



Water Safety

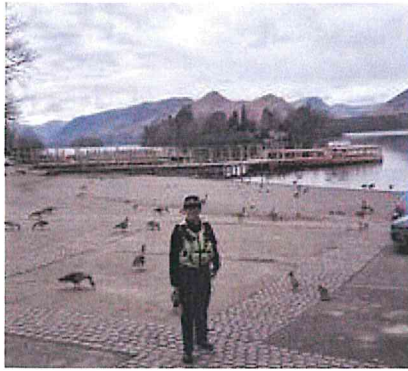
Over the first week of the half term period we have had an increase in water related incidents, these being on Bassenthwaite Lake, Derwentwater and Crummock.

Please can members of the public be mindful of water safety when on and around the lakes/waters, the water is still cold, they are deep and the wind can quickly take hold, which can lead to fatal consequences. Please ensure you are well equipped and skilled to venture out onto open water, let someone know where you are going and ensure you have a fully charged mobile device with you.

Luckily during these incidents all agencies worked together to bring the incidents to a safe ending.

The below photos show the response to the incident at Crummock on 13 April, the quick skills of our colleagues at Cumbria Fire & Rescue Service ultimately saved the individuals life.

For water safety advice visit - [Water safety | Cumbria Fire & Rescue Service](#)



Patrols

On 16 March, PC Emma Fearon and Inspector Pete Aiston have been on patrol in Keswick today.

We started with a walk down to the lake, pleased to report no issues here.

And the geese were behaving themselves!

Talk on internet safety

On 17 March, PCSO Clare Parker delivered an assembly to Plumbland school covering Internet Safety and Cyber Bullying.

What the students learnt:

- What do we use the internet for?
- What is cyber bullying?
- How would you feel if you were cyber bullied?
- Remember not everyone is who they say they are!



Do you have a shed or garage?

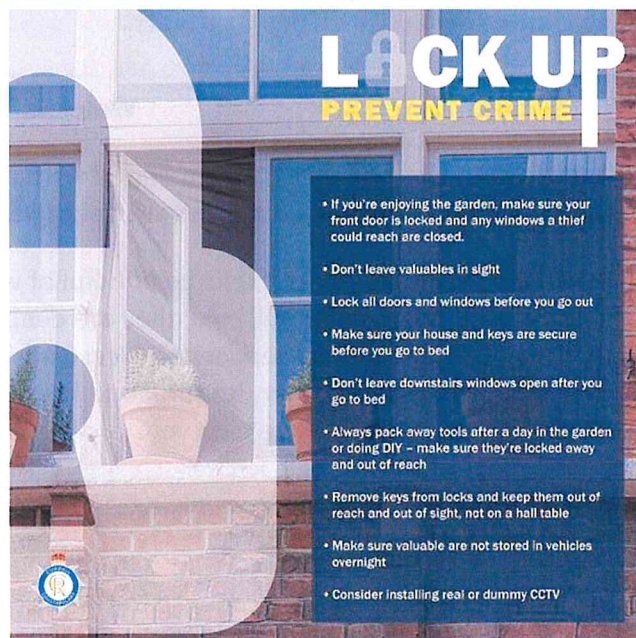
Many people don't secure their shed or garage in the same way they do their homes.

Sheds and outbuildings can also provide opportunist burglars with the tools they need to break into your home

🔑 Lock all doors and windows and keep keys are secure

🔑 Remove keys from locks and keep them out of reach and out of sight

📹 Consider installing CCTV



Got information?

- Report online at
- Phone 101
- Dial 999 in an emergency
- You can contact Crimestoppers anonymously on 0800 555 111

Career Carousel event

On 19 March, PCSO Clare Parker attended the Career Carousel event at Cockermouth school.

The event is organised and facilitated by the Centre for Leadership Performance.

These events give the year 5 & 6 students from local primary schools a hands on introduction to various careers, helping them build confidence and develop essential skills.



Well done to all the schools that attended the event. Your teachers should be very proud of you. You all showed great interest and got involved in all the activities.



Speed checks with the mini police

PCSO Clare Parker has been out with the mini police after school on 1 April with the Laser Speed Gun.

The mini police recorded the speed that the vehicles were travelling at.

We are delighted to say no one was driving over the national speed limit.

Well done to the mini police from Fairfield school. You all, as always done amazing.

School visit

On 20 March, PCSO Clare Parker has been to show the nurse and reception children at All Saints' school, Cockermouth the marked police vehicle.

They had lots of fun looking at some of the equipment we use within our job.

I think the children liked the blue flashing lights the most!

Then after the session 5375 has stayed in the area and conducted some parking patrols alongside Cumberland Council, Civil Enforcement Officers.

Some drivers were suitably advised not to park on the single yellow line or cause any unnecessary obstructions.

We just want to make it safer for the children and families.

Please think before you park.



Neurodiversity awareness week (17 - 23 March)

We have a small team of people within our Neighbourhood Policing team that work around Neurodiversity.

Sergeant Neil McKinnell coordinates the outreach work that is been done with the Charity Allerdale Copeland autism support

He oversees the visits and does work behind the scenes to make sure all of this comes together.

He also works with any external agencies that we work in partnership around neurodiversity and this often takes the form of meetings or zoom calls to facilitate joint working.



Sgt McKinnell also has a role to oversee internal work that is been done within the force to support members of staff who may feel they are neurodiverse and may just want sign posting or added work place guidance. The work behind the scenes is vital to allow the work to continue.

During Neurodiversity Awareness week, on 21 March PCSO Pete Nichol and Shirley Murphy from Allerdale Autism support are visiting families in Maryport and Silloth who have had police contact and may be neurodiverse.

This work is overseen by Inspector Pete Aiston.

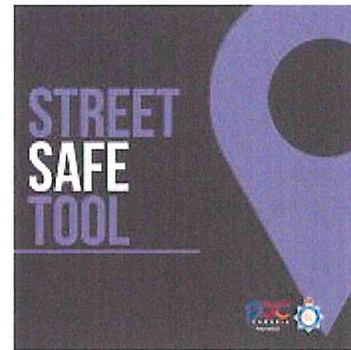
This work is solely the work of Allerdale Neighbourhood policing team along with the charity to reach out to neurodiverse individuals who may need support or sign posting.




StreetSafe is a service that allows you to report safety concerns in public places without giving us your name.

This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

Report an issue here: [StreetSafe | Cumbria Police](#)



Upcoming community police events

 Cockermouth library

 Tue 29 April 2025

 2:00PM - 3:00PM

 Thu 29 May 2025

 3:00PM - 4:00PM,

 Keswick Library

 Thu 24 April 2025

 2:00PM - 3:00PM

For more information, please visit our website and enter your postcode in the Your Area section.

[Visit Your Area](#)

Your local officers

Want to know who your local officers are?

Simply go to our website - www.cumbria.police.uk



Scroll down the home page and you can browse different areas to see who your local team are - or enter your postcode.

Not only will you be able to find out who your named local officers and PCSOs are, you will also be able to view our local policing priorities and details of any meetings or events we will be attending.



Join Us!

Have you ever thought about being a police officer?

You could make a real difference to people in Cumbria and help keep them safe.

Not sure if policing is for you?

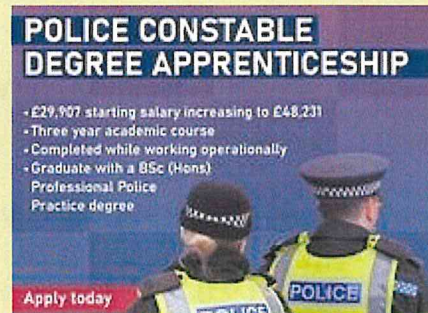
This short quiz should be able to help ↓

Take the quiz

Which route is right for you?

☐ Police Constable Degree Apprenticeship

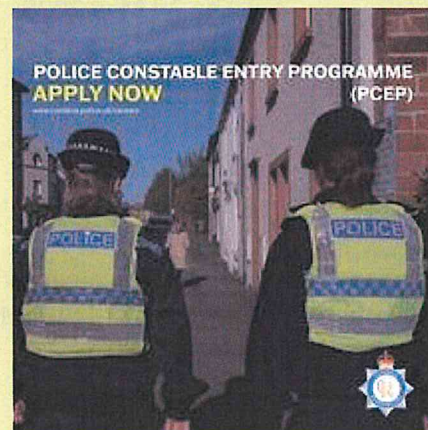
Did you know you can join Cumbria Constabulary as a degree apprentice and work towards a degree whilst serving as a student officer with active frontline duties?



☐ Police Constable Entry Programme (PCEP)

This is a two year programme which gives a blend of practical on-the-job experience and classroom-based learning.

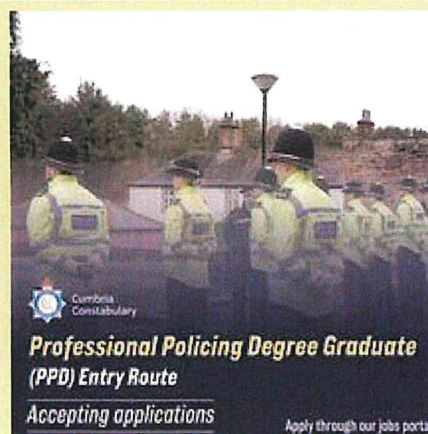
Once you leave training school, you will then go onto to your allocated station then eventually go onto independent patrols and will be assessed for the remainder of the two-year programme.



☐ Professional Policing Degree Graduate (PPD)

To be eligible to apply, you will need to have taken a three-year BSc professional policing programme offered by universities that are licensed and validated to deliver the degree by the College of Policing.

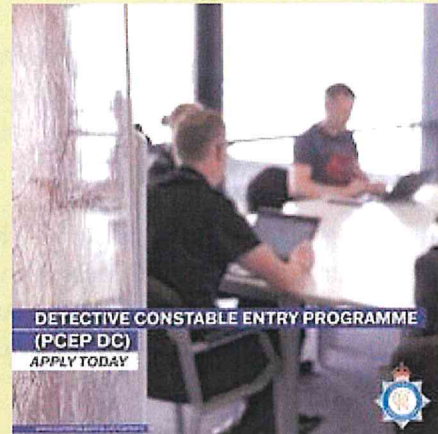
For more information about the entry route and the role visit: [Job profile](#)



☐ PCEP DC pathway

Our Detective entry programme (PCEP DC) is open for applications.

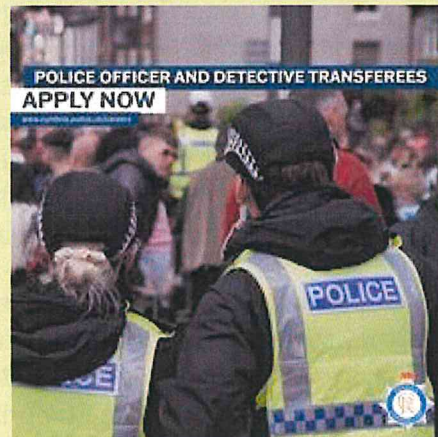
The two year programme is designed to equip you with all the skills and training necessary to ensure that on completion you will be a highly competent detective constable.



☐ Transferees

Do you or someone you know work for another force? Looking for a new challenge?

When you join Cumbria Police you will have new opportunities and with this, you will be able to make a positive difference to the lives of those who live here.



We are looking for enthusiastic and dedicated people to apply now to join us.

For more information on police officer entry routes and staff roles, please visit www.cumbria.police.uk/careers.



Large boost to Neighbourhood Policing in Cumbria

Cumbria will receive £1.68 million from the Home Office to deliver an increase of Officers, PCSOs and Special Constables as part of the Neighbourhood Policing Guarantee.

The £1.68million funding is part of the Neighbourhood Policing Guarantee which will enable Cumbria Police to almost double the existing neighbourhood staff offer by introducing 46 additional roles.

Commenting on the news, [David Allen - Cumbria Police, Fire and Crime Commissioner](#) said: "I

promised to put more visible policing on the streets, and I'm delighted that Cumbria will benefit from 46 additional staff. This means 26 extra police officers on the beat, 12 PCSOs and 8 Special Constables as a result of this Government funding. This almost doubles the existing neighbourhood offer in Cumbria, will be linked to the work that the Chief Constable is doing to ensure officers are out on the front line and builds on the Neighbourhood Policing Pledge that the Constabulary and my office released earlier this year.

"I was a former Police Officer, I understand just how vital local neighbourhood policing teams are, they serve their local communities, work with others to problem solve and provide a highly visible presence deterring crime and anti-social behaviour. Neighbourhood Policing is the bedrock on which policing in Cumbria is based.

"Crucially, this funding will also enable the Constabulary to return Police Officers back to the streets and serving our communities, which is where the public want to see them. This is something I feel incredibly passionate about. I promised more local visible policing and a return to neighbourhood locally based policing. This is me delivering on that promise.

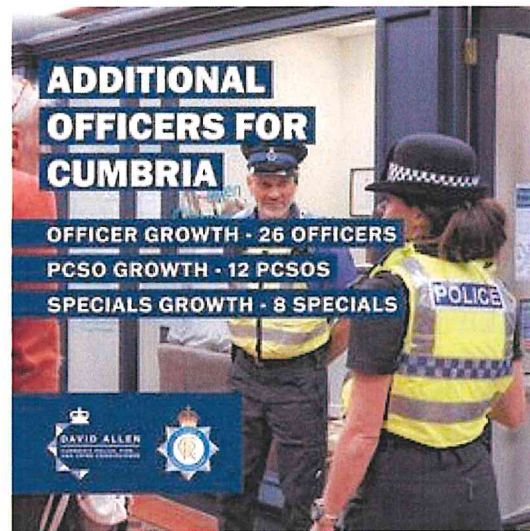
"I will now be working with the Chief Constable on how these extra officers will provide a visible presence in our local communities, helping to tackle crime and anti-social behaviour and above all keep Cumbria being one of the safest places to be in the country."

As part of the announcement today, David Allen and Cumbria Police visited Botcherby Community Centre to hear directly from residents about their thoughts on the increase in neighbourhood policing.

Helen Fisher, Botcherby Community Centre Manager said: "Our community here in Botcherby is glad to hear the news of more visible policing and an increase in police officer numbers.

"It was good to welcome the PFCC David Allen and Cumbria Police here to the centre today, they listened to our concerns, and I look forward to seeing more Police on our streets, it makes us all feel safer."

Commenting from Cumbria Police: T/Superintendent McClement said: "We welcome the government's significant investment in local policing as part of the Neighbourhood Policing Guarantee.



"The investment will allow us to recruit an additional 46 staff into Neighbourhood Policing Teams across Cumbria, meaning more officers and PCSOs on the streets, building relationships with the communities we serve.

"Neighbourhood Policing is at the heart of what we do, and it plays a huge part in our day-to-day policing.

T/Supt McClement continued: "Recruitment is currently open for PCs, PCSOs and Special Constables to join our teams and we have already begun recruiting to get people in to fill these additional roles.

"Policing is a tough job, but one which is incredibly rewarding and enables you to make a real positive difference to the lives of so many people.

"If you are interested in joining us, please visit our website for more information."

For more information on recruitment visit our careers section: [Careers | Cumbria Police](#)

Operation Bologna: Targeting drug use and supply in west Cumbria

An operation has been carried out in Allerdale and Copeland that has seen warrants conducted at properties targeting the supply of drugs.

Operation Bologna was conducted on Friday 11 April, and was funded by the Police, Fire and Crime Commissioner David Allen as part of the Drugs Fund.

The operation started with five misuse of drug act warrants in addresses in Millom and Maryport and Distington.

A 39-year-old man arrested on suspicion of processing criminal property and supply of a controlled drug Class B following a warrant at a property on Mosedale Crescent, Maryport. He was released under investigation



Over 11 licenced premises visited across Copeland and Allerdale with the drug scanning dog used.

Read more here - [Operation Bologna: Targeting drug use and supply in west Cumbria - Cumbria Constabulary](#)



Crime Figures

Further information can be found on [Police.Uk](#)
Click here to visit the website

Please note the data contained on [Police.uk](#) is not live time



OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	8	11	-3	-27.3%
Burglary	1	2	-1	-50.0%
Drug offences	2	2	0	0.0%
Miscellaneous Crimes Against Society	0	2	-2	-100.0%
Possession of weapons offences	1	0	1	0.0%
Public order offences	3	14	-11	-78.6%
Robbery	1	0	1	0.0%
Sexual offences	1	5	-4	-80.0%
Theft offences	8	11	-3	-27.3%
Vehicle Offences	1	0	1	0.0%
Violence against the person	23	38	-15	-39.5%
Total	49	85	-36	-42.4%

● Month Total ● Previous Year ● Average Previous 3 Years



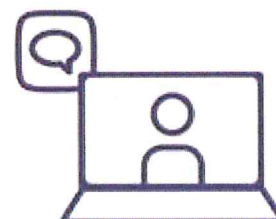
Please report any incidents of crime or anti-social behaviour to us, to help us keep Cumbria safe.

If a crime is in progress always call 999.

You can report online at
<https://www.cumbria.police.uk/report-it>

Our online Live Chat function is a new service giving you an alternative way to communicate with a Police Officer in real time. [More here.](#)

You can also phone on 101.
 Alternatively you can contact Crimestoppers,
 anonymously, on 0800 555 111.



Please consider taking two minutes to let us know what you think of your local area newsletter.



Your feedback helps us to ensure we are providing information that you find useful and interesting about policing in your area.

A dark blue rectangular area containing navigation links and the Cumbria Constabulary logo. On the left, there are three white icons: a cursor clicking a screen, a document with a pencil, and a share icon. To the right of each icon is a white text label. On the right side of the area is the Cumbria Constabulary crest, which is a blue shield with a crown on top, a white 'R' in the center, and the words "CUMBRIA" and "CONSTABULARY" in white. At the bottom, there is a white link "Manage preferences or unsubscribe | Subscriber help".

Visit our website

Make a report

Share this

Manage preferences or unsubscribe | Subscriber help

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit subscriberhelp.govdelivery.com.

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