

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

**KESWICK TOWN COUNCIL**

**Council Offices**  
**50 Main Street**  
**Keswick**  
**CA12 5JS**  
Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

11<sup>th</sup> September 2025

A meeting of Keswick Town Council to be held at the Quaker Meeting House, Keswick on Thursday 18<sup>th</sup> September 2025 at **7.00 pm**.

Yours sincerely



**Vivien Little**  
**Town Clerk**

**AGENDA**

- 1. Apologies**  
To receive apologies for absence.
- 2. Minutes**  
To authorise the Chair to sign as a correct record the minutes of the Town Council meeting held on the 21<sup>st</sup> August 2025 (pages 16 - 23).
- 3. 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.
- 4. 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). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

*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.*

**5. Matters to be received from the Public**

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.

**6. Fairtrade Representative**

To receive a brief presentation from a member of Keswick Fairtrade.

**7. 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.

**8. Applications for Development**

- i) To examine applications for development and to agree observations for submission to the Lake District National Park Authority (Planning Group report to be circulated at the meeting).
- ii) To receive update on National Park planning decisions.

**9. Mayor's Report**

To receive details of the Mayor's engagements and meeting attendance for the period 15 August – 11 September 2025.

**10. Audit for the year ending 31 March 2025**

To approve and accept the Annual Governance and Accountability Return for the year ended 31 March 2025 including the certificate of conclusion of the External Audit.

**11. Visitor Management Working Group**

To receive the report of the Visitor Management Working Group (to follow).

**12. Private Members Bill support**

To receive the report from Councillor Dunn (to follow).

**13. Reports from Representatives on Outside Bodies**

To receive a report from

- i) Battersby Charity - Council representative Councillor Harwood
- ii) Keswick in Bloom – Council representative Councillor Peat.

**14. Reports from Ward Representatives**

To receive reports from the following representatives:

- i) Cumberland Council
- ii) LDNPA North Distinctive Area Parishes Representative (if available)

**15. Payment of Accounts**

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

- i) For the Town Council
- ii) For the Trusts

**16. Clerk's Report**

To receive the Clerk's report.

**17. Sexual Harassment Policy**

To approve a Sexual Harassment Policy for the Council.

**18. Police Report**

To receive the report of the Allerdale Rural Neighbourhood Policing Team (if available).

**Prior to consideration of the following business, the Chair will move the resolution:**

*'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted'*

**19. Internal Audit – Years 2026 & 2027**

To receive the report of the Responsible Financial Officer.

**20. Building Update**

To receive the report of the Responsible Financial Officer (to follow).

To: All Councillors, Police, Press, Library

**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 Quaker Meeting House, Keswick on Thursday 21<sup>st</sup> August 2025 at 7.00 pm.

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**Present:**

**Chair**  
Councillor Louise Dunn

<b>Councillors</b>		
Natalie Evans	Steve Harwood	Chris Houghton
Claire Houghton	Denstone Kemp	Benita Laphorn
Jean Murray	Claire Peat	Richard Scott
Lorraine Taylor		

Also present was Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), one member of the press, and 18 members of the public.

**62. Apologies**

No apologies were received for this meeting.

**63. Minutes**

**RESOLVED** that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on the 17 July 2025 (pages 12-15).

**64. Requests for Dispensations**

The Clerk reported that there had been no requests for dispensation.

**65. Declarations of Interests**

No declarations of interest were made at this meeting.

**66. Matters to be received from the Public**

A member of the public representing the 'Binfluencers' group spoke in relation to the work they were doing raising the profile of the issues of littering and fly camping in the National Park. Councillors shared their frustration and stated that they were doing what they can in the background to help. It was requested that issues that the Binfluencers raised be fed into the Visitor Management Working Group who were looking at this, along with other items, and Keswick Town Council would help wherever they could.

A question was raised about what the Binfluencers should do when they come across human waste. The Clerk advised that she would contact Cumberland Council's Environmental Health team and let them know the response (Action – Clerk).

A number of members of the public spoke regarding agenda item 7. Concern was raised over the impact of the Keswick Convention on the town, with some business operators saying that they were losing a great deal of money, and some were looking at closing for the 3 week period of the Convention next year, in order to avoid paying staffing costs, etc.

A question was raised over who gave permission for the Convention to take place. The Clerk informed all present that given the Convention was held on private land, and was a well organised event held in close discussion with a number of statutory agencies, they did not require any permission to hold the event.

Concern was raised by members of the public about the apparent lack of respect from officers of Keswick Ministries. There had also been issues relating to noise, with reports of it being especially loud for evening services, as well as leaving the site at the end of the evening, disturbing residents (Action – Clerk to investigate with Cumberland Council re noise levels).

This led to the question of whether the Convention had outgrown Keswick.

A member of the public reminded all present that in 2017, at a previous Council meeting, officers from Keswick Ministries assured Councillors at the time that the dates of the Convention would never fully take place within school holidays, however it was noted that there had been a number of staffing changes at Keswick Ministries since that time. This was something that could be brought up by Keswick Town Council at a future Town liaison forum meeting.

**67. Local Plan Engagement**

**RECEIVED** a presentation from Fran Richardson, Development Officer at Action with Communities in Cumbria in relation to the upcoming Lake District National Park Authority Local Plan revision. **RESOLVED** that Keswick Town Council agree to set up a meeting with Action with Communities in Cumbria to discuss issues in order to feed into the upcoming LDNPA Local Plan Revision (Action – Clerk).

**68. Response to issues raised surrounding Keswick Convention.**

**RECEIVED** a report from Councillor Dunn.

**69. Matters to be raised by Councillors**

No matters were raised by Councillors at this meeting.

**70. Applications for Development**

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

<b>Plan Ref</b>	<b>Description, Location, Comments Recommendation</b>
T/2025/0125	1x Willow - fell - 5 day notice 12, Eskin Street, Keswick, CA12 4DQ No comments required
T/2025/0135	Fell 1 x dead cypress tree - 5 day notice 5 Millbank Cottages, Keswick, CA12 5LY No comments required
T/2025/0136	Fell 1 x Acer palatium Hope Park, Lake Road, Keswick, Cumbria, CA125DG Declared interest
T/2025/0143	T1 - Reduce Cypress tree to approx 6ft height to form a hedge Flat 1, The Hollies, High Street, Keswick, CA12 5AH No comments made <b>SUPPORT</b>
T/2025/0144	T1 - Prune Apple tree - Removal of 2 limbs and reduce 1 1, Little Hills, Keswick, CA12 5DH No comments made <b>SUPPORT</b>

- 7/2025/2079 Extend garage towards the front of property. Garage conversion to kitchen, modify existing wrap around garage flat roof to pitched slate roof.  
Lynroyd, Manor Brow, Keswick, CA12 4AP  
*Support – proposed extension in line with front of house and conversion with new pitched roof in place of the existing flat roof is a positive improvement*  
**SUPPORT**
- 7/2025/2118 Change of use from Guest House (with holiday let permission) to multiple flexible use Guest House, Holiday Let, or Single Dwelling House (only - or principal dwelling)  
19, Church Street, Keswick, CA12 4DX  
*Support – we support the flexible use proposed subject to the current LDNPA condition which requires the dwellinghouse hereby permitted shall not be occupied otherwise than by a person as his or hers Only or Principal Home. We maintain our support for the flexible Holiday Let Use subject to on site management being retained*  
**SUPPORT**
- 7/2025/2140 Change of use from Guest House to flexible use as either Guest House, or C3 residential use (Dwellinghouse) as a primary residence/principal  
26, Stanger Street, Keswick, CA12 5JU  
*Support - We support the flexible use proposed subject to the current LDNPA condition which requires the dwellinghouse hereby permitted shall not be occupied otherwise than by a person as his or her Only or Principal Home*  
**SUPPORT**  
*Comments sent 31.07.25 under delegated powers*
- 7/2025/2141 Housing development of 129 dwellings comprising 87 affordable, 36 local needs and 6 houses to be occupied as an only or principal home, together with associated works to facilitate development  
Sheepdog Field, East of Calvert Way, Keswick  
**OBJECT - Refer to APPENDIX 1 attached**
- 7/2025/2145 Conversion of garage with new pitched roof to provide ensembles and a dressing room  
39, Lakeland Park, Keswick, CA12 4AT  
*Support - We support the proposed garage conversion which retains sufficient on site parking and the new pitched roof in place of the existing flat roof is an improvement*  
**SUPPORT**  
*Comments sent 31.07.25 under delegated powers*
- 7/2025/2152 Non-material amendment to 7/2023/2161 application  
11, Fenton, Keswick, CA12 4AZ  
*Not received for comments*

ii) **RECEIVED** update on National Park planning decisions.

## 71. Licensing Applications

**RECEIVED** Planning and Licensing Group report on licensing applications received.

**72. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 11 July 2025 – 14 August 2025.

**73. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Cumberland Council – no report received. Councillor Lansbury sent her apologies.
- ii) LDNPA North Distinctive Area Parishes Representative – **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative.

**74. Payment of Accounts**

**RESOLVED** that the accounts for August 2025 as approved by the Inspection Committee be authorised for payment (Action – RFO):

- i. For the Town Council, vouchers 113-144 amounting to £48,282.97 (forty-eight thousand two hundred and eighty-two pounds and ninety-seven pence)
- ii. For the Trusts, vouchers HP59 – FP88 amounting to £22,667.44 (twenty-two thousand six hundred and sixty-seven pounds and forty-four pence)

**75. Quarterly Budgets**

**RECEIVED** the quarterly budget comparisons.

**76. Visitor Management Working Group**

Consideration was given to the report from the Clerk.

**RESOLVED** that the Clerk contact Cumberland Council to request that air pollution monitoring be undertaken at points to monitor the traffic leaving the Borrowdale Valley (Action – Clerk).

**77. Police Report**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing Team. Councillors raised concerns over the seeming spate of vandalism in Fitz Park. Councillor Murray would update Councillors at the September Trust meeting.

**Prior to consideration of the following business, the Chair moved the resolution:**

*'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted'*

**78. Buildings Update**

**RECEIVED** an update from the Clerk.

**RESOLVED** that the Clerk

- i. send a letter setting out the position of the Town Council (Action – Clerk); and
- ii. contact a Building Surveyor asking for a quotation (Action – Clerk).

The meeting closed at 8.47 p.m.

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Chair

\_\_\_\_\_  
Data

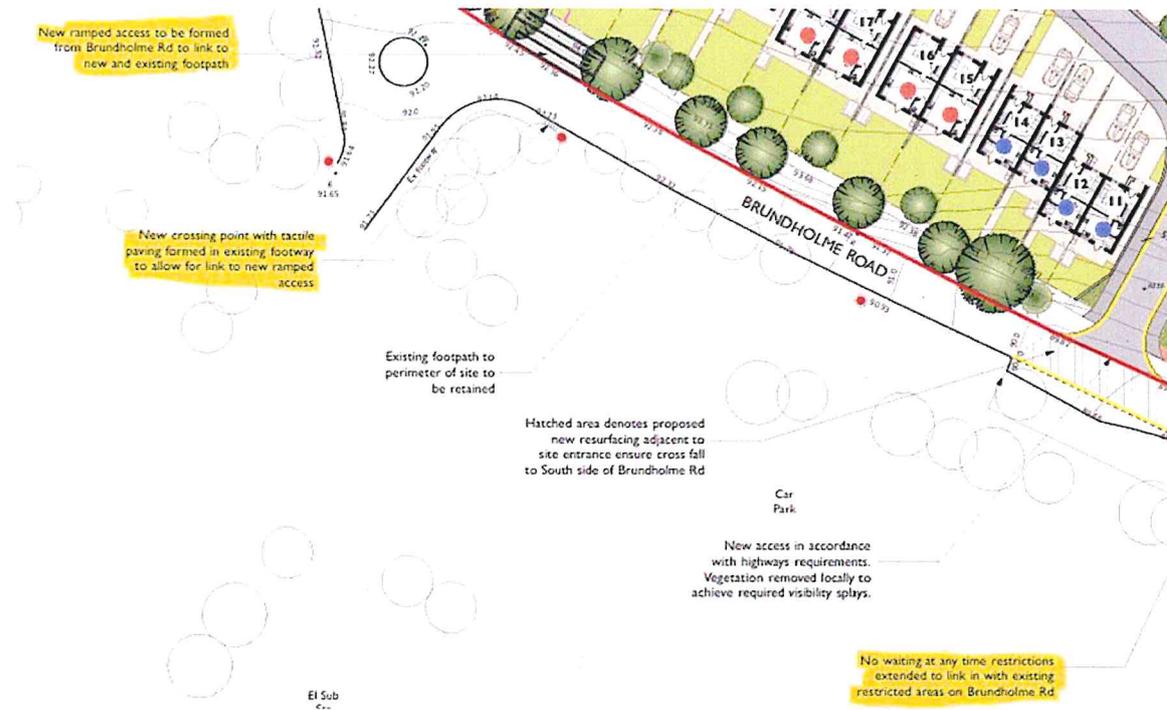
**APPENDIX 1****Plan Ref: 7/2025/2141****Location: Housing Development of 129 Dwellings at Sheepdog Field East of Calvert Way****Description: Housing Development of 129 dwellings comprising 87 affordable, 36 local needs and 6 houses to be occupied as an only or principal home, together with associated works to facilitate development**

**OBJECT** - We would always wish to support local needs housing, but there are so many issues of concern from a “town planning” perspective that we must OBJECT to the proposals as presented.

The starting point is the deficiencies in the Calvert Way phase 1 development which will have a knock-on undesirable impact on this new Phase 2 proposal. The deficiencies are well documented in representations made by residents of Calvert Way. The principal issue is that although the development was completed in 2017, the road serving this estate has not been adopted by Cumberland Council. This would preclude the road from the new development being adopted from the single point of access resulting in potential future liabilities for ongoing maintenance imposed on the residents. It also means that the proposed single access road from Brundholme Rd to the new entry point is owned and privately maintained by the management company paid for by the residents of phase 1. We do not feel it is acceptable for phase 1 residents to bear the maintenance costs that will disproportionately be caused by the number of vehicles accessing phase 2.

We recommend that work on this new development should not be permitted until Calvert Way Phase 1 road is adopted by Cumberland Council

The second issue is the lack of pedestrian footpath provision for Calvert Way residents to safely access the Town Centre. No provision is currently shown on the submitted plans to address the issue, which also affects residents of the new development. This was raised during the planning process for phase 1 (ref 07/2014/2300) and a planning condition was put on the decision notice – point 5 of that document requiring the offsite highway improvements shown on the approved plan 3803 02 Revision A to be implemented within 3 months of the 1<sup>st</sup> occupation of the development. The development had been occupied for 8 years, and residents are still waiting for these referenced improvements. This included additional double yellow lines, a ramp, and tactile paving, highlighted in yellow on the screenshot of the referenced document below.



We recommend that a new footpath is built along Brundholme Road providing a continuous link from the existing footpath at Brundholme Gardens bridge and the access to the leisure centre near the mini roundabout. Safe pedestrian crossings should also be provided from the Calvert Way access, all as recommended in Cumberland Highways response of 01.08.2025. As this is work outside the application boundary, planning permission should not be granted without a clear undertaking agreed with Cumberland Highways to this provision as an essential requirement to provide safe pedestrian access to the Town Centre.

The 1 issue which is universally objected to by the local population is the use of Calvert Way as the single point of access to serve the whole of the new development. It is evident that the applicant has gone to great lengths to show statistically, in the detailed “Travel Assessment” document submitted, that the existing road network to Calvert Way is perfectly capable of accommodating the additional traffic generated by the new development. This appears to have been accepted by Cumberland Highways in their response.

We wish to state quite clearly that we fundamentally disagree with the conclusions of the Transport Study based on our direct local knowledge and experience of the two access roads leading to Calvert Way from Crosthwaite Rd and Station Rd which both have inherent well-documented restrictions.

The restrictions from Crosthwaite Rd are: the parking to the front of 8 dwellings at Parkholme, the narrowing of the road adjacent to 41 Briar Rigg, and the blind bend leading to the mini roundabout. The restrictions from Station Rd are the almost continuous parking alongside Fitz Park and Brundholme Gardens effectively restricting the road width to single-flow traffic which causes regular congestion and the height restriction of the bridge where the K2T trail passes over. The passing places incorporated to ease this restriction are

flagrantly disregarded and often not visible due to leaf cover. If this single point of access is accepted, it is clear that drivers would muddle through and make the best of a bad situation. This in our view would be a clear failure of good town planning provision as advocated in the Lake District Design Code.

We would recommend as an “absolute minimum” that double yellow (NWAAT) lines be extended to prohibit parking on the full length of Brundholme Rd extending from the Crosthwaite Rd junction to Station Rd – but excluding the front of the 8 dwellings at Parkholme and a section between 1 and 16 Briar Rigg where the road is wide enough to accommodate streetside parking for walkers up Latrigg and Skiddaw.

In general we support the Cumberland Highways response of 01.08.2025 with the exception of the issues above and the following additional points:

- i) We disagree with the reluctant acceptance of a 4.8m wide road in item 7 instead of the recommended width of 5.5m. Accepting the limited width of the existing Calvert Way access point is, in our view, insufficient reason to make it more difficult for 129 new families.
- ii) With reference to item 12 we consider that for a development of this size a second vehicle access should be provided. The option of an Emergency Vehicle Access is essential on the north side of Brundholme Rd. It is acknowledged that this section of Brundholme Rd is restricted in width but it is a useable road serving Calvert Trust and other properties. It was used as a construction access for Phase 1, the recent UU pipeline and is proposed as the construction access for this this new development but we note this is objected to by Cumberland Highways.

We consider that options to improve the road width from the area in front of 36 Briar Rigg, where the road narrows, to the north of Brundholme Rd access point should be investigated with the approval of the land owner.

- iii) We note the recommendation in item 47 to investigate an alternative access for construction traffic off Brundholme Rd beyond the Calvert Way access – presumably in conjunction with the Timeshare access. This location has good visibility in both directions and we consider this is worthy of consideration as a new main access for the new development. The proposal of using the existing Calvert Way access for construction traffic would be unacceptable and unfair to inflict on existing residents on their unadopted road over a prolonged period of several years. This gives added weight to improving a second access to the north side of Brundholme Rd.

With reference to the overall development plan for the site:

- a) We support the greater variation in house types and street design.
- b) There is concern about the direct overlooking of houses 1-6 towards the rear gardens of existing Calvert Way houses. The new dwellings will look down from a higher level and will have the appearance of a very high wall across the back of the

- Calvert Way houses. We would recommend this should be alleviated by reorienting the new houses at right angles creating open spaces between each block.
- c) We support Cumberland Highways Active Travel recommendations, items 33-36 inclusive, in their response
  - d) We support the recommendations of Nick Thorne – LDNPA RoW Officer in his response of 22 July
  - e) We support the recommendations of Andrew Hunton in their response of 24 July regarding crime prevention considerations.
  - f) We support the concerns of Alastair Cook on behalf of the Keswick Flood Action Group of 3.8.2025
  - g) We consider it is essential to get approval from UU regarding the principle of building new roads over their existing water main pipelines.
  - h) We recommend Tree Preservation Orders be placed on key trees adjacent to the north boundary of Brundholme Rd to safeguard them being cut down by residents wishing to improve their view to Lattrigg and Skiddaw – which has happened on Calvert Way phase 1
  - i) We acknowledge the submission from Cumberland Council Housing Team dated 01.08.2025 which provides data regarding the housing mix, housing need and property standards. The most recent data from 23 June 2025 show 305 households in need with Keswick as their area of preference. The proposals in this development of 129 dwellings includes a high proportion of affordable and local needs housing which we support in principle subject to recommendations on adjustments to the housing mix to reflect housing need.
- We do not agree with the proposal that Cumberland Council should be given 100% nomination rights of the social and affordable rented properties secured in a Section 106 Agreement. We consider this should be allocated proportionately to the housing associations involved in the letting of the properties.

We have highlighted a number of important concerns raised by local residents and specialists in technical areas. We hope this will result in improvements to the overall development plan which we can support. Given the importance of this development to the town, we recommend that before a decision is made, Development Control Committee members opt for a site visit to fully appreciate the concerns raised.

**Planning Applications received between 14/08/2025 - 11/09/2025**

Plan ref	Reply by	Location	Description of Proposed Development
T/2025/0157	29-Sep-25	Hope Park, Golf Kiosk And Putting Green, Lake Road, Keswick, Cumbria, CA12 5DG	Crown lift the overhanging branches over the putting green by 2 metres - One Acer pseudoplatanus located on the edge of the putting green
T/2025/0165	02-Oct-25	Central Car Park, Keswick, Cumbria, CA12 5DF	T1 mature oak - Prune to remove remaining scaffold branch over building. Prune to remove branch stubs from previous pruning. Undertake through pruning works to obtain circa 0.5 metres of clearance from BT cables
7/2025/2156	16/09/2025 - Ext accepted	19, Church Street, Keswick, CA12 4DX	Change of use from Guest House to HMO (to provide staff accommodation for local hotel workers)
7/2025/2157	17/09/2025 - Ext accepted	John Young, Kings Head Court, Keswick, CA12 5FJ	Replacement signage
7/2025/2164	06-Oct-25	52, Wordsworth Street, Keswick, CA12 4BZ	Single storey rear extension to create more living space
<p><b>NOTICE TO THE PUBLIC:</b> Interested parties are invited to let the Town Clerk have their comments, in writing or via email to: <a href="mailto:townclerk@keswicktowncouncil.gov.uk">townclerk@keswicktowncouncil.gov.uk</a>, prior to the meeting regarding any of the planning applications on this sheet</p>			

**Decisions Received from LDNPA**

**Planning Decisions Received between 15/08/2025 & 11/09/2025**

**AGENDA ITEM 8.ii)**

<b>Plan Ref</b>	<b>Date of Application</b>	<b>Location</b>	<b>Postcode</b>	<b>Description</b>	<b>KTC Observations</b>	<b>LDNPA Decision</b>	<b>Appeal</b>
7/2025/2069	July-25	20, Blencathra Street, Keswick	CA12 4HP	Change of use from Hotel to HMO staff house	OBJECT	GRANTED	
7/2025/2118	June-25	19, Church Street, Keswick	CA12 4DX	Change of use from Guest House (with holiday let permission) to multiple flexible use Guest House, Holiday Let, or Single Dwelling House (only - or principal dwelling)	SUPPORT	GRANTED	
7/2025/2130	July-25	37, Lakeland Park, Keswick	CA12 4AT	Erection of rear and side extensions, raised patio and internal alterations	OBJECT	GRANTED	
7/2025/2132	June-25	9, Tithebarn Street, Keswick	CA12 5ED	Replacement non-illuminated signage	SUPPORT	GRANTED	
7/2025/2139	July-25	Castlerigg Cottage, Chestnut Hill, Keswick, CA12 4LT	CA12 4LT	Replacement of existing shed/garage with new garage.	SUPPORT	GRANTED	
7/2025/2145	July-25	39, Lakeland Park, Keswick	CA12 4AT	Conversion of garage with new pitched roof to provide ensuites and a dressing room	SUPPORT	GRANTED	

**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 18TH SEPTEMBER 2025**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 15<sup>th</sup> August 2025 to 11<sup>th</sup> September 2025

Friday 15 August	VJ Day Commemoration at the War memorial
Sunday 17 August	Keswick Games
Thursday 21 August	Town Council Meeting
Wednesday 27 August	Chaired Staffing Committee
Wednesday 3 September	Regular meeting with Sally Lansbury, Cumberland Councillor
Thursday 11 September	Parks Trust meeting

## Section 3 - External Auditor Report and Certificate 2024/25

In respect of

Keswick Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority:

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

Date

12/08/2025

## **THE BATTERSBY HALL CHARITY**

The Annual General Meeting of the Charity was held on 21 July 2025 and the current six Trustees were reconfirmed in their positions. The Trustees are appointed as representatives of the Church, Parish Council, Keswick Rotary and Keswick Lions.

Rev. Charles Hope - Vicar of St. John's Church acting as Chair.

George Page on behalf of St. John's PCC acting as Secretary.

Brenda Mumford also on behalf of St. John's PCC.

John Hayes on behalf of Keswick Rotary acting as Treasurer.

Nigel Hale on behalf of Keswick Lions.

Steve Harwood on behalf of Keswick Town Council.

The principle asset of the Battersby Hall Trust is ownership of the Moot Hall. The Trust also derives income from investments over the years and rental income from the Moot Hall, which is currently leased to the Lake District National Park Authority which runs until 31 March 2026. The principle objective of the Trust is stated as " The provision and maintenance of a building for the education and use of the inhabitants of Keswick to improve the conditions of life for the local population. " It uses the income generated to give grants to individuals, charities and non profit making organisations compatible with its aims. In the current year the following grants are being awarded :

- 98 grants to pre 16 Keswick School pupils to help local families towards the cost of school uniforms and general education needs. This is paid in two parts, first payment in August and second payment in January.
- 17 grants to post 16 Keswick School pupils.
- £500 grant to support as school leaver in travel costs over each of 3 years on a specialist course.
- Local Primary Schools - Braithwaite, Bassenthwaite, Threlkeld, Borrowdale and St. Herbert's - are offered option to apply for £500 grant for educational projects.
- Currently the overall level of grants awarded is in the region of £25,000.

Over the past 2 years an extensive programme of external renovation work has been carried out including the reinstatement of the weathervane which was dislodged in storm damage in 2022. This work is now complete.

Negotiations have been ongoing with the LDNPA regarding an extension of their lease beyond March 2026. At the present time they have advised that they are unable to commit to a long term agreement. As a consequence the Trustees have appointed Carigiet Cowan as agents to test the market on possible alternative tenants. There has been some interest expressed which the Trustees are currently considering in the context of the aims of the Charity.

Steve Harwood.

## **Keswick in Bloom Update September 2025**

In May this year Keswick in Bloom received £4000 grant funding from KTC for the refurbishment of the KESWICK bed, regular grass cutting of the Hydrangea beds at the junction of the Crosthwaite Road and Vicarage Hill and the purchase of spring and summer planting for the beds, planters and mangers in the town centre and town entrances.

### **KESWICK bed**

The first phase of the refurbishment of the KESWICK has been completed. The dead box hedging was removed with the help of the Keswick Parks team. Metal edging laid at the front of the bed enabled topsoil and compost to be added to raise and improve the soil. White begonias were planted to spell out KESWICK with the usual red begonias planted round the lettering. Finally slate chippings were spread along the bottom to create a new path. This autumn we will replant the KESWICK letters with alternative hedging material to create a more sustainable solution.

### **Lakes Road / Underpass beds**

At the beginning of the year the Keswick Parks team, aided by our volunteers, undertook radical pruning of the shrubs and trees in the large beds that border the main walking route to Hope Park and Derwentwater. The shrubs and trees have provided a vibrant display of colour over the spring and summer. The weeding, mulching and replanting of this area is the most labour-intensive part of the KiB portfolio, but it is an area that consistently attracts compliments from both residents and visitors.

### **Entrances to Keswick and town centre**

The regular grass cutting of the Hydrangea beds has significantly improved this entrance to Keswick. We recently planted 2 Rowan trees in these beds paid for from a bequest in memory of a former KiB volunteer. Elsewhere, the mangers on the Bell Close carpark railings, many planters and 2 raised beds in the town centre have provided colourful displays with both spring and summer planting.

### **Volunteers**

This year 4 long standing KiB volunteers are standing down but following a Facebook post by the mayor about the Keswick bed, we have attracted several new volunteers.

KESWICK TOWN COUNCIL

18 SEPTEMBER 2025

Clerk's Report

Grants

The applications are open for the 2025/26 round of grants which are available from Keswick Town Council to community groups with strong links to the parish. Please share this information widely. The closing date for applications is Friday 24<sup>th</sup> October, and forms are available on our website.

CALC AGM

The CALC AGM will be held on Saturday 4 October at the Braithwaite Institute in Braithwaite, at 10.30am. The speakers this year are David Allen, Cumbria's Police, Fire and Crime Commissioner and Peter Allison, Chair of NALC's Policy Committee, who will be discussion West and South Yorkshire Mayors ahead of the potential for a Mayor of Cumbria.

If you wish to attend, please let me know and I can send all the information through to CALC. This needs to be done by Wednesday 24 September.

Asset of Community Value

The right gives eligible community groups the opportunity to identify and nominate assets that are of value to the local community and nominate these for inclusion on a list of assets of community value maintained by the Council.

If an asset on the list comes up for sale, eligible community groups will have up to six months in which to make a bid to buy it. However, these new provisions do not restrict in any way decisions by the owner of the asset such as who they can sell their property to, or at what price, and a community interest group does not have a right of first refusal to buy the asset.

A community could use this right to nominate a local asset like a village hall, a community centre, a playing field, a library or a children's centre. The right covers private as well as public assets.

Keswick Town Hall was previous listed as an Asset of Community Value, but I note that it has now expired. The process is relatively simple, and one a Town Council can undertake, and we would still have all the information from the previous bid. Would Councillors agree to me reapplying for the Town Hall to be an Asset of Community Value?

Vivien Little

9 September 2025a



## **Sexual Harassment Policy**

**This document sets out Keswick Town Council's protocol for how it deals with sexual harassment in the workplace**

**Vivien Little**

**Town Clerk**

<b>Version control</b>	
<b>V1 drafted by Town Clerk (based on template from CALC)</b>	<b>Approved XXX 2025</b>

## **Sexual Harassment Policy**

### **Introduction**

This policy is applicable to all Keswick Town Council employees and Councillors. Keswick Town Council is committed to providing a safe, respectful and inclusive environment for all staff, councillors, volunteers and members of the public. We take a zero-tolerance approach to sexual harassment in any form, and this policy sets out our commitment to prevent harassment, provide guidance on reporting incidents, and outlines the steps we will take to address any complaints that arise.

### **Definition of Sexual Harassment**

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances
- Inappropriate touching or physical contact
- Sexual jokes or comments
- Displaying sexually explicit materials
- Sending sexually explicit emails or messages
- Taking unwanted pictures
- Using social media in an inappropriate manner

Sexual harassment is usually directed at an individual, but it is not always the case.

### **Duty to Prevent Sexual Harassment**

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, we have a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventative measures such as regular training and clear communication of this policy
- Creating a culture of respect and inclusion
- Taking proactive steps to identify and mitigate risks of sexual harassment

### **Reporting Procedure**

If you experience or witness sexual harassment, you should report it to your line manager or a trade union representative. If you do not feel able to do so, report it to the Chair of the Staffing Committee or another councillor. Reports can be made in person, via email or in writing.

### **Handling Sexual Harassment Complaints**

All complaints will be taken seriously and handled promptly and sensitively. If proven, we will take prompt and effective action. Any employee found to have engaged in sexual harassment may face disciplinary action, which may include dismissal. Councillors may also be subject to appropriate actions if found to be engaged in sexual harassment. Anyone wishing to make a complaint against a Councillor should refer to the Councillors Code of Conduct.

## Procedure

The process will include

- Acknowledging receipt of the complaint
- Conducting a thorough and impartial investigation
- Keeping all parties informed of the progress
- Ensuring confidentiality as much as possible

Subject to the outcome of an investigation, we may consider a range of formal and, potentially, informal options where both the council and the person making a complaint think this is appropriate.

### Informal Action

For example, this might include:

- Explaining to the person who's been complained about why their behaviour was not acceptable and that it needs to change
- Retraining for the person who has been complained about
- Arranging mediation between the people involved with the consent of both parties.

### Formal Action

A formal procedure will be followed either:

- When informal options have not or would not work or be appropriate, or
- A formal complaint is made at the outset.

These will follow the Town Council's grievance and disciplinary procedures.

### Disclosure of Sensitive Communications

We will handle sensitive communications with the utmost care. This includes:

- Maintaining the confidentiality of all parties involved
- Ensuring that any sensitive information disclosed during the investigation is protected
- Following legal guidelines on privilege and disclosure to ensure that sensitive communication are only shared with those who need to know.

### Supporting People in Speaking Up About Sexual Harassment

We recognise the importance of supporting individuals in speaking up about sexual harassment. We recognise that creating and maintaining an open, respectful culture is key to doing so and, to foster a safe environment for reporting, we will:

- **Reduce Psychological Barriers:** Acknowledge the difficulty of speaking up and provide reassurance that reports will be taken seriously and handled with sensitivity.
- **Lessen Social Threats:** Make it clear that the intention of reporting is to improve the workplace environment, not to target individuals.
- **Provide Clear Reporting Channels:** Ensure that people know how and where to report incidents, and that they can do so without fear of retaliation.
- **Offer Support and Resources:** Provide access to counselling and support services for those who report sexual harassment.

- **Encourage a Speak-Up Culture:** Regularly communicate the important of speaking up and, if reasonably possible, provide training on how to do so effectively.

#### **Additional Steps for Management**

We also recognise that creating an open and respectful culture is primarily the responsibility of Keswick Town Council. To further ensure a harassment-free workplace, management will:

- **Include in Policies and Training:** Ensure that our zero tolerance of harassment is properly reflected in other policies, induction and on the job training.
- **Lead by Example:** Demonstrate zero tolerance for sexual harassment through their own behaviour and actions.
- **Communicate clearly:** Communicate the importance of a harassment-free workplace and the steps being taken to ensure it.
- **Report Instances:** Any complaints about sexual harassment will be reported to the Staffing Committee, and if appropriate, other reporting action taken.
- **Regular training:** Conduct annual training sessions for all employees, and councillors, on recognising, preventing and addressing sexual harassment.

#### **Support for Affected Individuals**

We will provide support to anyone affected by sexual harassment, including access to counselling services and adjustments to work arrangements if needed.