

## KESWICK TOWN COUNCIL

Council Offices  
50 Main Street  
Keswick  
CA12 5JS  
Tel 017687 73607

8<sup>th</sup> December 2016

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 15<sup>th</sup> December 2016 at 7.00pm.** The press and public are welcome to attend.

**PLEASE NOTE START TIME OF 7.00PM**

*Lynda Walker*

Lynda Walker  
Town Clerk

### AGENDA

1. **Apologies**  
To receive apologies for absence.
2. **Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on the 17<sup>th</sup> November 2016 (pages 30-34).
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. **Police Report**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team (a Police Community Support officer will attend when on duty and available).
6. **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 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

**7. Applications for Development**

- i) To examine applications for development and submit observations to the Lake District National Park Authority.
- ii) To receive update on National Park planning decisions (if available).

**8. Review of Health Services - Future of Keswick Hospital**

To receive a report on the public meeting held at Keswick School on 28<sup>th</sup> November 2016.

**9. Mayor's Report**

To receive details of the Mayor's engagements and meetings attendance for the period 11th November – 8th December 2016.

**10. Reports from Ward Representatives**

To receive reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives
- ii) Cumbria County Council Ward Representative
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative

**11. Reports from Liaison Meetings**

- i) Allerdale Flood Resilience Group – 7 December 2016 (attended by Councillor Titley)

**12. Payment of Accounts**

To approve the payment of accounts for December 2016 as recommended by the Inspection Committee (list to be circulated at the meeting):

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

**13. Budget for 2017/2018**

To approve the draft Budget for the financial year 2017/18, to set the precept, and to agree grants to local organisations. (Staffing Committee's report on annual review of pay and conditions of service of employees as required by Standing Order no. 7 enclosed for Councillors only – any discussion on this item will take place with the press and public excluded).

**14. Request for Grant - Keswick Senior Citizens Club**

To consider a request from Keswick Senior Citizens club for financial support (received after deadline for annual grant applications):

**15. Derwent 7 Cluster Group of Parishes**

To consider a request from the current Chair of the Derwent 7 regarding future attendance and chairmanship of the group.

**16. Clerk's Report**

To receive the Clerk's report.

**17. Events Committee Minutes**

To receive for information the Minutes of the Events Committee meeting held on 15 November 2016.

**18. Correspondence**

To consider the following correspondence:

- i) Allerdale BC – response re. elections management
- ii) Allerdale BC – response re. pedlar at Keswick market
- iii) Shelagh Brown – petition against use of live reindeer at Victorian Fayre
- iv) CALC – request for Councillors' help in encouraging uptake of fibre broadband
- v) CALC – newsletter for Allerdale councils

**Prior to the following business the Chairman will move the following resolution:**

*'That in view of the special or confidential nature of the business about to be transacted, it is advisable/in the public interest that the public and/or press be temporarily excluded and they are instructed to withdraw'*

**19. Internal Audit**

To consider the report of the Responsible Financial Officer.

**20. Walker Park**

To consider the report of the Clerk.

**21. Staffing Committee Minutes**

To receive for information the Minutes of the Staffing Committee meeting held on 29<sup>th</sup> November 2016.



## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick, on Thursday 17<sup>th</sup> November 2016 at 7.30pm.

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**Present:**

**Chairman**  
Councillor David Burn

**Councillors**

Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Susan Leighton	Andrew Lysser
Duncan Miller	Adam Paxon	Martin Pugmire
Paul Titley		

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), 2 members of the press and 1 member of the public.

Prior to the meeting, Lucy Scrase and Nicola Meadley of Keswick Mountain Festival explained the history and background to the event and outlined plans for the 2017 Festival.

**131. Apologies**

Apologies for absence were received from Councillor Lywood (holiday), PCSO Catherine Smith and Geoff Davies (LDNPA representative).

**132. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on 20<sup>th</sup> October 2016 (pages 26-29).

**133. Requests for Dispensations**

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

**134. Declarations of Interest**

Declarations by elected and co-opted members of interests in respect of items on this agenda were received from:

Councillor David Burn – item 8 (i) application no. 7/2016/2243 (knows the applicant)

**135. Police Attendance**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing team for October. No Police representative was available to attend for this item. 20 crimes had been reported in the Keswick area during October 2016 with 2 anti-social behaviour incidents reported during the month (this compares with a total of 27 incidents for the same period in 2015).

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

Mr Roy Johnson of Keswick Retailers Association expressed concerns about a 'pedlar' who was trading in the Market Square area, possibly in contravention of licencing requirements. He was anxious that this should be dealt with as a matter of urgency to avoid other such traders being attracted to the town. The Mayor advised that he had spoken to both the Police and Allerdale Borough Council's officers and that the situation was being monitored. The Town Council was requested to write to Allerdale BC expressing concern and asking for the situation to be dealt with speedily.

Councillor Titley expressed criticism regarding Allerdale Borough Council's management of the electoral process in the filling of the recent vacancy on the Town Council, in particular the difficulty of obtaining the necessary nomination forms and the lack of clarity regarding correct completion. Andrew Seekings of Allerdale Borough Council, who was present at the meeting, agreed to look into the situation and report back to the next meeting.

### 137. Derwentwater Foreshore

Andrew Seekings (Corporate Director) and Nik Hardy (Head of Economic Growth) of Allerdale BC were present for this item and provided an update on progress with a number of issues which had been raised previously regarding the management and maintenance of the Foreshore area i.e. general cleanliness, condition of street furniture, debris on the foreshore and uncontrolled parking. Councillors Jordan and Pugmire gave observations on the current condition of the area, in particular the seating which had suffered damage as a result of the power washing which had been carried out.

Councillor Pugmire reported that Councillor Mike Heaslip, the relevant Portfolio Holder for the Borough Council, had agreed to attend a site meeting to which other Town Councillors would be invited. Andrew Seekings gave an assurance that the Borough Council was committed to improving the area and agreed to come back to the January Town Council meeting with a further update.

### 138. Applications for Development

- i) **RESOLVED** that the following observations be submitted to the Lake District National Park Authority:-

<b>Plan Ref.</b>	<b>Description of Development Location</b>
<b>T/2016/0157</b>	Crown & prune 1 sycamore Car Park, Twentyman Court, Penrith Road <b>SUPPORT</b>
<b>7/2016/2203</b>	Proposed demolition of existing garage and rear kitchen extension and erection of two storey side and single storey rear lean-to extensions Grindlewald, Rogerfield <b>SUPPORT</b>
<b>7/2016/2217</b>	Illuminated bed and breakfast sign Howe Keld, 5-7 The Heads <b>SUPPORT</b>
<b>7/2016/2228</b>	Redevelopment of existing petrol filling station to provide replacement SPAR convenience store, forecourt alterations, extended canopy, customer parking and associated works High Hill Garage, High Hill <i>Support – will improve convenience shopping in the area and a needed development on east side of Greta Bridge</i> <b>SUPPORT</b>
<b>7/2016/2234</b>	Proposed replacement of existing external ATM machine HSBC Market Square <b>SUPPORT</b>
<b>7/2016/2243</b>	Demolition of existing attached garage, erection of single storey side and rear extension Whitfield, 3 Ashtree Avenue <i>Support – fits with other properties. This is a substantial single storey extension replacing smallish garage in flood plain reservations. Similar</i>

*schemes on properties in same road*

**SUPPORT**

- 7/2016/2256** Proposed dormer window to front elevation  
37 Rowan Tree Guest House, Eskin Street  
**SUPPORT**
- 7/2016/2257** Demolition of existing builders storage and construction of extension to cottage  
Wool Store Cottage, Shorley Lane  
*Support – poor quality storage building, the extension will improve appearance of area*  
**SUPPORT**
- 7/2016/2264** Erection of a single-storey rear extension. Replace existing white UPVC windows with triple glazed white UPVC windows. Replace existing front door with composite door. Introduce doors to the front and rear of the car port. Raise bay window sill heights by 200mm Reposition existing PV Solar panels. Introduce 2 no. rooflights to front elevation and 1 no. roof light to rear elevation. Reposition existing rear rooflight in rear elevation  
28 Southey Street  
*Support – Design in keeping*  
**SUPPORT**
- 7/2016/2265** Erection of side and rear extensions for garage and additional living accommodation  
Fairhaven, Lonsties  
*Support – site visit made- good design and improvements made to previous application*  
**SUPPORT**
- 7/2016/2273** Proposed rear extension  
Nether Place Nursing Home, Chestnut Hill  
*Support – same comment as previously - ideal use of scruffy unused land at rear. No overlooking issues*  
**SUPPORT**
- 7/2016/2278** Temporary use of agricultural fields to accommodate campers and caravans attending the Keswick Convention between the 15th July and the 4th August 2017  
Crosthwaite Conference Centre, Church Lane  
**SUPPORT**
- 7/2016/2279** Revision to roof profile to rear extension  
19a Blencathra Street  
**SUPPORT**
- 7/2016/2281** Replace existing white UPVC front bay windows with triple glazed single pane white UPVC windows. Raise the bay window sill heights by 200mm  
28 Southey Street  
*Support – prefer original design of windows but all work looks to be high quality*  
**SUPPORT**

- ii) **RECEIVED** update on National Park planning decisions.
- iii) **RECEIVED** letter from Allerdale BC Planning Department requesting observations on proposals to remove payphones at Eskin Street, Browfoot and Limepots Road.  
**RESOLVED** that no objection be raised to the removal of the payphones but that a request be made for the phone boxes and electricity supply to remain in situ

#### 139. Mayor's Report

**RECEIVED** details of the Mayor's engagements and meetings attendance for the period 14th October – 10th November 2016.

#### 140. Reports from Ward Representatives

**RECEIVED** reports from the following representatives:

- i) Lake District National Park Authority - Geoff Davies  
**RESOLVED** that a meeting be requested with Kevin Richards to provide advice to the Planning Group on effective response to planning applications
- ii) Allerdale Borough Council Ward Representatives – Councillor Pugmire advised that he would be making representations to the Chief Executive of the Borough Council regarding the length of time the scaffolding had been on the Moot Hall
- iii) Cumbria County Council Ward Representative – Councillor Lysser gave an update on Community Transport Plan schemes suggested at the last meeting

#### 141. Reports from Representatives on Outside Bodies

**RECEIVED** a report on Keswick Tourism Association from Councillor Duncan Miller.

#### 142. Reports from Representatives attending Liaison Meetings

**RECEIVED**

- i) a report from Councillor Titley on the CALC Allerdale meeting held on 29 September 2016 and the CALC AGM held on 12<sup>th</sup> November 2016 where he had obtained some useful information on outdoor gymnasiums. He suggested that this could be a suitable project for UU legacy funding rather than the 'ring of light' previously suggested as it would be more flood resilient.
- ii) a report from Councillor Leighton on the Derwent 7 meeting held on 31<sup>st</sup> October 2016.

#### 143. Flood Protection

The Clerk reported that no response had been received to date from the Secretary of State to the request for funding for flood protection for Cumbria. A further letter had been drafted in collaboration with Keswick and neighbouring Flood Action Groups with input from the Environment Agency and the support of the local MPs.

**RESOLVED** that the draft letter be approved and submitted to the Secretary of State.

#### 144. Proposed A Board Scheme

Consideration was given to the report of the Working Group (the Mayor and Councillor Daniels) including a draft letter outlining a Code of Conduct for local businesses to be distributed by Cumbria County Council.

**RESOLVED** that the letter be approved subject to the wording being changed from 'Code of Conduct' to 'Guidelines' and the words 'Keswick Town Council' being used instead of the logo. It was further **RESOLVED** that the guidelines contained in the letter be adopted as the Town Council's policy on A boards.

#### 145. Payment of Accounts

**RESOLVED** that the accounts for November 2016 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 149 – 166 amounting to £20,336.50 (twenty thousand three hundred and thirty six pounds and fifty pence)
- ii) The Trusts, vouchers HP110 – FP141 amounting to £19,533.38 (nineteen thousand five hundred and thirty three pounds and thirty eight pence)



**146. Bank Mandate Amendments**

**RESOLVED** that the current bank mandate be amended to reflect the change in Councillors following the resignation of Peter Price and the election of Councillor Graham Kendall.

**147. Neighbourhood Plan**

The Clerk reported that Keswick Parish had now been designated as an area suitable for undertaking a Neighbourhood Plan.

**RESOLVED** that Expressions of Interest be invited from suitably qualified persons in preparing a Neighbourhood Plan for Keswick to include sourcing funding available.

**148. Clerk's Report**

**RECEIVED** the Clerk's report.

**149. Correspondence**

Consideration was given to the following correspondence:

- i) Kier/Highways England – request for comments on A66 resurfacing

**Prior to the following business the Chairman moved the resolution:**

*'That in view of the special or confidential nature of the business about to be transacted, it is advisable/in the public interest that the public and/or press be temporarily excluded and they are instructed to withdraw'*

**150. Contracting - Walker Park Rent Review**

**RECEIVED** an update from the Clerk.

The meeting closed at 9.40 pm

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Chairman

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Date



**Planning Applications received between 11/11/2016 - 8/12/2016**

Plan ref	Location	Description of Proposed Development
7/2016/0181	Townhead, 25 St Johns Street, Keswick. CA12 5AE	Horse Chestnut - Fell; Conifer - Fell; 4 x Conifers - Fell
7/2016/2274	7 Tithelbarn Street, Keswick. CA12 5ED	Two flood doors - one to the front of the shop and one to the back (Resubmission of planning approval 7/2016/2099)
7/2016/2275	Council Offices, 50 Main Street, Keswick. CA12 5JS	Erection of new communications aerial
7/2016/2276	Flat Westholme, Blencathra Street, Keswick. CA12 4HY	Ground floor change of use from Childrens Nursery to residential dwelling. First floor retained use of residential dwelling. Entire building to form a single residential property.
7/2016/2283	5 Park Holme, Keswick. CA12 5PN	Construction of two storey extension to the rear elevation of a two storey domestic dwelling (resubmission)
7/2016/2285	41 Millfield Gardens, Keswick. CA12 4PD	Replacement of existing garage with new, bigger garage.
7/2016/2289	Skiddaw Hotel, 31 Main Street, Keswick. CA12 5BN	Proposed installation of 1 no. 0.3m transmission dish onto a new antenna support pole
7/2016/2291	3a St Johns Street, Keswick. CA12 5AP	Change of use from hot food takeaway (A5) to beauty salon
7/2016/2295	Land to the south of the 85289 High Hill, Keswick	Proposed construction of a replacement gauging station and associated infrastructure
7/2016/2297	Land at Keswick Camping and Caravanning Club, Keswick	Proposed construction of a replacement gauging station and associated infrastructure
7/2016/2298	Strathmore Guesthouse, 8 St Johns Terrace, Ambleside Road, Keswick. CA12 4DP	Demolition of existing porch & outhouse. Construction of new porch, bedroom, bathroom and store
7/2016/2309	Primrose Cottage, 10 Greta Street, Keswick. CA12 4HS	Installation of parking space at the rear of the property requiring demolition and rebuilding of rear wall

**NOTICE TO THE PUBLIC:** Interested parties are invited to let the Town Clerk have their comments, in writing, prior to the meeting regarding any of the planning applications on this sheet.



**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 15<sup>th</sup> December 2016**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 11<sup>th</sup> November – 8<sup>th</sup> December 2016

Friday 11 <sup>th</sup> November	Remembrance Service – held at the Cenotaph, Keswick
Sunday 13 <sup>th</sup> November	Remembrance Service (Visitors)– held at the Cenotaph, Keswick
Sunday 13 <sup>th</sup> November	Remembrance Service – held at St John's Church, Keswick, followed by parade to Cenotaph
Tuesday 15 <sup>th</sup> November	Her Majesty's Judges' Service – held at Carlisle Cathedral
Wednesday 16 <sup>th</sup> November	Town Clerk's Appraisal (with Chairman of the Parks Trust) – held in Council Chamber, Keswick
Friday 18 <sup>th</sup> November	Keswick Hospital discussions with Mike Bulman (Chair of Friends of Keswick Hospital) prior to public meeting – held in Council Chamber, Keswick
Friday 18 <sup>th</sup> November	Switch on of Keswick Christmas Lights with Theatre Production Characters – held in Market Place, Keswick
Monday 28 <sup>th</sup> November	Success Regime Public Meeting – held at Keswick School
Tuesday 29 <sup>th</sup> November	Staffing Panel – held in Council Chamber, Keswick
Thursday 1 <sup>st</sup> December	Pre-budget discussions – held in Council Chamber, Keswick
Sunday 4 <sup>th</sup> December	Keswick Victorian Fayre pre-event reception – held at Skiddaw Hotel, Keswick
Sunday 4 <sup>th</sup> December	Service of Thanksgiving – held at St John's Church



## KESWICK TOWN COUNCIL

## BUDGET ESTIMATES 2017/18

## GENERAL FUND - DRAFT

Expenditure	Actual Spend 14/15	Actual Spend 15/16	AGREED Budget 16/17	Estimated Out Turn 16/17	DRAFT Budget 17/18
General Administration	56740	60854	67773	70300	71849
Grants to outside bodies	15000	15020	15520	15600	15000
Christmas Lights	28298	27099	30000	30000	30000
Mayors Allowance	2000	2000	2000	2000	2000
War memorial	1326	1298	1500	1500	1500
Townfield	800	800	1300	1300	1300
Open Spaces	1000	1000	1000	1000	1000
Fitz Park - Grant from KTC (deficit)	82984	88529	88994	98994	105248
Communications including Newsletter	0	0	1200	0	500
Audit Fee/Accounts Preparation	1310	1330	1600	1775	1775
Contingency Sum	0	10130	10000	5000	5000
Keswick Events	5291	7000	7000	12542	10000
Events Co-ordinator	0	0	0	0	2520
Floral displays	6592	6472	7000	6472	7000
Allotments Expenditure	350	350	600	450	600
Youth Projects	500	1000	500	300	0
Professional Advice - Provision	0	0	1000	0	0
Annual Parish Meeting (inc room hire & refreshments)	22	0	100	79	100
Advertising	235	217	250	250	250
Event Banner Expenditure	0	0	250	0	100
Contribution to Local Housing	6602	0	0	0	0
General Reserves Expenditure	1398	0	0	0	0
Scruffs	0	0	0	1020	0
Promotional gifts to civic visitors to Keswick	0	0	0	0	250
Civic Pride Award	0	0	0	0	300
<b>TOTAL EXPENDITURE:</b>	<b>210448</b>	<b>223099</b>	<b>237587</b>	<b>248582</b>	<b>256292</b>

Income	Actual Income 14/15	Actual Income 15/16	AGREED Budget 16/17	Estimated Out Turn 16/17	DRAFT Budget 17/18
Precept	197414	197414	201554	201554	220931
Grant to Fitz Park - ABC	0	20000	20000	20000	20000
Council Tax Support Grant	6008	4206	2818	2818	1879
Bank/Investment interest (inc War Memorial)	60	61	5	5	5
Walker Park rent	11000	11000	11000	12267	12267
Allotments Income - Rent	607	612	600	570	600
Events Banners Income	1521	2727	1600	850	600
Keswick Events Contributions	0	0	0	6972	0
Christmas Light Contribution	8600	6086	0	5000	0
Townfield Interest	0	0	10	10	10
Scruffs	0	0	0	5753	0
<b>TOTAL INCOME:</b>	<b>225210</b>	<b>242106</b>	<b>237587</b>	<b>255799</b>	<b>256292</b>
Estimated Surplus 15/16				<b>7217</b>	

General Reserves Expenditure - Earmarked reserves	17/18
Contribution to Local Housing	20000

KESWICK TOWN COUNCIL

BUDGET ESTIMATES 2017/18

ESTABLISHMENT EXPENSES - ADMINISTRATION & ON COSTS - DRAFT

	Actual Spend 14/15	Actual Spend 15/16	AGREED Budget 16/17	Estimated Out Turn 16/17	DRAFT Budget 17/18
<b>Expenditure:</b>					
Salaries, Nat ins & Pension (18.9%) & Pension Deficit	71914	80709	86823	93114	96515
Payroll - Outsource Costs	223	268	300	296	360
Rent	7100	7100	7800	7100	7100
Rates	955	973	995	981	1009
Building Service Costs	4560	4670	6000	6000	5000
Repairs - Decorating/Carpets/Upgrades	339	298	500	500	500
Insurances	1652	507	600	509	600
Subscriptions	803	653	710	704	735
Conferences/Training	343	88	1200	350	750
Stationery	920	1040	1000	1000	1000
Postage	266	256	270	380	400
Telephone & Internet	598	609	700	750	750
Photocopier	1883	1474	2100	1400	1400
Computer maintenance/support	858	918	800	1150	1200
Office Equipment	767	239	300	324	300
Staff Expenses	360	0	612	300	300
Ex Employee Pension	1284	1300	1300	1300	1300
Health and Safety	36	0	300	50	50
Website (Annual Fee)	300	400	400	850	280
Council Chamber/Meeting Expenditure	95	164	200	110	150
Annual Parish Meeting (inc room hire & refreshments)	0	50	0	0	0
Quality Award	0	0	150	50	100
Election Provision	0	0	0	0	0
<b>Total Expenditure:</b>	<b>95256</b>	<b>101716</b>	<b>113060</b>	<b>117218</b>	<b>119799</b>

	Actual Income 14/15	Actual Income 15/16	AGREED Budget 16/17	Estimated Out Turn 16/17	DRAFT Budget 17/18
<b>Income:</b>					
Photocopies	0	0	5	0	0
Council chambers rental	690	292	100	50	50
<b>Total Income:</b>	<b>690</b>	<b>292</b>	<b>105</b>	<b>50</b>	<b>50</b>

<b>To be allocated:</b>	<b>94566</b>	<b>101424</b>	<b>112955</b>	<b>117168</b>	<b>119749</b>
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	14/15	15/16	16/17	16/17	17/18
<b>Allocation:</b>					
General Fund - 2013 to 2017 (60%)	56740	60854	67773	70300	71849
Hope Park 2013 to 2017 (20%)	18913	20285	22591	23434	23950
Fitz Park - 2013 to 2017 (20%)	18913	20285	22591	23434	23950
	<b>94566</b>	<b>101424</b>	<b>112955</b>	<b>117168</b>	<b>119749</b>



APPLICATIONS FOR FINANCIAL ASSISTANCE - PAYABLE MAY 2017

Grant Given 2016	Name of organisation	Nature of Project	Local Cause?	Grant Recommended to be agreed at December 2016 meeting
100	Keswick & District Community First Responders	Donation/contribution towards Vodafone pager rental purchase and print summer evening for towers, tubs, managers and 3 or 4 flowers beds throughout the Town (£2500). Purchase and plant spring bulbs for towers, tubs, managers and some roadsides in the Town (£400). Replace any damaged shrubs in beds under our care (£100). Purchase planting materials, fertiliser etc. (£100)	Y	120
3000	Keswick In Bloom	Organising competitions (£150).	Y	3000
1500	1st Keswick Scout Group	To help with costs towards insurance premium	Y	1500
750	Keswick Tourism Association	Costs towards the commissioning of a set of new promotional videos	Y	750
3840	Keswick Youth Centre	Cost towards Public liability insurance (£800), monthly operational costs (£2280), quarterly trips (£140), monthly utilities (£600) & paid youth worker (£2520) = Total £7340	Y	3680
400	St Johns Ambulance	Purchase a new carry chair for ambulance	Y	400
3500	Theatre by the Lake	Towards work with young people and support for voluntary organisations in Keswick area	Y	3500
Total Awarded Grant				12950
Contingency - For requests made for unforeseen circumstances only				2050
Total Recommended Grants Budget 2017/2018				15000

Insurance £800, Monthly operational costs £2280 & utilities £600

DATE	Received 24th November 2016	APPLICATION	(deadline 28th October 2016)	Name of organisation	Nature of Project	Local Cause?	Grant Requested	Grant Recommended to be agreed at December 2016 meeting
				Keswick Museum & Art Gallery	Delivery of free programme of events using our collections and exhibitions in the school holidays which engage families to create and learn together - 24 activities days across the year	Y	1500	0

0 Application received too late



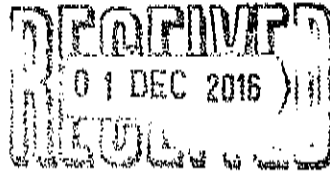
# KESWICK SENIOR CITIZENS CLUB

"Drop In," Heads Road, Keswick

Reg. Charity 517693

The Town Clerk,  
Keswick Town Council,  
Town Hall,  
Keswick.

from: 4 St Johns Road,  
Stainthorpe,  
Bentley,  
Cumbria.



28 November 2016.

Dear Sir,

Application for community grant.

The club owns and operates premises in Keswick to provide a social centre for older members of the community.

It does so without public funding, it is run entirely by volunteers.

Planned expenditures on replacement kitchen, and full internal decoration will be financed by us in the sum of £3,000.

Unfortunately the heating system by way of storage heaters are failing at a very bad time for cold weather and replacement is expected to cost up to £2500 or more.

I am distressed to seek grant support to enable us to continue the facility of such value to the town's senior citizens.

Any financial assistance will be greatly appreciated.

Sincerely

Michael Jackson C.P.F.A.

MICHAEL JACKSON

Hon. Secretary/Treasurer



## **The Derwent 7 Cluster Group**

Just a reminder that the Derwent 7 needs your support.

It is often said that there is strength in numbers and certainly, an organisation which represents the views of seven parish councils must be greater than the sum of its parts.

We are able to voice strong opinions on issues which affect us all such as radioactive waste, flood management, transport and infrastructure.

Each Parish council should have a named representative for the Derwent 7. If this is not the case for your council then please appoint a representative at your next meeting.

Your representative should attend the quarterly meetings in order to bring your views to the group, to disseminate information from the group and to ensure that meetings are quorate.

It is also important that responsibility and experience are shared within the Derwent 7.

Please discuss the following suggestion at the next meeting of your Parish Council:

'The position of the Chair of the Derwent 7 Community Led Planning Group should rotate among the seven parishes on a biennial timescale. A reasonable way to achieve this would be in alphabetical order of council names'.

Many thanks

Bob Kemp  
Chairman, Derwent 7 Cluster Group

14/11/2016



KESWICK TOWN COUNCIL  
15 DECEMBER 2016

**CLERK'S REPORT**

The period since the last Town Council meeting has been very busy with staff appraisals, budget discussions etc. together with issues relating to the new Christmas lights and switch-on event. This went very well thanks to a lot of hard work by Catherine and Heather, our Events Co-ordinator.

On the Christmas theme, please note that the offices will be closed from 1.00 pm on Friday 23<sup>rd</sup> December until 9.30 am on Tuesday 3<sup>rd</sup> January 2017. May I take this opportunity of wishing everyone a Merry Christmas and Happy New Year.

Neighbourhood Plan

An advertisement inviting Expressions of Interest from appropriately qualified and experienced persons in producing and accessing funding for the Keswick Neighbourhood Plan has been placed in the press with a closing date of 11<sup>th</sup> January 2017. Hopefully it will be possible to agree an appointment at the January Town Council meeting to enable the process to begin early in the New Year.

LW  
081216





**KESWICK TOWN COUNCIL**

**Minutes of the Keswick Town Council (KTC) Events Committee** meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 15 November 2016 at 10.00am.

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Present:

Chair: Paul Titley (PT) – KTC Councillor (Cllr)

Heather Askew (HA) – KTC Events Co-ordinator	Karen Mullarkey (KM) - Keswick Tourism Association
Joe Broomfield (JB) – Allerdale Borough Council	Mike Murgatroyd (MM) – Rotary Club
Phil Byers (PB) - Geraud Markets	Dave Roberts (DR) - Lions
Allan Daniels (AD) – KTC Cllr	Christine Sheldon (CS) – Rotary Club
	Lynda Walker (LW) – KTC Town Clerk

**24. Apologies**

Apologies were received from Leanne Pettit (Cumbria Police), Roy Johnson (Keswick Retail Association), David Burn (DB) – KTC Cllr, Bernadette Dunn (BD) -Packhorse Court, Tony Lywood (TL) – KTC & ABC Cllr, David Quainton (DQ) – Rotary Club

**25. Minutes**

**RESOLVED** that the minutes of the Events Committee Meeting held on the 6 October 2016 (pages 7 – 9) be agreed as a correct record.

**26. Christmas Lights Switch On**

**Date of event: Friday 18<sup>th</sup> November**

HA shared the site plan, timetable and stewards briefing for the event. Some adjustments were made to the timetable, but overall the timetable was agreed.

MC – Ben Purkiss to be asked to MC stage in market square.

**Action:** PT to contact

CS confirmed that Rotary (with the support of Lions) would be collecting for Children in Need on the night of the switch on.

Publicity – Posters are up, date and the poster have been shared on social media and in the local press. Allerdale have also done a press release with info about all Allerdale Town Christmas Lights Switch on events.

It was agreed that one group of stewards would be briefed at 4pm in the town council offices, with the second group briefed at 5pm at the Skiddaw Hotel.

**Action:** HA to contact Lions Stewards to confirm timings

**27 Summer Festival**

Working dates of Fri 23<sup>rd</sup> June, Sat 24<sup>th</sup> June and Sun 25<sup>th</sup> June.  
Lake District Hotels willing to sponsor the Prom.

Rock Music: Friday in Market Square.

Prom: 2pm start in Park on the Saturday.

Scruffs: Sunday in the Park.

Addition to programme – Working with Grapevine to do a “waiters” race, with teams around

the Market Square. Winner based on ability to carry tray with drinks as well as speed. Possibly on the Friday afternoon before the music. Prizes to promote working in the hospitality industry.

**Action:** PT to apply for funding to support this event from Allerdale

Keswick Festival Facebook Page – PT has given admin rights to Dani Graves to the Facebook page for the Summer Festival.

**Action:** HA to apply for change to Premises licence to reflect the change to dates and formats for the summer festival.

JB reported that the likely cost of performers for pub venues in the town to extend the rock evening would be £50 - £100 for a solo performer and £150 - £450 for bands. Allerdale budget not yet confirmed for 17/18, but this is likely to be confirmed in Jan/Feb, when funding for this element can be pursued.

## 28. Other Events in Keswick

### Victorian Fayre

Event planned for Sunday 4<sup>th</sup> December  
No further input from this committee.

### Mountain Festival

JB reported that Keswick Mountain Festival may be interested in have some part of their opening event in the Market Square. Whilst there could be an issue with the Market on a Thursday, discussions are ongoing.

### Live Advent

KM confirmed the live advent events would be happening again this year. With live events at 4pm each day in December in the run up to Christmas.

## 29. Date of Next Meeting

Thursday 2nd February 10am

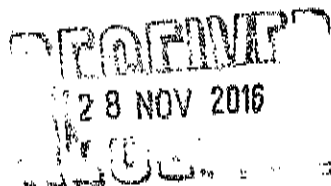
The meeting closed at 10.45am

Our Ref: AS/SM  
Your Ref:

This matter is being dealt with by:  
Mr A Seekings, Corporate Director  
Direct Line: 01900 702528



24 November 2016



Councillor David Burn  
Mayor of Keswick  
Keswick Town Council  
50 Main Street  
Keswick  
CA12 5JS

Dear Councillor Burn

### Keswick Town Council

Thank you for the opportunity to respond to the comments made at the meeting of Keswick Town Council that I attended on 17 November 2016. Before I respond to the related issue, I wanted to thank you for fair and even handling of the meeting, it is easy to become partisan, however, you seem to want to understand both sides of any issues and get a balanced view.

In relation to the issue on elections management, the notice of election was published on 27 October 2016 at Allerdale House, ABC website <http://www.allerdale.gov.uk/council-and-democracy/councillors-democracy-election/local-by-elections-2016.aspx> and a copy was sent to the parish clerk to display. The notice details the statutory deadline dates relevant for an election to be held on 1 December 2016 and included the following;

"Nomination papers may be obtained, during normal office hours, from the Returning Officer at the address shown below.

Completed nomination papers must be delivered by hand to the Returning Officer at the offices of ALLERDALE BOROUGH COUNCIL, at the address shown below, on any day after the date of this notice, during normal office hours but Not later than 4pm on – Friday, 4th November 2016."

An email was received from customer services on Monday 31 October as follows;

Allerdale - a great  
place to live,  
work and visit

Allerdale Borough Council  
Allerdale House  
Workington  
Cumbria CA14 3YJ  
Tel: 01900 702702  
Fax: 01900 702507



"I have had a lady on the phone called Catherine from Keswick Town Council. She is wanting a form to be emailed to her with regards to the by election in Keswick which the closing date is this Friday. She needs this form urgently so could this please be emailed through to her as soon as possible? Her email address is [catherine@keswicktowncouncil.gov.uk](mailto:catherine@keswicktowncouncil.gov.uk)."

A member of the team telephoned Catherine and explained that a pack could be download from the electoral commission or nomination papers could be posted out. The clerk provided a name and address and a set of nomination papers were sent out 1<sup>st</sup> class mail the same day. The nomination pack includes a form to request the electoral register.

One set of nomination papers were submitted and formally accepted on Monday 31 October 2016 from another candidate. I have had email exchange with Cllr Kendall, he downloaded the form from the internet and delivered it in person to Allerdale House.

At the meeting a couple of Councillors suggested there wasn't a 'modern' way to work, clearly Cllr Kendall found that modern way.

On Friday 4 November at approximately 2.40pm, a prospective candidate brought in a signed nomination form, one of the signatories was not on the register as of 27 October 2016 (although she had completed a registration form and is pending to be added to the register on 1 December 2016). The legislation shown at item 6 on the reverse of the nomination paper states;

"6. In this form 'elector' –

- (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and"

The prospective candidate's mother was outside in the car park and signed the nomination form, however, she was not registered in the West ward of Keswick Town Council, therefore, her signature was not valid. As stated in the guidance.

The Elections Manager provided the prospective candidate with a register of electors for the West ward of Keswick Town Council and reiterated the completed nomination forms must be back before the statutory deadline of 4pm. The prospective candidate left Allerdale House at approximately 3pm. The Elections Manager waited in reception from 3.50pm until 4.10pm. The receptionist rang at 4.25pm to say the lady was in reception, she went to see her and explained that we could not accept nomination papers after the 4pm deadline and that this deadline is set out in law and cannot be changed for any reason. The Elections Manager immediately came to my office and appraised me of the situation.

As only 1 candidate stood validly nominated at the deadline, 4pm on Friday 4 November 2016 he was duly elected without contest.

Regarding supporting Keswick Town council with future elections, I would recommend that the clerk instructs any potential candidates to contact the elections team directly and immediately. However, on this occasion the nomination papers were posted out 1<sup>st</sup> class the same day they were requested direct to the prospective candidate so this did not cause a delay.

Nomination packs are not made available on the council's website, it is usual practice that the candidate collects nomination forms from the returning officer. The notice states;

"2. Nomination papers may be obtained, during normal office hours, from the Returning Officer at the address shown below. "

This is done this way as it provides an opportunity for elections staff to go through the nomination pack in detail with the candidate and for the candidate to ask questions face to face. This is good practice and one that has worked well. In addition, the candidate can complete the form requesting an electoral register and be provided with a copy so that the signatories' registration can be checked prior to completing the nomination papers and their electoral registration number can be provided.

Guidance for candidates at parish and community council elections is available on the Electoral Commissions website (link shown below) and as you now know, generic nomination papers are available in the resources section. However, I would recommend that any prospective candidates continue to be directed to the elections office.

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

Please let me know if you need any further information.

Yours sincerely



**Andrew Seekings**  
**Corporate Director**  
**Electoral Returning Officer**



**Lynda Walker**

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**From:** Carlin, Brendan <Brendan.Carlin@Allerdale.gov.uk>  
**Sent:** Wednesday, November 23, 2016 11:01 AM  
**To:** lynda@keswicktowncouncil.gov.uk  
**Subject:** Pedlar at Keswick Market

Dear Ms Walker

I was given your details by my colleague Andrew Seekings and asked to contact you following Andrew's attendance at the meeting of Keswick Town Council last Thursday 17 November 2016. I write in connection with the ongoing issue of the pedlar who regularly attends the town centre on market days.

I have requested from the police an update in respect of their observations together with clarification from them as to whether they consider that the person is operating in contravention of his pedlar's certificate. At the same time I have had discussions with colleagues with responsibility for street trading exploring the possibility of enforcement (if necessary and appropriate) and whether a joint approach can be adopted with the police and the local authority working together.

I will keep you updated as matters progress.


In the meantime, I am very conscious of the feelings of the local traders and market operators as well as the impact this issue may have on their businesses. As such, Allerdale BC will do what it can to manage those relationships and ensure that matters can be resolved, as appropriate.

I will be in touch again shortly.

Brendan

**Brendan Carlin | Legal, Licensing and Elections Manager**  
 Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ  
 Tel: 01900 702706  
 Mob: 07483 030427  
 Ext: 23301  
 Email: [brendan.carlin@allerdale.gov.uk](mailto:brendan.carlin@allerdale.gov.uk)  
 Web: [www.allerdale.gov.uk](http://www.allerdale.gov.uk)

*Making Allerdale a great place to live, work and visit*

 Please consider the environment - do you really need to print this email?

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Allerdale Borough Council  
 Allerdale House, Workington, Cumbria, CA14 3YJ

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**Lynda Walker**

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**From:** Shelagh Brown <shebro74@btinternet.com>  
**Sent:** Tuesday, November 29, 2016 12:07 PM  
**To:** Lynda Walker  
**Subject:** Re: petition

Hello Lynda

Thank you for your reply. The petition had I believe been amended to target the Victorian Fayre Committee as was suggested.

I appreciate that you have no control over this event, so would then ask you to consider the use of live animals in entertainment such as this to be considered at one of your meetings.

I will also be contacting the organisers of the Christmas Fayre using live reindeer, as I believe other concerned people will be, and hope that the issues around this will be seriously considered for the welfare of the animals involved, who do not have a voice in this.

I appreciate that you are so busy with the many events staged in and around Keswick during the year, so thank you for your time in replying to me on what I feel is a very meaningful issue, especially for the animals involved.

Here the amended petition:

<http://www.thepetitionsite.com/en-gb/410/605/403/stop-using-live-reindeer-at-keswick-christmas-fair/>

Kind regards

Shelagh (Brown)



**Lynda Walker**

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**From:** Cumbria Association, of Local Councils <calc@cumbria.gov.uk>  
**Sent:** Tuesday, December 6, 2016 11:39 AM  
**To:** Cumbria Association, of Local Councils  
**Subject:** Fibre Broadband in Cumbria

Dear Colleague,

I have been asked by some of the Connecting Cumbria Broadband Hub Co-ordinators if I would write to parishes to request that councillors help with encouraging the uptake of fibre broadband in your community.

BT have been working on their Connecting Cumbria project, laying fibre to many villages and hamlets across the county. Now 90% of properties are able to upgrade to 'superfast' broadband. However, households must contact a service provider to upgrade their service, and it doesn't always cost more. The benefits to residents and businesses are around faster download/upload times and the ability to have more devices using wifi simultaneously.

However, there is a further important point. The more people sign up for fibre broadband, indicating a need for the service, the more money is made available for continuing to lay fibre cable to the harder to reach properties. Without people actually using the service, BT cannot make the case for more funding.

There is also an issue with people not knowing that their local cabinet is enabled, and therefore not realising they can upgrade their broadband service. I understand that clerks receive notification so that they can put out notices on the parish notice boards. If you haven't had one, you can check if your parish has been connected to the fibre network here:

<http://www.connectingcumbria.org.uk/when-and-where.asp>

We would like to suggest that you add this to a meeting agenda so that members can discuss it and hopefully they will decide to promote the uptake of broadband in your community (if connected) which will help the rest of Cumbria get connected too?

Kind regards,

*Samantha*

Samantha Bagshaw  
Chief Officer  
Cumbria Association of Local Councils (CALC)

**Our contact details:**

Samantha - Monday to Wednesday, Sonia - Thursday and Friday

**Post:** Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA  
**Email:** [office@calc.org.uk](mailto:office@calc.org.uk)  
**Telephone:** 01768 812663  
**Web:** [www.calc.org.uk](http://www.calc.org.uk)

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**Lynda Walker**

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**From:** Cumbria Association, of Local Councils <calc@cumbria.gov.uk>  
**Sent:** Friday, December 2, 2016 11:08 AM  
**To:** Cumbria Association, of Local Councils  
**Cc:** Cumbria Association, of Local Councils  
**Subject:** FW: Newsletter for Allerdale Councils  
**Attachments:** Letter template and Guidance notes.docx

**From:** Shaw, Chris  
**Sent:** 01 December 2016 19:58  
**To:** Cumbria Association, of Local Councils  
**Subject:** Newsletter for Allerdale Councils

To the clerks and councillors Town and Parish Councils/meetings in Allerdale

1. A three tier meeting was provisionally planned for early December 2016 when it was considered that budget consultations by the county council and the borough council would benefit from presentations by their officers. The Allerdale Calc executive met on the 21st November 2016 it took the view that a meeting was not required and instead a note covering a number of issues would suffice.

**2 County Council Budget Consultation 2017/2018** The consultation is simply on the council tax as below: -

"This year we invite your views on whether or not we should apply the following:  
 A 1.99% general increase on the County Council's share of Council Tax for the next three years (2017-2020)  
 An additional 2.00% Adult Social Care precept as recommended by the government to be used exclusively to support Adult Social Care services.  
 If agreed, this would mean a total increase of 3.99%.

The consultation ends on 20<sup>th</sup> January 2016 See <http://www.cumbria.gov.uk/budgetconsultation/default.asp> for more details

**3 Allerdale Borough Council Budget Consultation 2017/2018** Information was not available at this time

**4 Electoral Review of Allerdale Borough Council Warding Arrangements.** In September 2016 the Boundary Commission for England announced a two part review of the warding arrangements for the borough council. They said that they were minded to reduce the number of councillors from 56 to 48 and in part 1 the boundary commission will begin work on drawing up new boundaries for wards across the area to accommodate those councillors. They are asking for views on the way that the boundaries should be drawn and this part of the consultation ends on the 5<sup>th</sup> December 2016. In part 2 the boundary commission will produce their draft recommendations for new electoral arrangements (number of wards, number of councillors representing each ward, ward names and ward boundaries) and will consult on their recommendations between 7<sup>th</sup> February 2017 and 3rd April 2017  
 See <https://www.lgbce.org.uk/current-reviews/north-west/cumbria/allerdale> for further information.

**5 North West Coast Connections Project Consultation** This consultation ends on the 6<sup>th</sup> January 2017 Allerdale borough council have joined with Calc and other district council authorities in asking WYG a consultancy firm to assist parish and town councils in providing a response which is tailored to that parishes particular concern. The attachment provides guidance.

**6 Success Regime Consultation** This consultation "Healthcare for the Future" ends on the 19<sup>th</sup> December 2016 and more information can be found at <http://www.successregimecumbria.nhs.uk/>

**7 Allerdale Local Resilience Group** This group meets on a regular basis and is chaired by Ian Frost the chief executive of the borough council. They would welcome attendance by representatives of local communities to explain how some small grant aid may help a project aimed at helping to protect their area from future flooding.

The next meeting of the group is scheduled to meet on the 7 December at **3.45pm** (not 4pm as previously notified) at the Cocker mouth Town Hall, Market Street, Cocker mouth, CA13 9NP. Please contact Joanne Watson on [joanne.watson@allerdale.gov.uk](mailto:joanne.watson@allerdale.gov.uk) if you or a community representative wish to attend.

