

## KESWICK TOWN COUNCIL

Minutes of the Annual Meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 18<sup>th</sup> May 2017 at 7.30pm.

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**Present:**

**Chairman**  
Councillor Susan Leighton

**Councillors**

David Burn	Allan Daniels	Martin Jordan
Denstone Kemp	Andrew Lysser	Tony Lywood
Duncan Miller	Adam Paxon	Paul Titley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), 3 members of the public and 3 members of the press.

At the start of the meeting the outgoing Mayor, Councillor David Burn, spoke about his year in office and presented flowers to the office staff with thanks for their hard work.

**1. Election of Chairman (Town Mayor)**

There being only one nomination it was **RESOLVED** that Councillor Susan Leighton be elected as the Chairman (Town Mayor) for the ensuing year. Councillor Leighton made the statutory Declaration of Acceptance of Office. She gave a vote of thanks to HRH the Duke of Edinburgh as he retires from public life and announced that she would be supporting the charity 'Mind' during her year as Mayor. She also thanked Jen Nowak for her coverage of Town Council meetings and activities for over 20 years in the Lake District Herald, which was due to cease publication.

**2. Election of Deputy Chairman (Deputy Mayor)**

There being only one nomination it was **RESOLVED** that Councillor David Burn be elected as Deputy Chairman (Deputy Mayor) for the ensuing year. Councillor Burn made a Declaration of Acceptance of Office.

**3. Apologies**

Apologies for absence were received from Councillors Kendall (work) and Pugmire (holiday) and Dr Geoff Davies.

**4. 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> April 2017 (pages 55-58).

**5. Requests for Dispensations**

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

**6. Declarations of Interests**

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

Councillor Daniels - item 11 (i) application no. T/2017/0068 (member of Keswick Community Housing Trust)

**7. Police Report**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing team for April. 16 crimes had been reported in the Keswick area during April 2017 with 3 anti-social behaviour incidents reported during the month (this compared with a total of 21 incidents for the same period in 2016). PCSO Todd Stuart was in attendance for this item and answered questions regarding provision of CCTV in Keswick.

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

No matters were received from the public.

**9. Matters to be received from Councillors**

No matters were raised by Councillors.

**10. 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/2017/0068</b>	Crown clean, crown reduce and prune 1 common lime (A6); 1 larch (C2); 2 sycamore (D8 & D9). Prune 1 sessile oak (E8) 1-55 Calvert Way <i>Support - safety and light issue, appropriate management of said trees, should have been done pre-construction</i> <b>SUPPORT</b>
<b>7/2017/2022</b>	Demolition of existing dwelling and erection of six dwellings - amended plans Site of former Castlehead House Hotel, Borrowdale Road <i>Support - neighbours are happy with the plan as the current area is a bomb site and cannot remain. Design improvements on an area that will benefit from development.</i> <b>SUPPORT</b>
<b>7/2017/2055</b>	Replace windows and doors 56 Wordsworth Street <i>Support - typical example of suitable improvement</i> <b>SUPPORT</b>
<b>7/2017/2082</b>	Replacement display windows in existing retail unit 68 Main Street <i>No comments made</i> <b>SUPPORT</b>
<b>7/2017/2085</b>	Proposed external lighting Greta Gardens, Crow Park Road <i>Support - sensible external lighting</i> <b>SUPPORT</b>
<b>7/2017/2089</b>	Rotten timbers are beyond repair and are now to be replaced with steel beams. All these works are internal and have no effect on the external appearance of the building Tourist Information Centre, Moot Hall, Market Square <i>No comments made</i> <b>SUPPORT</b>
<b>7/2017/2091</b>	Development of land without compliance with conditions previously attached to planning permission ref. 7/2015/2115 (Erection of a single dwelling) to allow the removal of the requirement for obscure glazing (condition 12) and the installation of a permanent internal fixed louvred frame to lower three fifths of first floor window on south east elevation Land at Springs Garth <i>Support – Site visit made - Clever design, it is clear that construction was enormously irritating and disruptive to neighbours. Trees and hedges have been battered during the process. The crucial element of ‘overlooking window’ has been addressed and although not compliant with original expectations is more</i>

*than sufficient to avoid intrusion*

*1 objection letter received*

**SUPPORT**

**7/2017/2099** Replacement of existing sliding sash windows with new wood side hung casement windows Beetholm, Southey Hill

*No comments made*

**SUPPORT**

**7/2017/2102** Conversion of Battersby Hall into 5 local occupancy dwellings  
Battersby Hall, Church Street

*Support - being realistic this is a high quality build in a conservation area.*

*Planning condition amended as per new policy 'Local occupancy in Northern Distinctive Area of LDNPA' is now appropriate, unclear as to the outcome of planning condition instead of preferred system of S106*

**SUPPORT**

**7/2017/2106** Proposed addition of display windows and entrance door into existing retail unit  
Standish Street

*Support - improvement to existing retail unit similar in style to Packhorse Court units*

**SUPPORT**

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

*Note: a future agenda item relating to loss of housing to holiday homes and the National Park policy on affordable housing was requested.*

#### 11. Mayor's Engagements

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 14<sup>th</sup> April 2017 – 11<sup>th</sup> May 2017.

#### 12. Reports from Ward Representatives

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council – Councillor Tony Lywood
- ii) Cumbria County Council – Councillor Tony Lywood
- iii) LDNPA North Distinctive Area parishes representative – Dr Geoff Davies

#### 13. Car Parking Problems in Keswick

- i) **RECEIVED** a joint response from Allerdale BC and Cumbria CC to the request for reduced cost parking permits and an independent study of parking in Keswick.
- ii) Following a resolution from the Annual Town Meeting held on 20<sup>th</sup> April 2017 it was **RESOLVED** 'That Keswick Town Council call a meeting with the relevant Councillors and Officers of both Cumbria County Council and Allerdale Borough Council to agree how to facilitate a review into all the car parking issues affecting Keswick'. It was further **RESOLVED** that a pre-meeting should take place to develop suggestions for possible solutions to the parking problems and that further comparative information on parking charges be obtained.

#### 14. Lake District National Park Local Plan Review – Call for Sites 2017

Consideration was given to a request from the Lake District National Park Authority for sites, buildings or land in Keswick which should be considered for accommodating housing (particularly brownfield sites), employment (e.g. offices, workshops, warehouses), retail and tourism uses (e.g. visitor attractions and accommodation).

**RESOLVED** that the remainder of the Calvert Way site field (Sheepdog Field) and the area of Springs Road near to Springs Farm, be suggested as future housing sites.

**15. Town Council Logo**

Further consideration was given to the design for the new Town Council logo and it was **RESOLVED** that Councillors Titley and Lysser re-visit the design agreed at the last meeting and present a revised design for approval at the next meeting.

**16. Build-up of Gravel in the River Greta**

**RECEIVED** a report from Councillor Burn together with an update on the situation following a response from the Environment Agency.

**17. Chairman's Allowance**

**RESOLVED** that the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 be set at £2,000, as per the budget provision made.

**18. Standing Committee and Working Group Memberships**

## i) Staffing Committee

**RESOLVED** that the composition of the Staffing Committee be amended to comprise five Councillors, to include ex officio the Mayor and the Chair of the Parks Trusts.

As there were five nominations for the remaining three available places a vote took place following which Councillors Burn, Daniels and Miller were appointed to fill these.

## ii) Planning Group

**RESOLVED** that Councillors Daniels, Lysser, Miller and Titley be appointed to the Planning Group.

## iii) Events Committee

**RESOLVED** that Councillors Burn, Daniels, Lywood and Titley be appointed to the Events Committee.

**19. Outside Bodies & Liaison Meetings**

**RESOLVED** that the following Councillors be appointed as representatives on the undermentioned outside bodies:

The Battersby Charity	Tony Lywood
Cumbria Theatre Trust	Martin Pugmire
Keswick Community Emergency Recovery Partnership	Martin Pugmire
Keswick Tourism Association	Paul Titley
Keswick Youth Centre	Graham Kendall
Keswick Fair Trade Committee	Adam Paxon
Keswick Flood Action Group	Martn Jordan
Liaison Meetings (CALC Allerdale, Lake District Partnership Parish Forum, Derwent 7 etc)	Susan Leighton Martin Pugmire Paul Titley

**20. Schedule of Meetings 2017/18**

**RESOLVED** that the date and times of ordinary meetings of the Council for the ensuing year be fixed as follows:

Meetings start at 7.30pm except where stated otherwise

15 <sup>th</sup> June 2017	Town Council Meeting
13 <sup>th</sup> July 2017	Charitable Trust Meeting
20 <sup>th</sup> July 2017	Town Council Meeting
17 <sup>th</sup> August 2017	Town Council Meeting

14 <sup>th</sup> September 2017	Charitable Trust Meeting
21 <sup>st</sup> September 2017	Town Council Meeting
19 <sup>th</sup> October 2017	Town Council Meeting
9 <sup>th</sup> November 2017	Charitable Trust Meeting
16 <sup>th</sup> November 2017	Town Council Meeting
21 <sup>st</sup> December 2017	Town Council Meeting – start time 7.00 pm
11 <sup>th</sup> January 2018	Charitable Trust Meeting
18 <sup>th</sup> January 2018	Town Council Meeting
15 <sup>th</sup> February 2018	Town Council Meeting
8 <sup>th</sup> March 2018	Charitable Trust Meeting
15 <sup>th</sup> March 2018	Town Council Meeting
19 <sup>th</sup> April 2018	Annual Parish Meeting 6.30pm Town Council Meeting 7.30pm
17 <sup>th</sup> May 2018	Annual Council Meeting 7.30pm
24 <sup>th</sup> May 2018	Annual Trust Meeting 7.30pm

**21. Members Attendances**

**RECEIVED** for information details of members' attendances for 2016/17.

**22. Schedule of Charges**

**RESOLVED** that the existing charges stay in place for 2017/18.

**23. Review of Standing Orders**

Consideration was given to the Clerk's report following the annual review of Standing Orders.

**RESOLVED** that the suggested revisions to Standing Orders be approved and the new Standing Orders be adopted with immediate effect.

**24. Annual Review of Effectiveness of Internal Financial Control**

Consideration was given to the report of Councillors Burn and Miller following the Annual Review of Effectiveness of Internal Financial Control.

**RESOLVED** that the recommendation contained in the report be approved and that the Internal Auditor be notified of this.

**25. Year End report by the Internal Auditor for the financial year ending 31 March 2017**

**RECEIVED** draft report of Ian Smithson, Internal Auditor.

*Note: a future agenda item to consider level of reserves and possible earmarking was requested.*

**26. Payment of Accounts**

- a) **RESOLVED** that the accounts for May 2017 as approved by the Inspection Committee be authorised for payment for:
- i) The Town Council, vouchers 17 – 42 amounting to £47,491.04 (forty seven thousand four hundred and ninety one pounds and four pence)

- ii) The Trusts, vouchers HP10 – F32 amounting to £14,572.88 (fourteen thousand, five hundred and seventy two pounds and eighty eight pence)
- b) Consideration was given to the report of the Responsible Financial Officer on the invoice from Allerdale BC for election costs and it was **RESOLVED** that the amount be now paid.

**27. Clerk's Report**

**RECEIVED** the report of the Clerk.

**28. Minutes of Liaison Meetings**

**RECEIVED** the Minutes of the Derwent 7 meeting held on 24<sup>th</sup> April 2017 attended by Cllrs Leighton and Titley.

**29. Neighbourhood Plan**

**RECEIVED** the notes from the Steering Group meeting held on 8<sup>th</sup> May 2017.

**30. Correspondence**

**RECEIVED** the following correspondence:

- i) Alison Ancrum/David Miller – falls in the Market Square  
Note: County Councillor Lywood agreed to follow up this issue at the next County Council Allerdale Area meeting.

**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'*

**31. Proposed Civic Pride Award**

Consideration was given to the report of the Mayor (Councillor Leighton).

**RESOLVED** that further consideration be given to the name, nature and timing of a Keswick civic award scheme at a future meeting.

**32. Insurance Renewal/Review**

Consideration was given to the report of the Responsible Financial Officer.

**RESOLVED** that the insurance renewal terms be noted and approved.

**33. Staffing**

**RECEIVED** for information the Minutes of the Staffing Committee meeting held on 20<sup>th</sup> April 2017.

The meeting closed at 9.40 pm

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Chairman

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Date