

KESWICK TOWN COUNCIL

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

11th May 2017

The Annual Meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 18th May 2017 at 7.30pm.**

The press and public are welcome to attend.



Lynda Walker
Town Clerk

A G E N D A

- 1. Election of Chairman (Town Mayor)**
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2. Election of Deputy Chairman (Deputy Mayor)**
To elect the Deputy Chairman and to receive the Deputy Chairman's Declaration of Acceptance of Office.
- 3. Presentation of Mayor's Cadet**
The Mayor's Cadet for the year will be presented.
- 4. Apologies**
To receive apologies for absence.
- 5. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on 20th April 2017 (pages 55-58).
- 6. 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.
- 7. 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.

- 8. 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.

9. 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.

10. Matters to be received from Councillors

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

11. Applications for Development

- i) To examine applications for development and submit observations to the Lake District National Park Authority
- ii) To receive an update on National Park Planning Decisions

12. Mayor's Engagements

To receive details of the Mayor's engagements and meeting attendance for the period 14th April 2017 – 11th May 2017

13. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Allerdale Borough Council
- ii) Cumbria County Council
- iii) LDNPA North Distinctive Area parishes representative

14. Car Parking Problems in Keswick

- i) To receive a joint response from Allerdale BC and Cumbria CC to request for reduced cost parking permits and an independent study of parking in Keswick
- ii) To consider a resolution from the Annual Town Meeting held on 20th April 2017 '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'

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

To consider 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).

NB as the deadline for response is 2nd June 2017 it may be considered appropriate to establish a small working group and delegate a response to the Clerk.

16. Town Council Logo

To agree the final design for the new Town Council logo.

17. Build-up of Gravel in the River Greta

To receive a report from Councillor Burn.

18. Chairman's Allowance

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

19. Standing Committee and Working Group Members

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

- i) Staffing Committee – please note the resolution of the Staffing Committee at the meeting held on 18th January 2017 '*That the Town Council be advised to amend the composition of the Staffing Committee to comprise 5 Councillors, to include ex officio the Mayor and Chair of the Parks Trusts, and that new members be provided with comprehensive induction training*'
- ii) Planning Group
- iii) Events Committee

- 20. Outside Bodies & Liaison Meetings**
To appoint representatives on outside bodies and to attend liaison meetings e.g. Allerdale 3 tier meetings, Derwent 7, LDNPA forum.
 - 21. Schedule of Meetings 2017/18**
To confirm the date and times of ordinary meetings of the Council for the ensuing year.
 - 22. Members Attendances**
To receive for information details of members' attendances for 2016/17.
 - 23. Schedule of Charges**
To confirm the level of charges to be set for 2017/18.
 - 24. Review of Standing Orders**
To approve revisions to Standing Orders.
 - 25. Annual Review of Effectiveness of Internal Financial Control**
To receive a report on the Annual Review of Effectiveness of Internal Financial Control from Councillor Burn and Councillor Miller.
 - 26. Year End report by the Internal Auditor for the financial year ending 31 March 2017**
To receive draft report of Ian Smithson, Internal Auditor.
 - 27. Payment of Accounts**
 - a) To confirm the payment of accounts for May 2017 as approved by the Inspection Committee (to be circulated at the meeting) for:
 - i) The Town Council
 - ii) The Trusts
 - b) To consider the report of the Responsible Financial Officer on the invoice from Allerdale BC for election costs.
 - 28. Clerk's Report**
To receive the report of the Clerk.
 - 29. Minutes of Liaison Meetings**
To receive the Minutes of the Derwent 7 meeting held on 24th April 2017 attended by Cllrs Leighton and Titley.
 - 30. Neighbourhood Plan**
To receive the notes from the Steering Group meeting held on 8th May 2017.
 - 31. Correspondence**
To consider the following correspondence:
 - i) Alison Ancrum/David Miller – falls in the Market Square
- 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’*
- 32. Civic Pride Award**
To suggest nominations.
 - 33. Insurance Renewal/Review**
To consider the report of the Responsible Financial Officer.
 - 34. Staffing**
To receive for information the Minutes of the Staffing Committee meeting held on 20th April 2017.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 20th April 2017 at 7.30pm.

Present:**Chairman**

Councillor David Burn

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Susan Leighton	Andrew Lysser
Tony Lywood	Duncan Miller	Paul Titley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (Lake District National Park Authority representative), 1 member of the public and 2 members of the press.

244. Apologies

Apologies for absence were received from Councillors Paxon (away) and Pugmire and PCSO Todd Stuart

245. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on 16th March 2017 (pages 50 – 54).

246. Requests for Dispensations

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

247. 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 8 (i) application no. 7/2017/2012 (friend of the applicant)
Councillor Leighton	item 12 (connection with an entrant)

248. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing team for March. 13 crimes had been reported in the Keswick area during March 2017 with 2 anti-social behaviour incidents reported during the month (this compares with a total of 25 incidents for the same period in 2016). No officer was present.

249. Matters to be received from the Public

No matters were received from the public.

250. Matters to be received from Councillors

No matters were raised by Councillors.

It was agreed to bring item 10 (iii) forward

251. Report from Lake District National Park Authority North Distinctive Area Parishes Representative

RECEIVED the report of Dr Geoff Davies.

252. Applications for Development

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

Plan Ref.	Description of Development Location
7/2017/2004	Proposed electric bike hire and sales centre - amended plan Land at Elliott Park <i>Support</i> <i>As per original comments made at February 2017</i> <i>Vast improvement on mobile facility and a plus point next to sustainable transport options</i> SUPPORT
7/2017/2012	Rear extensions and alterations - amended plan 44 Blencathra Street <i>No comments made</i> SUPPORT
7/2017/2059	Use of building as live/work unit The Mill Race, 4 Greta Side <i>Support - excellent use of building and fits in with neighbouring properties</i> SUPPORT
7/2017/2063	Demolition of existing utility and porch. Construction of new utility extension Greta Lodge, Southey Hill <i>Support - appropriate care has been taken with design of new utility extension on this listed property (rigorous tree statement included with application)</i> SUPPORT
7/2017/2065	Flood resistance works and alterations to an existing vehicular access 11 & 12 Penrith Road <i>Keswick Town Council RESOLVED to defer making any decision on this application until a site meeting has taken place with Lake District National Park Authority. This is given the narrowness of the lane, proximity to the highway and the development being located in a conservation area.</i> <i>Request that the Lake District National Park Authority notifies the Town Council when the details of a site meeting are available</i>
7/2017/2070	Reconstruction of storm damaged boathouse Land adjacent to The Old Chapel, Derwent Island <i>Support – the building definitely needs to be reconstructed before it collapses and good to see that the boat house is being replaced</i> SUPPORT
7/2017/2072	Demolition of out-buildings, construction of new garage, off road parking areas and extensions & alterations to dwelling incorporating flood resilience measures 12 Greta Street <i>Keswick Town Council RESOLVED to defer making any decision on this application until a site meeting has taken place with Lake District National Park Authority. This is given the narrowness of the lane, proximity to the highway and the development being located in a conservation area.</i> <i>Request that the Lake District National Park Authority notifies the Town Council when the details of a site meeting are available</i>

7/2017/2088 Change of use from holiday letting accommodation to office accommodation
7a St Johns Street
No comments made
SUPPORT

7/2017/2090 Construction of new garden room at rear of Westways
Westways, Rogerfield
Support - if no objections from neighbours, summerhouse addition to rear of property with no lighting
SUPPORT

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

253. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 10th March 2017 – 13th April 2017.

254. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Tony Lywood
- ii) Cumbria County Council – Councillor Lysser advised that he was standing down from the County Council in May. Councillors thanked Andrew for his efforts on behalf of the town.

255. County Square War Memorial

Consideration was given to a report from Councillor Miller suggesting a programme of works to the war memorial and its surrounds, compiled in consultation with the local representatives of the British Legion. **RESOLVED** that £2,000 be approved towards the work required and that a grant application be submitted to the War Memorials Trust. It was further **RESOLVED** that Allerdale Borough Council be asked to transfer the land surrounding the Memorial to the Town Council.

256. Keswick Town Council Logo Competition

Councillor Titley presented a shortlist of logo designs and Councillors voted for their preference. **RESOLVED** that design number 3 be chosen to replace the existing Keswick Town Council logo.

257. Kerbs in the Market Square

Consideration was given to a motion proposed by Councillor Lywood regarding the kerb layout in the Market Square.

RESOLVED That in the light of ambulance callout rates for falls within Keswick Market Square being 55 times the average level across the region, Keswick Town Council request that Cumbria County Council reassess the nature of the kerb layout in the Market Square and introduce measures to remedy this danger to the general public forthwith.

258. Payment of Accounts

RESOLVED that the accounts for April 2017 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 241 – 16 amounting to £27,758.27 (Twenty seven thousand seven hundred and fifty eight pounds and twenty seven pence) to exclude voucher no. 249 which should be disputed with Allerdale Borough Council.
- ii) The Trusts, vouchers HP207 – FP6 amounting to £17,274.22 (Seventeen thousand, two hundred and seventy four pounds and twenty two pence)

259. Approval to transfer funds

Further to Minute 206 (2015/16) it was

RESOLVED that £5,000 from the £10,000 Allerdale BC Market Towns grant for 2016/17 be transferred to the Fitz Park Trust account to be used for new signage as approved by the Trust.

260. Budget Summary Comparisons as at 31st March 2017

RECEIVED budget comparisons for the fourth quarter.

261. Verification of Bank Reconciliations

RESOLVED that Councillor Kemp be appointed to sign the bank reconciliations and original bank statements as evidence of verification in accordance with the Council's Financial Regulations.

262. Annual Review of Financial Regulations

RESOLVED that the revised Financial Regulations be approved and adopted.

263. Assets Register

RESOLVED that the updated Assets Register be approved and adopted.

264. Clerk's Report

RECEIVED the Clerk's report.

265. Minutes of Committee Meetings

RECEIVED for information the Minutes of the Events Committee meeting held 15th March 2017.

266. Minutes of Liaison Meetings

RECEIVED for information the Minutes of the Allerdale Flood Resilience Group meeting held 28th March 2017 attended by Councillors Burn, Lywood and Titley.

267. Correspondence

RECEIVED the following correspondence:

- i) Allerdale BC – response re peddlers in Keswick
RESOLVED that Allerdale BC's Town Centre Manager for Keswick be invited to the next meeting to advise on ways in which the problem of itinerant street traders might be dealt with.
- ii) Allerdale BC – response re car parking income
- iii) Richard Harper – request for permission to use Town Council logo
RESOLVED that permission be granted for the use of the logo as requested
- iv) NALC – Parish Precepts
- v) Paul Barnes – Farmer Flood Group
RESOLVED that the Town Council support the Group as requested.

The meeting closed at 9.25 pm

Chairman

Date



Keswick Town Council update from Allerdale Rural

Neighbourhood Policing Team

Thank you for your invite to attend the **Keswick Town Council Meeting** on the **Thursday 11th May 2017**.

Please do not hesitate to make me aware of any matters arising from the meeting, which I may be able to help with.

There have been **19** incidents reported to the Police for the area of **Keswick** since the last meeting. This is in comparison to **21** incidents for the same period in 2016.

Crimes Reported: 16

Anti-Social Behaviour incidents: 3

A summary of crimes and incidents follow.

Anti-Social Behaviour:

On the 17th of April 2017, there was a report of a group of allegedly intoxicated males lighting a camp fire on the lake shore near to Friar's Crag. Police attended however the group could not be located and there was no damage.

On the 20th of April 2017, at approximately 9.30pm, police received a report of youths on the roof of a store in the area of Main Street. The youths were all wearing black hoodies and made off upon being seen. Police attended and there was no damage to the property. An area search was conducted but the youths could not be located. Patrols have been advised to be vigilant for this type of activity and Keswick School have been contacted to request advice being given out in assemblies. If anyone has any information that may help identify these youths, please contact police.

On the 30th of April 2017, police received a call from a licensed premise on Bank Street requesting assistance with a drunken male who was refusing to leave. The male had eventually left before patrols attended and an area search was negative.

Criminal Damage:

Overnight between the 7th and 8th of April 2017, police received information reporting damage to a shop sign in the Tithebarn Street area. The damage totaled approximately £40. There was no CCTV covering the area and no witnesses have come forward. If anyone has any information that may help with enquiries, please contact police.

Just after midnight on the 13th of April 2017, police received a call from a licensed premise in the Bank Street area reporting a male committing a number of offences. Police attended and the male was arrested on 5 charges of assault and criminal damage. He has been summonsed to court.

On the 16th of April 2017, at approximately 6.45am, police received a report of 2 youths graffiti-ing on the underpass walls of the A591 towards the eastbound A66. The youths were thought to be teenagers, wearing black hoodies and have not been identified. If anyone can assist police with their enquiries, they are encouraged to speak to their local PCSOs.

Shoplifting, Burglary and Theft:

On the 1st of April 2017, police received a report that an unoccupied property in the Braithwaite area may have been broken into. The property has not been lived in for years and a wooden door to the rear of the property was found to be insecure. Extensive enquiries were carried out however no witnesses were found and no items identified as having been taken. Crime prevention advice has been provided.

On the 6th of April 2017, police received a report of an attempted break in in the area of Helvellyn Street. The property has been unoccupied for some time and the attempted break in was to some outbuildings where padlocks to the value of £20 had been damaged. Crime prevention advice has been supplied.

On the 7th of April 2017, police received a report that a large stone bird bath had been moved from its plinth and dropped in the garden. It is unclear if this was an attempted theft or perhaps a drunken prank. There was no CCTV and no evidence left at the scene.

On the 19th of April 2017, a named offender has entered a supermarket in the Tithebarn Street area and taken 2 items totaling approximately £20. The crime is still under active investigation.

On the 21st of April 2017, police received a call reporting damage to a derelict building in the Carding Mill Lane area. Unknown offenders have damaged a door to gain entry to the building. This is still under active investigation and police would urge anyone with any information to contact 101 or their local officers.

Vehicle Crime:

On the 8th of April 2017, police received a report of a road traffic collision on the corner of Tithebarn Street and Heads Road. The driver had left scene but was located by officers and has been charged and summonsed to court.

Public Order Offences:

The public order offences were included earlier in the report with criminal damage to a licensed premise on Bank Street. The male had assaulted staff and members of the public as well as causing damage.

If anybody has any information which will assist Police with any of the aforementioned incidents, please make contact on 101 or speak to a Police officer or PCSO.

**Alternatively information can be passed anonymously to
CRIMESTOPPERS on 0800 555 111**

Our new web-site is up and running and you can find general advice and information on how to deal with some situations, and who would be best to contact to assist with them. www.cumbria.police.uk/services

A message from Allerdale Rural Neighbourhood Policing Team**Crime prevention over the summer months.**

Please be vigilant where you park your vehicle, ideally park in well used car parks and try to avoid parking in laybys in isolated locations. Please remove all belongings including tell-tale signs such as satellite navigation / iPod cables.

Keep an eye on your oil storage tank, make regular checks on the level of oil and make sure any filling caps are secure. There are specialist alarms that can be fitted to alert the householder of any tampering to the tank or a sudden drop in the level of oil.

Cyclists are advised to secure your cycle at all times to immovable object. There have been instances where cyclists have popped into toilets or into a café and on returning to where they left their cycle, it has been stolen. Think

about registering your bike through the Bike Register scheme, ask your local PCSO for details.

•**Whenever possible** keep your doors locked and windows closed, especially if you are upstairs, or in another part of the house, or in the garden. Also we encourage people to fit, and most importantly use, good locks on ground floor and accessible windows.

•**Remember to lock up** even if you are only going out for a couple of minutes – that is all the time a thief needs.

•**Before** going to bed, close all ground floor and accessible windows and remember to lock all your doors.

•**It is worth remembering** that most household insurance policies do not cover the theft of property from within a home that has been left insecure.

•**If you have an intruder alarm** – use it. Set it at night to protect vulnerable zones.

•**Outbuildings and sheds** – make sure they are locked and secure using suitable locks

•**Quad bike thefts / farm machinery** - Police would advise owners to check their storage security. The Police can provide farmers or other quad bike owners with **Smartwater kits and signs** at a discounted price of £45. Some quad bike specialists can also fit them with tracking devices. You can check the internet for local suppliers. It is advised that you store your quad bike in a secure outbuilding and remove the key when they are stationary. Domestic households can contact their local PCSO for a Selecta DNA kit which cost £10.

•**Postcode all types of property** to deter thieves and improve the chances of tracing the stolen items. "Postcoding" can be done with ultra-violet marker pens, engraving, stamping or even paint. Further details are available from your local Neighbourhood Police Community Support Officer details below.

•**Tents & Caravans** – please make sure that valuables are taken from them and stored securely out of site no matter how long you are away from them

Report anything suspicious

Please let us know as soon as possible if you see anyone behaving suspiciously; many criminals are apprehended due to information from members of public. Telephone: 101, or if a crime is in progress: 999. If you have information regarding crime you can also contact Crimestoppers anonymously on 0800 555 111. You will not be asked for your name or any details.

Cumbria Community Messaging

Please pass this message onto friends, family and residents of your areas to re highlight the issue.

Planning Applications received between 14/04/2017 - 11/05/2017

Plan ref	Location	Description of Proposed Development
T/2017/0068	1-55 Calvert Way, Keswick. CA12 4LZ	Crown clean, crown reduce and prune 1 common lime (A6); 1 larch (C2); 2 sycamore (D8 & D9). Prune 1 sessile oak (E8)
7/2017/2022	Site of former Castlehead House Hotel, Borrowdale Road, Keswick. CA12 5DD	Demolition of existing dwelling and erection of six dwellings - amended plans
7/2017/2055	56 Wordsworth Street, Keswick. CA12 4BZ	Replace windows and doors
7/2017/2082	68 Main Street, Keswick. CA12 5DX	Replacement display windows in existing retail unit
7/2017/2085	Greta Gardens, Crow Park Road, Keswick. CA12 5EL	Proposed external lighting
7/2017/2089	Tourist Information Centre, Moot Hall, Market Square, Keswick. CA12 5JR	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
7/2017/2091	Land at Springs Garth, Keswick. CA12 4BG	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
7/2017/2099	Beetholm, Southey Hill, Keswick. CA12 5ND	Replacement of existing sliding sash windows with new wood side hung casement windows
7/2017/2102	Battersby Hall, Church Street, Keswick. CA12 4DS	Conversion of Battersby Hall into 5 local occupancy dwellings
7/2017/2106	Standish Street, Keswick. CA12 5LS	Proposed addition of display windows and entrance door into existing retail unit

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.

Decisions Received from LDNPA

Planning Decisions Received between 14/04/2017 & 11/05/2017

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2016/2175	February-17	Whitbeck, High Hill	CA12 5PB	Two storey side extension	SUPPORT	GRANTED		
7/2016/2338	January-17	Derwentwater Camping & Caravan Club site, formerly known as The Oval/Walker Park	CA12 5EP	Construction of 9 No. Ready Camp Tents (retrospective)	NEUTRAL	GRANTED		
7/2017/2004	January-17	Land at Elliott Park	CA12 5NZ	Proposed electric bike hire and sales centre	SUPPORT	GRANTED		
7/2017/2012	February-17	44 Blencathra Street	CA12 4HT	Rear extensions and alterations	SUPPORT	GRANTED		
7/2017/2026	February-17	12 Lake Road	CA12 5BX	Proposed awning to external seating area	SUPPORT	GRANTED		
7/2017/2041	February-17	Motor Museum, Standish Street	CA12 5LS	Proposal to change use of half of ex motor museum from A1 to B8. intention (subject to approval) is to operate a mail order business from these premises.	SUPPORT	GRANTED		
7/2017/2079	April-17	1 Briar Rigg	CA12 4NW	Confirmation of compliance with conditions nos. 10 and 14 of planning approval ref. 7/2014/2205 relating to surface water discharge details and renewable or low energy generation specification	APPLICATION NOT RECEIVED FOR COMMENT	Conditions 10 and 14 of 7/2017/2079 are considered acceptable		

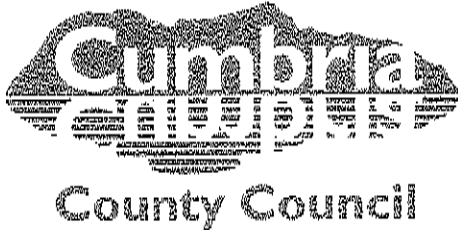
KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 18th May 2017

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 14th April 2017 –11th May 2017

Thursday 20 April	Staffing Committee - meeting held in Council Chamber, Keswick
Sunday 23 April	St George's Day Service - held at St John's Church, Keswick
Tuesday 25 April	SSAFA AGM - meeting held at The George Hotel, Penrith
Tuesday 25 April	St John's Church Fashion Show evening - held at St John's Church, Keswick
Friday 28 April	Committed 2 Rock Choir Charity Performance - held at Theatre by The Lake, Keswick
Tuesday 2 May	A Board audit undertaken with Cllr Allan Daniels - Keswick
Wednesday 3 May	Meeting with Ashcroft (construction/demolition company) and Town Clerk regarding build up of gravel in River Greta - held at High Hill/Crosthwaite Road
Saturday 6 May	Spring Concert by Keswick Choral Society - held at St John's Church, Keswick
Thursday 11 May	Love Your Local Market Launch - held in Market Square, Keswick
Thursday 11 May	Launch of Jazz Festival - held in Market Square, Keswick



**Our Ref: CH/ PG KTC Parking
Your Ref:**

This matter is being dealt with by:

Mr C Holmes/ Mr P Greenup

Mobile: 07725351420/ 07974327372

25 April 2017

Lynda Walker
Town Clerk
Keswick Town Council
50 Main Street
Keswick
Cumbria
CA12 5JS

By Email: Lynda@keswicktowncouncil.gov.uk

Dear Lynda

CAR PARKING PROBLEMS IN KESWICK

Thank you for your letter dated 23 March 2017 highlighting Keswick Town Council's support for a new campaign group established to address car parking problems in Keswick, and specifically asking Allerdale Borough Council to:

- Reduce the cost of annual parking permits in Keswick to £100 for local residents and workers
- Arrange for a jointly-funded independent study of parking in Keswick to be carried out to cover both on and off street parking (to include the Town Council and Cumbria County Council).

As the issues raised cover both on and off street car parking, this response has been jointly prepared by Allerdale Borough Council and Cumbria County Council.

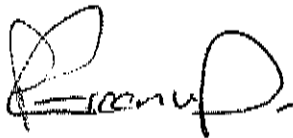
In terms of the first bullet point, the Borough Council can confirm that we have recently reviewed the town permits in line with the Council's Executive review of fees and charges report from 16 March 2016. The permit prices are considered to represent good value for money in relation to the daily charges payable for off street parking, and in relation to other comparative destinations where permits are available for off street car park use. i.e. Kendal £435, Morecambe £500, Cirencester £418, Chester £1,189 and Hastings £710, per annum.

In terms of the 2nd bullet point we would ask that more detail is provided of the issues associated with on and off street parking in Keswick to help justify a case for a jointly-funded independent study of parking in Keswick.

Cumbria County Council's Civil Enforcement Officers carry out regular patrols in Keswick town centre and issue Penalty Charge Notices where on-street parking contraventions are identified. The Service is aware of the parking issues in the Blencathra Street area and additional patrols are being undertaken. We also work closely with Cumbria Constabulary to address issues which fall within their remit including obstruction of the highway. To assist in targeting our resources more effectively the Council welcomes feedback regarding locations where parking issues are more prevalent including, where possible, days and times.

We look forward to your response on this issue and in working with the Town Council to improve both on and off street car parking in Keswick.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Greenup', with a stylized flourish at the end.

Philip Greenup
Regulatory Services Senior Manager

A handwritten signature in black ink, appearing to read 'Charles Holmes', with a horizontal line underneath.

Charles Holmes
Head of Community Services

Lynda Walker

Subject: FW: Lake District National Park Local Plan Review – Call for Sites 2017

From: Sandra Edmondson [mailto:Sandra.Edmondson@lakedistrict.gov.uk]
Sent: Tuesday, April 25, 2017 10:03 AM
To: lynda@keswicktowncouncil.gov.uk
Subject: Lake District National Park Local Plan Review – Call for Sites 2017

Dear Parish Clerk

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

We are in the process of updating our Local Plan and are currently undertaking a review of existing policies and site allocations as identified in the Core Strategy (Local Plan Part One) and Allocations of Land (Local Plan Part Two).

To assist with identifying new development sites, we are carrying out a 'call for sites' exercise to invite sites within the National Park that may have potential for development over the next 15 year plan period. We would like you to tell us about any sites that may be suitable for accommodating housing (particularly brownfield sites), employment (e.g. offices, workshops, warehouses), retail and tourism uses (e.g. visitor attractions and accommodation).

We are interested in sites, buildings or land that may be suitable for development at any point over the next 15 years. We will contact landowners to determine availability, but this is your opportunity to think about what your parish needs and plan how your parish might evolve over the next 15 years.

We would welcome your suggestions for any site you think should be considered for these uses. We will be carrying out an assessment of every site put forward to refine the list and will then consult you again. At this early stage in the process, it doesn't matter if there are possible constraints to development or you choose to suggest every site in the area! We will ultimately only allocate the most suitable sites available but unless we are told about all other potential sites at this stage it is possible that they won't be considered later.

This 'call for sites' exercise will update information already held in existing databases. This means that the LDNPA requires information about all potential development sites – both new and existing. If you have previously submitted a site, it is requested that you re-submit your site to ensure we have the fullest, up-to-date information. The Authority will assume that existing sites (other than those already allocated) are no longer available if you do not re-submit your site with up-to-date information.

If you wish to suggest a site(s), please provide the following details either by email to localplan@lakedistrict.gov.uk or by post to: Strategy and Partnership Team, LDNPA, Murley Moss, Oxenholme Road, Kendal, LA9 7RL.

- Name / location of site
- Name of landowner and contact details (if known)
- Agent details (if applicable)

- Site location plan (showing the precise boundaries of the site)
- Suggested use and number of units that could be accommodate.

Please be aware that the 'call for sites' does not itself imply those sites will be allocated for development, or that planning applications will be considered favourably. Submitting details of a particular site does not guarantee that the LDNPA will support or allocate the site for development. Each site will need to be fully assessed through the Local Plan process and subject to comprehensive Sustainability Appraisal.

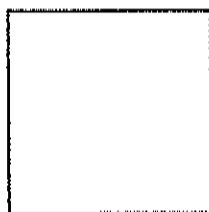
We would be grateful if you could spread the message within your community that we are looking for new sites to allocate for development and enclose a notice to display on your parish notice board (printed copy is being sent in the post). We have also prepared a short piece of text for inclusion in your parish newsletter and/or website. Anyone interested in making a site suggestion can contact the Strategy and Partnership Team (contact details below) or visit our website:
www.lakedistrict.gov.uk/planning/call-for-sites

The closing date for the submission of site suggestions is **4:00pm on 2 June 2017** but if you have any queries about providing information please call Rob Allison, Paula Allen or Helen Stocks (01539 724555).

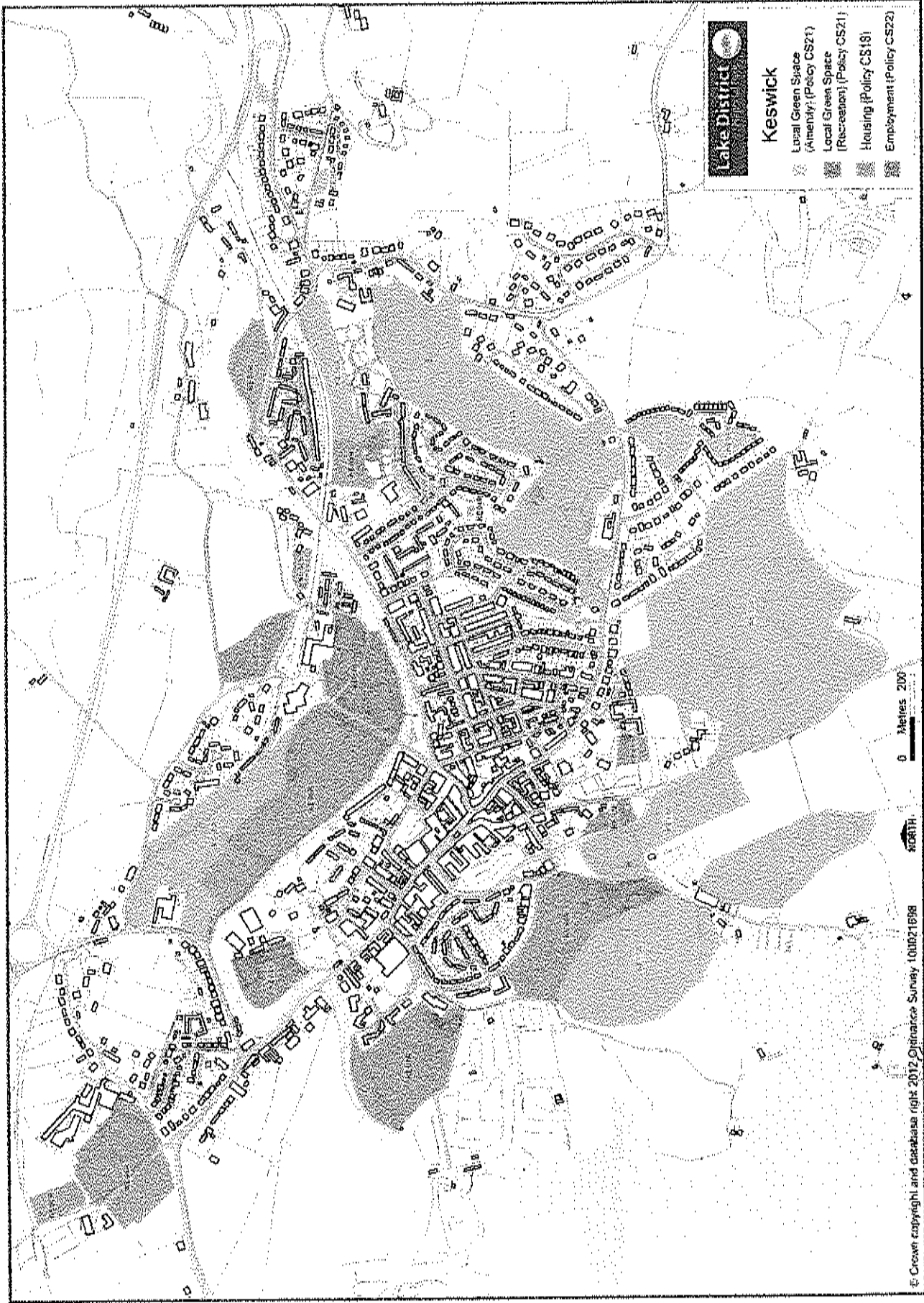
Yours faithfully

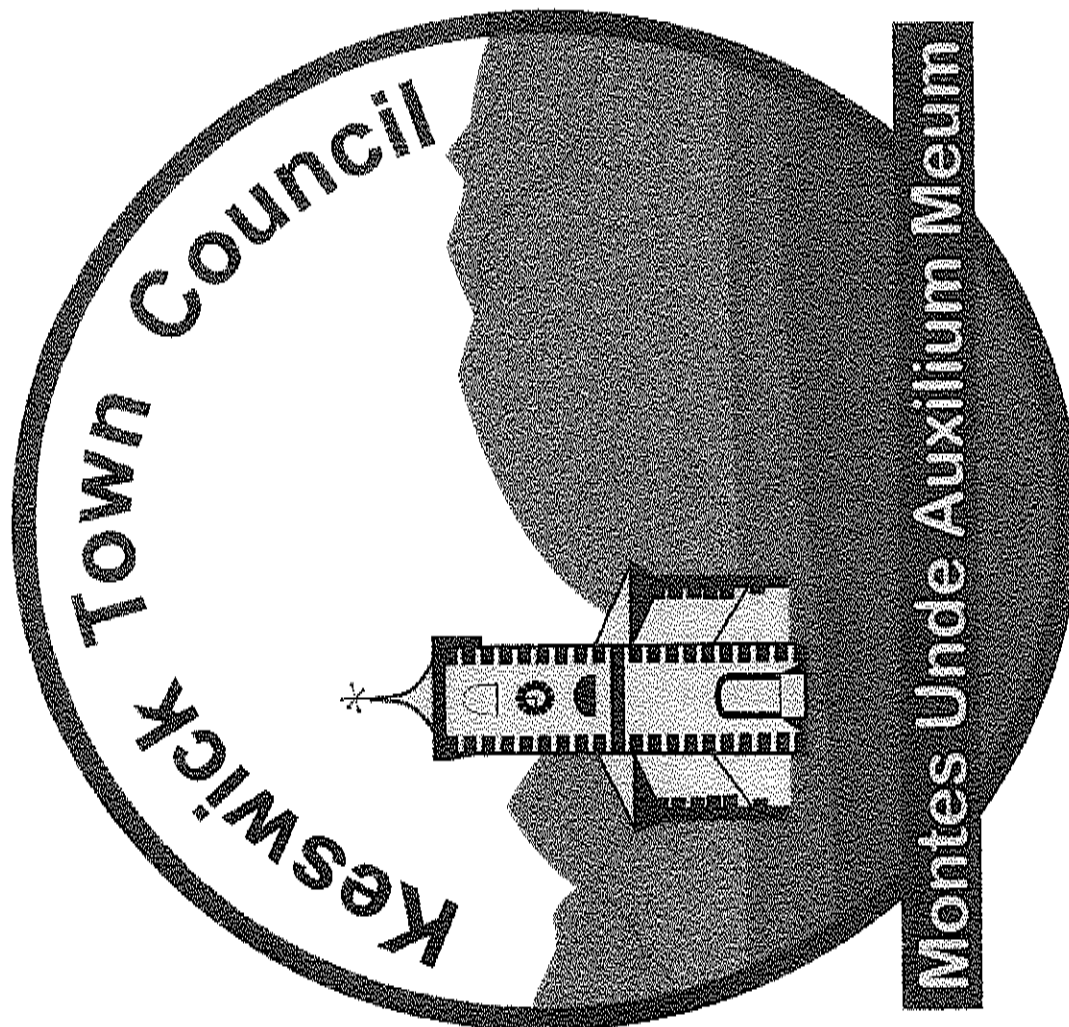


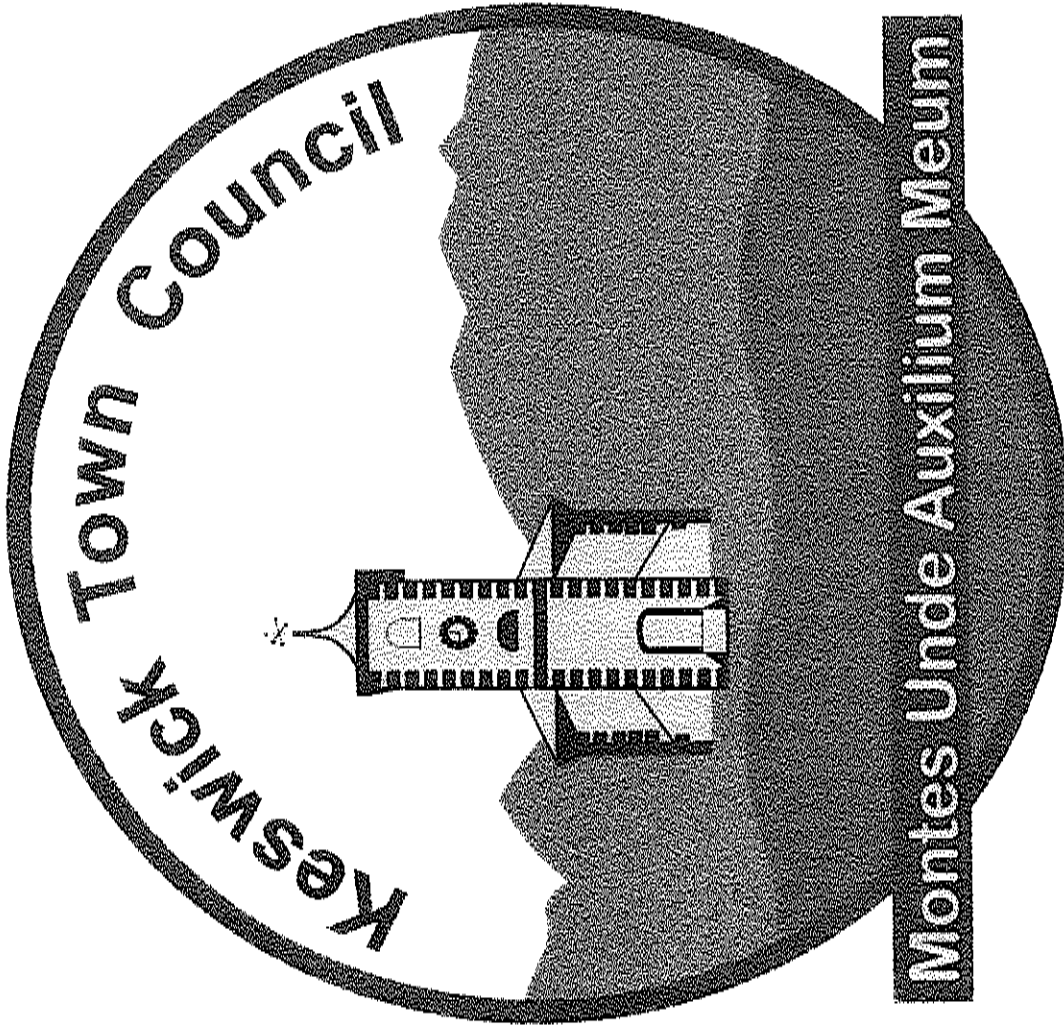
Sandra Edmondson
Strategy & Partnership Administrator
Lake District National Park Authority
01539 792663



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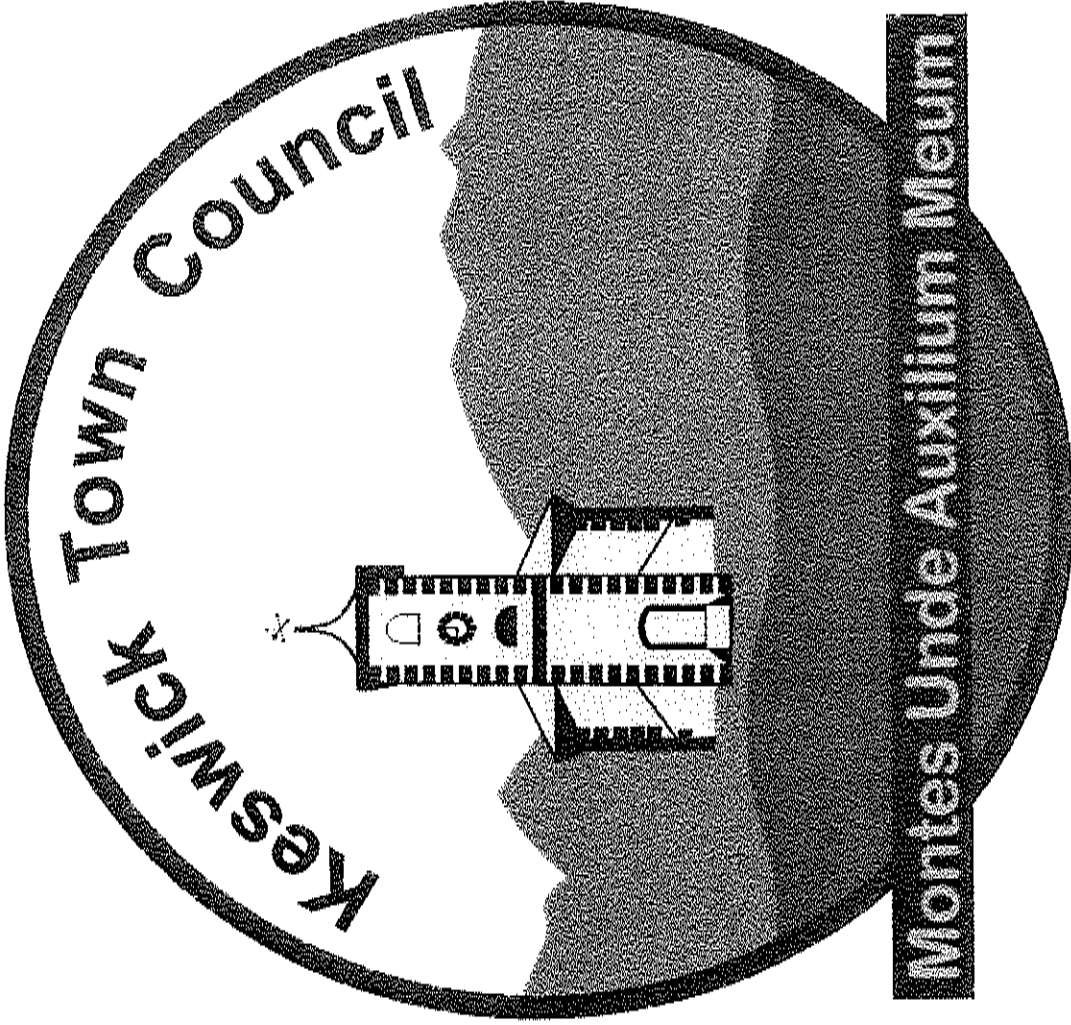






Keswick Town Council

Montes Unde Auxilium Meum



Build-up of gravel in the River Greta on corner of Crosthwaite Road and High Hill

As you will all know, the river gravel at this location was cleared by the Environment Agency (EA) after Storm Desmond. However, I have been approached recently by a resident/business owner who is concerned about the build-up of gravel since the storm.

We (Keswick Town Council) were similarly concerned in 2014 and approached the EA asking that the gravel be removed. We were told that the then build-up was an optical illusion caused by the river being so low, but that the EA would continue to monitor the situation. We all know what happened in December 2015!

It is true that the river is very low now, but it is equally true that there has been a large build-up of gravel since Storm Desmond, and that this is of concern to local residents and business owners.

Lynda has emailed the EA asking that they remove the current build-up of gravel. But in anticipation of another refusal she and I met the Aggregate Manager from Ashcroft Plant (Cumbria) Ltd on site on 3 May. We have since had a quote from that Company, who have done similar work in Workington, and in an attempt to help our town they would do the job at a discounted rate.

This paper is for information only and, by way of further background, Keswick Flood Action Group supports the removal of the gravel. Paying for its removal would be very much a last resort, but funding sources are being explored.

Cllr David Burn
9 May 2017

**Keswick Town Council Committee
Current Membership – As at May 2017**

CHARITABLE TRUST MEETINGS

(All Members of the Town Council)

CHAIRMAN:

Councillor Adam Paxon

VICE CHAIRMAN:

Councillor Duncan Miller

STAFFING COMMITTEE

CHAIRMAN (TOWN MAYOR):

Councillor David Burn

VICE CHAIRMAN (DEPUTY MAYOR):

Councillor Susan Leighton

TRUST CHAIR

Councillor Adam Paxon

TRUST VICE CHAIR

Councillor Duncan Miller

PLANNING GROUP

Councillor Allan Daniels

Councillor Andrew Lysser

Councillor Duncan Miller

Councillor Paul Titley

EVENTS COMMITTEE

CHAIRMAN:

Councillor Paul Titley

OTHER MEMBERS:

Councillor David Burn

Councillor Allan Daniels

Councillor Tony Lywood

Representative of Keswick Tourism Association

Representative of Keswick Rotary Club

Representative of Keswick Lions Club

Roy Johnson (Keswick Traders Association)

Phil Byers (Geraud UK)

Joe Broomfield (ABC - Town Centre Manager)

Representative from Packhorse Court & Outer Streets

Representative from Cumbria Police

(Note: Only Councillors have voting rights at meetings (unless members sign up to the Code of Conduct & sign a Declaration of Interests)

Representatives on Outside Bodies & Liaison Meetings

Membership as at April 2017

The Battersby Charity	Councillor Tony Lywood
Cumbria Theatre Trust	Councillor Martin Pugmire
<i>Keswick In Bloom</i>	<i>No current representative</i>
Keswick Tourism Association	Councillor Duncan Miller
Keswick Community Emergency Recovery Partnership	Councillor Martin Pugmire
<i>Keswick Youth Centre</i>	<i>No current representative</i>
Keswick Fair Trade Committee	Councillor Adam Paxon
Keswick Flood Action Group	Councillor Paul Titley
Liaison Meetings (CALC Allerdale, Lake District Partnership Parish Forum & Derwent 7	Councillor Susan Leighton Councillor Martin Pugmire Councillor Paul Titley

<u>SCHEDULE OF MEETINGS 2017</u>	
15th JUNE	TOWN COUNCIL MEETING
13th JULY	CHARITABLE TRUST MEETING
20th JULY	TOWN COUNCIL MEETING
17th AUGUST	TOWN COUNCIL MEETING
14th SEPTEMBER	CHARITABLE TRUST MEETING
21st SEPTEMBER	TOWN COUNCIL MEETING
19th OCTOBER	TOWN COUNCIL MEETING
9th NOVEMBER	CHARITABLE TRUST MEETING
16th NOVEMBER	TOWN COUNCIL MEETING
21st DECEMBER	TOWN COUNCIL MEETING
<u>SCHEDULE OF MEETINGS 2018</u>	
11th JANUARY	CHARITABLE TRUST MEETING
18th JANUARY	TOWN COUNCIL MEETING
15th FEBRUARY	TOWN COUNCIL MEETING
8th MARCH	CHARITABLE TRUST MEETING
15th MARCH	TOWN COUNCIL MEETING
19th APRIL	ANNUAL PARISH 6.30PM – 7.30PM TOWN COUNCIL MEETING 7.30PM
17th MAY	ANNUAL COUNCIL MEETING 7.30PM
24th MAY	ANNUAL TRUST MEETING 7.30PM

KESWICK TOWN COUNCIL

RECORD OF MEMBER'S MEETING ATTENDANCES

2016/17

	ANNUAL MEETING	TOWN COUNCIL MEETINGS	CHARITABLE TRUSTS	ANNUAL PARISH	TOTAL
Number of meetings held	1	12	6	1	20
COUNCILLORS					
Councillor David Burn	1	11	5	1	18
Councillor Allan Daniels	1	12	6	1	20
Councillor Martin Jordan	1	10	5	1	17
Councillor Denstone Kemp	1	10	6	0	17
Councillor Graham Kendall ** co-opted 10 Nov 2016	N/A	4 of 6	1 of 3	1	6 of 10
Councillor Susan Leighton	1	10	6	1	18
Councillor Andrew Lysser	1	9	4	1	15
Councillor Tony Lywood	1	9	5	1	16
Councillor Duncan Miller	1	12	6	1	20
Councillor Adam Paxon	1	10	6	0	17
Councillor Peter Price ** resigned 15 Sept 2016	0	1 of 4	2 of 3	N/A	3 of 8
Councillor Martin Pugmire	1	8	4	0	13
Councillor Paul Titley	1	10	5	1	17

SCHEDULE OF CHARGES - 2017

The Town Council's current schedule of charges are: -

- Hire of the Council Chamber - £12.00 per hour + VAT
Free of charge for local voluntary groups (Keswick in Bloom, Suskes, and U3A) and Keswick Tourism Association

- Photocopying Charges for Keswick In Bloom, Keswick Tourism Association and Flood Recovery Group

5p per copy A4
10p per copy A3

- Photocopying Charges for the public

10p per copy A4
20p per copy A3

- Events Banner Advertising Space £50 per week per banner +VAT

- Hawthorns Allotment Rent £60 per annum per plot

KESWICK TOWN COUNCIL
18 MAY 2017

ANNUAL REVIEW OF STANDING ORDERS

It is customary, and advisable, to review Standing Orders annually and this is normally done at the Council's annual meeting.

Following recent discussion the following amendments have been incorporated into this draft for approval and adoption:

1. Distribution of agenda papers

Following a request from a number of Councillors for papers to be send out electronically, rather than in hard copy, an option has been included to permit electronic service of the summons and agenda to those Councillors who prefer to receive the information in this format NB this does **not** mean that **all** Councillors have to receive the papers electronically.

2. Matters to be raised by Councillors

In the absence of any definitive advice from NALC I have included an amendment to our own Standing Orders which enables Councillors to raise any urgent issues, with the consent of the Chair, at meeting, subject to a time limit and the proviso that no decisions can be made on these items.

Additional minor amendments have been made to update financial limits in line with the revised Financial Regulations and to reflect administrative changes. All amendments are shown in red on the attached draft. *(contact the office for a copy of the document)*

Councillors are asked to approve the suggested amendments and adopt the revised Standing Orders.

LW
110517

**Keswick Town Council
Annual Review of Effectiveness of Internal Financial Control
April 2017**

The above review was undertaken by Councillors Burn and Miller on the 10th and 19th April 2017.

Comments & Observations – Councillor Burn:-

I have carried out my review today (10th April) and believe that our Internal Audit arrangements conform with the guidance in "Governance and Accountability for Smaller Authorities in England: March 2016"

Comments & Observations – Councillor Miller:-

I have reviewed our system of internal audit and believe it conforms with the 'Local Council's Governance and Accountability Guidance'.

However I note that in 2015 Councillor Burn recommends, in the case of fraud, that the audit report should be issued to the Mayor, Trust Chairman, Clerk and the R.F.O. This seems fine in most cases but I would suggest that depending on the fraud discovered there should be some flexibility in whom the auditor reports too.

Perhaps Councillors could help me out on this caveat to my general approval of the review.

**TOWN AND PARISH COUNCIL INTERNAL AUDIT TESTING
KESWICK TOWN COUNCIL**

DRAFT INTERNAL AUDIT REPORT

VISIT: 8th - 9th MAY 2017

RFO: CATHERINE PARKER

YEAR ENDING: 31ST MARCH 2017

INTERNAL CONTROL	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
PROPER BOOKKEEPING	Is the cashbook maintained and up to date?	The Council operates the SAGE accounting system and transactions are updated on a regular basis – payments are normally made by internet banking which can only be processed by a file transfer from the SAGE system.	
	Is the cashbook arithmetically correct?	Yes	
	Is the cashbook regularly balanced?	The SAGE system is double entry and self-balancing.	
A) STANDING ORDERS AND FINANCIAL REGULATIONS ADOPTED AND APPLIED; AND B) PAYMENTS CONTROLS	Has the council formally adopted standing orders and financial regulations?	Yes – Financial Regulations were adopted at the meeting of 21 st April 2016. Standing Orders reviewed and unchanged at meeting of 25 th May 2016.	

INTERNAL CONTROL	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
	Has a Responsible financial officer been appointed with specific duties?	Yes – Catherine Parker. A comprehensive job description for her role has been drawn up.	
	Have items or services above the de minimus amount been competitively purchased?	Financial Regulations require quotations to be sought for expenditure between £1,000 and £25,000 and 3 estimates to be sought for items between £1,000 and £5,000. These limits are also applied to the two Trust accounts. Tenders seen for Christmas lights and floral displays.	
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes – comprehensive schedules are presented to the Council each month, for both the Town Council and the Trust accounts.	
	Has VAT on payments been identified, recorded and reclaimed?	Yes – reports from SAGE for all accounts are used to complete the online return to HMRC.	
	Is s137 expenditure separately recorded and within statutory limits?	Grants totalling £15,600 are recorded separately in the accounts.	
RISK MANAGEMENT ARRANGEMENTS	Does a review of the minutes identify any unusual financial activity?	No unusual activity seen.	

INTERNAL CONTROL	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
	Do minutes record the council carrying out an annual risk assessment?	<p>Comprehensive Risk Assessment prepared and adopted at the Town Council meeting on 16th February 2017.</p> <p>Separate inspections of play and other equipment are undertaken by Zurich and RoSPA but are the responsibility of the two Trusts. More regular inspection sheets are in place for use by staff for MUGA, play equipment, vehicles and general open spaces.</p>	
	Is insurance cover appropriate and adequate?	<p>Comprehensive policy with Zurich for the year ended 13th May 2017 at a premium cost of £9,161. This includes property of the two Trusts. Cover includes Public Liability £15m, Employers liability £10m, Fidelity Guarantee £1m, Money £250k. Also cover for 3 vehicles that are recharged to Hope Park Trust.</p>	
	Are internal financial controls documented and regularly reviewed?	<p>These are detailed in Financial Regulations. In addition copy bank reconciliations are sent to the Clerk and a nominated Councillor each month.</p>	
BUDGETARY CONTROLS	Has the council prepared an annual budget in support of its precept?	<p>Yes – budget for 2017/18 considered at 15th December 2016 meeting and a precept of £220,930 agreed – an increase of 9.61% on 2016/17.</p>	
	Is actual expenditure against the budget regularly reported to the council?	<p>Yes – reports prepared and presented to Council quarterly at April, July, October and January meetings.</p>	

INTERNAL CONTROL	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
	<p>Are there any significant unexplained variances from budget?</p>	<p>No significant variances – total income 7.25% above budget and total expenditure 2.01% above.</p>	
	<p>Are reserves adequate or excessive?</p>	<p>The Town Council has year end reserves that are very roughly the equivalent of its annual expenditure.</p>	<p>The Council consider whether there is a need to maintain balances at their current level and, if so, whether there is a need to earmark part of them for specific purposes.</p>
<p>INCOME CONTROLS</p>	<p>Is income properly recorded and promptly banked?</p>	<p>Yes – at 25th May 2016 meeting the Schedule of Charges was agreed with no changes except for A3 photocopying charges which were increased to 20p per copy.</p> <p>The Council also receives rent from Allerdale Borough Council for Walker Park but there is only an informal agreement in place for this. However, there are plans to produce a formal lease in the near future.</p>	
	<p>Does the precept recorded agree to the Council Tax authority's notification?</p>	<p>Yes – Precept and Council Tax Support Grant received in two instalments in line with notifications received from Allerdale Borough Council.</p>	
	<p>Are security controls over cash and near-cash adequate and effective?</p>	<p>Yes – very little cash income, but the Council has a safe and most income is banked on receipt.</p>	

INTERNAL CONTROL PROCEDURES	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
PETTY CASH PROCEDURES	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Yes	
	Is petty cash expenditure reported to each council meeting?	Yes- reimbursements made by cheque and included on schedules approved by Council.	
	Is petty cash reimbursement carried out regularly?	Yes	
PAYROLL CONTROLS	Do all employees have contracts of employment with clear terms and conditions?	Yes	
	Do salaries paid agree with those approved by the council?	Salaries paid were reviewed by the Staffing Committee and agreed by the Town Council at its Budget meeting on 15 th December 2016. Any changes are communicated to the payroll provider.	
	Are other payments to employees reasonable and approved by the council?	No other payments to staff seen.	
	Have PAYE/NIC been properly operated by the council as an employer?	Payroll operated by Cumbria Payroll Services Ltd.	

INTERNAL CONTROL	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
ASSET CONTROLS	Does the council maintain a register of all material assets owned or in its care?	Yes – on a spreadsheet. Total value at 31 st March 2017 of £26,816. Mainly office equipment and chains of office as all play equipment and property in Parks are covered by Trust accounts.	
	Are the assets and investments registers up to date?	Yes – includes additions totalling £2,664 in the year and disposals of £132.	
	Do asset insurance valuations agree with those in the asset register?	Amount of Town Council cover (£24,284) agrees to fixed assets register at 1 st April 2016.	
BANK RECONCILIATION	Is there a bank reconciliation for each account?	Yes.	
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes – on receipt of bank statements.	
	Are there any unexplained balancing entries in any reconciliation?	No.	
	Is the value of investments held summarised on the reconciliation?	£100 invested in CKP Railways Bond in Nov 2000.	

INTERNAL CONTROL	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
YEAR-END PROCEDURES	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Accounts are produced on an Income and Expenditure basis.	
	Do accounts agree with the cashbook?	To be reviewed following preparation of accounts.	
	Is there an audit trail from underlying financial records to the accounts?	To be reviewed following preparation of accounts.	
	Where appropriate, have debtors and creditors been properly recorded?	To be reviewed following preparation of accounts.	
OTHER ISSUES	Is the Council registered with the Information Commissioner?	Yes - registration number Z9451946 expiring 25 th April 2017. Subsequently renewed for a further year.	
	What arrangements does the Council have for the back up of computer files?	Cloud backup installed Nov 2016. Documents can be retrieved from a previous backup if deleted in error.	

INTERNAL CONTROL	SUGGESTED TESTING	FINDINGS	RECOMMENDATIONS
	<p>Does the Council have responsibility for any Trust Funds? If so, are they independently examined?</p>	<p>The Town Councillors are trustees of the Hope Park and Fitz Park Charitable Trusts (registered charity numbers 503465 and 520327 respectively).</p> <p>The trust accounts are administered by the Council and maintained on the SAGE system and a considerable number of recharges for payroll and administration are made between the various accounts. In addition the Council recovers VAT on behalf of expenditure incurred by the Trusts.</p> <p>Both trusts are independently examined by Frances Clark ACA of Keswick Accountants and the accounts for the year ended 31st March 2016 were reviewed.</p>	

Responsible Finance Officers Report

Payment of Accounts

At the Town Council meeting held in April it was resolved to exclude voucher number 249 from the payment of accounts, this was payable to Allerdale Borough Council amounting to £4543.98 for election expenses.

I sent a letter to Alison Parker stating the following:-

The Town Council would like to challenge this invoice and are treating this as a disputed account due to the lateness in receipt of this invoice (received by the Town Council on 24th March 2017, almost 2 years after the election took place) and given that the election took place on the same day as the General Election. The polling stations would already be manned for the General Election; therefore no more staffing, travelling, room hire and other election costs would have been incurred as a result of the Town Council election, with the exception of polling cards.

Please could you send the Town Council an itemised account for the amount stated on the invoice along with an explanation of the recharges made, plus a reason for the lateness in receipt of this invoice.

The reply from Alison received 2nd May 2017 is set out below:-

Hi Catherine

Thanks for your email and I apologise for the delay in getting back to you. Below is a breakdown of the invoice:

Keswick Town Council		
Category	Sub-Total	Total
The Count	-	494.21
Accommodation / Equipment	56.23	
Verification Staff	142.56	
Count Staff	295.42	
Polling Stations	-	1,108.07
Hire of Polling Stations	175.33	
Polling Station Equipment	205.29	
Polling Station Staff	727.45	
Postal Votes	-	1,712.27
Postage	560.24	
Postal Vote Staff	844.03	

Postal Vote Equipment	308.00	
Poll Cards	-	702.61
Printing	83.49	
Postage	619.12	
Returning Officer	-	130.26
Ballot Paper Printing	-	396.55
Total Recharge		4,543.97

I understand the section of your letter that refers to the polling station already being manned for the General Election, however the costs have to be divided by the number of individual polls taking place as we can only claim the portion relating to the General Election from the Electoral Claims unit. For example if there is a Parliamentary Election a Borough Election and a Town Council Election all the costs will have been split equally between the three polls.

The invoices were issued as soon as we have received confirmation that the Elections Claim unit had accepted our claim relating to the costs of the Parliamentary Election.

If you need any more information, please let me know.

Thanks Alison

Resolution required by the Town Council

The Town Council is therefore asked if they will accept the explanation given by Allerdale Borough Council and that they will now approve the invoice for payment using the Kaswick Town Council budget heads suggested at the April meeting, details below:-

Approval is needed for virements to be made from budget underspends to be allocated to the following budget heads to cover this amount:-

- *Communications £1,200.00*
- *Contingency £2,222.71*
- *Floral Displays £121.27*
- *Professional Advice £750.00*
- *Event Banner Expenditure £250.00*

Total £4,543.98

Catherine Parker
Responsible Finance Officer
May 2017

KESWICK TOWN COUNCIL
18TH MAY 2017

CLERK'S REPORT

Street Trading

At the last meeting it was resolved that Allerdale's Town Centre Manager for Keswick, Joe Broomfield, be invited to the next meeting to advise on ways in which the problem of itinerant street traders might be dealt with. Unfortunately Joe was unable to come to this meeting but has promised to attend the meeting on 15th June and will provide a report on a potential byelaw and Allerdale's updated street trading policy.

NALC Chief Executive's Bulletin and the General Election

The last NALC Chief Executive's bulletin reported that the political parties were called on to consider how they could best put communities in control in their General Election manifestos. Three questions were put to the party leaders:

- How will devolution be maximised with powers and responsibilities devolved to the lowest and most local level?
- How will proposals encourage more people to get involved and engaged in their local communities, building resilience, empowering neighbourhoods and engaging more people in local democracy?
- How will proposals ensure key local discretionary services from public conveniences to children's centres, from libraries to local festivals, continue to be provided during this continuing period of financial austerity?

A copy of the letter from the Chairman of NALC to the leaders of all the political parties is attached. County associations, councils and councillors are asked for their support by asking these three questions of local candidates.

Planning Related Site Visits

The latest edition of the 'Clerk' magazine (published by the Society of Local Council Clerks - SLCC) offers advice for Councillors when undertaking planning visits. It would appear that few Parish Councils have formal procedures governing the site visits. The article stresses the following:

- A site visit is essentially about gathering information – it is not a decision-making forum
- To avoid any risks of being seen as impartial or unfair when undertaking a site visit, discussing the planning application with an applicant or third party should be avoided
- Avoid expressing opinions or views to anyone (including other members) during the course of the site visit.

The article contains a reminder that Parish Councils do not have any legal powers of entry onto private land to inspect for particular planning purposes, and that sites should be viewed from publicly accessible vantage points to avoid trespass.

The SLCC will be producing a briefing note on this issue for members.

- TO THE LEADERS OF ALL THE POLITICAL PARTIES -

28 APRIL 2017

PUTTING COMMUNITIES IN CONTROL

As you write your manifesto for the General Election on 8 June I am urging you to consider how you will put communities in control of their areas and shift more power down to local people.

This General Election, post Brexit, provides an important opportunity for the main political parties to set out a vision of how communities, neighbourhoods and residents can be more engaged in and have a real say over those issues which are best dealt with at a local level.

Accordingly, the National Association of Local Councils (NALC) wants to see the following three big questions addressed in General Election manifestos.

Firstly, how will devolution be maximised with powers and responsibilities devolved to the lowest and most local level?

Secondly, how will proposals encourage more people to get involved and engaged in their local communities, building resilience, empowering neighbourhoods and engaging more people in local democracy?

And finally, how will proposals ensure key local discretionary services from public conveniences to children's centres, from libraries to local festivals continue to be provided during this continuing period of financial austerity?

Local councils are the backbone of our democracy and at the heart of many communities. They provide our neighbourhoods, villages, towns and small cities with a much needed democratic voice and structure for engaging with local people to take action to improve their area. We are asking our 10,000 councils and 80,000 councillors to join our call by asking the above questions of parliamentary candidates, including during local debates.

However, NALC offers the political parties and the next government three simple answers to these big questions, supported by a range of specific measures, to put communities in control through stronger local democracy with fairer funding and more powers to engage with local people and help improve the social and economic vitality of local areas.

Stronger local democracy:

- Further measures to support the creation of new local councils including a 'community right of appeal', mandatory use of referendums, investment in a national support programme and mandatory governance reviews as part of devolution deals.
- Introduce a local democracy programme aimed at encouraging more people to become councillors, making it easier for people to stand and serve, gathering elections data and promoting contested elections, undertaking a census survey of councillors and establishing a national democracy fund.
- Strengthen the standards regime to allow local councils to impose sanctions for breaches of the code of conduct.
- Production of an improvement strategy for local councils to provide a framework for good governance, community engagement and council improvement, along with government investment and support.

More powers:

- The role of local councils in the planning and licensing system should be strengthened through new consultation and appeal powers, along with new support and further incentives to promote the take-up of neighbourhood planning.
- The government should develop and promote examples of joint working and devolution between principal councils and local councils including onward devolution of services, and introduce a new 'right to engage' to help local councils work more equitably and effectively with principal councils and other public services.
- The government should undertake a review of the Localism Act 2011, in particular the general power of competence, removing any barriers and promoting greater use of this 'power to innovate'.
- Reform outdated laws governing the administration of local councils through a Parish Councils Bill, including new powers to deliver local services.
- Give communities and local councils the power to adopt new governance models such as having a leader/cabinet.

Fairer funding:

- Renewed action by the government to ensure council tax support funding is passed on to local councils by principal councils, either by identifying funding in the local government financial settlement, issuing statutory guidance or passing funding on to local councils directly.
- Council tax referendum principles should not be extended to local councils and the power of the secretary of state in the Localism Act 2011 should be repealed.
- Reform of the business rate system to provide a 5% share for local councils to help them support local economic development, regeneration and growth, extension of the business rate retention pilots to include local councils, and the exemption of public conveniences from non-domestic rates.
- Ensuring communities benefit from development through stronger measures to provide local councils with a share of Community Infrastructure Levy, New Homes Bonus and underground exploration funding.

We would of course be happy to discuss our questions and ideas with you at any time.

Yours sincerely,



Cllr Sue Baxter
Chairman

Notes of the Derwent 7 meeting held on 24th April 2017 at 19:00 in the Keswick Quaker Meeting House

Present: Bob Kemp (In the Chair)
Becx Carter- Derwent 7 Administrator
John Stephens- Bassenthwaite Parish Councillor.
Susan Leighton- Keswick Town Council
Paul Tittley-Keswick Town Council
Bob Vidler- St John's Castlerigg & Wythburn
Jim Wilson- Underskiddaw Parish Council
Ian Hinde- ABC
Mike Heaslip-ABC
Phil Dunn & Hazel Broatch- Rural Cumbria Connects Consultants

The meeting was quorate with representation present from at least three parishes.

1. Apologies

Apologies were received from Dr G Davies of Above Derwent Parish Council.

2. Election of a New Chairperson

Susan Leighton Proposed Mr B Kemp, **resolved** by all present that Mr B Kemp be elected as Chair person for a further two months (until October) when his two years will be completed.

Action: Clerk to agenda the position of Chair for the October meeting.

3. Election of Honorary Treasurer

No nominations were received for this post as such it remains vacant.

Action: Clerk to agenda this for the next D7 meeting for consideration/nominations.

4. Approval of Minutes from 30th January 2017 Minutes

Resolved by all present that the minutes be approved and signed by Mr B Kemp as a true and accurate record.

Action: Clerk to upload them to the website.

5. County & District Council Matters

Mr M Heaslip attended and updated those present on the Allerdale Area Profile for the Keswick Area. This is a working document that is updated every two years based upon nationally available data e.g. census information, but also based on survey responses from a random sample selection of Allerdale residents.

The aim of the survey is to look at some of the more subjective opinions about various issues and collate them along with the more quantitative data to produce reports covering the 7 Allerdale areas that are area specific. The document then has a summary which makes a series of presumptions based upon the data about the key issues within an area and how they fit with Allerdale Plans & Policies and how Allerdale Borough Council can help address any of these issues.

The Allerdale Area Plan for the Keswick area includes the 6 Derwent 7 Parishes (minus Threlkeld which is a part of Eden).

Mr M Heaslip spoke to the report and drew the attention of those present at the meeting to a number of key pages in the document (pg 13 and pg 16). Including the key priorities identified within the document (which were all housing related, linking to high proportion of second home/holiday home usage, unmet housing need, and major housing affordability issues).

Mr M Heaslip asked that the Derwent 7 Parishes either collectively or individually feed back to him & Ian on this draft plan, things that have been missed, things that are important that haven't been captured etc.

It was noted that flooding was not specifically asked about in the questionnaire and as such had not rated as of high importance/high need for action to be taken.

Mr M Heaslip agreed that some form of question on flooding would be asked in the next residents survey in circa 18months time (Sept 2018).

Mr Heaslip noted that many of the issues identified in the responses to the survey as being of high importance/impact were outside the control of ABC but that ABC would use this information to continue to try and lobby other relevant bodies.

It was noted that many of the issues linked together high living costs/low wages/un met housing need etc and that in the past these had been helped by designation from central government as development areas/enterprise zones. Mr Heaslip noted that many of these designations/avenues of support ceased to exist following Mr Osbornes budget cuts and are unlikely to return any time soon.

ABC do have a 500k investment pot to support local businesses, and also have a property development arm that can consider the building and then subsequent leasing/part sale to new factories if required.

Action: All to feed in any comments either direct to Mr M Heaslip/Ian Hinde or via Becx/Bob as part of the Derwent 7.

Action: Ian to circulate the document to the Clerk for distribution electronically.

6. Update on action points from previous meetings

Becx Carter informed the meeting that all actions attributed to her had been completed.

7. Finance

1) **Resolved** that the following cheque be signed and paid:

Keswick Quaker Meeting House- £30 room hire for this meeting

The invoice was available to view and checked by Bob Kemp, **resolved** by all present that the cheques be signed by two signatories (Bob Kemp & Becx Carter)

Action: Clerk to pay this account.

2) **Resolved** that it be noted that ABC had paid £1550 to the Derwent 7 for on-going running costs for 2017-18.

Thanks was noted to ABC for this donation towards the on-going running costs.

3) Approval of balance of the bank account

This was checked & signed by Bob Kemp and noted as £2,284.02 at 31st March 2017

4) Approval and signing of the Annual Accounts ending 31-3-17

These had been circulated to all in advance of the meeting.

Resolved by all present that these be approved and signed.

8. Consider potential projects/areas of work

Update on the Micro AD project.

Hazel & Phil provided a brief update on this feasibility study.

Phase 1 of the study is now nearly complete (the distribution of leaflets to all households within the D7, initial discussions with possible host sites, and the opportunity to view a Mini AD). The overwhelming feeling from this part of the feasibility study has been positive towards the project.

The next stage that is currently underway is working through the long list of sites to try and narrow them down. One positive already established is sourcing the food waste is not going to be a problem, many commercial waste establishments would relish an opportunity to get rid of waste in a different way.

In addition it has become clear that getting rid of the digestate as a fertiliser shouldn't be a problem with a number of organisations already expressing interest.

In the Keswick locality discussions are also on going with the Social Enterprise that is now running the Central Car Park toilet block around if a Keswick based unit could be run/managed by a Social Enterprise and create a job/part time job.

Once the long list is narrowed down to a shortlist then a more detailed look at each site will take place, looking at the specific issues to each site including planning, business case etc.

Hazel did note that whilst the project had been received positively and there was significant support for it, an on-going part of the process is managing the expectations of concerned individuals about smell/vermin etc (there should be neither as the units are sealed units and by their nature work anaerobically so smells shouldn't materialise, and vermin shouldn't be an issue as long as when the AD is filled any minor spillages are cleared straight away).

Hazel confirmed that the management of the units would also be considered during the more detailed consideration stages, in Keswick it is likely that it would be sufficiently sized to warrant a person being employed, in other areas a volunteer management process maybe a better option.

Mr H Heaslip voiced strong support for this project, as food waste is one of the harder types of waste for a waste management authority such as Allerdale to deal with. Mr Heaslip requested that Hazel and Phil contact him in due course to have further discussions on the matter.

9. Feedback from Parish Councils on relevant issues.

None

10. Date & Time of Next meeting.

Monday 26th June 2017 at 19:00 – Keswick Quaker Meeting House if available.

Action: Clerk to book a venue and circulate time & date to all.

Action	Owner
Action: Clerk to agenda the position of Chair for the October meeting.	Becx
Action: Clerk to agenda the position of Honorary Treasurer for the next D7 meeting for consideration/nominations.	Becx
Action: Clerk to upload the minutes to the website.	Becx
Action: All to feed in any comments either direct to Mr M Heaslip/Ian Hinde or via Becx/Bob as part of the Derwent 7.	All
Action: Ian to circulate the document to the Clerk for distribution electronically.	Ian/Becx
Action: Clerk to pay this account.	Becx
Action: Clerk to book a venue and circulate time & date to all.	Becx

Keswick Town Neighbourhood Plan

Steering Group Meeting Notes

Date: 8th May 2017

Time: 5.30pm

Location: Council Chamber, KTC offices

Present: Revd Charles Hope (CH) (St Johns Church) - Chair
 Paula Allen (Lake District National Park Authority)
 Councillors Allan Daniels/Martin Pugmire/Paul Tittle (AD/MP/PT)
 Bill Bewley (Keswick Community Housing Trust) (BB)
 Shelagh Hughes – Headteacher, St Herbert's School (SH)
 Gary Lovatt (Federation of Small Businesses and Keswick hotelier) (GH)
 Jim Wilson (Chair, Underskiddaw PC) (JW)
 Tom Woof (Prospus) (TW)
 Lynda Walker (Town Clerk) (LW)

Apologies: Councillor Tony Lywood

No.	Item
1.	Welcome and introductions took place.
2.	Minutes of last meeting- the minutes of the last meeting held on 28 th February 2017 were agreed as a correct record (subject to correcting the spelling of Bill Bewley's name).
3.	Designation of area - LW confirmed that the Clerk to Underskiddaw PC had received the wording from TW for the resolution from their next meeting on 10 th May 2017 to agree the inclusion of part of Underskiddaw Parish in the designated area.
4.	<p>Lake District National Park Authority (LDNPA) – Review of Local Plan Paula Allen updated on the progress of the Local Plan review which had started early last year. Parishes had been consulted on issues affecting them and evidence was now being collected to support the issues and challenges identified. The focus would then be on setting out options available before testing these with members and compiling a consultation document. Progress and evidence so far could be viewed on a live website.</p> <p>This review would be taking place in parallel with the development of the Keswick Neighbourhood Plan and there may be an opportunity to address some issues affecting Keswick in the revised Local Plan. TW explained that Neighbourhood Plan policies must sit within National Park strategic policies contained in the core strategy i.e. be in 'general conformity' with them so timing was important. It may be better to wait for the revised Local Plan rather than work with the existing plan.</p> <p>PA explained that the LDNPA has a statutory responsibility to advise and assist Neighbourhood Planning groups and may be able to help with resources through the Local Plan review. She stressed that any measures proposed in the Neighbourhood Plan should demonstrate how they would address the issues of concern and contribute to achieving the vision identified.</p>

5.	<p>Process</p> <p>CH outlined the process for the preparation of the Plan as follows:</p> <ul style="list-style-type: none">• Designate area• Identify issues• Obtain evidence (to demonstrate where the issues have come from) <p>Sources of evidence were suggested e.g. housing - Allerdale Borough Council. Tourism – issues Keswick Tourism Association, business -Federation of Small Businesses and Keswick Retailers Association.</p> <p>CH suggested that issues be listed and then categorised as planning or non-planning, using the recent KTC Business Plan and Underskiddaw Parish Plan as a starting point. It was agreed that an email be circulated to relevant agencies to establish 'What issues affect the life of Keswick that can be addressed through the planning process' and that views be sought via the Keswick Reminder. Everyone was asked to feed in to the list of organisations/agencies.</p>
6.	<p>Date of Next Meeting</p> <p>It was agreed to hold the next meeting on Monday 10th July 2017 at 5.30 pm in the Council Chamber when the responses to the request for issues would be reviewed.</p>

Lynda Walker

Subject: FW: FAO Lynda Walker, Town Clerk and Keswick Reminder re Victims of the Kerb

On 30 Apr 2017, at 17:03, David and Glenda Miller <fayreholm@gmail.com> wrote:

Hello Alison,

Thank you for your email.

The Town Council has no more powers than a parish council unfortunately. To get something done about Market Square I know they are going to need vocal support from the public, that includes the relatively small number of Keswick residents and the huge number of visitors.

It would be very helpful if you would allow me to forward your email to Keswick Town Council and to the Keswick Reminder. Better still if you could contact them yourself that would be great, the addresses are:

Lynda Walker, Keswick Town Clerk - office@keswicktowncouncil.gov.uk

Keswick Reminder - news@keswickreminder.co.uk

We'll see how things develop over the summer.

David Miller

On 30 April 2017 at 09:24, Alison Ancrum <alisonancrum@ymail.com> wrote:

Dear Mr Miller

I saw your letter in the Reminder today and was delighted that you had voiced your concerns about the town centre. Hurrah! Has no-one done this before?! The pavement is so dangerous that I am surprised that the locals haven't had a protest march.

I only happened to see your letter because I'm here this week visiting from Gloucestershire and it made me wonder just how many of us pass in and out of Keswick, having sustain a fall while here (as I did) and then limp away to nurse our injuries back at home, feeling very miserable, taking months to fully recover and vouching never to return! Therefore I should think that gathering statistics as you have suggested would be difficult. Meanwhile while this is being done, injuries continue to happen?

How can anyone wander aimlessly down the street on a market day, looking at the stalls, avoiding other pedestrians who are often unpredictable in their movements as well as the numerous pushchairs, children, dogs (with their leads) and also take serious note of the unexpected under foot? It feels saver up on the fells!! Where is health and safety in all of this?

I'm not sure how I can help but to highlight the fact that it has tainted my view of Keswick and my enthusiasm for encouraging others to visit.

I wish you every success and hope that change takes place very soon so that visitors can enjoy the town centre and not leave hating the place.

Kind regards

Alison