

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
CA12 5JS
017687 73607

14th June 2018

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on **Thursday 21st June 2018 at 7.30pm**. The press and public are welcome to attend.



Lynda Walker
Town Clerk

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 17th May 2018 (pages 1-6).
- 3. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 4. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

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

- 5. Police Report**
To receive the report of the Allerdale Rural Neighbourhood Policing Team - a Police Community Support Officer will attend when on duty and available.
- 6. Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 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.
- 7. Matters to be raised by 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.

- 8. New Deputy Mayor's Chain of Office**
Brian Fulton will present the new chain of office for the Deputy Mayor.
- 9. Proposed On Street Parking Scheme**
Steph Davis-Johnston of Cumbria County Council will be present to summarise the proposals for the introduction of an on street parking scheme in the Blencathra Street area of Keswick.
- 10. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
 - ii) To receive update on National Park planning decisions.
- 11. Mayor's Engagements**
To receive details of the Mayor's engagements and meeting attendance for the period 11th May 2018 – 14th June 2018.
- 12. 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
- 13. Payment of Accounts**
To confirm the payment of accounts for June 2018 as approved by the Inspection Committee (to be circulated at the meeting):
 - i) For the Town Council
 - ii) For the Trustsand to note the Rota for Attendance of Members for Inspection of Accounts 2018-19.
- 14. Annual Governance and Accountability Return (AGAR) – Section 1**
To approve and authorise the Chairman to sign section 1 - Annual Governance Statement 2017-18 - of the AGAR.
- 15. Annual Accounts**
To approve and authorise the Chairman to sign the statement of accounts for the year ending 31st March 2018.
- 16. Annual Governance and Accountability Return (AGAR) – Section 2**
To approve and authorise the Chairman to sign section 2 - Accounting Statements 2017-18 – of the AGAR.
- 17. Internal Auditor's Report for Year Ending 31st March 2018**
To receive the report of the Internal Auditor for the year ending 31st March 2018.
- 18. Living Lakes - Local Plan Review**
To agree the Council's response to the consultation on the review of the Local Plan for the Lake District National Park.
- 19. Clerk's Report**
To consider the Clerk's report.
- 20. Representatives on Outside Bodies**
To note the rota for reporting to Council.
- 21. Minutes of Committee Meetings**
To receive for information the minutes of the Events Committee meeting held 22nd May 2018.
- 22. Correspondence**
To consider the following correspondence:
 - i) Cumbria County Council – Tour of Britain Community Projects

- ii) Cumbria County Council – Restoration of traditional highway directional signs and milestones

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

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

23. Christmas Lights

To consider the report of the Responsible Financial Officer.

24. Mayor's Report

To consider the report of the Mayor.

25. Minutes of Staffing Committee

To receive for information the Minutes of the Staffing Committee meeting held on 25th May 2018.

KESWICK TOWN COUNCIL

Minutes of the Annual Meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 17th May 2018 at 7.30pm.

Present:

Chairman
Councillor David Burn

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Tony Lywood	Susan Leighton	Duncan Miller
Jean Murray	Adam Paxon	Martin Pugmire

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press and 16 members of the public.

Prior to the start of the meeting Hanna Latty, Team Leader Strategy and Planning Policy at the Lake District National Park Authority, delivered a presentation about the Local Plan Review which was open for public consultation from 8th May to 29th June. The main headings and targets were outlined and Hanna explained that the Plan contained policies for each of the five Distinctive Areas of the National Park covering the unique issues and opportunities in each area. 25% of all development was contained within the North Distinctive Area and there were showcase areas proposed in Keswick and Borrowdale to include the Lakeshore. She encouraged everyone to view the on line map and said that consideration could be given to extending the consultation period in certain circumstances.

At the start of the meeting the outgoing Mayor, Councillor Susan Leighton, paid tribute to Roger Purkiss, who had been a long serving member of the Town Council and Mayor of Keswick three times. A minute's silence followed.

Councillor Leighton then thanked the staff and Councillors for their support during her year of office and congratulated all volunteers who contributed so much to community life. She had fulfilled her undertaking to knit 100 poppies for the Remembrance display and was pleased to report that she had raised almost £2,000 for her chosen charity, MIND, with more donations still to be received.

1. Election of Chairman (Town Mayor)

There being only one nomination it was **RESOLVED** that Councillor David Burn be elected as the Chairman (Town Mayor) for the ensuing year. Councillor Burn made the statutory Declaration of Acceptance of Office. The Mayor thanked Councillor Leighton for all her hard work during her Mayoral year and presented a photograph album recording her year in office prepared by the Mayor's consort. He also paid tribute to Roger Purkiss, who had carried out his civic duties with good humour and commitment. He announced that his chosen charity for the year would be Pets Lifeline.

2. Election of Deputy Chairman (Deputy Mayor)

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

3. Presentation of Mayor's Cadet

The Mayor's Cadet for the year, Ed Mallinder, was presented to the Mayor who congratulated him on being chosen for the role.

4. Apologies

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

5. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 19th April 2018 (pages 55-59).

6. Requests for Dispensations

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

7. Declarations of Interests

No declarations of interests in respect of items on the agenda were received.

8. 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 2018 with 7 anti-social behaviour incidents reported during the month (this compared with a total of 25 incidents for the same period in 2017). PCSO Catherine Smith was in attendance and answered questions from Councillors.

9. Matters to be received from the Public

A member of Above Derwent Parish Council raised the issue of the new signage on Longbridge at Portinscale and advised that overnight parking by motorhomes was still taking place in this area. He also raised the subject of parking for disabled drivers in Keswick, in particular at Derwent Close, which he felt should have a three hour limit. County Councillor Lywood agreed to take this issue up.

Representatives of Keswick Ministries and Keswick Tourism Association outlined details of a new loyalty scheme – ‘Friends of Keswick’ – which was to be introduced soon. The aim of the scheme was to encourage visitors to the town to use local businesses and to make purchases from participating outlets where they would receive a stamp on a card. A ‘Friend of Keswick’ badge would be awarded when the relevant number of stamps were collected and participants would be entered into a prize draw. Details of the scheme would be placed in the Convention handbook, but it was emphasised that it was available to all visitors for the holiday season, not just during Convention. The Town Council was asked to support the scheme and encourage the town as a whole to do likewise.

10. Matters to be received from Councillors

Councillor Lywood expressed disappointment with the distribution of the United Utilities Legacy Fund to date and said that he would like to see more grants directed towards the Keswick area, which was suffering the greatest disruption.

Councillor Murray updated on the reinstatement work to the Market Square following the work carried out by Electricity North West and said that she would continue to monitor the situation.

11. Applications for Development

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

Plan Ref.	Description of Development
	Location
T/2018/0046	Crown raise & prune 5 beech trees. Thin out holly & self seeded saplings The Coach House, Chestnut Hill <i>Support - appropriate management</i> SUPPORT
7/2018/2051	Two storey side extension - Amended plans Mount View, 12 Fenton <i>Neutral – Concerns over close proximity to neighbours</i> NEUTRAL <i>Objection letter received - 10 May 2018</i>
7/2018/2056	Demolition of existing single storey flat roofed day room extension. Erection of a single storey extension with internal remodelling to existing In-Patient Ward. Extension of existing hardstanding to provide additional car parking

Mary Hewetson Cottage Hospital, Crosthwaite Road
Support - essential addition to hospital. Sympathetic plan
SUPPORT

7/2018/2057 Erection of two-storey side extension, to the outrigger to create additional living accommodation to create an annex to the main dwelling, and demolish the existing garage and summer house and erect a detached wooden building, for domestic use Fern Lea, Penrith Road
Object - support for two-storey side extension but strong reservation on wooden building for 'domestic use'. Would like further information on use of wooden building.
OBJECT

7/2018/2084 Conversion of existing car park & passage at rear of pub to beer garden - resubmission of 7/2017/2339
 The Chief Justice of the Common Pleas - 2-6 Bank Street
Object - for the following reasons (the fundamental objections remain):

- *given the pressure on car parking in Keswick it is unwise to sacrifice parking provision for a pub extension when that pub already has substantial external areas*
- *Increased noise and disruption in a residential area*
- *Scale of the development is too large and out of place in a residential area*
- *Development is located in a conservation area (some of the building is listed)*
- *Additional lighting installed could be a distraction to vehicles on the highway*

Note - Representations were once again made at the meeting by residents living in close proximity to the development who also presented a petition.
OBJECT

7/2018/2085 Change the use of existing retail premises to A5 take-away and installation of extraction ductwork
 United Norwest Co-op Ltd, 25 Main Street
Support - better than an empty shop
SUPPORT

7/2018/2089 Change of use of existing retail premises to A5 take-away and installation of extraction ductwork – listed building consent
 United Norwest Co-op Ltd, 25 Main Street
Support - better than an empty shop
SUPPORT

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

12. Living Lakes - Your Local Plan Review

Consideration was given to establishing a working group to study the documents of the Local Plan review and advise the Council on its consultation response.

RESOLVED that a Local Plan Review Working Group be formed comprising members of the Planning Group (Councillors Daniels, Miller and Titley) supplemented by Councillors Jordan, Leighton, Lywood and Paxon, to study the documents and report back to the Council on issues affecting Keswick.

13. Mayor's Engagements

RECEIVED details of the Mayor's engagements and meeting attendance for the period 13th April 2018 – 10th May 2018.

14. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Lywood reported that negotiations regarding the proposed sale of the Moot Hall to the Battersby Trust were progressing.
- ii) Cumbria County Council – Councillor Lywood and Councillor Burn reported that meetings had taken place regarding the relocation of campervans from Longbridge to Church Lane following the erection of 'No Overnight Parking' signs. As a result of these, similar signage was to be placed on Church Lane. The issue of speeding on High Hill and Chestnut Hill had also been raised, however neither of these locations currently met the criteria for fixed signage. The use of a camera van and Speed Indication Device had been offered for Chestnut Hill which could lead to the provision of a permanent sign in due course.
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative – Dr Geoff Davies submitted a written report.

15. Car Parking Problems in Keswick

Consideration was given to a request from the Annual Town Meeting for the Town Council to write to the authorities concerned to press for a strategic review of parking in the town which would address all parking issues not just 'backstreet' parking. Glenn Savage of Fair Parking for Keswick expressed disappointment that their petition to the County Council asking for this had been ignored with the exception of a proposal to introduce on street parking restrictions.

RESOLVED that the County Council be asked for details of their proposals to address parking issues and to carry out a strategic review with the other relevant authorities to include on and off street parking.

16. 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.

17. Standing Committee and Working Group Members

- i) Staffing Committee
RESOLVED that the Staffing Committee comprise five Councillors, to include ex officio the Mayor and the Chair of the Parks Trusts plus Councillors Daniels (Deputy Mayor), Miller (Trust Vice Chair) and Murray.
- ii) Events Committee
RESOLVED that Councillors Burn, Daniels, Lywood and Titley be appointed to the Events Committee.
- iii) Planning Group
RESOLVED that Councillors Daniels, Miller and Titley be appointed to the Planning Group.

18. Outside Bodies & Liaison Meetings

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

The Battersby Charity	Councillor Tony Lywood
Cumbria Theatre Trust	Councillor Martin Pugmire
Keswick Community Emergency Recovery Partnership	Councillor Martin Pugmire
Keswick Tourism Association	Councillor Paul Titley
Keswick Youth Centre	Councillor Graham Kendall
Keswick Fair Trade Committee	No representative required.
Keswick Flood Action Group	Councillor Martin Jordan
Keswick Convention Town Liaison Group	Councillors Jean Murray and Adam Paxon
Liaison Meetings (CALC Allerdale, Lake District Partnership Parish Forum)	Councillor Susan Leighton Councillor Martin Pugmire Councillor Paul Titley

19. Schedule of Meetings 2018/19

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)

21 st June 2018	Town Council Meeting
12 th July 2018	Charitable Trust Meeting
19 th July 2018	Town Council Meeting
16 th August 2018	Town Council Meeting
13 th September 2018	Charitable Trust Meeting
20 th September 2018	Town Council Meeting
18 th October 2018	Town Council Meeting
8 th November 2018	Charitable Trust Meeting
15 th November 2018	Town Council Meeting
20 th December 2018	Town Council Meeting start 7.00pm
10 th January 2019	Charitable Trust Meeting
17 th January 2019	Town Council Meeting
21 st February 2019	Town Council Meeting
14 th March 2019	Charitable Trust Meeting
21 st March 2019	Town Council Meeting
18 th April 2019	Annual Parish 6.30pm – 7.30pm Town Council Meeting 7.30pm
16 th May 2019	Annual Council Meeting 7.30pm
23 rd May 2019	Annual Trust Meeting 7.30pm

20. Members Attendances

RECEIVED for information details of members' attendances for 2017/18.

21. Schedule of Charges

RESOLVED that the existing charges stay in place for 2018/19.

22. 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.

23. Payment of Accounts

RESOLVED that the accounts for May 2018 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 14 – 50 amounting to £44,759.72 (forty four thousand, seven hundred and fifty nine pounds and seventy two pence)

- ii) The Trusts, vouchers HP14 – FP22 amounting to £27,399.13 (twenty seven thousand, three hundred and ninety nine pounds and thirteen pence)

24. General Data Protection Regulations

The Clerk presented a Data Protection Policy to meet the requirements of the new General Data Protection Regulations coming into force on 25th May 2018.

RESOLVED that the Data Protection Policy be approved and adopted.

25. Insurance Renewal/Review

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that the insurance renewal terms be noted and approved.

26. Clerk's Report

RECEIVED the report of the Clerk.

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

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

27. Staffing

RECEIVED the report of the Clerk.

RESOLVED that a letter of thanks be sent to the Administration and Finance Assistant.

The meeting closed at 9.35 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 **Thursday 21st June 2018** at 7.30pm. I have altered my shift in order that I can attend.

There have been **22** incidents reported to the Police for the area of **Keswick** since the last meeting. This is in comparison to **28** incidents for the same period in 2017.

Anti-Social Behaviour incidents: 10

Crimes Reported: 12

A summary of the reportable crimes and incidents follow.

Anti-Social Behaviour:

On the 5th of May 2018, police received a call from a park keeper complaining about a group of youths playing rugby on the putting green. Police attended and some of the youths identified. They were spoken to and given words of advice.

On the 7th of May 2018, just before midnight, police received a call from staff at a licensed premises in the area of Bank Street requesting assistance with a group of customers who were refusing to leave. Police attended, however the customers had already left. An area search was negative and there were no offences.

Also on the 7th of May 2018, at approximately midnight, police received a call about a noisy house party in the area of Latrigg Close. A patrol attended but all was in order and there were no further complaints.

On the 9th of May 2018, police received a complaint of youths being noisy and riding skateboards after 11pm in the area of Penrith Road. A patrol attended but an area search was negative and all was quiet.

On the 19th of May 2018, police received a call from a licensed premises in the area of Bank Street asking for assistance with aggressive customers. Police attended, however the couple had already left. They were apprehended later in the day.

On the 20th of May 2018, a member of staff at a licensed premises in the area of Station Street called to request assistance with an argumentative customer who was refusing to leave. However, a further call was made to cancel police attendance as the customer had left minutes after the initial call went in.

Also on the 20th of May 2018, a caller wanted to report instances of anti-social behaviour in the area of Bank Street. Police are working closely with local residents to identify the issues and resolve them.

On the 26th of May 2018, at approximately 10pm, police received reports of approximately 6 youths attempting to light a small camp-fire near the tennis courts in the park. Patrols attended, however an area search was negative and no damage was evident.

On the 27th of May 2018, at approximately 6am, police received complaints of a disturbance in the area of Station Avenue. Police attended and arrested a male for being drunk and disorderly.

Shoplifting, Burglary and Theft:

On the 5th of May 2018, between 3.29am and 3.34am, a ladder has been used to access a second floor window of a retail premises on Main Street and approximately £7000 worth of outdoor clothing has been taken. After extensive enquiries, suspects have yet to be identified. Police are appealing for anyone who may have information or may have been in the area at the time to contact via 101, speak to your local PCSOs or contact CrimeStoppers anonymously on 0800 555 111.

Also on the 5th of May 2018, a female entered a shop in the area of Market Square and made off with goods to the value of approximately £115 without payment. The female later returned to the store and made legitimate purchases, however staff did not want to engage and were unwilling to make a statement in relation to the earlier crime.

Between 7pm on the 15th of May 2018 and 7am on the 16th of May 2018, entry was gained to public toilets in the area of Bell Close. Once inside, perpetrators attempted to force open the cash box section within the turnstile. Nothing was taken but approximately £500 worth of damage was done.

Between 7pm on the 16th and 9.30am on the 17th of May 2018, a ladder has been taken off the roof of a vehicle parked in the area of Crow Park Road. The ladders were secured with bungee cord. No other items were taken or any damage caused. Police would like to remind the public to leave items securely and remove tools from vans overnight.

On the 19th of May 2018, an ex-employee has entered a licensed premises in the area of Lake Road and taken a mobile phone. The offender has been identified, charged and pleaded guilty to the offence.

Also on the 19th of May 2019, police received a call reporting the theft of a chimenea from a front garden in the area of Heads Road. The chimenea was later located at a nearby beauty spot where it had been used for a campfire.

On the 21st of May 2018, a bottle of alcohol to the value of £30 was taken from a town centre supermarket. To date, the perpetrators have yet to be identified but CCTV images are available and are being distributed.

On the 29th of May 2018, between 9.45am and 10am, a bag containing items to the value of approximately £1450 was taken from the rear of a vehicle whilst the owner was in the house. The boot of the vehicle had been left open to facilitate unloading. There were no witnesses or CCTV available but police are keen to hear from anyone who may have any information.

Criminal Damage:

Between 3pm on the 4th and 7am on the 6th of May 2018, both number plates have been taken from an unattended vehicle. There was no CCTV in the area and no witnesses have come forward. A marker for the registration has been placed on the Police National Computer to monitor if being used in criminal activity.

Number plates have also been reported as being taken from other vehicles between 10pm on the 16th and 10am on the 17th of May 2018 and between 6pm on the 16th and 8am on the 18th of May 2018. Police are monitoring the situation. If anyone has any information that may assist the police with their investigations, they are encouraged to contact through the usual channels.

Public Order:

On the 7th of May 2018, a male was arrested for being drunk and disorderly in the area of Lake Road. He was later released without charge.

If anybody has any information that 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.

Crime figures can be obtained via the Cumbria Police Website:

Alternatively use the following link:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Once you have opened the link follow the below

- Find your Neighborhood
- Enter your location / postcode
- Explore crime map
- Click on area
- Click on each incident for details

For road traffic collision data please follow the below link (search by post code as it defaults to Gateshead): -

<http://gis2.gateshead.gov.uk/GatesheadMaps/RRS/>

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.

If you would like to join Cumbria Community Messaging then please contact us or visit: www.cumbriacommunitymessaging.co.uk

It is managed by the Cumbria Neighbourhood Watch Association and offers you and other members of communities across Cumbria the means to receive crime information from Cumbria Police. You can select which

information you wish to receive by managing your own settings, and it is completely FREE. Anyone can join, you do not have to be a member of Neighbourhood Watch (NHW), or become a member of NHW to join. Farm Watch, Church Watch and Camping and Caravan Watch are a small example of the schemes that you can register for. You can join as an individual or as a group. If you want to receive information but do not wish to be responsible for a larger group, you are still welcome to make use of this messaging system.

As well as Cumbria Constabulary the partners providing information are Cumbria County Council, Cumbria Fire and Rescue Service and Cumbria Neighbourhood Watch Association. If you do not have internet access, contact your local PCSO and they will aid in registering your details on the system.

YOU CAN ALSO FOLLOW CUMBRIA POLICE ON TWITTER AND FACEBOOK. THESE WILL GIVE TRAFFIC REPORTS AND INFORMATION IN RELATION TO CUMBRIA POLICE AND ANY UNEXPECTED INCIDENTS.

www.twitter.com/cumbriapolice

or

<https://www.facebook.com/cumbriapolice>

Contact can be made to: call 101

For emergency always call 999

Your local Inspector is Inspector 1915 Rachel Gale

Your local Sergeant is Sergeant 1113 Gillian Atkinson

Your local Police Community Support Officer is:

PCSO 5356 Catherine Smith

PCSO 5298 Megan Jones

Email: catherine.smith@cumbria.police.uk

Email: megan.jones@cumbria.police.uk

Thank you.

Planning Applications received between 11/05/2018 to 14/06/2018

Plan ref	Location	Description of Proposed Development
T/2018/0066	6 Fenton, Keswick. CA12 4AZ	Prune, thin and reduce height of 1 yew tree (G3)
7/2018/2077	9 Myers Street, Keswick. CA12 4EW	Extension of garage to provide outhouse
7/2018/2103	Site of former Castlehead House Hotel, Borrowdale Road, Keswick. CA12 5DD	Demolition of existing dwelling and erection of six dwellings
7/2018/2116	Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land	Re-instatement, improvement and resurfacing of a traffic free Multi-User Trail along a section of former railway line between Keswick and Threlkeld

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 11/05/2018 & 14/06/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2017/2290	May-18	Garden of Glentarn, Crosthwaite Road	CA13 5PG	Construction of an attached 2 storey 3 bedroom dwelling	NEUTRAL	WITHDRAWN		
7/2018/2016	February-18	11 The Heads Mount	CA12 5EY	Erection of glazed porch on the front of the property	SUPPORT	GRANTED		
7/2018/2037	March-18	2 Southey Yard, Southey Street	CA12 4EF	Install a 'wood grain' effect upvc window and door in existing loading bay	SUPPORT	GRANTED		
7/2018/2044	March-18	43 Southey Street	CA12 4EE	New dormer window to rear elevation for loft conversion	SUPPORT	GRANTED		
7/2018/2053	March-18	Benycot, Southey Street	CA12 5EW	Demolition of existing lean-to and construction of new lean-to extension	SUPPORT	GRANTED		
7/2018/2059	April-18	Camping & Caravan Club Ltd	CA12 5EP	Approval of details reserved by condition on planning application 7/2016/2340: condition 3 relating to landscape management plan	APPLICATION NOT RECEIVED FOR COMMENT	details submitted are acceptable - if carried out accordingly - condition can be considered to have been satisfactorily discharged		
7/2018/2061	March-18	20 Station Street	CA12 5HF	Alterations to shop front	SUPPORT	GRANTED		
7/2018/2066	May-18	A66 Compound		Approval of details reserved by conditions no's 5, 7 and 8 of planning approval ref 7/2017/2321 - soil management plan, construction traffic management plan and surface water management plan.	APPLICATION NOT RECEIVED FOR COMMENT	details submitted are acceptable - if carried out accordingly and other details required submitted - conditions can be considered to have been satisfactorily complied with		

KESWICK TOWN COUNCIL**TOWN COUNCIL MEETING 21st June 2018****MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 11th May 2017 – 14th June 2017

Cllr Susan Leighton

Saturday 12 May Jazz Parade from Hope Park Café into the Market Square, Keswick

Cllr David Burn

Monday 21 May Meeting with Cath Johnson (LDNPA) and Hope Park Trustees held at Hope Park re circular path Crow Park/Hope Park

Tuesday 22 May Events Committee meeting held in Council Chamber

Friday 25 May Staffing Committee meeting held in Council Chamber

Friday 25 May New Site Opening of Lakeland Rowing Club held at the Isthmus, Keswick

Saturday 26 May Opening of Keswick Markets Superhero Day held Market Square, Keswick

Thursday 31 May ** Official Launch of Man and Mountain Exhibition held at Keswick Museum and Art Gallery, Keswick

Tuesday 5 June Meeting with Customer Relations Manager, Virgin East Coast, in relation to assistance for immobile passengers at Central Station Newcastle

Thursday 7 June Meeting with Allerdale Borough Council in relation to foreshore issues held at Derwentwater Foreshore (Cllr Jordan also in attendance)

Thursday 7 June Opening Celebration of Mizu Pan Asian Restaurant held at the Lodore Falls Hotel, Keswick

Friday 8 June Keswick Mountain Festival opening Night Reception held at Crow Park, Keswick

Friday 8 June Lake District Foundation Charity Dinner held at the Lodore Falls Hotel

Wednesday 13 June **

Community Enterprise of the Year Awards 2018 held at Café West, Keswick

Wednesday 13 June **

Eden District Scout Council Award Presentation Evening held at Penrith Playhouse

** Attended by Cllr Daniels,
Deputy Mayor of Keswick

Report from the North DA Parishes Member of the LDNPA – May 2018

As I write this, there remain four working weeks for people to respond to the LDNPA's consultation on proposals for inclusion in the new Local Plan. The proposed policies, including the rationale behind them, can be found in the summary document:

<http://www.lakedistrict.gov.uk/planning/local-plan-review/local-plan-summary-document>

It may be that you want to see more detailed background information about some of the policies, and this can be found in the Options and Suggested Approach document at:

http://www.lakedistrict.gov.uk/data/assets/pdf_file/0003/1206183/Combined-Preferred-Option-consultation-document-vCONS.pdf

(For example, this document lists the kinds of development that might be brought forward in the Keswick and Borrowdale Showcase Area.)

Finally, the proposed and excluded site allocations for the North Distinctive Area are at:

<http://www.lakedistrict.gov.uk/planning/local-plan-review/local-plan-suggested-allocations-excluded-sites>

I would like to remind you about the two drop-in sessions for the North DA, which are:

- Moot Hall, Keswick, on 14th June 15:00-19:00;
- Village Hall, Bassenthwaite, 21st June 15:00-19:00.

I am unfortunately unable to attend the Keswick event due to a long-standing commitment, but I plan to drop in to the Bassenthwaite one.

I have officers to send me responses received from councils and the public in the North DA. This will ensure that I can air local views at the meetings of Park Strategy & Vision Committee that will consider the results of the consultation towards the end of this year. However, we must all bear in mind that a planning authority does not have a completely free hand when writing a development plan, because the policies it contains have to be in conformity with Government policies, such as the NPPF and National Planning Practice Guidance (NPPG) documents. A sound evidential basis for proposals will also be expected.

A number of people have asked me what will happen after the consultation ends on 29th June. Officers will analyse the results and make amendments to the documents to produce a final version for publication, following scrutiny by Park Strategy & Vision Committee. The plan will then be published, and there will be a further period of public consultation in spring 2019. The published plan and the comments received from the public will then be submitted to a Government Planning Inspector for examination.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

INSPECTION OF ACCOUNTS – PRIOR TO EACH COUNCIL MEETING**ROTA FOR ATTENDANCES OF MEMBERS FOR
INSPECTION OF ACCOUNTS 2018- 2019**

DATE	TIME	COUNCILLORS
Thursday 21 June	10.30am	Councillor David Burn Councillor Allan Daniels
Thursday 19 July	10.30am	Councillor Martin Jordan Councillor Denstone Kemp
Thursday 16 August	10.30am	Councillor Graham Kendall Councillor Susan Leighton
Thursday 20 September	10.30am	Councillor Tony Lywood Councillor Jean Murray
Thursday 18 October	10.30am	Councillor Duncan Miller Councillor Adam Paxon
Thursday 15 November	10.30am	Councillor Martin Pugmire Councillor Paul Titley
Thursday 20 December	10.30am	Councillor David Burn Councillor Allan Daniels
Thursday 17 January	10.30am	Councillor Graham Kendall Councillor Susan Leighton
Thursday 21 February	10.30am	Councillor Martin Jordan Councillor Denstone Kemp
Thursday 21 March	10.30am	Councillor Tony Lywood Councillor Jean Murray
Thursday 18 April	10.30am	Councillor Duncan Miller Councillor Adam Paxon
Thursday 16 May	10.30am	Councillor Martin Pugmire Councillor Paul Titley

A reminder email will be sent to Councillors on the rota approximately one week prior to attendance

It is the responsibility of Councillors to arrange a substitute and advise the Responsible Finance Officer at the Clerk's Office should they be unable to attend

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated 21/06/2018

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.keswicktowncouncil.gov.uk

KESWICK TOWN COUNCIL

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

Lynda Walker
Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS

Keswick Town Council
Annual Statement of Accounts
Year Ended 31 March 2018

Contents

	Page
General Fund Income and Expenditure Account	1
General Administration Costs	2
Grants	3
War Memorial	4
Events and Engagement Grant	5
Flood Recovery Fund and Neighbourhood Plan	6
Christmas Lights and Earmarked Funds	7
Balance Sheet	8
Supporting Statements	9 - 10

Keswick Town Council
General Fund
Income and Expenditure Accounts
Year Ended 31 March 2018

		Year Ended 31 March 2018	Year Ended 31 March 2017
General Income			
Precept (including local council tax support grant)		220,930	204,372
Fitz Park Grant from Allerdale Borough Council		20,000	20,000
Bank Interest - Business Premium Account		29	56
Walker Park Rents		12,267	12,267
CKP Railway Bond		3	3
Events Banner Advertising Income		1,393	1,450
Christmas Lights Contributions/Recharges		250	5,300
Grant Christmas Lighting Display		-	-
CCC Flood Concert Grant		-	1,200
Allotment Income		586	575
Total General Income		255,458	245,223
Expenditure			
Administration, Salaries, NIC, SA & Costs	Page 2	69,245	68,409
Grants Paid	Page 3	14,970	15,600
Christmas Lighting		29,676	31,443
Event Banner Expenditure		-	250
Town Floral Displays		6,472	6,593
Town Mayor's Allowance		2,000	2,000
Contingency	Page 4	5,448	10,021
War Memorial	Page 4	1,347	1,399
Townfield Expenditure		800	800
Open Spaces		1,000	999
Grant to Fitz Park Trust		105,848	78,994
Fitz Park Sinking Fund		-	10,000
Local Housing Grant		3,600	-
Youth Citizenship		-	500
Civic Pride / Promotional Gifts		420	-
Audit Fee		1,485	1,460
Newsletter		-	-
Advertising		205	185
Communications		500	1,200
Council Chamber Expenses		-	-
Professional Fees		-	1,000
Town Events / Celebrations		10,000	7,000
Flood Concert Expenditure		-	1,200
Allotment Expenses		350	350
Annual Parish Meeting		168	79
General Reserves Expenditure		6,300	-
Total General Expenditure		259,834	239,482
General Income less Expenditure		(4,376)	5,741
Reserves Brought Forward		206,616	200,874
Transfers (to)/from Funds		(49,574)	-
General Fund Reserves Carry Forward		152,665	206,616

Keswick Town Council
General Administration Costs
Year Ended 31 March 2018

	Year Ended 31 March 2018	Year Ended 31 March 2017
Income		
Photocopying	111	36
Council Chamber Hire	24	78
Total Income	135	114
Expenditure		
Salaries, National insurance and Pension	90,037	92,714
Pension to Former Employee	1,313	1,300
Staff Expenses	300	212
Payroll Outsource Costs	311	307
Rent	7,100	7,100
Rates	3,991	981
Building Service Costs	4,600	4,490
Insurance	591	509
Repairs	600	29
Subscriptions	678	692
Stationery and Printing	1,286	979
Postage	295	360
Photocopier Lease and Charges	1,125	1,023
Computer Maintenance	975	625
Website and Internet Costs	424	1,352
Telephone	622	496
Health and Safety	48	96
Office Equipment and Fittings	330	481
Elections	-	-
Quality Parish Renewal	-	50
Council Chamber Expenditure	166	107
Conferences / Training	752	226
Total Expenditure	115,544	114,129
Net Expenditure	115,409	114,015
Allocated to:		
General Fund 60% (2017 60%)	60% 69,245	68,409
Hope Park 20% (2017 20%)	20% 23,082	22,803
Fitz Park 20 % (2017 20%)	20% 23,082	22,803
	115,409	114,015

Keswick Town Council
Grants and S137 Payments
Year Ended 31 March 2018

	Year Ended 31 March 2018	Year Ended 31 March 2017
Grants		
Theatre by The Lake Youth Work	3,500	3,500
Keswick in Bloom	3,000	3,000
1st Keswick Scout Group	1,500	1,500
Keswick Tourism Association	750	750
Keswick Youth Club	3,680	3,840
Great North Air Ambulance		-
Keswick Museum and Art Gallery		1,510
St Johns Ambulance	400	400
Citizens Advice Allerdale		500
Greta Preschool		-
Pets Lifeline		500
Keswick Cricket Club		-
Keswick and District Voluntary Car Scheme		-
Lake District Foundation	2,000	-
Poppy Wreath		-
Cumbria SPAA Foundation	20	-
Keswick and District First Responders	120	100
Total Grants Other Powers	14,970	15,600

Keswick Town Council
War Memorial
Year Ended 31 March 2018

	Year Ended 31 March 2018	Year Ended 31 March 2017
Income		
Grant from Keswick Town Council	1,346	1,399
Interest	1	-
Total Income	1,347	1,399
 Expenditure		
Insurance	546	599
Maintenance and Floral Displays	800	800
Repairs	-	-
Total Expenditure	1,346	1,399
 Surplus / (Deficit)	1	-
 Balance brought forward	852	852
 Total Fund Balance	853	852

Contingency Spending

	Year Ended 31 March 2018	Year Ended 31 March 2017
Contingency Spending		
Environmental Permit	170	
HR Advice	86	
Business Rates		3,357
Telephone System		2,976
Website		1,320
Election Cost Recharges		2,223
Terry Moore Restoration	(58)	145
Neighbourhood Plan Administration	1,000	
Market Square Safety Audit	1,750	
Loop System	500	
War Memorial Repairs	2,000	
	5,448	10,021

Keswick Town Council
 Keswick Town Council Events Fund and Market Town Grant
 Year Ended 31 March 2018

Events Fund

	31 March 2018	31 March 2017
Income		
Scruffs Income	2,674	2,753
Other Events Income	3,110	6,972
Total Income	5,784	9,725
Expenditure		
Events Coordinator	2,520	-
Other Events Expenditure	3,552	5,444
Scruffs Expenditure	1,564	1,265
Total Expenditure	7,636	6,709
Surplus / (Deficit)	(1,852)	3,016
Balance brought forward	9,513	6,497
Total Fund Balance	7,661	9,513

	31 March 2018	31 March 2017
<u>Market Town Grant</u>		
Income		
ABC Market Town Grant	10,000	5,000
Total Income	10,000	5,000
Expenditure		
Expenditure	15,000	6,700
Total Expenditure	15,000	6,700
Surplus / Deficit	(5,000)	(1,700)
Balance brought forward	5,000	6,700
Fund Carry Forward	-	5,000

Keswick Town Council
Flood Recovery Fund and Neighbourhood Plan
Year Ended 31 March 2018

Flood Recovery

	Year Ended 31 March 2018	Year Ended 31 March 2017
Income		
Flood Recovery Account Bank Reward	-	23
Total Income	-	23
Expenditure		
Flood Recovery - Project Leader and Expenses	-	14,947
ABC Contingency Sum	-	33
Keswick Parks Redevelopment Costs	-	-
Sandbags, Emergency Equipment and Training	-	366
Total Expenditure	-	15,346
Surplus / (Deficit)	-	(15,323)
Balance brought forward	-	15,323
Total Fund Balance	-	-

Neighbourhood Plan

	Year Ended 31 March 2018	Year Ended 31 March 2017
Income		
Neighbourhood Plan Grant	7,000	-
Total Income	7,000	-
Expenditure		
Neighbourhood Plan Expenditure	4,250	-
Total Expenditure	4,250	-
Surplus / (Deficit)	2,750	-
Balance brought forward	-	-
Total Fund Balance	2,750	-

Keswick Town Council
Christmas Lights and Earmarked Funds
Year Ended 31 March 2018

Christmas Lights

	Year Ended 31 March 2018	Year Ended 31 March 2017
Income	-	-
Total Income	-	-
Expenditure	-	-
Total Expenditure	-	-
Surplus / (Deficit)	-	-
Balance brought forward	-	-
Transfer from General Reserves of Underspend and Earmarked	5,574	-
Total Fund Balance	5,574	-

Earmarked Funds

	Year Ended 31 March 2018	Year Ended 31 March 2018
Income	-	-
Total Income	-	-
Expenditure	-	-
Total Expenditure	-	-
Surplus / (Deficit)	-	-
Balance brought forward	-	-
Transfer from General Reserves of Earmarked	44,000	-
Total Fund Balance	44,000	-

Earmarked Funds Breakdown

Local Housing	20,000	-
Elections	6,000	-
Office and Council Chamber	5,000	-
Equipment	5,000	-
Professional Advice	5,000	-
War Memorial	3,000	-
Total Earmarked Funds	44,000	-

Keswick Town Council
Balance Sheet
31 March 2018

	31 March 2018	31 March 2017	
Current Assets			
Debtors	29	1,160	
Prepayments	880	510	
VAT	17,387	19,513	
Hope Park Loan Account	22,929	17,308	
Town Council Current and Saver Accounts	232,466	199,120	
War Memorial Account	853	853	
Petty Cash	75	75	
Flood Recovery Bank Account	-	0	
Flood Recovery Petty Cash	-	-	
Total Current Assets	274,619	238,539	
Current Liabilities			
Creditors	11,038	10,206	
Accruals	22,999	3,690	
Fitz Park Loan Account	25,479	1,063	
Townfield	1,600	1,600	
Total Current Liabilities	61,116	16,559	
Net Current Assets	213,503	221,980	
Represented By			
Town Council General Reserve	Page 1	152,665	206,615
War Memorial Fund	Page 4	853	852
Events Fund	Page 5	7,661	9,513
Market Town Grant	Page 5	-	5,000
Flood Recovery Fund	Page 6	-	-
Neighbourhood Plan	Page 6	2,750	-
Christmas Lights	Page 7	5,574	-
Earmarked Funds	Page 7	44,000	-
		213,503	221,980

The above statement represents fairly the financial position of the authority as at 31 March 2018 and reflects its income and expenditure during the year.

Approved By Council

Minute Ref	_____	Date	_____
Chairman	_____		
Town Clerk	_____		

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2018

1) Assets

During the year the following assets were purchased at the cost shown:-

	£
Chubb CCTV System	1,809
	<u>1,809</u>

The cost of these are included in the accounts as follows

Market Towns Grant	1,809
	<u>1,809</u>

At 31 March 2017 the following assets (at cost price) were held:-

	£
Office Equipment	7,971
Office Furniture	4,155
Council Chamber Furniture	2,565
Other Fixed Assets	488
Mayoral Chains of Office	* 13,416
Deputy Mayors Chains of Office	407
	<u>29,002</u>

* During the year the Mayoral Chain was revalued and is now valued at £31,500

Community Assets	£
War Memorial - nominal value	1

2) Borrowings

As at the close of business on 31 March 2018 the Council had no loans outstanding.

3) Leases

At the end of the year the following lease was in operation

Lessor	Purpose	Annual Payable £	Year of Expiry
BNP Paribas	Photocopier	547	2021

Supplier
 Danwood - Agreement No: Y0012358

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2018

4) Tenancies

Council as Landlord

Tenant	Property	£
Allerdale Borough Council	Walker Park	12,267

Council as Tenant

Landlord	Property	Rent pa £
Allerdale Borough Council	Council Chambers and Offices	7,100

6) Agency Work

During the year the Council did not undertake any agency work

7) Pensions

For the year of accounts the Council's contributions were 18.9% of employees pensionsable pay. This scheme is administered by Cumbria County Council.

Approved By Council

Minute Ref _____ Date _____

Chairman _____

Town Clerk _____

Section 2 – Accounting Statements 2017/18 for

KESWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	217,045	207,463	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	201,554	219,051	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,692	36,407	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	70,557	54,022	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	184,251	205,812	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	207,463	203,087	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	200,048	233,395	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	26,816	29,002	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date

21/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

21/06/2018

and recorded as minute reference:

[Signature]

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Signature]

KESWICK TOWN COUNCIL
21ST JUNE 2018

CLERK'S REPORT

The office has been even busier than usual with the introduction of the new General Data Protection Regulations, preparation of accounts and the new annual return (a new external auditor and new ways of working), forthcoming events and preparing the Council's response to the National Park's Local Plan review consultation. With a member of staff down this has presented some challenges, especially as the holiday season is now upon us. The vacant post has been advertised with a closing date of 18th June and shortlisting will have taken place by the time of the Council meeting. Normal office opening hours will be kept as far as possible but there may be occasions when this is not possible – notices will be posted to advise on changes.

1. Town Liaison Forum

I attended the last Town Liaison Forum for the Convention on 22nd May 2018 together with Councillor Paxon. The main points from the meeting were:

- Convention Programme Schedule – Keswick Ministries (KM) have removed events in the afternoon so it is now clear for Conventioners to enjoy the town and local facilities through the afternoon and into the early evening.
- Friends of Keswick initiative – this has been launched to help drive sales for local businesses by creating more engagement with tourists through the summer holidays. Due to be launched the first week in July or on the first night of Convention if no other suitable opportunity.
- Free Business Advertising – businesses are being invited to advertise for free in an insert to be contained in the Convention handbook and on a specially designed website www.keswickministries.org/enjoykeswick. KM will also advertise the new website and the insert to Conventioners from the stage, in slide rotation and in newsletter.
- Space at Basecamp – a display space of up to 2mx2m is available at the Convention's basecamp for businesses to display and contact Conventioners. It was agreed at the meeting that KM will prepare three sides to the display – one on shopping, one catering and for activities. They will also provide leaflet holders and refresh the display daily. Businesses are invited to provide leaflets and to man the display as and when they are able.
- Security – the Police advised on current threat levels. KM will be engaging accredited security personnel and there will be a County-led Event Advisory Group (EAG) meeting in June.
- Parking – concerns were raised about parking in town during Convention especially around Skiddaw Street. KM will encourage Conventioners to use the Rugby Club car park and the complimentary bus service provided.

The next meetings are scheduled for 2.00pm on Tuesday 25th September and Tuesday 20th November. The Council's representatives are Councillors Murray and Paxon.

2. Keswick Community Emergency Recovery Partnership - Trustees meeting

As Town Clerk I am one of the Trustees of Keswick Community Emergency Recovery Partnership and Trustee meetings (Chaired by Councillor Pugmire) are held four times per year. I attended a meeting on 12th June 2018 at which Project Manager Heather Askew

reported that there are now 91 registered volunteers for whom refresher training will be organised over the coming weeks.

3. GDPR and Data Protection Act

The Data Protection Bill was agreed by both Houses of Parliament following the recent consideration in the Lords of amendments made in the Commons. As a result, the Data Protection Act was published and became law at the end of May. The Act includes the crucial amendment which exempts local councils from the definition of 'Local Authorities' and therefore exempts them from the requirement to appoint a Data Protection Officer.

And finally, I will be away on holiday from 26th June until 10th July inclusive.

LW
140618

REPRESENTATIVES ON OUTSIDE BODIES

The Battersby Charity – Report Due Date 9 July 2018

Councillor Tony Lywood

Cumbria Theatre Trust – Report Due Date 6 August 2018

Councillor Martin Pugmire

Keswick Community Emergency Recovery Partnership – Report Due Date 10 September 2018

Councillor Martin Pugmire

Keswick Tourism Association – Report Due Date 8 October 2018

Councillor Paul Titley

Keswick Youth Centre – Report Due Date 12 November 2018

Graham Kendall

Keswick Flood Action Group – Report Due Date 10 December 2018

Councillor Martin Jordan

Keswick Convention Town Liaison Group - Report Due Date 7 January 2019

Councillor Jean Murray

Councillor Adam Paxon

Liaison Meetings – Report Due as and when meetings take place to the next available Council meeting

Councillor Susan Leighton

Councillor Martin Pugmire

Councillor Paul Titley

Please note:

Reports from Outside Bodies and any other items which are to be included in an Agenda **must be received no later than the Monday before Agenda day.** The Agendas are always posted one week prior to the meeting, as a legal requirement. The dates stated above are the report due date (not the meeting date).

KESWICK TOWN COUNCIL

Minutes of the Keswick Town Council (KTC) Events Committee meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 22 May 2018 at 10.00am.

Present:

Chair:

Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator

David Burn (DB) – KTC Cllr

Allan Daniels (AD) – KTC Cllr

Rachel Kearns (RK) – George Fisher

Tony Lywood (TL) – KTC, ABC & CCC Cllr

Vanessa Metcalfe (VM) - Keswick Tourism Association

Lynda Walker (LW) – KTC Town Clerk

1. Apologies

Apologies were received from: Gill Atkinson (GA) (Cumbria Police), Phil Byers (PB) (Geraud Markets), Mitch Franks (Cumbria Police), Chris Harper (CH) (Podgy Paws), Shelagh Hughes (SH), Graham Murray (GM) (Fluid), David Quainton (DQ) (Rotary), Christine Sheldon (CS) (Rotary).

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 3 April 2018 (pages 1 – 2) be agreed as a correct record.

3. Midsummer Festival 2018 29 June – 1 July

Rock Night

- Ben Purkiss to be asked to MC the evening.
- 6-6.30pm Two Lane Road
- 6.45-7.15pm Waters Edge
- 7.30-8.15 Rob Wright as Rod Stewart
- 8.30-9.30pm Ed Sheeran by DE
- Pub Music – 4 pubs signed up – The Packhorse, The Back Bar, The Golden Lion, Magnolia
- Security arranged for 6-9.30pm
- Bins will be emptied at 5pm, sacks of rubbish can be left by Moot Hall for collection on Saturday morning.

Landscape Painting Competition

- PT to buy and test gazebos. Will need help on Saturday morning to put up. Gazebos can be moved for prom (wind allowing)
- PT to put entry form on line
- Painting from 11am to 3pm
- Judging at 3pm (judges to arrive by 2.30pm)
- Judges David Burn, Celia Burbush and Ann-Louise Theobald

Prom

- Music 4-9pm
- Proposed running order:
 - 4pm Methera
 - 4.50pm Violin Group
 - 5.15pm Emily Robinson
 - 6pm James Marczak
 - 6.35pm Burnside Brass Band
 - 7.20pm Methera
 - 7.45pm Emily Robinson, James Marczak and Naomi Marczak
 - 8.15pm Last night of the Proms led by Emily Robinson and Burnside Brass Band
- Buy some large cloth flags rather than plastic ones

- Straw Bales – TL has booked – cost £200
- Luchinis Ice Cream attending
- Grapevine attending

Scruffs

- Scruffs committee meeting 29 May
- Rosettes and Bones ordered
- CH reported that nearly all sponsors sorted
- Entries available from Podgy Paws from 1 June
- Professor Paws instead of Dr Dog
- PB reported that stall bookings going well.
- Junior Park run has been cancelled for that day (due to vehicle movement in the morning)

Volunteers

PT, TL, AD, DB and HA to be present at all events. HA reported that Keswick Lions would be unable to support the Rock Concert due to another event. But would be available for the Prom and Scruffs.

Head Steward: Rock – Paul Titley

Head Steward: Prom – Allan Daniels

Head Steward: Scruffs – Tony Lywood

LW noted the need to have stewards on the gates at the park to stop unauthorised vehicles.

Publicity

- Poster at printers
- Programme to be designed this week
- Advert and article in June Kesmail
- Full page advert in 29 June Reminder
- Banners to be displayed in advance
- Invite Radio Cumbria, and regional news
- Weekly press releases

Risk Assessment

- HA shared draft risk assessment
- Any comments/amendments to be returned to HA

Other

- TL to speak to Cricket Club about Loud Speaker use during prom
- Bins with general waste and 'purple sacks' recycling bags to be placed in Fitz Park and Market Square. Sacks to be collected by Allerdale
- St Johns Ambulance to be in attendance
-

4. Use of Disposable Plastic – Code of Conduct for Event Holders in Keswick

Plastic-Less Keswick have proposed an amended code of conduct. Following a discussion the committee agreed to adopt the code of conduct, with the proviso that event holders would be referred to Plastic-Less Keswick or SusKes for further information rather than the Events Committee.

Action: HA to draft with Town Council Logo and share when appropriate

RK said George Fisher may be able to help support future Town Council Events with the provision of Water Bowlers and non-plastic bags.

5. Other Events in Keswick

Rotary – Event of a Lifetime – LW reported that arrangements are continuing for the EOL events in September

27 May Alhambra & George Fisher Event: Film showing of 'The Blue Heart of Europe'

Mountain Festival – Possible date issue with 2019 festival, possible clash with Beer Festival (due to how dates fall). Committee were clear that it would not be feasible for the town to have the Beer Festival and the Mountain Festival over the same weekend.

6. AOB

LW confirmed permission to work on tree in Market Square has now been granted. Work to be carried out in June.

HA asked if KTC wanted to be involved in the Merchant Navy Day on 3rd September – No as no access to Flag Pole.

Christmas Lights Contract: proposal from Lite Ltd to extend the current contract by a further 2 years (to cover 19/20 and 20/21) with the inducement of a discount for the additional years and the inclusion of new technology to control timings of lights from an app via Blue Tooth. Committee agreed this was a desirable course of action. Decision to be taken to full Town Council.

Countdown Clock – Lake District Hotels unwilling to host the clock for New Year. TL to ask Moot Hall.

7. Date of Next Meeting

Tuesday 26 June 10am to discuss final arrangements for Mid-summer Festival only.

The meeting closed at 11.30 am

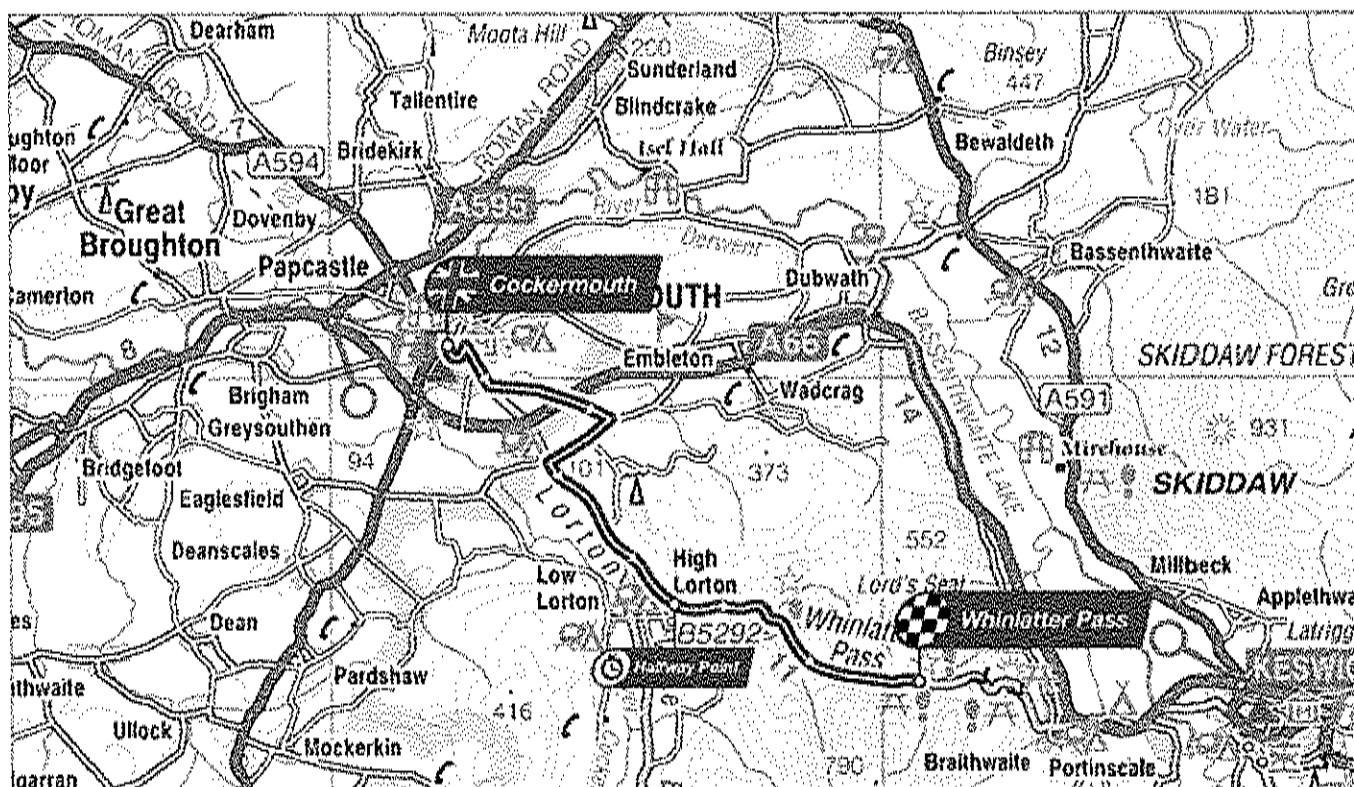
Lynda Walker

From: Bishop, Hayley <Hayley.Bishop@cumbria.gov.uk>
Sent: 08 June 2018 15:23
To: Undisclosed recipients:
Subject: Tour of Britain Community Projects

Dear All,

The route for the 14th edition of the Tour of Britain has now been confirmed and we are lucky enough to have 2 days in Allerdale.

Thursday 6th September 18 – Cockermouth to Whinlatter Pass Team Time Trial



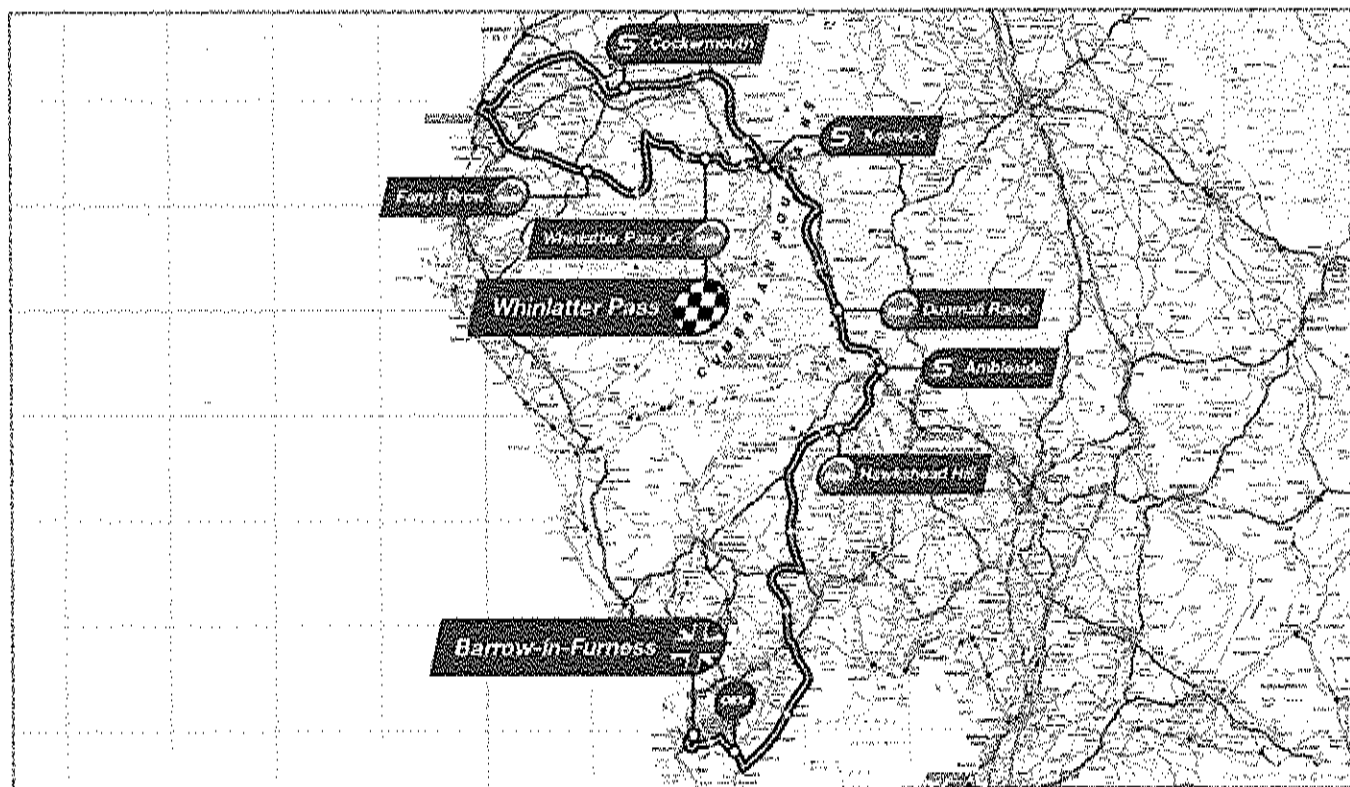
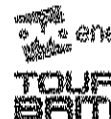
#OVOToB | tourofbrtain.co.uk



Friday 7th September 18 – Barrow-In-Furness to Whinlatter Pass

6

BARROW-IN-FURNESS TO WHINLATTER PASS FRIDAY 7 SEPTEMBER 2018



#OVOToB

tourofbritain.co.uk



Our aspiration is that the tour will leave a legacy in Cumbria. This is a fantastic opportunity for us all to celebrate the tour coming to Cumbria, to bring communities together, promote the physical activity opportunities available for all ages and abilities while showcasing our beautiful county.

We are encouraging communities and organizations to develop projects and activities around The Tour of Britain and we have a small pot of grant funding available to help facilitate these ideas.

Please get in touch if you have a project you would like support with developing or that may require a small amount of funding.

Kind regards

Hayley Bishop

Community Development Officer | Allerdale Community Development Team
Health, Care and Community Services | Cumbria County Council
West Cumbria House | Jubilee Road | Workington | Cumbria |
CA14 4HB

tel: 01900 706013

Mobile: 07917 534427

www.cumbria.gov.uk

Lynda Walker

From: McClellan, Laura <Laura.McClellan@cumbria.gov.uk>
Sent: 29 May 2018 11:56
To: Undisclosed recipients:
Subject: Restoration of Traditional Highway Directional Signage and Milestones

Dear Parish,

Cumbria Highways are currently working on the collection of data in relation to the Traditional direction signs which can be found throughout Cumbria.

These signs can date back to early 20th century and represent a notable asset to the County and contribute to the heritage, local character and identity of settlements.

Traditional Direction sign designs within Cumbria come in a variety of designs and styles which depend on their location within the former Cumberland, Westmorland or Lancashire Authority areas. In general there are two main types that currently exist within Cumbria;

- Cumberland and;
- Westmorland

Milestones play just as important a role in terms of heritage features for Cumbria as traditional heritage signs do however the information they show may now be considered inaccurate as new roads may have been built leading to changes in distance to destinations. In terms of highway infrastructure they are not considered essential to the directing of traffic. Although, their presence contributes greatly to the quality and character of a road, enhancing peoples journey experience and adding to their appreciation of Cumbria's highway network.

Therefore the Department for Transport's Traffic Advisory Leaflet "6/05 Traditional Direction Signs" state that all surviving Traditional Direction Signs are retained in situ and maintained by the Highway Authority, it is also possible for other willing organisations to undertake maintenance of Traditional Direction Signs and/or Milestones, this is authorised and encouraged subject to works being in line with the standards set out in Cumbria County Councils Service Procedure.

I am looking for some assistance from the Parish and other interested groups in relation to producing an inventory of the location and condition of the traditional signs/Milestones within your Parish. I am aware that over the years you may have independently been carrying out small scale restoration work, and may have already considered your priorities for the signs within the area.

Once an inventory is produced Cumbria Highways propose to commence restoration works gradually around the West area of the County.

Any information you may have in relation to this matter will be of us.

Kindest Regards
 Laura

Laura McClellan
 Traffic Management Officer | Traffic Management Team
 Highways, Transport & Fleet | Economy and Infrastructure Directorate
 Cumbria County Council
 Lillyhall Depot | Joseph Noble Road | Lillyhall | Workington | Cumbria | CA14 4JH