

**KESWICK TOWN COUNCIL**

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

14<sup>th</sup> February 2018

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, Keswick on Thursday 21<sup>st</sup> February 2019 at 7.30 pm.

Prior to the meeting, at 7.00pm, there will be a presentation from Cumbria County Council's Project Manager for the Flood Alleviation scheme.

The press and public are welcome to attend.



**Lynda Walker  
Town Clerk**

**A G E N D A**

- 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 17<sup>th</sup> January 2019 (pages 38 - 41).
- 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 Attendance**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team - a Police Community Support officer will attend when on duty and available.

- 6. Matters to be received from the Public**  
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 7. Matters to be raised by Councillors** --  
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 8. Applications for Development**
  - i) To examine applications for development and submit observations to the Lake District National Park Authority
  - ii) To receive update on National Park Planning Decisions.
- 9. Mayor's Report**  
To receive details of the Mayor's engagements and meeting attendance for the period 11<sup>th</sup> January 2019 – 14<sup>th</sup> February 2019.
- 10. Reports from Ward Representatives**  
To receive reports from the following representatives:
  - i) Allerdale Borough Council Ward Representatives
  - ii) Cumbria County Council Ward Representative
  - iii) Lake District National Park Authority North Distinctive Area Parishes Representative
- 11. Reports from Representatives on Outside Bodies**
  - i) Councillor Allan Daniels – Keswick and District Fair Trade Campaign
  - ii) Councillor Jean Murray – Keswick Ministries Town Liaison Forum held 12<sup>th</sup> February 2019
- 12. Monitoring of Local Occupancy Housing**  
At the request of Councillor Jean Murray, to consider setting up a Working Group to look at how local occupancy of housing can be monitored.
- 13. Payment of Accounts**  
To confirm the payment of accounts for February 2019 as approved by the Inspection Committee (to be circulated at the meeting) for:
  - i) The Town Council
  - ii) The Trusts
- 14. Confirmation of Council Tax Base**  
To receive the report of the Responsible Financial Officer.
- 15. Review of Internal Control and Audit**  
To agree arrangements for the annual review of the effectiveness of the Council's system of internal audit.
- 16. Review of Risk Assessment**  
To receive for adoption the revised Risk Assessment as at February 2019.
- 17. Minutes of Committee Meetings**  
To receive for information the Minutes of the Events Committee meeting held on 5<sup>th</sup> February 2019.
- 18. Clerk's Report**  
To receive the Clerk's report.

**19. Correspondence**

To consider the following correspondence:

- i) League Against Cruel Sports – Fox Hunt Meeting in Keswick
- ii) Jill Chambers – Amenity Benches
- iii) Police & Crime Commissioner – proposed increase in Council Tax precept.

**20. Caring for our Common Home**

To receive information from Councillor Leighton.

## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 17th January 2019 at 7.30 pm.

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**Present:**

**Chairman**  
Councillor David Burn

<b>Councillors</b>		
Allan Daniels	Denstone Kemp	Susan Leighton
Tony Lywood	Duncan Miller	Jean Murray
Adam Paxon	Martin Pugmire	Paul Titley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (Lake District National Park Authority North Distinctive Area Parishes Representative), Joe Broomfield (Keswick Town Centre Manager, Allerdale Borough Council), PCSO Catherine Smith, 1 member of the press and 8 members of the public.

Prior to the meeting, Ian McCoy (Stakeholder Manager) and Dave Watson (Planning Consents Manager) of United Utilities gave an update on progress on the West Cumbria Supplies Project and preparation for year three.

**166. Apologies**

Apologies were received from Councillors Jordan and Kendall (holiday).

**167. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 20<sup>th</sup> December 2018 (pages 33-37) as amended.

**168. Requests for Dispensations**

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

**169. Declarations of Interests**

Declarations of interests in respect of items on this agenda were received from:  
Councillor Susan Leighton – Item 9 (i) application no. 7/2018/2335 (knows the neighbours) and application no. 7/2018/2350 (knows the applicant).

**170. Police Attendance**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing Team (PCSO Catherine Smith was present). For the period from 1<sup>st</sup> December until 31<sup>st</sup> December 2018, there had been a total of 13 Antisocial Behaviour incident logs and 21 crimes reported (comparative figures for December 2017 were 8 and 16 respectively).

*PCSO Smith left the meeting.*

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

No matters were received.

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

Councillor Pugmire reported that the 'Accessible Keswick' group was due to meet at Café West on 22<sup>nd</sup> January 2018. Councillor Lywood reported that he had made £650 available from his County Councillor's budget towards accessible projects in Keswick.

**173. Empty Shops in Keswick**

Councillor Titley stated that there were currently 12 empty shop premises in Keswick town centre and advised that there was a 'Future High Streets' fund available from the Government to help the regeneration of town centres through innovative proposals. Joe Broomfield provided statistical information for the parish area which showed a vacancy rate of 2% compared with the average figure of 12.6%.

He also provided information about rate relief available and how the Borough Council's Economic Growth team could support businesses. Local shop owners were given the opportunity to make comments and ask questions and a number of concerns were raised.

**RESOLVED** that the Town Council facilitate a forum for businesses to discuss issues and consider actions to ensure the continued viability of the town centre in the light of changing consumer patterns.

*Joe Broomfield left the meeting.*

*It was agreed to bring forward item 11 on the agenda.*

**174. Reports from Ward Representatives**

- i) Allerdale Borough Council – Councillor Lywood reported that the documents transferring the Moot Hall to the Battersby Trust would be signed and sealed on Friday 18<sup>th</sup> January 2018. He also advised that the Borough Council would be making changes to the amount of Council Tax to be charged on empty homes and he would clarify the position at the next meeting.
- ii) Cumbria County Council – County Councillor Lywood reported on forthcoming road re-surfacing in the area. He also advised that funding had been agreed by the Allerdale Area Committee for the Keswick Transport Study. He confirmed that the proposed Traffic Regulation Order for the 'back streets' of Keswick would result in a loss of 100 parking spaces and that there had been in excess of 100 consultation responses. Good progress was being made on the work to the kerbing of the Market Square. Following concerns from residents about road re-surfacing at the Heads, this would be tested during frosty conditions.
- iii) Lake District National Park Authority – Dr Davies advised that he had passed on a request that changes to planning applications be highlighted in the case of re-submissions as these could sometimes be difficult to identify. Unfortunately this could not be done in all cases due to staff resources but Planning Officers would be happy to offer advice where necessary.  
*Dr Davies left the meeting.*

**175. Applications for Development**

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

<b>Plan. Ref.</b>	<b>Description of Development Location</b>
<b>T/2018/0161</b>	Fell x 3 cherry, 1 x spruce. Crown lift 2 x willow, 1 x spruce, 2 x beech. Prune 1 x rhododendron, 1 x cherry. Sever ivy 1 x ash. Castlehead Medical Centre, Ambleside Road, Keswick, CA12 4DB <i>Support - Appropriate tree management, following perusal of the summary by the "Care of Trees Company".</i> <b>SUPPORT</b>
<b>7/2018/2302</b>	Construction of attached two storey three bedroom dwelling within the curtilage of Glentarne (resubmission of 7/2017/2290) Glentarne, Crosthwaite Road, Keswick, CA12 5PG <i>Support - If E.A. happy with this development in a flood plain we would support as the property will have a s.106 Agreement.</i> <b>SUPPORT</b>

- 7/2018/2335** Single storey extensions to front and rear and conversion of garage.  
48 Lakeland Park, Keswick, CA12 4AT  
*Support - Minimal impact on neighbourhood and we are aware of restricted covenants within Lakeland Park on holiday lets.*  
**SUPPORT**
- 7/2018/2339** Conversion of hotel to aparthotel  
18-20 Lake Road, Keswick, Cumbria, CA12 5BX  
*Object - This is a creation of 6 new holiday lets. We would take issue with the description of the development as an aparthotel.*  
**OBJECT**
- 7/2018/2340** Drainage field (retrospective) and package treatment plant (proposed)  
Keswick Launch Company, 29 Manor Park, Keswick, CA12 5DJ  
*Support - Works in a sensitive area that has variable water table. The new PTP replaces an existing GRP septic tank.*  
**SUPPORT**
- 7/2018/2341** Erection of a two - storey side and part rear extension  
Dunbar, Crosthwaite Road, Keswick, CA12 5PG  
*Support - Appropriate sized extension for this property and flood assessment positive.*  
**SUPPORT**
- 7/2018/2343** Extensions and alterations to micro-brewery building, shop and visitor areas (revised application)  
Keswick Brewing Co, The Old Brewery, Brewery Lane, Keswick, CA12 5BY  
*Support - as per our previous comments December 2017 'Support - minimal change to original application as requested by planners'. Unless objections from neighbouring properties we would happily support the development of this local enterprise.*  
**SUPPORT**
- 7/2018/2344** Change of use of ground floor retail space to extend existing residential unit  
27 Station Street, Keswick, Cumbria, CA12 5HH  
*Support - Incorporating Gallery into existing residential property.*  
**SUPPORT**
- 7/2018/2347** Alterations to internal layout and external openings inc. removal of single door to turret and alterations to front door (to recent extension to building)  
La Primavera Restaurant, High Hill, Keswick, CA12 5NX  
*Support - minimal external changes/improvements. Positive to see damaged/flooded restaurant reinstated to present day standards internally. Only addition is an area for outdoor dining.*  
**SUPPORT**
- 7/2018/2349** Extension to rear of property and hard standing  
Fell View, Ashtree Avenue, Keswick, CA12 5PF  
*For Information only, no comments required.*
- 7/2018/2350** New double garage  
Great Eddy, Borrowdale Road, Keswick, CA12 5UP  
*Support - Application is in a huge area of garden ground.*  
**SUPPORT**

**7/2018/2356** Variation to condition 2 (plans) on planning application 7/2017/2341 - proposed local needs dwelling  
 Bristowe Lodge, Crosthwaite Road, Keswick, CA12 5PG  
*Support - Double car garage as opposed to single which makes bedroom above larger. No adverse effect on anyone.*  
**SUPPORT**

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

**176. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 14th December 2018 – 10th January 2019.

**177. Council Tax Consultation – Cumbria Police & Crime Commissioner**

Consideration was given to a response to the Cumbria Police & Crime Commissioner's consultation on increasing the Council Tax for a band D property by £2 per month to maintain a good police force.  
**RESOLVED** that the Town Council does not support the locality being asked to pay a supplement.

**178. The NHS Long Term Plan**

Councillor Susan Leighton reported on the recently published NHS Long Term Plan. Concerns were expressed about the proposal to double the number of volunteers and capacity to recruit suitable people. She also reported that she had recently met Sandra Dempsey of Age UK West Cumbria and suggested that the Clerk arrange 'Dementia Friend' training for Councillors and staff who would be prepared to attend.

**179. Payment of Accounts**

**RESOLVED** that the payment of accounts for January 2019 as approved by the Inspection Committee be authorised:

- i) For the Town Council, vouchers 206 - 225 amounting to £27,686.30 (twenty seven thousand six hundred and eighty six pounds and thirty pence)
- ii) For the Trust, vouchers HP190 - FP149 amounting to £2,656.67 (two thousand six hundred and fifty six pounds and sixty seven pence)

**180. Quarterly Budgets**

**RECEIVED** for information the third quarter budget comparisons.

**181. Schedule of Meetings**

**RECEIVED** and noted the Schedule of Meeting Dates for 2019/20.

**182. Clerk's Report**

**RECEIVED** the Clerk's report.

**183. Liaison Meetings**

**RECEIVED** the notes of Keswick Ministries Town Liaison Forum held on 11<sup>th</sup> December 2018.

**184. Correspondence**

Consideration was given to the following correspondence:

- i) CALC – Buckingham Palace Garden Party 21<sup>st</sup> May 2019 – nomination request.  
**RESOLVED** that the Mayor's name be put forward for the Cumbria draw.

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 Thursday 21<sup>st</sup> February 2019. My shifts have been altered to enable me to attend. However, should a job come in that makes attending impossible, please give my apologies. If there are any matters arising that I may be of assistance with, please do not hesitate to contact.

**Your area priorities are:**

Rural Acquisitive Crime.

**Area Update**

For the period from the **1<sup>st</sup> January 2019** until the **31<sup>st</sup> of January 2019**, there have been a total of **1 ASB** incident log and **10 Crimes** reported in this area. Here follows a summary of those incidents within the public interest.

**Incident logs:**

On the 2<sup>nd</sup> of January 2019, police received a report of a male behaving in an anti-social manner in the area of Crow Park Road. Upon attending, police officers established evidence of mental health problems due to the individual having forgotten to take their medication. Officers left them in the care of the Crisis Team. There were no offences recorded.



## **Crimes:**

On the 1<sup>st</sup> of January 2019, a retail premises in the area of St John's Street reported overnight damage to one of their windows. Unfortunately, there was no CCTV and no witnesses have come forward. If anyone has information that may assist with police enquiries, they are encouraged to contact 101 or speak to their local PCSO.

On the 3<sup>rd</sup> of January 2019, police received details of a theft from an outdoor clothing retailer in the area of Main Street. 2 unknown males have entered the store with a "bag for life", placed 7 jackets into the bag and left the store without attempting to make payment. The incident was covered by CCTV but the suspects are yet to be identified. Suitable crime prevention and anti-theft advice was given.

On the 4<sup>th</sup> of January 2019, a male reported having woken up to find his bathroom window had been broken overnight. A crime for damage was recorded but there was nothing evidential to pursue.

Also on the 4<sup>th</sup> of January 2019, police received a complaint from residents in the area of Ambleside Road about a suspicious white Transit type vehicle and 2 males looking to take scrap metal and using offensive language. A crime for public order has been submitted and safeguarding advice given. If you are aware of any suspicious vehicles or individuals, please contact police via the 101 system. An officer will be tasked with attending the area to make enquiries.

On the 7<sup>th</sup> of January 2019, a retail premises in the area of Lake Road reported a series of thefts by the same offender over a 3 day period totaling goods exceeding £1600. Police attended and arrested the suspect who has been charged and summonsed to court.

On the 10<sup>th</sup> of January 2019, police received a report of the theft of a purse and handbag for the rear seat of their car. They were in the process of packing the vehicle for a trip, hence this would appear to be an opportunist theft. Police would like to remind everyone not to assume any belongings will be safe, even for a very short while. Many opportunist crimes could be avoided.

On the 18<sup>th</sup> of January 2019, just after midnight, a vehicle was stop-checked in the area of Windebrowe Avenue. The driver was given a caution for possession of a small amount of cannabis.

### **Engagement Update for December:**

Below are listed examples of some of the engagement activities your local PCSO has been involved with. This list is not exhaustive and is included to provide a flavour of some of the work that is ongoing in the community.

03/01/19 - 5356 was involved in the search for a missing person.

04/01/19 - 5356 attended a meeting with a member of the public with regard to complaints about noise and drunken behaviour in the night time economy.

16/01/2019 – 5356 attended Keswick School for regular Safeguarding meeting with the deputy head.

21/01/19 – 5356 attended the Keswick PubWatch meeting.

03/01/2019 – 5298 and Sgt 1113 attended Keswick ShopWatch meeting.

26/01/2019 – 5356 attended the "People's Vote" rally at Keswick School to provide reassurance.

**Information can be passed anonymously to CRIMESTOPPERS on 0800 555 111**

Our 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](http://www.cumbria.police.uk/services)

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 winter 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](http://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](http://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 5298 Jones and PCSO 5356 Smith

Email: [megan.jones@cumbria.police.uk](mailto:megan.jones@cumbria.police.uk)

[catherine.smith@cumbria.police.uk](mailto:catherine.smith@cumbria.police.uk)

Thank you.

## Planning Applications received between 11/01/2019 - 14/02/2019

### AGENDA ITEM 8.i)

Plan ref	Location	Description of Proposed Development
<b>T/2019/0018</b>	Linnett Hill Hotel, 4, Penrith Road, Keswick, Cumbria, CA12 4HF	Pollard 1 cherry plum
<b>7/2019/2001</b>	14a, Fenton, Keswick, Cumbria, CA12 4AZ	Variation of condition 3 of planning permission reference 7/2016/2135 (development of 3 dwellings) to allow local occupancy condition to apply to property 1 instead of property 2. Local occupancy condition to remain on property 3.
<b>7/2019/2004</b>	Town Head House, 25, St John's Street, Keswick, CA12 5AB	Vertical extension of existing bay window
<b>7/2019/2005</b>	Town Head House, 25, St John's Street, Keswick,	Vertical extension of existing bay window (Listed Building Consent)
<b>7/2019/2011</b>	Pack Horse Court, Keswick, CA12 5JB	A2 poster swing A board
<b>7/2019/2013</b>	22, Lakeland Park, Keswick, CA12 4AT	Single storey rear extension and associated internal works
<b>7/2019/2017</b>	Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land, Keswick	Approval of details reserved by condition of planning permission approval ref. 7/2018/2116: condition no 3 (Phasing Plan); condition no 4 (Construction Management Plan); condition no 5 (Arboricultural Method Statement) and condition no 7 (Construction Traffic Management Plan)

**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 11/01/2019 & 14/02/2019**

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2018/2308	November-18	Site to rear of 61 Headlands, Keswick	CA12 5ET	Erection of local occupancy dwelling	SUPPORT	GRANTED	Appeal
7/2018/2340	December-18	Keswick Launch Company, 29 Manor Park, Keswick	CA12 5DJ	Drainage field (retrospective) and package treatment plant	SUPPORT	GRANTED	
7/2018/2341	December-18	Dunbar, Crosthwaite Road, Keswick	CA12 5PG	Erection of a two - storey side and part rear extension	SUPPORT	GRANTED	
7/2018/2349	December-18	Fell View, Ashtree Avenue, Keswick	CA12 5PF	Extension to rear of property and hard standing	APPLICATION NOT RECEIVED FOR COMMENT	GRANTED	
7/2019/2015	February-19	Land adjacent to Penrith Road & Chestnut Hill, Keswick		Approval of details reserved by condition on planning application 7/2016/2027 (development of a water supply connection from Thirlmere to West Cumbria); conditions 6 (Soil Management Plan), 7 (Construction Management Plan), 9 (Construction Traffic Management Plan), 10 (Surface Water Management Plan) and 11 (Haul Roads) in respect of tunnel crossing of AS91/Chestnut Hill, Keswick	APPLICATION NOT RECEIVED FOR COMMENT	Submitted conditions are acceptable	
7/2019/2017	February-19	Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land, Keswick		Approval of details reserved by condition of planning permission approval ref. 7/2018/2116; condition no. 3 (Phasing Plan); condition no. 4 (Construction Management Plan); condition no. 5 (Arboricultural Method Statement) and condition no. 7 (Construction Traffic Management Plan)	TO BE MADE AT FEBRUARY TOWN COUNCIL MEETING	Submitted details are acceptable	

**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 21<sup>ST</sup> FEBRUARY 2019**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 11<sup>th</sup> January 2019 – 14<sup>th</sup> February 2019

Monday 14 <sup>th</sup> January	Launch of War & Peace Exhibition, Keswick Museum
Tuesday 15 <sup>th</sup> January	Appeal for Weatherspoon application, Moot Hall, Keswick
Tuesday 15 <sup>th</sup> January	Attendance Underskiddaw Parish Council Meeting, Underskiddaw Church
Wednesday 16 <sup>th</sup> January	Meeting with Keswick Ministries Trustees held at Rawnsley Centre
Friday 18 <sup>th</sup> January	Opening of the International Language Centre, Keswick School, accompanied by Deputy Mayor Allan Daniels
Friday 18 <sup>th</sup> January	Changeover ceremony for Battersby Charity, Moot Hall, Keswick
Tuesday 22 <sup>nd</sup> January	Accessibility Keswick Meeting held at Café West, Fitz Park
Wednesday 23 <sup>rd</sup> January	Christmas Lights debrief meeting held in Council Chamber
Wednesday 6 <sup>th</sup> February	Meeting with Cumbria Highway and Police re speeding devices at High Hill, held at Council Chamber, Cllr Tony Lywood also in attendance
Wednesday 6 <sup>th</sup> February	Visit to Travis Perkins re: delivery lorry issues , Cllr Tony Lywood also in attendance
Thursday 7 <sup>th</sup> February	Revitalising Town Centre - Forum for local traders, Council Chamber
Friday 8 <sup>th</sup> February	KFAG meeting re Springs Road and Penrith Road Scheme, held at Conservative Club
Monday 11 <sup>th</sup> February	Meeting with Police Constable and the CCTV /Comms Information Manager held at Council Chamber, Cllr Graham Kendall also in attendance



## Report from the North DA Parishes Member of the LDNPA – January 2019

As usual in January, there was no meeting of Development Control Committee this month, but I do have some news about planning that may be of interest to some parish councils.

Though the LDNPA has now ceased sending paper copies of planning applications to parish/town councils and is instead consulting electronically, it will continue to deposit a paper version in a location where it can be freely accessed by the public. In the North DA, the location is the Moot Hall in Keswick. This is clearly not convenient for some parishes, and planning officers are offering an alternative approach in the North DA: if a parish council can suggest a suitable alternative location, then the paper version of the application can be sent there instead of to Keswick. Head of Development Management, David McGowan, has explained:

*“Ordinarily Local Planning Authorities use their offices as the single location and in view of our large area we seek to use more local places. We can specify on the site notice any suitable location for viewing applications within the area. If there is a venue that would be willing to host the service, we would be pleased to consider it. Good opening hours and somewhere for people to look at the application are the main things. A home address would be unlikely to be suitable. If a parish council can arrange a suitable location, please let us know and we can make the necessary changes.”*

Examples of locations that can be used include post offices, village stores and community centres. If you think you have a location in your parish that would be suitable – and you have the agreement of the operator, then you can discuss the possibility with the planners by sending email for the attention of Jane Murray to [planning@lakedistrict.gov.uk](mailto:planning@lakedistrict.gov.uk) and, assuming all is well, the necessary changes will be made.

Please bear in mind that the LDNPA will still be posting out only one paper copy of the application: if it is sent to a venue within your parish, then there will no longer be a copy sent to Keswick.

In years gone by, all planning applications, including supporting documents such as drawings, were submitted on paper to the appropriate planning authority. It is still possible to do this, and applicants must submit three copies of all the documents. However, it is now comparatively rare for applications to be submitted this way. In 2018, around 70% of the applications received by the LDNPA were submitted electronically via the national Planning Portal. A standard national application form is used, and the applicant submits supporting documents, such as drawings, along with it. This is why drawings on the LDNPA website have sometimes had to be rotated before being viewed on a computer or via a projector: there is no requirement for the applicant to submit them in any particular orientation. However, LDNPA planning support staff are now rotating them prior to upload to the website.

Geoff Davies

[Geoff.Davies@lakedistrict.gov.uk](mailto:Geoff.Davies@lakedistrict.gov.uk)

**Report of the Keswick and District Fair Trade Campaign to Keswick Town Council**

The Keswick and District Fair Trade Campaign has been in existence now for fifteen years and has a membership of almost one hundred.

In February, during Fairtrade Fortnight, we had a stall on the market. The main aim was to draw attention to Fairtrade Fortnight - to remind as many people as possible about Fairtrade. The stall was planned by Bernadette Fagan who has a real talent for creating an eye-catching display. We also raffled a hamper of Fairtrade products donated to us by Lakes and Dales Co-op. The Fairtrade Service this year was held in the Quaker Meeting House in Keswick.

In May, Jo Alberti gave a talk to teachers at a Fairtrade Schools [20 of them!] conference in Carlisle. Mike and Jo gave a talk to the U3A in June and then to the Keswick WI in July: Aileen Scorer joined the committee after this talk.

The AGM of the Keswick Fair Trade Campaign took place on June 6th. The committee and its officers were re-elected unopposed: Mike Glover as Chair; Cath Glover as Treasurer; Jo Alberti as Secretary and Bob Bryden, Bernadette Fagan and Sheila Tolley as committee members.

In June, Jo Alberti attended a Town Council Meeting in order to encourage one of the members to replace Adam Paxon on the committee; Allan Daniels volunteered and we have been delighted to welcome him.

In August the Campaign had a stall at the Agricultural Show serving coffee and tea and giving out chocolate. There was again a Fairtrade Stall at the Victorian Fayre in Keswick on Sunday December 2<sup>nd</sup>. The stall was organised by Susan Beale of the Caldbeck Fairtrade Campaign. Keswick campaigners worked on the stall, in particular offering chocolate to taste..

On December 8<sup>th</sup> the Campaign had a presence in Booths. Bernadette Fagan filled a hamper with Fairtrade goods offered in Booths: the idea was that people coming to the store will know what Fairtrade products are available.

There is now an advertisement for Fairtrade playing at the Alhambra Cinema, using film provided by the Fairtrade Foundation.

Members of the Town Council may know that Traidcraft, which has imported and sold Fairtrade products since 1979, made losses last year and has had to agree a rescue plan which involves slimming the company down. The big concern is for producers who have only got access to market through Traidcraft. Some 700 women in India, for example, are employed making hand-stitched cards. Traidcraft is proposing to focus on a core range of grocery products such as tea, coffee, and lavatory paper, and fewer handicrafts. The rescue plan, which was put forward by a group of staff last month, sets out a proposal for a membership scheme for customers, which will encourage people to get together to buy products to save money on delivery and cut down on packaging waste.

**Councillor Allan Daniels**  
**February 2019**

**Keswick Town Council  
Council Tax Base Confirmation  
February 2019**

Confirmation has now been received from Allerdale Borough Council of the Council Tax Base for Keswick. The base has been calculated to include additional properties now within the Keswick Parish following the recent Ward Boundary Review.

The Council Tax Base for Keswick for 2019/20 set by Allerdale Borough Council = £2070.68.

This amount represents an increase of £5.86 for the year, or 11p per week, for each Band D property in Keswick – making a total payment of £126.42 (4.86%) for the year equating to £10.54 per month for each Band D property in relation to Keswick Town Council's proportion of the Council Tax bill.

**Catherine Parker  
Responsible Finance Officer  
14<sup>th</sup> February 2019**

**KESWICK TOWN COUNCIL  
REVIEW OF INTERNAL CONTROL AND AUDIT  
14<sup>th</sup> February 2019**

The regulations require councils to carry out an annual review of the effectiveness of their system of internal control and audit during the financial year. This review is an integral part of continually improving governance and accountability. The results of the review must be included in the annual governance statement which is Part 2 of the annual return. The review should, as a minimum, include making an assessment of each of the following:

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

Ian Smithson was appointed as the Council's Internal Auditor in December 2017. This appointment was made to cover the next 3 years.

Financial controls in place:

- The Town Council has fulfilled its statutory obligation to appoint a Responsible Financial Officer (RFO) (LGA 1972 s 151). The RFO has made available a written record of all financial procedures which have been adopted by the Council and included in the Financial Regulations
- The supplier invoices are authorised with an initial by the Responsible Finance Officer/Parks Manager and countersigned by either the Responsible Finance Officer or Town Clerk. Invoices are coded to the relevant approved annual budget head and entered onto the payment list and posted onto Sage accounts.
- A monthly rota of two Councillors has been set up who, when signing cheques and BACS/Direct Debit payment authorities, counter check them to invoices and the schedule of payments approved at Council.
- Accounts are paid by the BACS system where possible or direct debit. Payments are entered onto the Sage Accounts system and made electronically. The payments are checked once again by the Responsible Finance Officer, prior to submission, to ensure that they correspond to the approved payments list. The payments are then submitted to suppliers and a copy of the Barclays payments report is attached to each approved payment list as an audit trail.

***The Council is asked to appoint two Councillors to carry out a review of the effectiveness of the current system. A copy of the Annual Review undertaken in 2018 is attached for information.***

**Catherine Parker  
Responsible Finance Officer**

**Keswick Town Council**  
**Annual Review of Effectiveness of Internal Financial Control**  
**March 2018**

The above review was undertaken by Councillors Daniels and Titley on the 20<sup>th</sup> February and 7<sup>th</sup> March 2018.

**Comments & Observations – Councillor Daniels:-**

I have carried out my review today 20<sup>th</sup> February 2018 and I believe that our audit arrangements are in compliance and conform to the regulations set down in the guidance in "Governance and Accountability for Smaller Authorities in England March 2016.

Further to this may I suggest that councillor Miller's suggestion regarding flexibility regarding reporting of fraud (presently restricted to the Mayor, Trust Chair, Clerk and RFO) be taken into consideration.

*Councillor Miller's comments 2017 - 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.*

My other suggestion is with regard to items 6.7, 6.8 and 6.9. That we should follow the recommendations that D.D's Standing Orders, B.A.C's and Chaps be referred to the full council for approval every 2 years.

*6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.*

*6.8 If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.*

*6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.*

Further to this it would seem that our financial controls are rigorously adhered to and well scrutinized.

**Comments & Observations – Councillor Titley:-**

I have reviewed the following documents:

The report compiled by Councillors Burn and Miller following completion of their review in 2017

I think the point raised regarding who the auditor should report to would be covered by common sense if any of the name officers were implicated in the fraud. Perhaps one addition would be to include the police in any record of fraud reporting.

Ian Smithson's internal audit report from May 2017 – this was taken to the June meeting.

The single recommendation to perhaps earmark reserves for specific purposes can lead to unfortunate hobbling of future projects when the right cash can be in the wrong pot. I think that recommendation is unnecessary <sup>1</sup>

KTC Financial Regulations (current)

6.9. Every two years the use of BAC or CHAPS should be authorised by Council (I am not certain we do this) <sup>2</sup>

SLCC advice note for the effectiveness of internal financial control

No comment.

I am satisfied that Keswick Town Council has effective Internal Financial Control.

Copy

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<sup>1</sup> **RFO note for information** – Keswick Town Council resolved in December 2017 to earmark some General Reserves – Minute number 183.

<sup>2</sup> **RFO Note for Information** – This was included in the annual revision of Financial Regulations in April 2017, therefore authorisation is next sought in April 2019



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## **ADVICE NOTE: Effectiveness of Internal Financial Control**

It appears that it is the Governments intention (and rightly so) to bring all local authorities in line in respect of the regulations governing, in particular, accounting and audit (for example the common accounting deadline throughout the public sector). Hence the introduction of the amendments to the Accounts and Audit Regulations (SI 2006 No. 564), which requires all local councils to now review the effectiveness of the system of internal audit at least on an annual basis. This Advice Note attempts to explain, in brief terms, how local councils can achieve this review in order to satisfy the new regulations.

The following five standards will need to be addressed which should be clearly defined in the internal auditor's engagement letter.

### **Scope of Internal Audit**

What should be included in the audit plan, or, in other words, what is it that the council wants the internal audit to do. In this respect, I would suggest that the minimum requirements should be those contained in the suggested approach at Appendix 9 of the "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide". There may, of course, be other areas or other, more in depth work, which the council requires to be undertaken by the internal auditor, perhaps, for example, as a one off or as a result of previously discovered system failures or discrepancies. Whatever the works required, or terms of reference, they should be approved by the council and communicated to the auditor.

The work should take account of the risk management processes (e.g. the Annual Financial Risk Assessment) and also the wider internal controls (the whole system of checks and controls, financial or otherwise, established by management in order to provide assurance regarding the achievement of the organisations objectives). A good example of an (or a set of) internal control in local councils is financial regulations.

The terms of reference should define the responsibility of the auditor in relation to fraud, that is, who the auditor should report to – council, chairman or clerk? This, of course, will depend on the type of fraud discovered.

### **Independence**

The internal auditor should be allowed to have direct access to those charged with governance (i.e. the council) where this is thought necessary by the auditor (for example, in the case of fraud – see above).

The internal auditor should have no other role within the council and the council should confirm this. This is not to say that he/she cannot be an employee of the council. This may happen within larger local councils and certainly does happen in principle authorities, but the internal auditor should have no role in the financial or decision-making processes.

The internal auditors report should be made in his/her own name and addressed to the council. It is perfectly feasible to prepare the audit report on a "negative" basis, i.e. only those items which require amendment or improvement to be mentioned, but where the auditor finds that no matters

## **ADVICE NOTE: Effectiveness of Internal Financial Control**

have arisen from the audit which necessitates bringing to the attention of members, then the report should reflect this.

### **Competence**

The council must be satisfied that the internal auditor is competent to carry out the work. The internal auditor does not have to possess any qualifications but the following essential competencies to be sought should be

- understanding of basic accounting processes;
- understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of risk management issues; and
- understanding of accounting requirements and the legal framework and powers of local councils.

The auditor does not need to do the work for reward. Many local councils have engaged an internal auditor from within its parish who is happy to do the work for free. There should, however, be no evidence that the internal audit work has not been carried out ethically and with integrity and objectivity.

### **Relationships**

Officers of the council should be consulted on the content of the audit plan and all concerned should agree this beforehand.

Responsibilities for officers and internal audit should be defined in relation to risk management, internal control and fraud and corruption matters. These will be clearly set out in such documents as job descriptions and the auditors' engagement letter.

Council members should be clear on their own responsibilities for the "protection of the public purse" and within the internal audit framework. The council has a duty to consider the annual internal audit report and to demonstrate that consideration by inclusion in the minutes. Each item mentioned in the report should be fully addressed. There may be a need for councillor training to ensure that all members fully understand this role and budget provision should be made where necessary.

### **Audit Planning and Reporting**

The audit plan should properly take account of the corporate risk i.e. controls and procedures within the council which minimise the risk of the body not being able to function or carry out what it sets out to do. The council should approve the plan. Internal audit should report in writing in accordance with the plan (see 4 above).



# KESWICK TOWN COUNCIL

## Annual Risk Management Assessment

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Revised February 2019

Catherine Parker – Responsible Finance Officer

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT		Establishment/Central Administration (Office)			
Key Decision Area					
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks Council Offices	Buildings insurance arranged by Allerdale Borough Council as landlord Contents organised direct by Town Council with Zurich Public Liability insurance cover in place £15m	No further action  Policy amounts are annually revised for inflation			*
Accident – Member of the Public whilst on site (Public Liability)	Public Liability insurance cover in place £15m	No further action			*
Establishment	All covered within Zurich Policy	No further action			*
Libel & Slander	Sum insured £250,000				*
Business Interruption	Sum insured – additional expenditure £100,000 – loss of Gross revenue £166,000	Hope Park, Lake Road, Keswick, CA12 5DJ			*
Money	Sum insured: – <ul style="list-style-type: none"> <li>• Loss of money in custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe £5,000</li> <li>• In the private residence of any member or employee £500</li> <li>▪ In the premises in custody of or under the actual supervision of any member or employee £5k</li> </ul>	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. ....					
	<ul style="list-style-type: none"> <li>In the premises in locked safes or strong rooms £5,000</li> <li>In the premises in locked receptacles other than safes or strong rooms £250</li> </ul>				
Fidelity Guarantee	Sum insured – all members and employees £1,000,000	No further action			*
Personal Accident	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Civic Regalia (Mayoral chains of office x 2 & Deputy Mayors Jewel)	Sum insured £31,907	Revalued February 2018 – Northern Valuations, Kendal and details supplied to Vincent Liu at Zurich  Under All Risks items are insured anywhere within the UK postal code. They are insured whilst in a members home on the understanding that: <ul style="list-style-type: none"> <li>The member takes reasonable precautions i.e. not leaving in plain site</li> <li>The member has informed their own insurance (home/contents)</li> </ul>		*	
Bus Shelter – Wivell Park	Included in sum insured for street furniture – bins, benches, picnic tables, bus shelter etc. £16,509	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. .... Tiled Mosaic – Subway Artwork, Lake Road	Sum insured £22,073	No further action			*
Subway Wall – Low Wall, Lake Road	Sum insured £6,242	No further action			*
Laptops – Office & Parks Managers	Sum insured £1,010	No further action			*
Council Office & Chamber Equipment – as per asset register	Sum insured £8,000	No further action			*
Council Office Furniture, Fixtures & Fittings	Sum insured £4,120	No further action			*
Council Chamber Furniture, Fixtures & Fittings	Sum insured £16,995	No further action			*
Secure Yard at rear of Council Offices – Tables & Chairs for use at events	Sum insured £2,060	No further action			*
CCTV System, Moot Hall	Sum insured £2,235	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. ....					
<b>b) Third Party Arrangements</b>					
Internal Auditor appointed by Council under new Audit regulations following 'Lighter Touch Audit'	Regular internal audit work carried out to establish 'proportionate, affordable & sustainable' process to strengthen Council's own governance & to 'provide proper accountability for public money' and to enable the Council to 'properly address its risk and their management, the principles of good internal controls and the roles of internal & external auditors'.	No change			*
<b>c) Self-Governance</b>					
Back Up of Computer Information	Regular backups carried out & spare copy kept in the safe at Council Offices. NAS box installed as 'networked' drive, this has 2 mirrored drives for onsite backups.	Cloud 'offsite' backup now installed (Nov 2016) – accessible 24/7 plus documents can be retrieved from a previous backup if deleted by mistake (Onedrive). This is an additional precaution as NAS box would be destroyed in event of fire. No further action			*
Standing Orders & Financial Regulations	Standing Orders & Financial Regulations in place updated annually	No further action			*
Risk Assessments	In place	Review Risk Assessment Annually			*
Annual Budget including regular budget reporting	In place. Quarterly reports produced and circulated with agenda papers	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Establishment cont. ....</b>					
Asset Insurance/Valuation	Assets register held inspected annually	No further action			*
Data Protection Act registration	Registered 01/04/06. Updated annually.	Town Council are registered. Training has been undertaken by Town Clerk & RFO. Procedures put in place by Town Clerk and archiving ongoing			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT				
Key Decision Area		Keswick Parks (Hope, Fitz, Wivell & Townsfield)		
Identified Risk	Current Arrangements	Comments	Red	Action Amber
<b>a) Insurable Risks</b>				
Accidents on site to members of the public	Public Liability Insurance cover in place £15m	No further action		
Claim by members of the public e.g. collapsed seat, torn clothing, hanging basket falling on someone	Public Liability Insurance cover in place £15m Regular inspections take place.	No further action		
Accidents involving children using designated play areas	Public Liability Insurance cover in place £15m Regular inspections take place	No further action		
Injury to athletes	Liability left to individuals/clubs themselves	Ensure all event organisers and athletic clubs organising events have appropriate cover		*
Impact damage to street furniture	Items covered under policy:- • Ornamental Gates, Walls & Fences Sum Insured £10,300 Council stand loss re vandalism but counter claim possible. Sum Insured £172,266			
War Memorial	Buildings insured by Zurich:- • Hope Park £867,382 • Fitz Park £894,995 Contents in Council use buildings insured by Zurich	No further action		*
Buildings on site – Sports Clubs and Council (Parks) use	Keswick Football Club insure buildings & contents for clubhouse	Properties (excluding Football clubhouse) revalued by Edwin Thompson 2013. Copy of valuations supplied to Zurich. Buildings sum insured increases each year – index linked Proof of cover required from Sports Clubs supplied annually		*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
	Contents to be insured by sports clubs/lessee: <ul style="list-style-type: none"> <li>• Bowling Club</li> <li>• Sports Pavilion</li> <li>• Tennis Club</li> <li>• Football Club</li> <li>• Kiosk &amp; Café</li> <li>• Golf Hut</li> </ul>				
Loss of rent	Sum insured – Sum insured – Hope Kiosk & café £166,000	No further action			*
Wivell Bridge	Sum insured £350,000	No further action			*
Knightsbridge	Regular structural inspections organised by Parks Manager				
	Sum insured £350,000	No further action			*
	Regular structural inspections organised by Parks Manager				
Play Equipment, CSA & BMX Track	Sum insured £255,824	No further action			*
	Annual inspections carried out by RoSPA and any actions carried out by Parks staff with instruction from Parks Manager				
Use of chainsaw	Only used by qualified staff member. Insured under All Risks Part C & Public Liability	No further action			*



Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Keswick Parks cont.....</b>					
Townsville	Impact damage – covered under All Risks Part C (Ornamental gates, walls and fences)	No further action			*
Benches & Picnic Tables	Sum insured £16,509 – All Risks Part C Street Furniture	No further action			
Hope & Fitz Park – Garden equip, tools etc.	Sum insured £102,060 As per Material Damage – contents (a), (b), (c) & (d) – Zurich schedule	No further action			*
Hope Park Plant & Machinery – as per asset register	Sum insured £44,000 – All risks Asset register updated annually	No further action			*
Hope Park Open Spaces – Memorial Benches as per asset register	Sum insured £17,000 – All risks Asset register updated annually	No further action			*
Fitz Park Open Spaces – Memorial Benches as per asset register	Sum insured £14,000 – All risks Asset register updated annually	No further action			*
Fitz Park – Secure containers & Attendants Hut – Plant Machinery & Equipment as per asset register	Sum insured £10,300 – All risks	No further action			*
<b>b) Third Part Arrangement</b>					
Accidents to authorised contractors/workmen whilst working within the parks	Responsibility of contractors to arrange appropriate insurance cover	Parks Manager to check contractors liability details – counter claim would be made by Keswick Parks/Council if sued		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont..... Independent Examiner appointed by Trustees	Annual inspection of accounts to ensure compliance with SORP & Charities Act 2006	No further action require			*
c) Self-Governance Play Area, CSA, BMX Track & Parks Open Spaces	Annual inspection of Play Area, CSA & BMX Track carried out by RoSPA. Annual Inspection Contract carried out by Zurich contractor – as per Part K insurance schedule External Area Inc. Accessibility Assessment & checklist carried out by RoSPA every 3 years	Inspections carried out by Parks Staff/Manager at frequencies as stated in the Parks Risk Assessment – Inspection Policy Schedule Full documentation kept on file in office – Parks Manager delivers completed inspections to office at regular intervals			*
Inspection of seats and other Council/Keswick Parks owned property	Periodic inspections by Parks Staff	Annual seat/property inspections in place (as recommended). Memorials policies adopted January 2012			*
Tree Management for possible problems (falling branches etc.)	Regular checks carried out by Parks Manager. Annual Tree Survey carried out in parks and open spaces suitably qualified by third party contractor	No further action			*
Golf Hut – Staff security	Alarm bell & CCTV surveillance in place Responsibility transferred to lease holder	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<p><b>Keswick Parks cont.....</b>                      Crosthwaite Road –                      Community Car Park</p>	<p>Regular checks carried out by Parks Staff.                       Car Park managed by Parking Infrastructure Services Ltd – responsibility of emptying pay machines and banking lies with tis contractor                       Covered under Public Liability</p>	<p>No further action</p>			<p>*</p>

<b>KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT</b>	
<b>Key Decision Area</b>	War Memorial

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) <b>Insurable Risks</b> Material & Impact Damage	Sum insured £172,266	No further action			*
Public Liability e.g. if monument collapses on someone	Covered by Public Liability on Zurich policy – sum insured £15m	No further action			*
b) <b>Third Party Arrangements</b>	NIL				
c) <b>Self- Governance</b>	NIL				

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT		Events & External Activities			
Key Decision Area					
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) <b>Insurable Risks</b> Injury to person from accident on site	Public Liability in place via Zurich – Cover £15m	No further action			*
b) <b>Third Party Arrangements</b> Injury to individual performing or stall holder	Performers/traders/contractors to be advised to arrange suitable public/employers liability insurance cover & completed necessary risk assessments/inspection	No further action			*
c) <b>Self-Governance</b> Staging, stall & public safety	Suitably qualified contractors appointed to supply staging and stalls. Barriers to be erected around the stage areas at a safe distance to be agreed in conjunction with contractors. Necessary signage put in place. Stewards to be appointed. Risk assessment carried out by appointed person. Premises licence obtained from ABC (which includes notifying higher authorities & emergency services)	Ensure risk assessments are adhered to Ensure all contractors have suitable insurance cover Follow any instruction/advise given by higher authorities		*	

<b>KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT</b>	
<b>Key Decision Area</b>	Christmas/Festive Illuminations

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) <b>Insurable Risks</b> Damage to property/person by falling festoon cable etc.	Public Liability in place via Zurich – Cover £15m	No further action			*
Electrocution by tampering or otherwise	Public Liability in place via Zurich – Cover £15m	No further action			*
Accident when helping with arrangements – members, employees & volunteers	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Damage to hired lighting displays whilst installed and in place	Sum insured £20,806	Insurance underwritten with Zurich and cover is in place appointed via tender			
b) <b>Third Party Arrangements</b> Negligence by Town Council's contractor	Copies of the following required from contractor prior to work commencing to cover any possible counter claim:-	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Christmas/Festive Illuminations cont.....	<ul style="list-style-type: none"> <li>• Public &amp; employers Liability cover</li> <li>• Risk Assessments &amp; Method Statements</li> </ul> <p>The responsibility for safe installation of all displays rests with contractors</p>				
c) Self-Governance					
Accidental electrocution by member of the public	110v lamps with transformers used for Christmas Tree at lower level and safety barriers placed around the tree	No further action			*
Cross street displays falling down	Contractor instructed to carry out load testing no more than 6 months prior to installation, by a qualified contractor  Contractor advised to supply and install wind resistant displays in the Market Square area	No further action			*

<b>KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT</b>	
<b>Key Decision Area</b>	Allotment Site - Hawthorns

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) <b>Insurable Risks</b> Accident – Member of the public whilst on site Damage to property on site Accident when preparing site	Public Liability in place via Zurich – Cover £15m None Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover NIL	No further action Allotment holders to be responsible for insurance and safe keeping of their property on site No further action			* * *
b) <b>Third Party Arrangements</b>	NIL				
c) <b>Self-Governance</b>	NIL				



## KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 5<sup>th</sup> February 2019 at 10.30 a.m.

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**Present:** Councillor Paul Titley (Chair) (PT)  
 Councillor Allan Daniels (Deputy Mayor) (AD)  
 Councillor Tony Lywood (TL)  
 Lynda Walker (Town Clerk) (LW)  
 Vanessa Metcalfe (Keswick Tourism Association) (VM)  
 Sue Plant (Events Co-ordinator) (SP)  
 David Quinton (Keswick Rotary) (DQ)

**40. Apologies**

Apologies for absence were received from:  
 Councillor David Burn (Mayor)  
 Sgt Atkinson (Police)  
 Rachel Kearns (George Fisher)  
 Joe Broomfield (Town Centre Manager – Allerdale BC)  
 Chris Harper (Podgy Paws)

**41. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee meeting held on 20<sup>th</sup> November 2018.

It was agreed to bring forward item 4 on the agenda – Catherine Parker was present for this item.

**42. Christmas Lights**

**Details/actions required:**

- Positioning of Christmas tree in Market Square – current position unsatisfactory as too squashed in by market stalls. Agreed to re-position at the other end of the Square near to the two planters and beneath the ‘Merry Christmas from Keswick’ sign.
- Type of Christmas tree – a ‘natural fake’ tree was agreed to avoid the need for a tree pit to be provided – to be reviewed after one year.
- Picket fencing around Christmas tree needs to be bigger to avoid squashing the tree in too much.
- Discussion ongoing with Lite Ltd re provision of power sources on outside of buildings to avoid access issues in future. Lite Ltd also to provide training on Bluetooth switch on system for additional people to ensure cover available.
- Agreed that lights should be left on all the time next Christmas subject to any complaints received.

**43. Budget Update**

SP reported that Christmas Lights spending was on target pending agreement with Lite Ltd on second instalment of their payment which was still under dispute. Information was still awaited from Lite Ltd regarding cost to electricity providers for refund.

**44. Midsummer Festival 28, 29 and 30 June 2019**

The Chair reported as follows:

**Rock Night – Friday 28<sup>th</sup> June 2019**

- Zen (80s tribute band) booked to play - it was agreed to ask Waters Edge to play in support – PT and AD to speak to Shelagh Hughes about this.
- Free use of Cumbria Live.com available – SP to populate with relevant information – password available from PT
- All other arrangements and timing to be the same as last year including use of bouncers

**Prom in the Park –Saturday 29<sup>th</sup> June 2019**

- Shelagh Hughes to produce as for 2018
- Better amplification required for brass band and soloist – to be addressed by Fluid
- TL confirmed straw bales would be available from usual source at a cost of £250

**Scruffs – Sunday 30<sup>th</sup> June 2019**

- No medieval combat performance this year
- Possible sumo wrestlers instead using suits – subject to necessary risk assessments and safeguards
- Classes to be advised
- Market stalls required as for last year – TL/PT to speak to Phil Byers
- Grapevine to provide bar

**General**

- Publicity – advert in the Reminder and posters in shops as last year – SP to arrange
- Risk Assessments – required for all activities – SP to action
- St John Ambulance required – SP to contact

**45. Updates from Partners etc.**

- PT reported no progress to date with possible fireworks event but still in mind
- Joint Keswick Cricket Club/Rotary Wine and Food Fair in early planning stages – possible dates 30<sup>th</sup> August – 1<sup>st</sup> September 2019
- No more information available re proposed art market
- SP reported a letter received from a local resident suggesting representatives of local voluntary groups be asked to switch on the Christmas Lights – PT proposed asking Fire Service and will action this.

**46. Date of Next Meeting**

Tuesday 12<sup>th</sup> March 2019 at 10.30 a.m.

Meeting closed 11.45 a.m.

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**Chair**

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**Date**

KESWICK TOWN COUNCIL  
21<sup>ST</sup> FEBRUARY 2019

## **CLERK'S REPORT**

### Bus Panel Site Meeting

The Deputy Mayor and I attended a Bus Panel meeting on Wednesday 6<sup>th</sup> February following a request from a bus service user for a new bus stop closer to the Low Briery Caravan Site on Penrith Road. It was agreed on site that the existing (unmarked) bus stop adjacent to the allotment site at the Hawthorns is the most appropriate location for service users including those who wish to travel to Low Briery Caravan Park. It seems there has been some confusion over the stop being without its flag, with the service user who raised the matter being unaware of its existence. Stagecoach have agreed to attach a new flag to the lamp post where it previously was.

### Keswick Transport Study

Tenders were due in on 13<sup>th</sup> February and two were received. These are to be assessed on Friday 15<sup>th</sup> February by the Project Delivery Group and a decision will be made on the preferred contractor.

### Town Centre Forum

This took place on Thursday 6<sup>th</sup> February and was very well attended with 16 businesses represented. A good discussion was generated resulting in a few specific actions to be taken forward. A further forum will be held in two months' time with a provisional date of Thursday 11<sup>th</sup> April at 6.00pm.

### Election briefing

Allerdale BC held an Election Briefing session on Wednesday 13<sup>th</sup> February at the Quaker Meeting House which provided information on the role of the Councillor and the process of nomination and key dates. I have a number of nomination packs available on request.

### Dementia Friend Training

Eight people attended a Dementia Friend session delivered by Sandra Dempsey of Age UK West Cumbria on 13<sup>th</sup> February in the Council Chamber. This was a useful exercise to raise awareness and understanding.

LW  
140219



**BY EMAIL**

Councillor Burn  
Mayor of Keswick  
Keswick Town Council

10 January 2019

Dear Councillor Burn

**Fox Hunt Meeting in Keswick**

I write on behalf of the League Against Cruel Sports – and our thousands of supporters, including many in the Lake District – to request Keswick Council commits to *never again* allowing the Blencathra Foxhounds to hold its Boxing Day meet in Keswick.

Large groups of hunt followers and hounds meeting creates a health and safety hazard – with highways obstructed and passers-by, including families with young children, forced into narrow spaces. It is only a matter of time before somebody is injured as a direct result of these chaotic scenes and no risk assessment can realistically mitigate that likelihood.

As you may be aware, violent clashes have also taken place between proponents and opponents of fox hunting during recent town-centre hunt meets after deep-rooted community tensions ran high.

A terrified fox was chased to exhaustion across the fells by hounds under control of the Blencathra Hunt during a hunting meeting on 10 November. This is just one of 151 reports of illegal hunting received by the League since the hunting season opened on 1<sup>st</sup> November relating to fox hunts which claim to be ‘following a trail’.

A number of local authorities – including Tetbury Council and Elham Council – have already committed to not allowing hunts to meet or parade on public land under their jurisdiction. With 85% of the public opposing fox hunting, there is clear support for Keswick Council to follow these decisions and instead allow only cruelty-free entertainment in Keswick on Boxing Day.

I look forward to hearing from you.

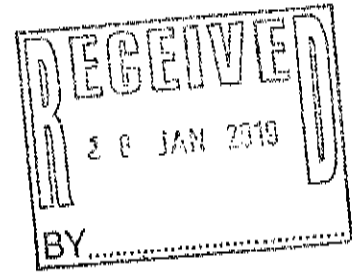
Yours Sincerely,

Nick Weston  
Head of Campaigns

New Sparling House, Holloway Hill, Godalming, Surrey, GU7 1QZ  
T 01483 524 250 E info@league.org.uk W league.org.uk

League Against Cruel Sports is a registered charity in England and Wales (no. 1095234) and Scotland (no. SC045533). Registered in England and Wales as a company, no. 04037610. Registered office: New Sparling House, Holloway Hill, Godalming, Surrey, GU7 1QZ

"Rosebank",  
 33, Brandlehow Crescent,  
 KESWICK,  
 Cumbria, CA12 4JE



28<sup>th</sup> January 2019

Lynda Walkers,  
 Secretary, Keswick Town Council,  
 Council Office,  
 Keswick

Dear Lynda,

**AMENITY BENCHES**

I have another suggestion I would like to put to the Town Council.

While I walk as much as able it is becoming more and more difficult and I often have to rest, using low walls (not many) or low bollards (fewer). A lot of passers-by remark: "Wish there was a bench here!"

Out of town Keswick *does* need benches and I have identified several locations where older folk might take a breather:-

- Ambleside Road on the grass at the footpath joining it to Grizedale Close, or on the pavement/grass at the GC end.
- On the grass at the end of Brackenrigg Drive.
- On the grass near the entrance to Millfield Gdns off Blencathra Street.
- On one of the lawns beside the footpath running from Millfield Gdns to the main road bus stops (or better still *at* the fire station bus stop).

There are other sites, of course, probably over the Briar Rigg side but I will leave those for someone else to identify. And it would be useful if the Fitz Park Trusts could place a bench on the long riverside path near the car park, and also in Hope Park close to Crow Park Road.

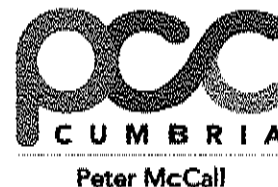
I have no idea what simple two plank plastic/polymer benches including anchorages would cost but would like to offer a donation of £1500 to make a start.

Please let me know the decision.

Kind regards,

Jill Chambers

Peter McCall  
**Police and Crime Commissioner for Cumbria**  
 Carleton Hall  
 Penrith CA10 2AU



In case of enquiry please  
 contact: L Hodgson  
 Tel: 01768 217734  
 Email: [lisa.hodgson@cumbria.police.uk](mailto:lisa.hodgson@cumbria.police.uk)  
[www.cumbria-pcc.gov.uk](http://www.cumbria-pcc.gov.uk)

Lynda Walker  
 Keswick Town Council  
 Email

5 February 2019

Our Ref: QSPI – 032/19

Dear Lynda,

Thank you for the email on behalf of Keswick Town Council.

I am of course disappointed that the Council has not been able to support the proposed increase in council tax precept. Unfortunately, your email doesn't include the reasons why the Council is not able to support, in order that I could address the points of concern, perhaps you could articulate your objections and I would be pleased to respond.

The decision to raise council tax precept is never easy. As a town council you will be acutely aware of the fine balance between increasing council tax and maintaining services, you will be well aware of the pressures of inflation, increasing demand and the desire of the public for more police officers, policing is no exception. As part of the consultation I spoke to the Chief Constable about the needs of operational policing within the county and what resources are required to meet the changing nature of crime. Crime is becoming much more complex as we have just experienced in Barrow under Operation Horizon, where more than 27 arrests have been made across the country for drug offences. Previously this would have been just a local or at the very most a regional issue. These arrests do not just safeguard Barrow but the whole county, and we have to operate within the context of county wide and indeed national crime and policing.

Much of the policing work which keeps our county safe is unseen and very much more than the parochial interest of seeing a police officer 'on the street' – such as dealing with serious and organised crime groups trying to deal drugs into the county, domestic violence, sexual crimes, child sexual exploitation, cyber-crime and financial fraud, especially on the vulnerable and elderly. This requires many officers in unseen policing, often not uniformed and which the public do not see. It is partly my mission that the public do not see this sort of really dangerous crime and I would hope that council members could appreciate the complexities of modern policing. Policing takes many forms and it is often the unseen policing that is keeping us the safest. Here in the county we have frequent weather related crises when the Police are often first and last on scene to keep the public safe.

Of the total 2161 responses to the survey, 70.15% voted yes and upon request, for those unable to access the internet, the Office of the Police and Crime Commissioner posted several members of the public paper copies of the survey. I can report however, that this year we had the greatest number of responses.

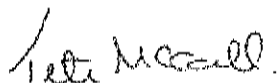
Cumbria is one of the few counties in the country where officer numbers are increasing so that we keep our county as one of the safest places to live and work and as Police and Crime Commissioner, I am committed to keeping it that way. I agree that funding should come from the central government but this option is not available and we are presented with the only option to raise taxes locally in common with every other Police Commissioner in England (but not Wales where the precept has never been capped). I will continue to argue for greater funding from central government but would note that government money also comes from the taxpayer and at least paying to council tax, you can be assured that every penny you pay for police precept, stays in Cumbria and is spent on Cumbrian policing.

It is a very reluctant decision to propose any increase in the police precept and of course, I would prefer not to have to raise the precept at all; but I have to be realistic and honest with the public. I will not join the ranks of those in politics who will tell the public they can deliver public services for free, we all know that is not possible and I believe it is dishonest. People in Cumbria tell me all the time they want more police, I agree with them and we need more resources. The harsh reality is that if we want more we have to pay a bit more and I am grateful that most people in the county think that an extra 36 pence a week is a price they are prepared (no doubt reluctantly) to pay. The reality is that if we want to retain our police officer numbers and indeed increase them to meet rising demand on services we have little choice. Not only do we have to keep pace with inflation, but policing needs constant investment to stay ahead of the changing nature of crime.

As noted above I would be happy to respond to any specific questions you may have on this matter.

Thank you for taking the time to make contact.

Yours sincerely

A handwritten signature in black ink that reads "Peter McCall". The signature is written in a cursive style with a large initial 'P'.

Peter McCall  
Police and Crime Commissioner

The Climate Change topic, reducing our carbon footprint, considering renewable energy and reducing the use of plastic - is being picked up by Sustainable Keswick, Plastic free Keswick, Churches together in Cumbria, Rural Cumbria Connects, U3A Cumbria Network (and more). It is likely that ideas will come forward that the Town Council may be asked to consider. The reason for passing out these notes is to give a little insight into this enormous issue. My apologies for those of you who already know a lot about this issue.

### **Caring for our Common Home A day considering Environmental Issues.**

2<sup>nd</sup> Feb 2019 Keynote speakers Keith Ward (Professorial Research Fellow at Heythrop College London) and Peter Scott (Samuel Ferguson Professor of Applied Theology at the University of Manchester).

Very brief Summary (my interpretation of what was said):-

**Keith Ward** unpacked varying views surrounding how this topic is understood, for example by Ecologists, Instrumentalists, Evolutionary Biologists and Physicists.

Whether a person thinks 'all things' in the natural world have value with humans being at the pinnacle of creation or not being anything special, whether everything should serve 'mans' needs, or whether evolution is accidental and non-purposeful – all this is important for understanding different approaches to the World, its resources, living animals and all other species on the tree of life.

And a person's understanding (if any) of the Doctrine of Creation is also a key factor when considering environmental issues. As there are big differences between the viewpoints that humans are to dominate and subjugate (rule and subdue) the earth, or that the end of the world means eternity with God so why worry if it comes soon (often seen as an American view), and 'all things are created by God' so we must care for the world we have been given.

**Peter Scott** highlighted the cause of Climate change being human industrial activities which are now bringing global challenges. We are altering the whole earth's systems. The reshaping of landscapes is occurring and the mass extinction of species is possible. The global north is affecting the south. We can't expect to ask sacrifices of others and not be prepared to make sacrifices ourselves. We need to slow the crisis, act cautiously for the common good. To look at the sort of food we grow, and the resources needed to grow that food as well as the distribution of it.



There were workshops on many topics, and I attended one on World Heritage Site Status, and on Wild Ennerdale. (Others were available that looked at practical responses).

**Using the World Heritage Site Status for the good of Rural Cumbria:- Jim Webster**

It was suggested that we might do well with an approach that takes in the needs of the land and the communities that live there, as well as the need for visitors who bring in some income. Whilst trying to prevent depopulation and the negative impact on the fells by walkers, cyclists and tourist attractions. (The people in my group mentioned quadbikes and Zip wires, but had not heard of any talk of Gondolas).

One suggestion was that a Village / Town tries to tackle a project in a day (a Boon Day), and involve both the locals and 2<sup>nd</sup> home owners (to build those who come occasionally - into the community) and finish with food. In some small communities there has been benefits as the 2<sup>nd</sup> home owners have had skills (eg Lawyers) which have helped with a local difficulty. Another suggestion was to balance 'keep it authentic' with the need to be mindful of climate change – grassy uplands with sheep looks nice, yet to have trees planted on slopes slows the flow of water and may be a flood alleviation measure.

A Tourist Tax using cameras on the M6 /A66, and a train tunnel linking the north lakes to Ambleside were mentioned.

People come to this area for mental, physical and spiritual refreshment, the question is how to share the 'goodness' of this area with others (generosity), without losing it.

**Working with natural processes: Experiences from Wild Ennerdale Gareth Browning**

The world is changing and will continue to change. The landscape is surviving but not thriving. Native species where they are designed to be is good, but Red Squirrels can also thrive on non-native species..We can increase the left deadwood as this is good for wildlife. Sheep are light and close crop the grass so seeds have no room to set, Black Galloway Cattle are heavier and disturb the ground so germination is possible. Random regeneration can take 15 years to bring a noticeable difference.

Leave growing vegetation at river sides, cluttered flood plains and gravel islands, as this slows water down and gravel is deposited earlier. Helpful in terms of flood defence.

From Susan Leighton.