

KESWICK TOWN COUNCIL

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

9th May 2019

The Annual Meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 16th May 2019 at 7.30 p.m.** The press and public are welcome to attend.



Lynda Walker
Town Clerk

A G E N D A

1. Election of Chairman (Town Mayor)

To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

2. Election of Deputy Chairman (Deputy Mayor)

To elect the Deputy Chairman and to receive the Deputy Chairman's Declaration of Acceptance of Office.

Note: the above appointments will be subject to confirmation at the meeting to be held on 18th July 2019 following the election of Councillors representing the East Ward.

3. Apologies

To receive apologies for absence.

4. Minutes

To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on 18th April 2019 (pages 50-53).

5. 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.

6. 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.

7. 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.

- 8. 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.
- 9. Applications for Development**
 - i) To examine applications for development and submit observations to the Lake District National Park Authority
 - ii) To receive an update on National Park Planning Decisions
- 10. Mayor's Engagements**

To receive details of the Mayor's engagements and meeting attendance for the period 12th April 2019 – 9th May 2019
- 11. 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
- 12. Chairman's Allowance**

To fix the amount of the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 (budget provision £2,000) and to agree timing of payments.
- 13. Schedule of Meetings 2019/20**

To confirm the date and times of ordinary meetings of the Council for the ensuing year.
- 14. Schedule of Charges**

To confirm the level of charges to be set for 2019/20.
- 15. Review of Standing Orders**

To review the current Standing Orders and consider any revisions recommended by the Clerk.
- 16. Payment of Accounts**

To confirm the payment of accounts for May 2019 as approved by the Inspection Committee (to be circulated at the meeting) for:

 - i) The Town Council
 - ii) The Trusts
- 17. Insurance Renewal/Review**

To receive the report of the Responsible Financial Officer.
- 18. Verification of Bank Reconciliations**

To appoint a Councillor to sign the bank reconciliations and original bank statements as evidence of verification.
- 19. Market Square Trading**

To consider making representations to Allerdale BC insisting that action is taken to enforce the street trading policy in the Market Square.
- 20. Election of Parish member to the Lake District National Park Authority**

To consider whether to nominate a candidate for the North Distinctive Area (note that there is no obligation to make a nomination and that no Council can make more than one nomination).
- 21. Clerk's Report**

To receive the report of the Clerk

22. Events Committee Minutes

To receive for information the Minutes of the Events Committee meeting held on 9th April 2019.

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 18th April 2019 at 7.30 pm.

Present:

Chairman
Councillor David Burn

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

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), Dr Geoff Davies (Lake District National Park Authority (LDNPA) North Distinctive Area Parishes' representative), PCSO Catherine Smith, 1 member of the press and 20 members of the public.

Prior to the start of the meeting, the Mayor thanked Councillors Leighton and Kendall, who were standing down at the May elections, for all their hard work and contributions to the Council during their terms of office.

222. Apologies

Apologies were received from Councillors Graham Kendall (work) and Martin Pugmire (illness).

223. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council Meeting held on 21st March 2019 (pages 46 – 49).

224. Requests for Dispensations

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

225. Declarations of Interests

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

226. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team. There had been no antisocial behaviour incidents and 22 crimes reported during March (comparative figures for March 2018 were 3 and 18 respectively). PCSO Catherine Smith was present and answered questions from Councillors. Councillor Jean Murray referred to an incident which did not appear to have been recorded in the February Police report and PCSO Smith undertook to check the position and report back.

227. Matters to be received from the Public

No matters were received from the public.

228. Hunting in the Keswick area

Consideration was given to representations from members of the public alleging that illegal hunting was taking place in the Keswick area resulting in the killing of foxes, claims of antisocial behaviour by hunt members, and requests that the Blencathra Hunt should be asked not to come to Keswick Market Square on Boxing Day in the future. Members of the public present and a representative of the Blencathra Foxhounds were given the opportunity to speak on this item.

RESOLVED that the Town Council:

- i) Write to the Lake District National Park Authority, the Forestry Commission, the National Trust and United Utilities to ask what their policies are relating to the issuing of licences for trail hunting, and how they police these
- ii) Write to the Chief Constable and the Police and Crime Commissioner for Cumbria asking them to clarify their actions in relation to complaints received and requesting statistics on the number of incidents reported and prosecutions taken under the Hunting Act
- iii) Take no action at this time regarding the Blencathra Hunt Boxing Day presence in Keswick Market Square

PCSO Smith left the meeting.

It was agreed to bring item 10 on the agenda forward.

229. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) LDNPA Parishes Representative – Dr Geoff Davies submitted a written report. He also advised that he had spoken to the Head of Development Management at the Authority who had suggested that members of the Planning Group arrange to meet their tree work contractor for advice regarding tree work applications and Councillor Miller agreed to follow this up.
- ii) Cumbria County Council Ward Representative - Councillor Lywood raised the issue of lack of consultation on local issues by both the County and Borough Councils, referring specifically to licensing issues. He also provided information on the Penrith Road flood alleviation scheme which was likely to start in August and would require traffic management in this area for 12 weeks.
- iii) Allerdale Borough Council Ward Representatives - Discussion took place regarding problems caused by the new arrangements for bin collection by Allerdale BC.

230. 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/2019/0050	Remove 1 eucalyptus and reduce height and spread of 1 yew tree 5 The Hollies, High Street, Keswick, CA12 5AH <i>Object - this application should be dealt with under previous application T/2019/0035</i>
	OBJECT
7/2019/2050	Confirmation of compliance with conditions 6 and 7 on approval ref. 7/2018/2308 - Construction method statement and energy statement Land to the rear of 61 The Headlands, Keswick, CA12 5EH <i>No comments required, for information only</i>
7/2019/2058	Demolition of existing house and erection of house Lyngarth, Rogerfield, CA12 4BN <i>Support - as per previous application 7/2018/2208 - 'Innovative design of a property that is in the need of major refurbishment work (satisfactory design & access statement which seems to cover any minor concerns)'</i>
	SUPPORT
7/2019/2061	Erection of single-storey side extension following demolition of existing extension/conservatory to the side elevation, replacement (retrospective) of two sash windows and one casement window to the rear elevation and reinstate balustrade to the front elevation 29 Southey Street, Keswick, CA12 4EE

*Support - Sensible and handsome restoration of a distinctive building.
Appropriate work in the conservation area*
SUPPORT

- 7/2019/2069** Front elevation: replacement windows and doors. Rear elevation: converting window to patio doors
80 Blencathra Street, Keswick, CA12 4HY
Support - The important feature is that the new installation should retain the appearance which it does
SUPPORT
- 7/2019/2075** Approval of details reserved by condition on planning application 7/2018/2116 (Re-instatement, improvement and resurfacing of traffic free Multi User Trail along a section of former railway line): condition 3 relating to phasing plan for construction work
Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land, Keswick
No comments required, for information only
- 7/2019/2082** Approval of details reserved by condition on planning application 7/2018/2116 (Re-instatement, improvement and resurfacing of a traffic free Multi User Trail along a section of former railway line): conditions 4 (construction management plan), 5 (arboricultural method statement) and 7 (construction traffic management plan)
Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land, Keswick
No comments required, for information only
- 7/2019/2083** Approval of details reserved by condition on planning application 7/2018/2203: Condition 3 (Roof Material) - Conversion of existing attached garage into living accommodation including alteration of the flat garage roof to mono pitched roof
8 Millfield Gardens, Keswick, CA12 4PB
No comments required, for information only

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

- 231. Mayor's Report**
RECEIVED details of the Mayor's engagements and meeting attendance for the period 15th March 2019 – 11th April 2019.
- 232. Reports from Representatives on Outside Bodies**
RECEIVED report from Councillor Jean Murray – Keswick Ministries Town Liaison Group.
- 233. Payment of Accounts**
RESOLVED that the payment of accounts for April 2019 as approved by the Inspection Committee be authorised for:
- i) The Town Council, vouchers 264 - 12 amounting to £25,543.97 (twenty five thousand five hundred and forty three pounds and ninety seven pence)
 - ii) The Trusts, vouchers HP263 - FP6 amounting to £7,828.54 (seven thousand eight hundred and twenty eight pounds and fifty four pence)
- 234. Budget Summary Comparisons as at 31st March 2019**
RECEIVED budget comparisons for the 4th Quarter.

235. Verification of Bank Reconciliations

RESOLVED that nomination of a Councillor to sign the bank reconciliations and original bank statements as evidence of verification be deferred pending the May elections.

236. Annual Review of Financial Regulations

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that items 6.7, 6.8 and 6.9 contained in the current regulations be renewed and that the Internal Auditor's Terms of Reference be amended as recommended in the report.

237. Assets Register

RECEIVED the updated Assets Register.

RESOLVED that the Assets Register be approved and adopted.

238. Business Rates – Reversal of 'Staircase Tax' Legislation

RECEIVED the report of the Responsible Financial Officer.

239. Clerk's Report

Consideration was given to the Clerk's report.

RESOLVED that the Town Council act as the lead authority in the Lake Road street lighting project and that consideration be given to making a financial contribution towards the scheme once costings have been received.

240. Correspondence

Consideration was given to the following correspondence:

- i) Lake District National Park Authority – publication of Pre-submission Local Plan
- ii) Cumbria Association of Local Councils – Election of Parish Members to the LDNPA

Prior to the following business the Chairman moved the 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'

241. Contracting – Floral Displays

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that Keswick in Bloom's request for a Council representative on the organisation be deferred pending the May elections.

The meeting closed at 9.45 p.m.

Chairman

Date

Planning Applications received between 12/04/2019 - 9/05/2019

Plan ref	Location	Description of Proposed Development
7/2019/0070	Otley Road Car Park, Otley Road, Keswick, Cumbria, CA12 5LE	Tree 1 Minor pruning of lower branches and then pollard at a later date. Trees 2,3 & 4 to pollard to 3 metres in height.
7/2019/0071	Bishop House, Ambleside Road, Keswick, CA12 4DD	Prune 1 oak (T1) and 1 beech (T2)
7/2019/0077	Homethwaite House, Eskin Street, Keswick, CA12 4DG	Tree mature Silver Birch trees located on the Western boundary of the property require some minor crown management
7/2019/2053	18, Stanger Street, Keswick , CA12 5JU	Demolition of existing lean - to to the rear elevation and erection of a single - storey rear extension on the same footprint
7/2019/2065	George Hotel, 3, St Johns Street, Keswick, CA12 5AZ	New signage scheme consisting of a wallboard, a pictorial hanging sign, 2x amenity boards and 1 no entrance sign
7/2019/2066	George Hotel, 3, St Johns Street, Keswick, CA12 5AZ	New signage scheme consisting of a wallboard, pictorial, 2 no amenity boards and 1 no entrance sign
7/2019/2086	41, Blencathra Street, Keswick, CA12 4HX	Replacement of windows & alterations to dwelling
7/2019/2089	Land adjacent to A66 Naddle Beck and Greta Viaduct, Keswick	Temporary works consisting of formation of vehicle lay - by and haul road at A66/Greta Viaduct plus creation of site access and construction compound at A66/Naddle Beck
7/2019/2093	32, Stanger Street, Keswick, CA12 5LZ	Demolition of existing attached Conservatory and detached garden shed and erection of a single - storey rear extension for additional living accommodation and a detached garden shed
7/2019/2094	36, Lake Road, Keswick, CA12 5DQ	Creation of a seating area to the front elevation
7/2019/2097	Fell View, 7, Ashtree Avenue, Keswick, CA12 5PF	Single storey extension to rear elevation of property, with flat roof
7/2019/2098	5, Windebrowe Avenue, Keswick, CA12 4JA	Extensions & alterations
7/2019/2101	Site at War Memorial Gardens, Greta Bank, Off Penrith Road	New below - ground pumping station with outfall into the River Greta, Motor Control Centre kiosk building with integrated replacement bus shelter. Reinstatement of landscaping, hardstanding and associated works

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 12/04/2019 & 9/05/2019

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2019/2035	February-19	Rowanrigg, The Paddock, Bruntholme Road, Keswick	CA12 4NL	Single storey master bedroom & porch extensions	SUPPORT	GRANTED		
7/2019/2050	April-19	Land to the rear of 61 The Headlands, Keswick	CA12 5EH	Confirmation of compliance with conditions 6 and 7 on approval ref 7/2018/2308 - Construction method statement and energy statement	No comments required, for information only	GRANTED		

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 16th May 2019

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 12th April 2019 – 9th May 2019

Saturday 13 th April	Concert by The Choir of Churches Together in Keswick, held in St John's Church
Tuesday 16 th April	A - board audit in Market Square & Packhorse Court, accompanied by Councillor Allan Daniels
Thursday 18 th April	Opening of new Joules Shop, Market Square, Keswick
Thursday 18 th April	Keswick Flood Alleviation Scheme session, held in Keswick Library
Tuesday 7 th May	Welcome for new Councillors, held in Council Offices
Wednesday 8 th May	Keswick Society of Art Exhibition held at Chapel Hall, Lake Road, Keswick
Wednesday 8 th May	Meeting of Keswick Community Asset Company, held at 7 Penrith Road, Keswick
Thursday 9 th May	Jazz Festival opening ceremony, held in Market Square, Keswick

Report from the North DA Parishes Member of the LDNPA – April 2019

I would like to start this month by reminding you that the pre-submission consultation on the Local Plan is now under way and that it will remain open until June 3rd. Details can be found by visiting <https://www.lakedistrict.gov.uk/planning/local-plan-review>

Turning now to more routine matters, the documents for the March meeting of Development Control Committee (DCC) raised two points that you may find interesting. One of the documents presented at every DCC meeting is a list of applications approved by officers under their delegated powers since the previous meeting. One of the items in the March list attracted my attention because it involved the removal of the local occupancy condition attached to a previous planning consent. I am a firm supporter of local occupancy conditions and so I looked further into this case, even though it had already been determined.

The case [\(7/2018/5560\)](#) involved a two-bedroom cottage at Lowick Green near Ulverston that had originally been granted planning permission in 2011 and is now known as “Green View”. It had been built in the garden of the house belonging to the applicant’s grandmother and was subject to a condition restricting occupancy to a subset of the parishes in the South DA. The grandmother’s house is unfettered.

The applicant wishes to sell Green View and move to a larger dwelling because his family is growing. While he has found someone who wants to buy Green View, the prospective buyer does not satisfy the locality condition. What was being proposed in this application was to transfer the local occupancy clause, using a voluntary Section 106 agreement, to the grandmother’s house so that Green View became the unfettered dwelling instead. All parties were in agreement with the proposal and, as the two properties provided the same size and quality of accommodation, there would be no harm to local housing provision in the area – a view endorsed by the Parish Council. I am satisfied that this case represents a sound and pragmatic application of LDNPA policies.

The second point of interest was in one of the cases (7/2019/5009) determined by DCC at the March meeting. The proposal was for a local need dwelling in Windermere in the grounds of an existing unfettered one. Some parties objected on the grounds that there was an existing private covenant that would mean that there was no right of way to access the new dwelling. Questions of rights of access and land ownership are not infrequently cited in objections to planning applications and we usually cannot take them into account. The officer’s report expressed this as follows:

“ ... the purpose of the planning system is to regulate development in the public interest, not to be an arbiter between competing private interests. The presence of private covenants is not therefore an issue which can be taken into account in determining a planning application. A decision to approve the application would have no effect on the covenants ... ”

Finally, you will be aware that my current term of office as the North DA Parishes Member is about to come to an end. At their meeting on 17th April, Above Derwent Parish Council resolved to nominate me for a further four-year term. As we have an uncontested election for the Parish Council, I can now confirm that I shall be a candidate for the seat.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

SCHEDULE OF MEETINGS 2019

20th JUNE	TOWN COUNCIL MEETING
11th JULY	CHARITABLE TRUST MEETING
18th JULY	TOWN COUNCIL MEETING
15th AUGUST	TOWN COUNCIL MEETING
12th SEPTEMBER	CHARITABLE TRUST MEETING
19th SEPTEMBER	TOWN COUNCIL MEETING
17th OCTOBER	TOWN COUNCIL MEETING
14th NOVEMBER	CHARITABLE TRUST MEETING
21st NOVEMBER	TOWN COUNCIL MEETING
19th DECEMBER	TOWN COUNCIL MEETING 7PM

SCHEDULE OF MEETINGS 2020

9th JANUARY	CHARITABLE TRUST MEETING
16th JANUARY	TOWN COUNCIL MEETING
20th FEBRUARY	TOWN COUNCIL MEETING
12th MARCH	CHARITABLE TRUST MEETING
19th MARCH	TOWN COUNCIL MEETING
16th APRIL	ANNUAL PARISH 6.30PM – 7.30PM TOWN COUNCIL MEETING 7.30PM
21st MAY	ANNUAL COUNCIL MEETING 7.30PM
28th MAY	ANNUAL TRUST MEETING 7.30PM

Keswick Town Council & Keswick Parks – Schedule of Charges - 2019

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

Description of Charge	Charge
Hire of Council Chamber	£12 per hour + VAT
Notes	Free of charge for local voluntary groups (Keswick in Bloom, Suskes, U3A and Keswick Tourism Association). <i>Please note: KCERP offered and do pay the above charge</i> Hire available Monday to Friday – building opening hours only

Description of Charge	Charge
Photocopying Charges – KIB, KTA and KCERP	5p per copy - A4 Black & white 10p per copy – A4 Colour 10p per copy – A3 Black & white 15p per copy – A3 Colour

Description of Charge	Charge
Photocopying Charges – Members of the Public	10p per copy - A4 Black & white 20p per copy – A4 Colour 20p per copy A3 – Black & white 30p per copy – A3 Colour

Description of Charge	Charge
Keswick Events Banner Advertising Space	£50 per week per banner +VAT
Notes	As per planning permission - Advertising Keswick Events only - 2 Banner spaces only, locations as below:- Between the Moot Hall and Mountain Warehouse, Market Square Between Keswick Reminder (GW McKanes) and Lakes Bar, Station Street

Description of Charge	Charge
Hawthorns Allotment Rent	£60 per annum per plot
Notes	10 plots located in the field at the top of the Hawthorns

Description of Charge	Charge
Community Sports Area - Fitz Park	£2 per hour
Notes	Tokens available from Keswick YHA Cafe

Description of Charge	Charge
Crosthwaite Road Car Park	£3.50 all day £100 per year – Annual Parking Permit £10 per month – Monthly Parking Permit
Notes	No overnight parking Permits available from KTC office during office opening hours

Description of Charge	Charge
Fitz Park & Hope Park Hire Charges	The base rate for use of the park be set, as a minimum, at £500.00 plus VAT per day (with a charge of £125 plus VAT applying for set up/take down days) OR £1 plus VAT per competitor whichever is greater.
Notes	<p>The base rate will be invoiced prior to the event with the remainder being paid after the event once the number of competitors has been clarified.</p> <p><i>Please note: The Trust retains the discretion to amend this charge as it sees fit</i></p> <p><i>In certain circumstances - In addition to the above a bond payment of either £500.00 or £750.00 will be payable prior to the event and held by the Trust until confirmation has been received from the Parks Manager, after the event, that no damage has been caused.</i></p>

The above is a review of the current charges in place, if Councillors feel anything should be amended then suggestions are welcome for approval.

Catherine Parker
Responsible Finance Officer – May 2019

KESWICK TOWN COUNCIL

16th May 2019

TOWN COUNCIL INSURANCE RENEWAL/REVIEW – ZURICH

For information I have reviewed our insurance risk, policy and sums insured, prior to our renewal following the various changes over the last year. The review has taken into account the following increases/additions:-

- Deputy Mayors Chain – Revalued
- Revalued Wivell and Knight’s Bridge
- Slate Bench installed Lake Road side of Subway
- Countdown Clock
- Additions to assets during the year (Parks machinery and equipment)

The review information was then forwarded to Zurich, who came back with the following premium costs:-

- Insurance premium for Keswick Town Council and Keswick Parks 2019/20 = **£13,492.83**

This represents an increase of £657.39 from the previous year, although given the number of amendments made this is thought to be good value.

The insurance premium quoted above is subject to the following and includes an uplift for index linking against Material Damage and All Risks Cover:-

- Assets are increased by 1-5%, this is to cover inflation
- Any changes made in the year will alter the premium e.g. new vehicles, equipment purchased, increases to sums insured
- Insurance premium tax is controlled by the government

We are currently in a long term agreement with Zurich until 14 May 2020, as agreed by Town Council in May 2017.

Catherine Parker

Responsible Finance Officer (RFO)

9th May 2019

KESWICK TOWN COUNCIL

18th April 2019 deferred to May meeting

VERIFICATION OF BANK RECONCILIATIONS

In compliance with our Financial Regulations (see relevant section stated below) we are required to appoint a member (other than the Chairman) to sign both the bank reconciliations and original bank statements as evidence of verification.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.2 *At each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.*

Therefore Council is asked to appoint a Councillor to carry out this task (once the final bank reconciliation has been completed for this financial year) in conjunction with the RFO.

Catherine Parker
Responsible Finance Officer (RFO)
11th April 2019

LAKE DISTRICT NATIONAL PARK AUTHORITY

GUIDANCE NOTES FOR APPOINTMENT OF PARISH MEMBERS

The Parish Member

The Environment Act 1995 introduced the category of 'Parish Member' to the National Park Authorities that were established to run the English National Parks from 1 April 1997. In the case of the Lake District National Park, there are at present five parish members on the Authority, appointed by the Secretary of State from names put forward following a ballot. (One Member is appointed from each of the five distinctive areas within the National Park).

The involvement of Parish Members is to ensure that the National Park Authority fully takes account of the needs of its local communities and to improve links between the National Park Authority and local people. The Government has said that the parish members should not just be spokespeople for local issues, but ambassadors for wider concerns. Candidates should therefore be mindful of National Park purposes:

- (a) To conserve and enhance the natural beauty, wildlife and cultural heritage of the Park, and;
- (b) To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.

Parish Members will be expected to attend meetings of the National Park Authority and, as appropriate, its committees and working groups and to prepare for these by reading papers, reports and background information. They will also need to keep abreast of developments both locally and nationally. Parish Members need to be able to commit around 50 days a year to National Park work. A member's allowance (currently £3,000 pa) and travelling and subsistence expenses will be paid in accordance with the Park Authority's Members' Allowances Scheme.

A role description for members of the National Park is attached at Appendix 1. In addition parish members will be expected to attend the twice yearly meetings involving parishes and the National Park, and at least one of the parish tours to help promote good communications between the National Park and parishes. Much more information about the work of the National Park and its members can be found on the Authority's website <http://www.lakedistrict.gov.uk/>

Members are bound by the Authority's Code of Conduct. The Code requires the completion of a Register of Financial and Other Interests and the acceptance of the Code in respect of personal behaviour, and the disclosure of pecuniary and other interests. A Member who fails to attend any meeting for six consecutive months, unless approved, will cease to be a Member.

Candidates for nomination will be required to complete a screening questionnaire issued by the Department for Environment, Food and Rural Affairs arising from the recommendations of the Nolan Committee (the Committee on Standards in Public Life).

Nominations and Voting

Candidates for nomination are being sought from parishes wholly or partly within the North distinctive area of the National Park. A Ballot Paper will then be sent to the councils in each of those areas to enable councillors to vote. The candidate receiving the highest number of votes will be put forward to the Secretary of State for appointment. In the event of an equality of votes, the candidate receiving majority support from the largest number of councils\meetings will be notified to the Secretary of State.

Parish Members will serve until the end of their term of office as parish councillors — in this case to May, 2023. If a member ceases to be a parish councillor or parish meeting chairman at an earlier date then the runner-up (if still available and eligible) will be nominated as replacement. Failing that an election will be run.

Eligibility for Appointment

Environment Act 1995 Schedule 7 paragraph 3

A person shall not be appointed as a Parish Member of a National Park Authority unless he/she is –

- (a) a member of a Parish Council for a parish, the whole or part of which, lies within the National Park, or
- (b) the Chairman of a Parish Meeting of a parish which does not have a Parish Council, and the whole or part of which lies within the National Park.

Disqualification from Appointment

Environment Act 1995 Schedule 7 para 7 (1)

A person is disqualified from becoming or remaining as a Member of a National Park Authority if that person holds any paid office or employment appointments which are made or confirmed by:

- (a) the National Park Authority
- (b) any Council appointing local authority members to the National Park Authority (see below)
- (c) any committee or sub committee of the Authority or of any such Council
- (d) any joint committee on which the Authority or any such Council is represented
- (e) any Parish Council for, or any Parish Meeting of, a parish the whole or part of which lies in the National Park
- (f) any committee or sub committee of any such Parish Council or Parish Meeting
- (g) any joint committee on which any such Parish Council or Parish Meeting is represented

(h) any person holding an office of employment which disqualifies them from becoming a member of the Authority

(The following Councils in Cumbria appoint members to the National Park Authority: Cumbria County Council, Allerdale Borough Council, Copeland Borough Council, Eden District Council and South Lakeland District Council).

Local Government and Housing Act 1989 section 1 (as applied by Schedule 7, Environment Act 1995)

A person is disqualified from becoming or remaining as a member of a local authority (whether by election or otherwise) if he holds a politically restricted post under that local authority or any other local authority in Great Britain.

Department of the Environment Circular 12/96 'Environment Act 1995. Part 3, National Parks'

The Secretary of State has stated in this Circular that he does not propose to appoint as a Parish Member anyone who is a serving councillor of a county, borough or district council appointing members to the National Park Authority.

March 2019

LAKE DISTRICT NATIONAL PARK AUTHORITY

ROLE DESCRIPTION FOR AUTHORITY MEMBERS TO SUPPLEMENT DEFRA ROLE PROFILE

1. Context

1.1. As set out in the Environment Act 1995, the Lake District National Park Authority's statutory purposes are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the Lake District National Park; and
- To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public.

It also has a duty in pursuing those purposes:

- To seek to foster the economic and social well being of local communities within the National Park by working closely with the agencies and local authorities responsible for these matters.

1.2. The LDNPA worked with its partners and other stakeholders to translate its statutory purposes into an overall Vision for the Lake District National Park. As a result, the Lake District National Park Partnership, which includes the LDNPA as an equal member, works together to realise the Vision which has the four outcomes:

- A prosperous economy
- World class visitor experiences
- Vibrant communities
- Spectacular landscape.

1.3. The Partnership Plan for the National Park is created by the Lake District National Park Partnership and includes actions to be delivered by all the partners and other stakeholders. The LDNPA will adopt the Partnership Plan as the Authority's statutory five year National Park Management Plan. The actions which the LDNPA leads on are translated into its own Business Plan according to the four Vision outcomes. The Authority has also added a further outcome of "Being an Excellent Organisation" in its Business Plan. The actions in the Business Plan to deliver this outcome ensures the organisation is continually improving its performance and can effectively meet the challenges ahead.

2. Key roles

2.1. Collectively our members are the ultimate policy-makers and leaders for the organisation. They carry out a number of strategic and corporate functions in line with the role of a non-executive:

- To lead by example and demonstrate compliance with the priorities, values and behaviours of the Authority and with our Code of Corporate Governance, Members' Code of Conduct and Members' Handbook.
- To set or approve policies and budgets to achieve those priorities, and monitor performance against them.

- To ensure the financial strength and high performance of the Authority.
- To ensure that the Authority complies with all relevant laws, regulations and requirements of its regulators including DEFRA and the Audit Commission.
- To deal with the appointment (and if necessary the dismissal) of the Chief Executive
- To manage the performance of the Chief Executive with particular reference to organisational leadership, external relations and the relationship with Members.
- To set and maintain a framework of delegation and internal control.
- To agree or ratify all policies and decisions on matters that might create significant risk to the Authority, financial or otherwise.
- To maintain an appropriate level of understanding on those national, regional and local issues that impact upon the work of the Authority.

3. Our Values

- 3.1 Our Values were agreed by Authority in March 2009, they are central to the way the authority works and provide a clear indication of what you can expect when working with us:

Our Values

We are passionate and proud of the Lake District
 We are innovative and courageous
 We are ethical and we care about our environment
 We are approachable, receptive and respectful
 We communicate and cooperate
 We value people
 We aim high and achieve success

A set of behaviours has been developed under each of our values more information is available on **Touchstone**.

4. Rights and duties

- Members act as leaders within the organisation and ambassadors within the community
- Members must comply with the Code of Conduct (Section 2 of the **Members' Handbook**)
- Members will have such rights of access to such documents, information, land and buildings of the Authority as are necessary for the proper discharge of their functions and in accordance with the law.
- Members will not make public information that is confidential or exempt without the consent of the Authority or divulge information given in confidence to anyone other than a Member or officer entitled to know it. For these purposes, "confidential" and "exempt" information are defined in sections 100A and 100I of the Local Government Act 1972.
- Members are bound by an overriding duty to act reasonably at all times and in the interests of the Authority.
- Members must act personally and not as the representative of any group or organisation regardless of how that person was nominated.
- Members must ensure that they remain independent.
- Members to have regard to our Member Officer protocol, **Members and Staff working together**

- Members must have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained.

5. Generally to:

- Take all decisions concerning resources and priorities in accordance with the corporate planning framework and budget set by the Authority.
- Recognise the broad agenda for the work of the Authority including national government policy and the wider national parks movement.
- Focus on the strategic direction of the Authority and avoid becoming involved in day to day operational decisions and matters that are properly delegated to staff.
- Contribute to the achievement of the Authority's priorities, targets and activities as set out in the Business plan.
- Promote and develop partnership working.
- Attend meetings of committees and the Authority, as well as outside bodies, to which they are appointed, in compliance with Standing Orders.
- Promote, and participate in, Member development and training.

KESWICK TOWN COUNCIL
16TH MAY 2019

CLERK'S REPORT

In the unusual circumstances of having only five Councillors elected from a total of twelve, with the remaining seven to be elected on Thursday 20th June, this Annual Meeting and the June meeting will deal with essential business only. Appointments to Committees and Outside Bodies will be made at the July Council meeting when we have a full complement of Councillors to choose from.

General Power of Competence

The Town Council has for some time been eligible to use the General Power of Competence which was introduced under the Localism Act 2011 and gives local Councils the power to do anything that individuals generally may do, subject to certain boundaries. To qualify as an 'eligible parish Council' a parish Council must meet two main conditions:

- the number of members of the Council that have been declared to be elected should be equal to or greater than two thirds of the total number of members of the Council
- the clerk to the Council must be appropriately qualified.

Eligibility has to be confirmed at each Annual Meeting following elections. In view of the limited number of elected Councillors, the conditions for eligibility will not be met until after the June elections so an item will be placed on the agenda for the July meeting. This will not make any difference to current activities.

Local Government Pensions – Exit Payments Cap

The government first announced plans to cap exit payments in the public sector in 2015. On 10th April this year HM Treasury launched a consultation on draft regulations, guidance and Directions to implement the cap. The cap will apply to all public sector employers and is to be implemented in two stages. Local Government employers will be covered in the first stage. The exit payment cap is set at £95,000 and the regulations do not include provision for this amount to be index-linked. Redundancy payments (including statutory redundancy payments), severance payments, pension strain costs (which arise when a Local Government pension is paid unreduced before a member's normal pension age) and other payments made as a consequence of termination of employment are included in the cap. It is highly unlikely that these proposals will affect the Town Council.

CALC Summer Conference

I have circulated details of the above which is to take place on Saturday 22nd June at the Stoneybeck Inn, Penrith. This will be a day of talks and sessions covering a range of topics of interest to parish councillors both newly elected and old hands, and is free of charge including lunch. Please let me know if you would like to attend.

Keswick Transport Study

The Study is currently on track with a stakeholder workshop to include Councillors to take place on 26th June in Keswick. It would be useful if two Councillors could be nominated to attend this.

LW
090519

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 9th April 2019 at 2.30 p.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burns (Mayor) (DB)
 Councillor Allan Daniels (Deputy Mayor) (AD)
 Lynda Walker (Town Clerk) (LW)
 Sue Plant (Events Co-ordinator) (SP)
 Joe Broomfield (Allerdale Borough Council) (JB)
 Chris Harper (Podgy Paws) (CH)
 Rachel Kearns (George Fisher) (RK)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 David Quainton (Keswick Rotary) DQ

53. Apologies

Apologies for absence were received from:
 Councillor Tony Lywood
 Phil Byers (Geraud Markets)

54. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee Meeting held on the 12th March 2019.

55. Midsummer Festival 28th, 29th and 30th June 2019

The Chair provided an update on arrangements for the 2019 Festival.

- Rock Night
 'Zen' booked for 2 x 45 minute sets with a 15 minute break supported by 'Waters Edge'
ACTION – SP to contact Shelagh Hughes with times and check arrangements with Fluid Productions
- Prom in the Park
 Painting Competition -
 Sponsor found for Adult Painting competition
 Junior competition also to take place – 3 groups of entries up to 18 years
ACTION PT to write to heads of local schools (suggested use 'Parentmail')
 Community Sports Area to be closed all day Saturday and Sunday – use to display paintings and for 'dog diving' area
 2 brass bands booked – need to know how Fluid propose to improve amplification
ACTION PT/DB/AD to contact Fluid Productions
- Scruffs
 'Dog Diving' - CH confirmed proof of public liability insurance provided and has asked for copies of risk assessment.
 6 prizes to be given for first, second and third places plus 3 Highly Commended
 Most sponsors and prizes confirmed
ACTION information to be submitted to SP by CH for the programme
 CH to update website
 Cricket – need to check if any matches that weekend
ACTION SP to email Keith Richardson and also find out about Park Run
 SP also to contact vets re presence (Risk Assessment refers).

56. Updates from Partners and Other Business

- Proposed Wine and Food Fair – Rotary/Cricket club – DQ confirmed still in planning stage - proposed dates 30th and 31st August and 1st September 2019

- JB has a member of staff who could help with distributing posters for Midsummer Festival
ACTION SP to liaise with JB
- Keswick Mountain Festival – 17th May town centre event going ahead
- Christmas:
Contractors need to supply a visual of how lights on the Market Square plane tree would look
ACTION LW to speak to David Murphy at Lite Ltd.
Cost of tree pit confirmed at £4,000 which prohibits having a real tree in a different position on the Square.
Local firemen to be asked to perform switch on.
ACTION PT
Item on agenda for next meeting re arrangements for Lights Switch On
ACTION LW

57. Date of next meeting
Tuesday 21st May 2019 at 10.30 am.

Chair

Date