

## KESWICK TOWN COUNCIL

Council Offices  
50 Main Street  
Keswick  
CA12 5JS

Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

9<sup>th</sup> July 2020

A meeting of Keswick Town Council will be held via the Zoom app on Thursday 16<sup>th</sup> July 2020 at **7.30 pm**.

The meeting will be open to the press and public, however access to a laptop/pc/iPad will be required to use 'Zoom', together with the link and password for the meeting which will be made available on request to members of the public.

Any members of the public who wish to raise matters under item 6 on the agenda are asked to notify the Clerk no later than 24 hours before the meeting by email to [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)



Lynda Walker  
Town Clerk

### AGENDA

1. **Apologies**  
To receive apologies for absence.
2. **Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on 11<sup>th</sup> June 2020 (pages 7-10).
3. **Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

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

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

5. **Police Report**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team if available.
6. **Matters to be received from the Public**  
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

- 7. Matters to be raised by Councillors**  
An opportunity for Councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 8. Applications for Development**
  - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
  - ii) To receive update on National Park planning decisions.
- 9. Reports from Ward Representatives**  
To receive reports from the following representatives:
  - i) LDNPA North Distinctive Area Parishes' Representative
  - ii) Allerdale Borough Council
  - iii) Cumbria County Council
- 10. Annual Accounts**  
To approve and authorise the Chairman to sign the statement of accounts for the year ending 31<sup>st</sup> March 2020.
- 11. Annual Governance and Accountability Return (AGAR) – Section 1**  
To approve and authorise the Chairman to sign section 1 - Annual Governance Statement 2019-20 - of the AGAR.
- 12. Annual Governance and Accountability Return (AGAR) – Section 2**  
To approve and authorise the Chairman to sign section 2 - Accounting Statements 2019-20 – of the AGAR.
- 13. Internal Auditor's Report for Year Ending 31<sup>st</sup> March 2020**  
To receive the report of the Internal Auditor for the year ending 31<sup>st</sup> March 2020 (to follow).
- 14. Payment of Accounts**  
To confirm the payment of accounts for July 2020 as approved by the Inspection Committee (to be circulated at the meeting):
  - i) For the Town Council
  - ii) For the Trusts
- 15. Climate Change Working Group Update**  
To receive an update from Councillor Boardman.
- 16. Clerk's Report**  
To consider the Clerk's report.
- 17. Revised Grievance and Disciplinary Policies**  
To receive for adoption revised Grievance and Disciplinary procedures (item deferred from March meeting).
- 18. Correspondence**  
To consider the following:
  - i) Letter from a former Keswick resident - naming of the tunnel on the K2T Multi-user trail
  - ii) Great North Air Ambulance – thanks for grant
  - iii) Bob and Judy Barnby – Station Street/St John's Street one way system

**KESWICK TOWN COUNCIL**

Minutes of the meeting of Keswick Town Council held using the Zoom app on Thursday 11<sup>th</sup> June 2020 at 7.30 p.m.

Present:

Chairman  
Councillor Paul Titley

Alexandra Boardman  
Allan Daniels  
Sally Lansbury  
Adam Paxon

David Burn  
Alan Dunn  
Tony Lywood  
Peter Terry

Markus Campbell-Savours  
Steve Harwood  
Duncan Miller

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), 2 members of the press and 4 members of the public.

**26. Apologies**

No apologies for absence were received.

**27. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 21st May 2020 (pages 1-6).

**28. Requests for Dispensations**

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

**29. Declarations of Interests**

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

**30. Police Report**

No report was received from the Allerdale Rural Neighbourhood Policing Team and no officers were present.

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

No matters were received from members of the public present.

**32. Wearing of Face Coverings**

Further to the discussion at the last meeting, consideration was given to the Mayor's proposal to support and encourage the wearing of face coverings in Keswick.

**RESOLVED** That the Town Council support the Covid-19 About Face Campaign 'Protect Yourself by Protecting Others' and encourage all visitors and residents to wear face coverings in the shops and other areas of Keswick where social distancing is impractical.

*It was agreed to bring item 13 (iii) on the agenda forward*

**33. Reports from Ward Representatives**

- i. Cumbria County Council – County Councillor Lywood explained that funding was available for the introduction of temporary traffic measures to assist safe social distancing on pavements. A proposal to create a one-way system for Station Street/St Johns Street had been put forward with three possible options for how this might be done. The County Council as the Highways Authority had asked for the Town Council to indicate a preferred option. Councillors unanimously supported Option 2 (One way from Southey Street junction to Church Street Junction, traffic to travel from Penrith Road towards Church Street ONLY. Alternative Route – Via Ambleside Road, Manor Brow, Chestnut Hill and Penrith Road)

#### 34. Matters to be raised by Councillors

Councillor Terry suggested that links should be included from the Town Council's website to other websites providing advice and information to residents and businesses regarding the Coronavirus pandemic to create a 'one stop shop'. Councillors supported this suggestion.

#### 35. 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/2020/0053</b>	Fell 1 conifer 22 Stanger Street, Keswick, CA12 5JU <i>Support – Existing conifer tree is outgrowing its location in close proximity to the property in a small front garden area with potential for future damage to nearby services. The applicant's intention to replace the tree with a small evergreen bush is noted.</i> <b>SUPPORT</b>
<b>T/2020/0054</b>	T1 - Lime - Pollard, T2 - Sycamore - Remove 2 x horizontal limbs over gardens and 1 x single dead stem 53 Calvert Way, Keswick, CA12 4LZ <i>Support – It is noted that the trees concerned are subject to TPO's. The work proposed is appropriate and sensible tree management subject to a Professional/Affiliated Tree Surgeon being appointed to carry out the work.</i> <b>SUPPORT</b>
<b>7/2020/2115</b>	Proposed porch Dowthwaite, Keswick, CA12 4LS <i>No comments made.</i> <b>SUPPORT</b>
<b>7/2020/2123</b>	Amendment to car park layout and materials, condition 2 (plans) on application ref 7/2018/2118 - Forming new 2 storey dedicated family entrance, extension to vehicle bays and 2 storey garage and Silver Command Office space with High ropes training area. Reconfiguration of adjacent public parking spaces and associated landscaping Keswick Mountain Rescue Team, Lakeside Car Park, Lake Road, Keswick, CA12 5DJ <i>Support – Proposed amendment to Public Car Park works retaining existing mature tree.</i> <b>SUPPORT</b> <i>Object – To proposed change of material on south and south west elevations from stonework to match existing building (as originally approved) to a render finish. Whilst we would always wish to support the Mountain Rescue Service, the organisation has a good record of providing high quality buildings suited to their locality in bases throughout the Lake District, this proposed change would be a departure from this standard on a prominent side of the building viewed from the lakeside car park. It would diminish the design integrity of the building as a whole on this site. The wall should clearly be in stonework to match the rest of the building.</i> <b>OBJECT</b>

7/2020/2125

Extension to rear elevation of house, installation of a multi fuel burner flue, installation of windows, replacement of front door, addition of balcony to side and rear elevation – Amended scheme by variation of condition 2 (plans) on planning permission 7/2016/2097

9 Grange Park, Keswick, CA12 4AY

*Support – Subject to no objections from neighbouring dwellings.*

**SUPPORT**

7/2020/2130

Single storey extension of bungalow to accommodate new kitchen, utility and shower room

16 Brandlehow Crescent, Keswick, CA12 4JE

*Support – Garden size is adequate to accommodate proposed new extension providing improved living space and design is in keeping with existing dwelling. Rear boundary has a timber fence with mature planting to provide screening to properties below. Support subject to no objections from neighbouring dwellings.*

**SUPPORT**

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

**36. Re-opening of Keswick Market**

Further to the discussion at the last meeting, consideration was given to the implications of the re-opening of Keswick market.

**RESOLVED** that Allerdale Borough Council be asked to communicate the Town Council's support for the wearing of face coverings to all market traders.

**37. Proposal for Councillors' Surgeries**

Consideration was given to the report of the Working Group.

**RESOLVED** that surgeries be held as outlined in the report on a voluntary basis and that associated expenditure of approximately £200 on advertising and other promotional material be approved.

**38. K2T Multi User Trail**

Councillor Harwood presented a proposed submission to the Department for the Environment, Food and Rural Affairs (DEFRA) regarding concerns about the governance of the Lake District National Park Authority with particular reference to the K2T Trail.

**RESOLVED** that the content of the draft be approved for submission to DEFRA.

**39. Reports from Ward Representatives (cont)**

**RECEIVED** reports from the following representatives:

i. LDNPA North Distinctive Area parishes representative – Dr Davies submitted a written report and confirmed that he had contacted the relevant Planning Officer regarding a complaint about a building on Bank Street which would now be dealt with as a compliance matter.  
*Dr Davies left the meeting.*

ii. Allerdale Borough Council – Councillor Daniels reported that a 'Zoom' Development Committee meeting had now taken place. He was grateful to County Councillor Lywood and Councillor Miller for their prompt support in arranging the replacement of a bench at Manor Brow following a request from a local resident.

**40. Payment of Accounts**

**RESOLVED** that the accounts for June 2020 as approved by the Inspection Committee be authorised for payment:

i. For the Town Council, vouchers 32–34 amounting to £127.05 (one hundred and twenty seven pounds and five pence)

- ii. For the Parks' Trusts, vouchers HP19–FP27 amounting to £7791.22 (seven thousand seven hundred and ninety one pounds and twenty two pence)

**41. Clerk's Report**

Consideration was given to the Clerk's report.

**RESOLVED:**

- i) that the start time for Council meetings remain at 7.30 p.m.
- ii) that a Working Group comprising Councillors Dunn, Miller and Terry be established to review the locations of the footway lights for which the Town Council will be asked to pay the electricity costs by Allerdale Borough Council, once this information has been received.

**42. Minutes of Liaison Meetings**

**RECEIVED** for information the notes of Keswick Ministries Town Liaison Forum held on 12<sup>th</sup> May 2020 attended by Councillors Paxon and Campbell-Savours.

**43. Correspondence**

**RECEIVED** the following correspondence:

- i) Allerdale BC – Re-opening of premises following easing of Covid-19 closure restrictions.
- ii) Cumbria CC – Emergency Active Travel Fund Update.

**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'*

**44. Staffing**

**RECEIVED** for information the Minutes of the Staffing Committee meetings held on 19<sup>th</sup> May 2020 and 2<sup>nd</sup> June 2020.

The meeting closed at 9.30 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Planning Applications received between 05/06/2020 - 09/07/2020**

Plan ref	Location	Description of Proposed Development
T/2020/0072	25, St. Johns Street, Keswick, CA12 5AE	Fell two mature beech trees
T/2020/0078	21, St Johns Street, Keswick, CA12 5AE	T 1 & T2 - Silver Birch - reduce to lower growth
7/2020/2141	The Round, 21, Main Street, Keswick, CA12 5BL	To allocate a section of the highway in the centre of Keswick (Market Square) for the placement of tables and chairs
7/2020/2142	Fell House, 28 Stanger Street, Keswick, CA12 5JU	Change of Use of Guest House (C1) to Holiday Letting Accommodation (C3)
7/2020/2144	Field on Chestnut Hill, Chestnut Hill, Keswick, CA12 4LR	Permanent retention of concrete apron and double access gates installed as site access as part of United Utilities West Cumbria Water Supply Project
7/2020/2148	34, Blencathra Street, Keswick, CA12 4HP	Alterations and extension to provide an annexe. To include a bedroom, lounge/kitchen/dining area and utility room following withdrawal of application ref 7/2020/2084
7/2020/2150	12, Penrith Road, Keswick, CA12 4HF	2no. timber sliding doors to replace timber folding gates approved under application 7/2017/2065
7/2020/2153	7, Vendace Court, Keswick, CA12 4EU	Erection of a single storey timber outdoor storage building on the west wall of the house
7/2020/2157	27, Briar Rigg, Keswick, CA12 4NN	Rear extensions & alterations
<b>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.</b>		

**Decisions Received from LDNPA**

**Planning Decisions Received between 05/06/2020 & 09/07/2020**

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2020/0052	May-20	The Grange, Manor Brow, Keswick	CA12 4BA	Raise crown to 4.8m, crown clean and prune to clear building 2 beech trees (G4)	SUPPORT	GRANTED		
7/2020/0053	May-20	22, Stanger Street, Keswick, Cumbria	CA12 5JU	Fell 1 conifer to ground level	SUPPORT	GRANTED		
7/2019/2317	December-19	Lund at Vandoe Court, Borrowdale Road, Keswick	CA12 4EJ	Erection of single storey dwelling with associated parking for local occupancy	SUPPORT	REFUSED	Appeal	
7/2020/2083		Acorn Garage, Hevellyn Street, Keswick	CA12 4EH	Development of 5 no. flats/Maisonettes for Local Occupancy - following withdrawal of application ref 7/2019/2258	OBJECT	Withdrawn		
7/2020/2084	April-20	34, Blencathra Street, Keswick	CA12 4HP	Alterations and extension to provide an annexe. To include a bedroom, lounge/kitchen/dining area and utility	OBJECT	Withdrawn		
7/2020/2087	April-20	High Keld, Chestnut Hill, Keswick	CA12 4LR	Permanently retaining temporary access AP07 approved under temporary permission (ref:7/2016/2027) as part of the United Utilities Thirlmere West Coast Pipeline, providing new access to High Keld	SUPPORT	GRANTED		
7/2020/2089	March-20	The Stable, 2 Derwent Street, Keswick	CA12 5AL	Use as unfettered dwellinghouse within its own curtilage	Application not received for comments	Certificate of Lawfulness Granted		
7/2020/2111	April-20	Bridge End Water Treatment Works, Thirlmere, Keswick		Approval of details reserved by condition no. 15 (Noise Assessment) on planning 7/2017/2217: Amendment to an approved water supply connection from Thirlmere to West Cumbria (ref 7/2016/2027); Bridge End, Thirlmere - revised water connection, including extended compensation flow channel, revised layout and extension of working area. St John's Beck - extension of pipeline and extension of working area. Smithwaite - realignment of pipeline and extension of working area. Naddie Valley - realignment of pipeline. Castlebridge - proposed tunnel, tunnel shafts, contractors' compound and temporary access tracks. Chestnut Hill - realignment of approved pipeline to the east of A591. Chestnut Hill - amendments to temporary construction accesses from the A591 onto the working area. Shearwood Field, Keswick - extension of working area. Bassenthwaite - realignment of pipeline (ref. 8/18/2018) - extension of working area.	Application not received for comments	Complies with Condition		
7/2020/2115	May-20	Dowthwaite, Keswick	CA12 4LS	Proposed porch	SUPPORT	GRANTED		
7/2020/2125	May-20	9, Grange Park, Keswick	CA12 4AY	Extension to rear elevation of house, installation of a multi fuel burner flue, A very small extension to the existing outbuilding at the side of the house.	SUPPORT	GRANTED		
7/2020/2145	Unknown	80, Lathrigs Close, Keswick	CA12 4LF		No response for comment	GRANTED		

## **Report from the North DA Parishes Member of the LDNPA – June 2020**

After a second successful rehearsal for a virtual meeting of Development Control Committee (DCC) on June 3<sup>rd</sup>, officers and members agreed that the first actual meeting could be held on July 1<sup>st</sup>. The papers for the meeting have now been published on the relevant Committee page<sup>1</sup> of the LDNPA website, together with a link to the live stream that will be available. The meeting will begin at 10:00 and the live stream is expected to begin one or two minutes before that.

The use of extended powers of delegation to determine some cases that would normally have gone to DCC is likely to continue in parallel with virtual DCC meetings for some time. In practice, Louise Waterhouse and I receive full officers' reports on the cases concerned and meet virtually with the Head of Development Management and his Deputy. We have two options:

- To agree that an application may be determined by officers
- To refer an application to DCC

On June 5<sup>th</sup>, a second batch of such applications was discussed. The applications considered were

1. *7/2019/2224: Midtown, Caldbeck, Change of use to camping barn (planning application)*
2. *7/2019/2227: Midtown, Caldbeck, Change of use to camping barn (listed building consent)*
3. *7/2020/2058: Fellside, Caldbeck, Change of use from outdoor centre to three local needs dwellings*
4. *7/2020/5043: Hill Rising, Bowness, replacement dwelling*
5. *7/2020/5068: Oxness Cottage, Torver, Boathouse, garden room, and biomass room/store*
6. *7/2020/5167: Brockhole, retention of café, new watersports building*
7. *7/2020/5190: Garth Hill House, Ambleside – Redevelopment of existing dwelling.*

Following a thorough discussion, we agreed that all of these applications could be determined under the delegated powers. The officers' reports that we examined can be found on the LDNPA website by means of the usual planning application search tool.

Finally, I have news of one of our members. Mike McKinley (Chairman of the Authority) was named in June as the new Chairman of National Parks England<sup>2</sup>. This is the umbrella organisation that brings together the ten English National Park Authorities and gives them a collective voice. He continues in his role as Chairman of the LDNPA. You can read more about this in a recent LDNPA press release<sup>3</sup>.

Geoff Davies

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

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<sup>1</sup> [https://www.lakedistrict.gov.uk/aboutus/committee-meetings-calendar/development\\_control\\_committee/01Jul2020](https://www.lakedistrict.gov.uk/aboutus/committee-meetings-calendar/development_control_committee/01Jul2020)

<sup>2</sup> <https://www.nationalparksengland.org.uk/>

<sup>3</sup> <https://www.lakedistrict.gov.uk/aboutus/media-centre/latest-news/news-releases/lake-district-chairman-announced-as-new-national-parks-england-chair>.



**KESWICK TOWN COUNCIL**

**STATEMENT OF ACCOUNTS FOR  
THE YEAR ENDED  
31 MARCH 2020**

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

**Keswick Town Council**  
**Annual Statement of Accounts**  
**Year Ended 31 March 2020**

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**Keswick Town Council**  
**General Fund**  
**Income and Expenditure Accounts**  
**Year Ended 31 March 2020**

		Year Ended 31 March 2020	Year Ended 31 March 2019
<b>General Income</b>			
Precept (including local council tax support grant)		261,777	247,640
Fitz Park Grant from Allerdale Borough Council		20,000	20,000
Bank Interest - Business Premium Account		30	31
Walker Park Rents		12,267	12,267
CKP Railway Bond		-	3
PCC CCTV Grant		5,000	-
KCAC Grant for SID		6,186	-
Events Banner Advertising Income		2,033	1,000
Christmas Lights Contributions/Recharges		200	-
LDNPA Planning Grants Income		-	250
CCC and CCF Grants		-	1,000
UU Pups Clock Grant		-	10,980
Insurance Settlement Income		-	445
Allotment Income		600	600
<b>Total General Income</b>		<b>309,093</b>	<b>294,216</b>
<b>Expenditure</b>			
Administration, Salaries, NIC, SA & Costs	Page 2	70,474	65,525
Grants Paid	Page 3	15,020	14,520
Christmas Lighting		29,663	29,550
Town Floral Displays		2,777	5,236
Town Mayor's Allowance		2,000	2,000
Contingency	Page 4	3,254	2,430
War Memorial	Page 4	1,424	1,379
Townfield Expenditure		800	800
Open Spaces		1,000	1,000
Grant to Fitz Park Trust		140,747	122,044
Pups Clock Expenditure		-	10,980
Insurance Expenditure		-	445
Local Housing Grant		3,600	3,600
SID Purchase		6,186	-
Audit Fee		1,890	1,490
Newsletter		-	-
Advertising		145	265
Council Chamber Expenses		-	-
Town Events / Celebrations		9,885	9,538
CCC and CCF Grants		-	1,000
Allotment Expenses		554	390
Annual Parish Meeting		58	49
CCTV Purchase		8,505	-
<b>Total General Expenditure</b>		<b>297,982</b>	<b>272,241</b>
<b>General Income less Expenditure</b>		<b>11,111</b>	<b>21,975</b>
<b>Reserves Brought Forward</b>		<b>169,183</b>	<b>152,666</b>
<b>Transfers (to)/from Funds</b>		<b>(4,964)</b>	<b>(5,459)</b>
<b>General Fund Reserves Carry Forward</b>		<b>175,330</b>	<b>169,183</b>

**Keswick Town Council**  
**General Administration Costs**  
**Year Ended 31 March 2020**

	<b>Year Ended 31 March 2020</b>	<b>Year Ended 31 March 2019</b>
<b>Income</b>		
Photocopying	-	14
Council Chamber Hire	276	222
Business Rates Refund	-	8,119
<b>Total Income</b>	<b>276</b>	<b>8,355</b>
<b>Expenditure</b>		
Salaries, National insurance and Pension	94,754	91,977
Pension to Former Employee	1,385	1,342
Staff Expenses	150	211
Payroll Outsource Costs	304	298
Rent	7,100	7,100
Rates	-	4,128
Building Service Costs	5,100	4,720
Insurance	597	634
Repairs	1,033	12
Subscriptions	790	362
Stationery and Printing	1,124	936
Postage	231	248
Photocopier Lease and Charges	1,558	1,113
Computer Maintenance	1,633	1,756
Website and Internet Costs	570	565
Telephone	440	852
Health and Safety	10	49
Office Equipment and Fittings	200	144
Elections	-	-
Council Chamber Expenditure	74	118
Conferences / Training	678	997
<b>Total Expenditure</b>	<b>117,731</b>	<b>117,562</b>
<b>Net Expenditure</b>	<b>117,455</b>	<b>109,207</b>
<b>Allocated to:</b>		
General Fund 60% (2018 60%)	60% 70,474	65,525
Hope Park 20% (2018 20%)	20% 23,491	21,841
Fitz Park 20% (2018 20%)	20% 23,491	21,841
	<b>117,455</b>	<b>109,207</b>

**Keswick Town Council**  
**Grants and S137 Payments**  
**Year Ended 31 March 2020**

	<b>Year Ended 31 March 2020</b>	<b>Year Ended 31 March 2019</b>
<b>Grants</b>		
Theatre by The Lake Youth Work	3,500	3,500
Keswick in Bloom	3,000	3,500
1st Keswick Scout Group	1,500	1,500
Keswick Tourism Association	500	500
Keswick Community Emergency Recovery Partnership	1,500	
Great North Air Ambulance	500	250
Keswick Museum and Art Gallery	500	1,500
St Johns Ambulance	-	500
Citizens Advice Allerdale	500	400
Keswick Film Club	-	400
Keswick School	-	1,000
Lakeland Rowing Club	-	750
St Herberts School	2,000	600
Keswick Choral Society	400	-
Keswick Society of Art	1,000	-
Keswick and District First Responders	120	120
<b>Total Grants Other Powers</b>	<b>15,020</b>	<b>14,520</b>

**Keswick Town Council**  
**War Memorial**  
**Year Ended 31 March 2020**

	<b>Year Ended 31 March 2020</b>	<b>Year Ended 31 March 2019</b>
<b>Income</b>		
Grant from Keswick Town Council	1,424	1,379
Interest	-	2
<b>Total Income</b>	<b>1,424</b>	<b>1,381</b>
<b>Expenditure</b>		
Insurance	624	563
Maintenance and Floral Displays	800	800
Repairs	-	16
<b>Total Expenditure</b>	<b>1,424</b>	<b>1,379</b>
<b>Surplus / (Deficit)</b>	<b>-</b>	<b>2</b>
<b>Balance brought forward</b>	<b>854</b>	<b>852</b>
<b>Total Fund Balance</b>	<b>854</b>	<b>854</b>

**Contingency Spending**

	<b>Year Ended 31 March 2020</b>	<b>Year Ended 31 March 2019</b>
<b>Contingency Spending</b>		
HR Advice		246
Scaffolding		850
CCTV Maintenance	3,000	125
Mayoral Chain Case		24
Tree Works		165
Howrah's Path Contribution		20
Keswick Transport Study Contribution		1,000
Slate Notice	120	-
Chubb Charges	134	-
	<b>3,254</b>	<b>2,430</b>

**Keswick Town Council  
Keswick Town Council Events Fund  
Year Ended 31 March 2020**

**Events Fund**

	<b>31 March 2020</b>	<b>31 March 2019</b>
<b>Income</b>		
Scruffs Income	1,833	2,254
Other Events Income	3,094	3,390
<b>Total Income</b>	<u>4,927</u>	<u>5,644</u>
<b>Expenditure</b>		
Events Coordinator	1,210	2,007
Scruffs Expenditure	1,479	1,558
<b>Total Expenditure</b>	<u>2,689</u>	<u>3,565</u>
<b>Surplus / (Deficit)</b>	2,238	2,079
<b>Balance brought forward</b>	14,449	7,661
<b>Transfer from General Reserves of Underspend</b>	4,328	4,709
<b>Total Fund Balance</b>	<u>21,015</u>	<u>14,449</u>

**Keswick Town Council  
Neighbourhood Plan and Christmas Lights Fund  
Year Ended 31 March 2020**

**Neighbourhood Plan**

	<b>Year Ended 31 March 2020</b>	<b>Year Ended 31 March 2019</b>
<b>Income</b>		
Neighbourhood Plan Grant		-
<b>Total Income</b>	<u>-</u>	<u>-</u>
<b>Expenditure</b>		
Neighbourhood Plan Expenditure	-	2,750
<b>Total Expenditure</b>	<u>-</u>	<u>2,750</u>
<b>Surplus / (Deficit)</b>	-	(2,750)
<b>Balance brought forward</b>	-	2,750
<b>Total Fund Balance</b>	<u>-</u>	<u>-</u>

**Christmas Lights**

	<b>Year Ended 31 March 2020</b>	<b>Year Ended 31 March 2019</b>
<b>Income</b>		
	-	1,891
<b>Total Income</b>	<u>-</u>	<u>1,891</u>
<b>Expenditure</b>		
	234	-
<b>Total Expenditure</b>	<u>234</u>	<u>-</u>
<b>Surplus / (Deficit)</b>	(234)	1,891
<b>Balance brought forward</b>	8,215	5,574
<b>Transfer from General Reserves of Underspend</b>	636	750
<b>Total Fund Balance</b>	<u>8,617</u>	<u>8,215</u>

**Keswick Town Council  
Earmarked Funds  
Year Ended 31 March 2020**

**Earmarked Funds**

	<b>Year Ended 31 March 2020</b>	<b>Year Ended 31 March 2019</b>
<b>Income</b>		
<b>Total Income</b>	<u>-</u>	<u>-</u>
<b>Expenditure</b>		
<b>Total Expenditure</b>	<u>-</u>	<u>-</u>
<b>Surplus / (Deficit)</b>	-	-
<b>Balance brought forward</b>	<b>44,000</b>	<b>44,000</b>
<b>Transfer from General Reserves of Earmarked</b>	-	-
<b>Total Fund Balance</b>	<u><b>44,000</b></u>	<u><b>44,000</b></u>
<b><u>Earmarked Funds Breakdown</u></b>		
Local Housing	20,000	20,000
Elections	6,000	6,000
Office and Council Chamber	5,000	5,000
Equipment	5,000	5,000
Professional Advice	5,000	5,000
War Memorial	3,000	3,000
<b>Total Earmarked Funds</b>	<u><b>44,000</b></u>	<u><b>44,000</b></u>

**Keswick Town Council**  
**Balance Sheet**  
**31 March 2020**

	31 March 2020	31 March 2019
<b>Current Assets</b>		
Debtors	(328)	118
Prepayments	1,123	1,003
VAT	10,289	7,454
Hope Park Loan Account	28,956	32,688
Town Council Current and Saver Accounts	274,755	237,509
War Memorial Account	857	855
Petty Cash	75	61
<b>Total Current Assets</b>	<b>315,727</b>	<b>279,688</b>
<b>Current Liabilities</b>		
Creditors	14,852	5,658
Accruals	23,322	12,285
Fitz Park Loan Account	26,137	23,444
Townfield	1,600	1,600
<b>Total Current Liabilities</b>	<b>65,911</b>	<b>42,987</b>
<b>Net Current Assets</b>	<b>249,816</b>	<b>236,701</b>
<b>Represented By</b>		
Town Council General Reserve	Page 1 175,330	169,182
War Memorial Fund	Page 4 854	855
Events Fund	Page 5 21,015	14,449
PCC CCTV Fund	Page 5 -	-
Neighbourhood Plan	Page 6 -	-
Christmas Lights	Page 6 8,617	8,215
Earmarked Funds	Page 7 44,000	44,000
	<b>249,816</b>	<b>236,701</b>

The above statement represents fairly the financial position of the authority as at 31 March 2020 and reflects its income and expenditure during the year.

**Approved By Council**

Minute Ref

Date

Chairman

Town Clerk

**Keswick Town Council**  
**Supporting Statements to the Accounts**  
**Year Ended 31 March 2020**

**1) Assets**

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

	£
Rexel Shredder	339
	<u>339</u>

The cost of these are included in the accounts as follows

Office Equipment / Stationery & Printing	339
	<u>339</u>

At 31 March 2020 the following assets (at cost price) were held:-

	£
Office Equipment	8,253
Office Furniture	4,038
Council Chamber Furniture	2,255
Other Fixed Assets	488
Mayoral Chains of Office	31,500
Deputy Mayors Chains of Office	407
	<u>46,941</u>

<b>Community Assets</b>	£
War Memorial - nominal value	1

**2) Borrowings**

As at the close of business on 31 March 2020 the Council had no loans outstanding.

**3) Leases**

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

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

Supplier  
 Apogee - Agreement No: A1851691

**Keswick Town Council**  
**Supporting Statements to the Accounts**  
**Year Ended 31 March 2020**

**4) Tenancies**

**Council as Landlord**

Tenant	Property	£
Allerdale Borough Council	Walker Park	12,267

**Council as Tenant**

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

**6) Agency Work**

During the year the Council did not undertake any agency work

**7) Pensions**

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

**Approved By Council**

Minute Ref \_\_\_\_\_ Date \_\_\_\_\_

Chairman \_\_\_\_\_

Town Clerk \_\_\_\_\_

# Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

## KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

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

and recorded as minute reference:

Chairman

Clerk

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

[www.keswicktowncouncil.gov.uk](http://www.keswicktowncouncil.gov.uk)

# **Section 2 – Accounting Statements 2019/20 for**

## **KESWICK TOWN COUNCIL**

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	213,504	236,701	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	246,701	261,777	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	63,407	52,520	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	55,186	56,852	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	231,725	244,330	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	236,701	249,816	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	238,425	275,687	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	46,602	46,942	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0		<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

KESWICK TOWN COUNCIL  
16<sup>TH</sup> JULY 2020

**CLERK'S REPORT**

Agenda Distribution

The agenda for the Town Council meeting is currently distributed to all Councillors, the Police, the Press and (when open) the Library, and placed in the notice board on the front of the Town Council offices. It is also placed on the website including all non-confidential reports.

The Mayor has suggested that it should also be emailed direct to interested members of the public (agenda sheet only excluding reports) so that residents are able to comment on issues before, rather than after, decisions have been taken. Any members of the public who wish to receive a copy direct would need to request one and the list would have to be reviewed annually to comply with Data Protection requirements. Councillors are invited to comment on this proposal.

Code of Conduct Consultation

Eighteen months after the Committee on Standards in Public Life reported to the Prime Minister on improving ethical standards in local government, the National Association of Local Councils (NALC) has been pleased to have worked with the Local Government Association (LGA) to take forward the recommendation to develop an updated national model code of conduct for all tiers of local government. This is an important measure NALC called for and proposed to the committee.

The LGA is now consulting on the proposed national model member code of conduct, and NALC is urging all local (parish and town) councils and county associations of local councils to consider the proposed code and respond to the LGA to share their views.

However, the report also recognised that current sanctions available to local authorities are insufficient, and NALC is also calling on the government to take urgent action to introduce the recommendation in the report for a new power for local authorities to suspend councillors for a period of up to six months. Failure to introduce this sanction alongside other measures will risk wider steps being taken to improve ethical standards, such as the model code of conduct and training for councillors and clerks, as being ineffective. Now more than ever, high standards of conduct in government at all levels are needed to protect the integrity of decision making, maintain public confidence and to safeguard local democracy. That is why NALC is also calling for the Committee on Standards in Public Life to publish a timetable for reviewing progress on the implementation of the report's wider recommendations and best practice to ensure this important issue continues to be a priority for action.

Footway Lighting Update

I have still not received a list of the locations of footway lights for which the Town Council is to be asked to pay the lighting costs as from the next financial year, however CALC has now held a meeting with Alerdale Borough Council who have provided further information on the way the energy costs were calculated. CALC has now stated that the Association has taken the matter as far as it can and is recommending that the Council accepts that we will need to budget for electricity costs in 2021. Maintenance costs will continue to be met by the Borough Council and they have also accepted that any costs associated with removal of existing footway lights will be met by them.

#### Keswick Transport Study

Two 'zoom' meetings of the Implementation Group have now taken place and each of the eight work packages is being monitored in terms of funding availability and progress made. The Group will meet every six weeks.

#### Funding for Town and Parish Councils

The Chairman, President and CEO of the Society of Local Council Clerks (SLCC) have sent a letter to Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government on behalf of members reiterating the need for support to secure the financial viability of town and parish Councils in England. A copy of the letter is attached and local councils are being strongly encouraged to write letters to their local MPs to lend their voice to the representations being made.

LW  
090720



For Local Council Professionals

**Robert Smith**  
Chief Executive Officer

8 The Crescent  
Taunton  
Somerset  
TA1 4EA

Phone: 01823 253646  
Mobile: 07766 602 683

Email: [rob.smith@slcc.co.uk](mailto:rob.smith@slcc.co.uk)

The Rt Hon Robert Jenrick MP  
Secretary of State for Housing, Communities  
& Local Government  
2 Marsham Street  
London  
SW1P 4DF

30 June 2020

Sent by email to [robert.jenrick@communities.gov.uk](mailto:robert.jenrick@communities.gov.uk)

Dear Secretary of State,

### **Coronavirus Pandemic: Financial Support for Local Councils**

We wrote to you in April on behalf of the 4,000 members of the SLCC and their concerns regarding the future financial viability of the town and parish councils which they serve.

While the Government has provided significant financial support to principal local authorities which it says should also cover the needs of town and parish councils, unsurprisingly – given their own dire financial circumstances – these higher tier councils are unable to release any of the support they have received. Some have been offered short term interest free loans which would add substantially to the precept in 2021.

Local councils provide a significant range of services and in many cases fill the gap of service delivery left by principal councils. In doing so, many have developed revenue generation beyond the traditional precept route. Local councils are in a position to play a significant role in the Community Resilience Agenda; providing support to the work of both local and central government. However, to be able to do this and with sufficient funds for this financial year, local councils do require support from Central Government.

The SLCC wholly supports the representations made by the National Association of Local Councils (NALC) and the suite of measures they have put forward in support of local councils. As the professional body representing practitioners in our sector, we would specifically like to propose the following measures that we believe will assist.

1. Business rates relief on community assets, the income from which has been affected by the pandemic. This includes the fast-tracking of regulations to permanently remove business rate liability on public conveniences and temporarily on all other revenue generating buildings in the ownership of town councils.
2. Permission for councils to create their own "Covid-19 Revenue Recovery Package" through the capitalisation of specific revenue impacts (both increased expenditure and losses of income) arising from the Coronavirus pandemic. This is an appropriate accounting treatment to address the unprecedented financial impacts of the virus and would require no financial commitment from central government.

3. Reinstatement of the Government grant to meet an increase in Council Tax Benefit payments from this years' baseline estimated figure. This grant to be accounted for in each Billing Authorities' collection fund – not their general fund revenue account – and would be phased over a number of years in line with a return of employment rates to the levels prior to Coronavirus.

A more detailed explanation of points 2 & 3 accompanied by supporting comments are attached as an addendum.

Our members, serving over 5,000 town and parish councils would implore you, in the strongest possible terms, to give urgent consideration to the plight of the local council sector and the need to provide specific support to it. SLCC would be happy to join with colleagues from NALC to meet urgently with Ministers and your officials – through video conference – when we could explain the severity of this matter and our proposals in greater detail.

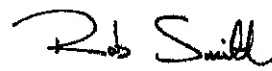
Yours sincerely,



Michael King  
Chairman



Linda Larter  
President



Robert Smith  
Chief Executive

cc Dr Jonathan Owen, CEO, National Association of Local Councils

enc.

**KESWICK TOWN COUNCIL**

**GRIEVANCE POLICY**

**Introduction**

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
  - Employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
  - The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
  - Any changes to specified time limits must be agreed by the employee and the Council
  - An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
  - Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
  - Audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.

- If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Allerdale Borough Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

#### **Informal grievance procedure**

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### **Formal grievance procedure**

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Staffing Committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### **Investigation**

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - The names of its Chairman and other members
  - The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
  - The employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - A copy of the Council's grievance policy
  - Confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
  - Confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually within at least two days' notice
  - Findings of the investigation if there has been an investigation
  - An invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition)

### **The grievance meeting**

10. At the grievance meeting:

- The Chairman will introduce the members of the sub-committee to the employee
  - The employee (or companion) will set out the grievance and present the evidence
  - The Chairman will ask the employee questions about the information presented and will want to understand what action does he/she want the Council to take
  - Any member of the sub-committee and the employee (or the companion) may question any witness
  - The employee (or companion) will have the opportunity to sum up the case
  - A grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

#### **The appeal**

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
- A failure by the Council to follow its grievance policy
  - The decision was not supported by the evidence
  - The action proposed by the sub-committee was inadequate/inappropriate
  - New evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of the receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
- Introduce the panel members to the employee
  - Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - Explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.

18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

**Revised February 2020**



## **KESWICK TOWN COUNCIL**

### **DISCIPLINARY POLICY**

#### **Introduction**

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

[https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:
  - Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
  - The Council will fully investigate the facts of each case
  - The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS 'Performance Management' at <https://www.acas.org.uk/index.aspx?articleid=6608>
  - Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official – at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
  - The Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. Any employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
  - If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.

- Any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the Council can include a written warning, final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- The Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

### **Examples of Misconduct**

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. The list is not exhaustive.

- Unauthorised absence
- Poor timekeeping
- Misuse of the Council's resources and facilities including telephone, e-mail and internet
- Inappropriate behaviour
- Refusal to follow reasonable instructions
- Breach of health and safety rules
- Persistent short-term and/or frequent absences from work without a medical reason
- Inappropriate standard of dress

- Failure to perform your job to the standard expected or in line with your job description
- Time wasting
- Disruptive behaviour

### **Examples of Gross Misconduct**

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. The list is not exhaustive
  - Bullying, discrimination and harassment
  - Incapacity at work because of alcohol or drugs
  - Violent behaviour
  - Fraud or theft
  - Gross negligence
  - Gross insubordination
  - Serious breaches of Council policies and procedures e.g. Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
  - Serious and deliberate damage to property
  - Use of the internet or email to access pornographic, obscene or offensive material
  - Disclosure of confidential information
  - Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
  - Serious negligence which causes or might causes significant loss, damage or injury

### **Suspension**

6. If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
7. While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
8. The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

### **Examples of unsatisfactory work performance**

9. The following list contains some examples of unsatisfactory work performance. The list is not exhaustive:
  - Inadequate application of management instructions/office procedures
  - Inadequate IT skills
  - Unsatisfactory management of staff

- Unsatisfactory communication skills

### **The Procedure**

- 10. Preliminary enquiries.** The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11. Informal procedures.** Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

### **Disciplinary investigation**

- 12.** A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13.** If a formal disciplinary investigation is required, the Council's Staffing Committee will appoint an investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The investigator will be independent and will normally be a councillor. If the Staffing Committee considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The investigator will be appointed as soon as possible after the allegations have been made. The Staffing Committee will inform the investigator of the terms of reference of the investigation. The terms of reference should specify:
  - The allegations or events that the investigation is required to examine
  - Whether a recommendation is required
  - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14.** The investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage – the disciplinary meeting (see paragraph 22).
- 15.** The Staffing Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the

Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
17. If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
18. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Staffing Committee whether or not disciplinary action should be considered under the policy.
19. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
  - The employee has no case to answer and there should be no further action under the Council's disciplinary procedure
  - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - The employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
20. The Investigator will submit the report to the Staffing Committee which will decide whether further action will be taken.
21. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

22. If the Staffing Committee decides that there is a case to answer, it will appoint a Staffing Sub-Committee of three Councillors, to formally hear the allegations. The Staffing Sub-Committee will appoint a Chairman from one of its members. The Investigator shall not sit on the Sub-Committee.
23. No Councillor with direct involvement in the matter shall be appointed to the Sub-Committee. The employee will be invited, in writing, to attend a disciplinary meeting. The Sub-Committee's letter will confirm the following:
  - The names of its Chairman and other two members
  - Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - A copy of the information provided to the Sub-Committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure

- The time and place for the meeting. The employee will be given reasonable notice of the hearing so that he/she has sufficient time to prepare for it
- That witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- That the employee may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- The Chairman will introduce the members of the Sub-Committee to the employee and explain the arrangements for the hearing
- The Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- The Chairman will invite the employee to present their account
- The employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- Any member of the Sub-Committee and the employee (or the companion) may question the investigator and any witness
- The employee (or companion) will have the opportunity to sum up

24. The Chairman will provide the employee with the Sub-Committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

25. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the Sub-Committee.

### **Disciplinary Action**

26. If the Sub-Committee decides that there should be disciplinary action, it may be any of the following:

#### **First written warning**

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- The reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action
- The employee's right of appeal
- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months)

### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- The employee's right of appeal
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months)

### **Dismissal**

The Council may dismiss:

- For gross misconduct
- If there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force

27. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the Sub-Committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

### **The appeal**

28. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

29. The grounds for appeal include:

- A failure by the Council to follow its disciplinary policy
- The Sub-Committee's disciplinary decision was not supported by the evidence
- The disciplinary action was too severe in the circumstances of the case
- New evidence has come to light since the disciplinary meeting

30. Where possible, the appeal will be heard by a panel of three members of the Staffing Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Staffing Committee who have not previously been involved. If so, the appeal panel will be a committee of two or three members of the Council who may include members

of the Staffing Committee. The appeal panel will appoint a Chairman from one of its members.

31. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.
32. At the appeal meeting, the Chairman will:
  - Introduce the panel members to the employee
  - Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - Explain the action that the appeal panel may take.
33. The employee (or companion) will be asked to explain the grounds for appeal.
34. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
35. The appeal panel may decide to uphold the disciplinary decision of the Staffing Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
36. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
37. The appeal panel's decision is final.

February 2020

Dear Marcus,

Further to our recent telephone conversation regarding the re-opening of the tunnel on the C.K. & P railway track between Keowick & Threlkeld. This tunnel was always called the BOBBIN MILL tunnel owing to its proximity to the Bobbin Works, that stood on the site of the holiday complex to the east.

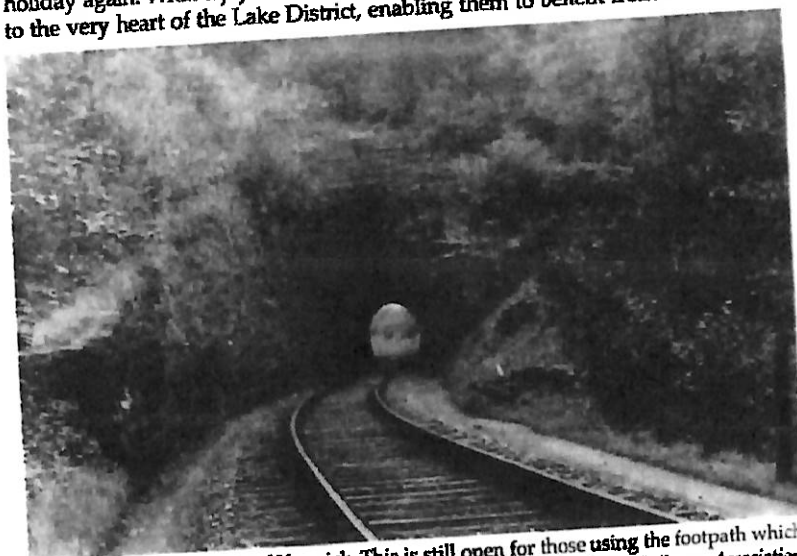
Being born in Keowick & spending all my younger days trainspotting & fishing in the area it was always called the Bobbin Mill tunnel. Most of my career in the British Transport Police was in London & I had contact with many of the railway staff on the line who always referred to it in that way. It would be nice to see that name retained on any publicity signs/posters when the tunnel is re-opened.

Please excuse scrawl - computer malfunction.

Yours Faithfully

Experience of the journey so far may well prompt the traveller to reflect that it is easy to understand why there was not a lot of opposition by the 19th century 'environmentalists' to the building of this line. The scenery has been pleasant but not outstanding. From here on, however, opinion will almost certainly change. In the meantime, after passing through a series of small cuttings, the train has arrived at Threlkeld having travelled 14½ miles from Penrith. The ease with which it tackled this part of the journey, after leaving Troutbeck, may have escaped the notice of the traveller; the gradient is steep and it was problems with trains toiling in the other direction and often causing delays along this piece of line which led the Directors of the CK&PR to the decision to double the track here in the last century. The time is 10.29 am. After Threlkeld the train passes over the River Glenderamackin and on into the Greta Gorge. The scenery here is superb. The line crosses and recrosses the River Greta on bow string girder bridges and the river, sparkling in the sun, with the backdrop of the wooded hillsides creates a dramatic effect.

Whilst the traveller is enjoying all this and has possibly caught a fleeting glimpse of Briery Bobbin Mill, the train, perhaps unexpectedly, enters the tunnel just to the east of Keswick and in a few moments, after re-emerging and crossing the main road, has come to a halt in Keswick station, some 45 minutes after setting out. This is the headquarters of the railway, 18 miles from Penrith, and there is a lot of bustle here as porters and hotel staff in their various liveries hurry to and fro, dealing with the holidaymakers who are arriving. The station is light and feels spacious and the impressive Keswick Hotel stands adjoining it. It will not be possible to see them from the train but various conveyances are arriving and departing from the station and hotel precinct. The good weather is doing much to lift people's spirits. What a relief that the war is well and truly over and it is possible to get away on holiday again. What a joy to have this excellent little railway which takes people to the very heart of the Lake District, enabling them to benefit from the clean air



The short tunnel just east of Keswick. This is still open for those using the footpath which now follows the track bed, the longer tunnel is closed. *Cumbrian Railways Association*

This was a view of the lake shore.

and wonder heard and the countryside embankment distance of minutes. The

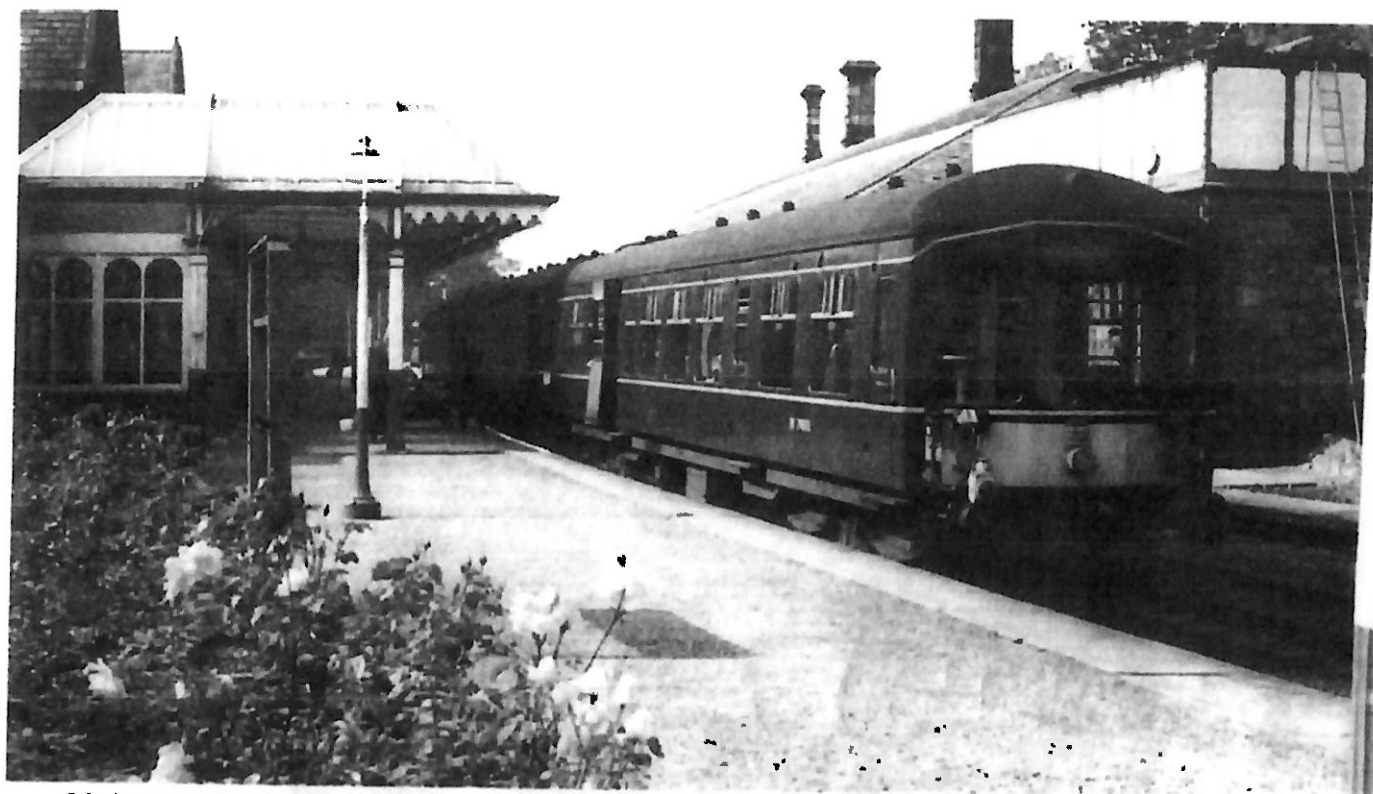
The line cutting and reaches the essence of the combine to reflects the is easy to passengers too soon the journey holidaymaker the traveller during the passes slow Bassenthwaite stage the the penultimate from Penrith reached. A total of no pleasure a than compare speed has journey has



The ex-LNWR 'Cauliflowers' had long since gone from the Keswick line when this Ivatt 2-6-0 no. 46455 was photographed on its way back to Penrith with a pick-up goods, by that stage consisting of just a brake van.

9.63

THE OLD PLATFORM WAS USED BY  
BOBBIN MILL WORKERS



A 'yellow diamond' Derby twin unit at Keswick's Platform 1 on a service to Workington in September 1965. Note the window bars fitted to the West Cumberland units used on the restricted-clearance Maryport-Carlisle section.

Limited axle loadings restricted the size of locomotives permitted west of Keswick and Ivatt Class 2 2-6-0s typified steam workings after nationalisation. No.48488 basks in the evening sunshine at Keswick's attractive station, again in September 1965, substituting for a diesel on the 4.06pm Workington-Penrith service which conveyed through coaches to Carlisle. The Keswick-Penrith stretch lingered on as a 'basic railway' until 1972.





Ms Catherine Parker  
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Our Reference: 51846

5 June 2020

Dear Ms Parker

I am writing on behalf of The Great North Air Ambulance Service (GNAAS) to thank Keswick Town Council for supporting our charity with a grant of £500.00.

Your grant will have an impact on the lives of people across the region; people such as Steven Higgins, who was flown to hospital by the charity following a serious crash on the A66. Steven was assessed and treated by the GNAAS trauma team, then transferred to James Cook University Hospital in Middlesbrough, where he spent two weeks in intensive care and three months in hospital. Steven said: "I would be dead without GNAAS. It's a brilliant charity."

Last year we were called out 1072 times across our region. To enable us to continue to provide this service, we must raise more than £5m every year. We couldn't be there for people like Steven without the generosity of the communities we serve and greatly appreciated grants such as yours.

If you would like to contact us about your donation, please call 01325-487263 or visit [www.gnaas.com](http://www.gnaas.com)

Again, thank you for your continued support, we couldn't do it without you.

Yours sincerely

**Emily Petitjean**

On behalf of Great North Air Ambulance Service

### **Privacy Notice**

Our up to date Privacy Policy is published on our website at <https://www.greatnorthairambulance.co.uk/privacy-policy/>, and you can update your contact preferences by calling 01325 487263, emailing [info@greatnorthairambulance.co.uk](mailto:info@greatnorthairambulance.co.uk) or completing the contact preferences form on our website.



Reg Charity No. 1092204

[greatnorthairambulance.co.uk](http://greatnorthairambulance.co.uk)



Company Reg No. 4436859

Dear Councillors

We saw an article in the Reminder saying that the proposal to make Station Street and St John's Street one way is going to be implemented very soon as part of the town's response to the coronavirus pandemic, and that the town council was supporting the suggestion that traffic should flow from County Corner towards St John's Church .

When this idea was first mooted back in January we approached a town councillor informally to make the point that, while we wholeheartedly supported the idea of making these streets one way, the proposed direction was wrong. As we understand it, traffic will be allowed to go from County Corner towards St John's Church but not the other way. If traffic flowed the other way then vehicles going from County Corner towards Manor Brow, Rogerfield, Lakeland Park etc could go along Southey Street and join Ambleside Road by the church (when it would presumably still be two way), and traffic from those areas going to Booths and the western part of town would go along St John's Street and Station Street. We think that would work fine, and be a big improvement on the current situation.

Under the proposal traffic from the above areas going to Booths and the western part of the town from the streets mentioned above have to either go through Eskin Street etc (along narrow roads not really suitable for through traffic) or quite a lengthy diversion via Manor Brow and Chestnut Hill. Much less convenient than the current situation.

We can't see any benefit in having Station Street and St John's Street one way in the direction proposed, and there are significant disadvantages to those of us living in the Manor Brow/Rogerfield/Lakeland Park part of town. Bearing in mind the direction of traffic flow along Southey Street, the current proposal gives two routes through the town going west to east but none in the opposite direction.

Paul Titley very kindly replied to our email on 23<sup>rd</sup> January saying that the traffic modelling (presumably done by the consultants who produced the original proposals) showed that northbound (towards the war memorial) one way has the majority of traffic still arriving at the Tithebarn Roundabout but just by a different route. The southbound (towards Alhambra) one way allows traffic to avoid the roundabout completely, and that the reduction in traffic at the Tithebarn Roundabout should allow Borrowdale Rd to move more freely. I'm afraid we can't follow the logic of this at all, unless it assumes that someone driving from (say) Rogerfield going to Booths is going to go all the way out along the Hawthorns and then come back into Keswick via Crosthwaite Road. Even then you end up at the Tithebarn Roundabout.

Please can you reconsider your decision on this. If you aren't willing to reconsider please can you explain in simple clear terms why the proposed direction of traffic flow is the right one.

Thank you

Yours sincerely

Bob and Judy Barnby

Cc The Editor, Keswick Reminder