

KESWICK TOWN COUNCIL

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

Email: townclerk@keswicktowncouncil.gov.uk

8th April 2021

A meeting of Keswick Town Council will be held remotely via the Zoom app on Thursday 15th April 2021 at **7.30 p.m.**

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 sent by email and 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 the above address.

Yours sincerely



**Vivien Little
Town Clerk**

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council Meeting held on 18th March 2021 (pages 53- 58) (enclosed).
- 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.
- 5. Police Report**
To receive the newsletter 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 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

- 7. Matters to be raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 8. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (list enclosed - Planning Group comments to be circulated by email prior to the meeting)
 - ii) To receive update on National Park Planning Decisions (enclosed)
- 9. Licensing Applications**
To receive Licensing Group report on licensing applications received for period 12 March 2021-8 April 2021.
- 10. Mayor's Report**
To receive details of the Mayor's engagements and meeting attendance for the period 12th March 2021 – 8th April 2021 (enclosed)
- 11. Reports from Ward Representatives**
To receive reports from the following representatives:
 - i) Allerdale Borough Council
 - ii) Cumbria County Council
 - iii) Lake District National Park Authority North Distinctive Area Parishes (enclosed)
- 12. Payment of Accounts**
To confirm the payment of accounts for April 2021 as approved by the Inspection Committee (list to be circulated before the meeting) for:
 - i) The Town Council
 - ii) The Parks Trusts
- 13. Budget Summary Comparisons as at 31st March 2021**
To receive budget comparisons for the 4th Quarter (list to be circulated before the meeting).
- 14. Review of Bank Mandate**
To consider the report of the Responsible Financial Officer (enclosed).
- 15. Verification of Bank Reconciliations**
To appoint a Councillor to sign the bank reconciliations and original bank statements as evidence of verification (report of Responsible Financial Officer enclosed).
- 16. Annual Review of Financial Regulations**
To consider the report of the Responsible Financial Officer (enclosed).
- 17. Assets Register**
To approve and adopt the updated Assets Register (enclosed).
- 18. Annual Review of Effectiveness of Internal Financial Controls**
To consider the report of the Responsible Financial Officer (enclosed)

19. Preparation for Return to Face to Face meetings

To consider the report of the Clerk (enclosed).

20. Local Government Reorganisation

To consider the motion by the Mayor initially put forward in March to respond to support the single unitary authority proposal and reject the two part solutions. Information has previously been supplied to Councillors – available at

<https://www.gov.uk/government/consultations/proposals-for-locally-led-reorganisation-of-local-government-in-cumbria-north-yorkshire-and-somerset/consultation-on-proposals-for-locally-led-reorganisation-of-local-government-in-cumbria-north-yorkshire-and-somerset>

Further information regarding the consultation is available at:

<https://consult.communities.gov.uk/governance-reform-and-democracy/cumbria/>.

21. Keswick Transport Study

To consider:

- i) the report from the Clerk (enclosed).
- ii) Correspondence from a member of the public on this topic (enclosed)

22. Derwent Foreshore Project

To consider a report prepared by Councillor Terry which puts forward a motion that Keswick Town Council puts pressure on the relevant authorities in respect of the Foreshore Area (enclosed).

23. Clerk's Report

To consider the report from the Clerk. (enclosed)

24. Climate Change Working Group

To receive the update from the Climate Change Working Group (enclosed)

25. Visitor Management Working Group

To receive the update from the Visitor Management Working Group (to be circulated before the meeting).

26. Reports from Representatives on Outside Bodies

- i) Keswick Convention Town Liaison Group - Councillor Paxon/Campbell-Savours
- ii) Keswick Youth Centre - -Councillor Campbell-Savours
- iii) Keswick Flood Action Group – Councillor Titley (enclosed)

27. Minutes of Committee Meetings

To receive for information the Minutes of the Events Committee meeting held on 9th March 2021 (enclosed).

28. Correspondence

To consider the following correspondence:

- i) Letter from the National Trust regarding moving out of lockdown (enclosed)
- ii) Letter from Ministry of Housing, Communities and Local Government regarding a Welcome Back Fund (enclosed)

Prior to consideration of the following business, the Chairman will move 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'

29. Minutes of Committee Meetings

To receive for information the Minutes of the Staffing Committee meeting held on 16 March 2021 (enclosed).

To: All Councillors, Press, Police

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held remotely using the Zoom app on Thursday 18th March 2021 at 7.30 p.m.

Present:

Chairman
Councillor Paul Titley

Councillors

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 Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), one member of the press and three members of the public.

Prior to the meeting, David Sawday, Chief Operating Officer, and James Robson, Ministry Director, both of Keswick Ministries, gave an update on progress which had been made towards this year's Keswick Convention in the face of coming out of Covid lockdown, and adhering to government guidelines. There was an understanding that the people of Keswick were naturally concerned regarding an influx of visitors, and the potential for infection rates rising. David Sawday assured Councillors that Keswick Ministries were working with the Cumbria Safety Advisory Group, and were doing everything possible to ensure the possibility for infection was low. This year, the Keswick Convention were introducing a system of pre-registration which would open midway through April in order to have an idea of numbers attending, though they stated that some attendees would not pre-register. The Mayor thanked Keswick Ministries for their update and the work they had put in place to help allay fears.

213. Apologies

There were no apologies for absence at this meeting.

214. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 18th February 2021 (pages 46 – 52).

215. Requests for Dispensations

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

216. Declarations of Interests

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

217. Police Report

No report was available from the Allerdale Rural Neighbourhood Policing Team.

218. Matters to be received from the Public

No matters were raised by the public.

219. Matters to be raised by Councillors

No matters were raised by Councillors.

220. 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/2021/0029

Pollard 1 oak tree (T1). Crown reduce 1 sycamore tree (T2) by 2m
29, Calvert Way, Keswick, CA12 4LZ
Object – Insufficient evidence has been provided for what appears to be a drastic cutting back of trees which are part of a significant row of mature trees along the roadside at the rear of Calvert Way houses – particularly the Oak Tree
OBJECT

T/2021/0035

T2- Lime tree - Fell - 5 DAY NOTICE due to condition of tree. T3, T4, T5 & T6 - Lime trees - Crown lift to highway and footpath clearance height (approx 5.2 mtr road / 2.4 mtr path). T7 - Yew tree - Prune back growth over parking bays and highway clearance.
Greta Grove House, Flat 1, Elliott Park, Keswick, CA12 5NF
For information only, no comments required

T/2021/0040

Fell 1 silver birch (T1)
Acorn House, Ambleside Road, Keswick, CA12 4DL
Object – Insufficient evidence provided for removal of a prominent mature tree in a location within the Conservation Area
OBJECT

7/2021/2022

Demolition of existing side conservatory and build new two storey
3, Fenton, Keswick, CA12 4AZ
Support – no comments made
SUPPORT

7/2021/2035

Proposed rear, side and front elevations
Grassmoor, Halls Mead, Keswick, CA12 4BE
Support – no comments made
SUPPORT

7/2021/2037

Replacement conservatory
9, Penrith Road, Keswick, CA12 4HF
Object – the principle of building a new conservatory to replace the existing is acceptable but we object to the design as proposed. This house is within the

Conservation area and we object to the low pitch roof using 'Tapco' synthetic plastic slates when a design solution exists whereby natural slate to match the existing house could be used.

OBJECT

7/2021/2040

Erection of Hotel (C1) with restaurant / bar ground floor, together with means of access, car parking, creation of loading/ delivery bay and ancillary works without compliance with condition 7 (puffin crossing) of planning permission reference 7/2020/2039 - financial contribution to be used towards improving town centre car park signage in place of condition

Former Ravensfield Care Home, High Hill, Keswick, CA12 5NX

Object – The condition was imposed to mitigate the impact of higher traffic volumes and pedestrian movements at busy times caused by a large 71 bedroom hotel with limited on site car parking. The proposal submitted by the applicant fails to address the scale of the problem which will apply for many years into the future. We note in CCC Highways response to this application that they would have recommended refusal of the original application if this condition had not been included. This application should be STRONGLY resisted.

OBJECT

7/2021/2044

Removal of asbestos roof and removal of walls above 1.3m. Erection of bin store and garden store Dalkeith Guest House, 1 Leonard Street, Keswick, CA12 4EJ

Support – no comments made

SUPPORT

7/2021/2047

Dwelling

The Coach House, Main Street, Keswick, CA12 5NH

For information only, no comments required

7/2021/2048

Use of building as a single dwelling, or as 1, 2 or 3 units of residential letting accommodation as indicated on attached floor plan

Greta Hall, Main Street, Keswick, CA12 5NH

For information only, no comments required

7/2021/2049

To re-roof a single storey kitchen and form a seating area on the first floor

11, Wordsworth Street, Keswick, CA12 4HU

Object – The application form indicates that work has not started which is incorrect. The proposed

outdoor first floor patio area with glazed balustrade is clearly intended as a sitting out space. This would have a significant overlooking impact on the adjoining property at 9 Wordsworth Street which has windows at the rear and to the side of a projecting extension directly facing towards the proposed sitting area, which we consider to be intrusive

OBJECT

7/2021/2054

Non material amendment to planning permission ref 7/2020/2148 (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) to substitute dual pitched roof for lean to pitch roof to ground floor extension 34, Blencathra Street, Keswick, CA12 4HP
For information only, no comments required

7/2021/2067

Demolition of existing single storey garage and kitchen. Construction of new single storey extension to accommodate store, kitchen, utility & WC. Increase in size of existing 2 storey extension to create larger bathroom.
38, Wordsworth Street, Keswick, CA12 4BZ
Support – no comments made

SUPPORT

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

221. Proposed Sustainability Charge for access to the Lake District National Park.

Consideration was given to a motion from the Mayor that Cumbria County Council be asked to carry out a feasibility study into the case for a sustainability charge on motorists entering the Lake District National Park. The Mayor spoke to his paper on the agenda, and Councillor Harwood spoke to his statement on the agenda against the idea of a sustainability charge. The general feeling was that a study would be a useful exercise, and didn't commit to any course of action at this stage. Two members of the public present spoke in favour of the proposal. **RESOLVED** that a letter be sent to Cumbria County Council requesting that a feasibility study be undertaken into the case for a sustainability charge on motorists entering the Lake District National Park.

222. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 12th February 2021 – 11th March 2021.

223. Local Government Reorganisation Update

- i) Consideration was given to a proposal from the Mayor to respond to support the single unitary authority proposal and reject the two part solutions.

RESOLVED that the Keswick Town Council response to the government consultation be deferred to April to ensure Councillors have a full opportunity to read all the proposals thoroughly.

- ii) Consideration was given to a motion from Councillor Lywood to return the car parks, foreshore and Town Hall to Keswick Town Council control, and request from Allerdale Borough Council to provide a list of Keswick assets which they currently own. **RESOLVED** that a letter be sent to Allerdale Borough Council requesting a list of all Keswick-based assets which they own.

224. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives – Councillor Lansbury reported that it appeared that the Lake District National Park had obtained funding for trailer-type portaloos on the Keswick to Threlkeld Trail. Councillor Campbell-Savours reported that the Allerdale Second Home project group was going through covenants which were in place when housing was transferred to Housing Associations. He would give a full update when there was more information.
- ii) Cumbria County Council Ward Representative – Councillor Lywood reported that the signs on St John's Street would be put in place imminently. He also reported that the settlement figure was £10 million less than originally thought for road repairs.
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative – Dr Davies submitted a written report prior to the meeting, but had sent his apologies.

225. Climate Change Working Group

RECEIVED an update from the Council's Working Group and to consider the motion from Councillor Alexandra Boardman that Keswick Town Council support in principle the creation of pollination havens.

RESOLVED that Keswick Town Council support in principle the creation of pollination havens.

226. Visitor Management Working Group

RECEIVED an update from Councillor Burn. Councillor Terry raised concerns that residents of Latrigg Close along the trail had lost their privacy, and requested that this be continued to be raised at the Working Group.

RESOLVED that Threlkeld Parish Council be asked to send a representative to the Visitor Management Working Group.

227. Payment of Accounts

RESOLVED that the accounts for March 2021 as approved by the Inspection Committee be authorised for payment:

- i) For the Town Council, vouchers 187 – 202, amounting to £24,484.27 (twenty four thousand four hundred and eighty four pounds and twenty seven pence)
- ii) For the Trusts, vouchers HP219 – FP186, amounting to £5,026.55 (five thousand and twenty six pounds and fifty five pence)

228. Station Platform

Consideration was given to a motion put forward by the Mayor to consider making representations to Allerdale Borough Council to progress a lease at the Old Station Platform to provide facilities for users to the Keswick to Threlkeld trail.

RESOLVED that representation be made to Allerdale Borough Council to progress a lease at the Old Station Platform to provide facilities for users of the Keswick to Threlkeld trail.

229. Reports from Representatives on Outside Bodies

- i) Keswick Youth Centre – Councillor Campbell-Savours – full report to be submitted at the next meeting.

230. Minutes

- i) **RECEIVED** for information the minutes of the Cumbria Association of Local Councils Allerdale District meeting held on 20 January 2021; and
- ii) **RECEIVED** for information the notes of the Keswick Ministries Town Liaison Forum from Tuesday 9 February 2021.

231. Correspondence

Consideration was given to the following correspondence:

- i) Letter from Lake District National Park Authority regarding multi-agency approach to visitor management

RESOLVED that the letter be noted.

Prior to consideration of 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'

232. Minutes of Committee Meetings

RECEIVED for information the Minutes of the Staffing Committee meeting held on 16 and 23 February 2021, and 2 March 2021.

233. Request from local resident

Consideration was given to the local resident.

RESOLVED that the resident be written to with suggestions.

The meeting closed at 9.33 p.m.

Chairman

Date

Planning Applications received between 12/03/2021 - 08/04/2021

| Plan ref | Location | Description of Proposed Development |
|--------------------|---|--|
| T/2021/0042 | Central Car Park, Keswick, Cumbria, CA12 5DF | Fell 5 dead trees (1 cherry, 2 birch & 2 alder) - 5 day notice |
| T/2021/0056 | 16, Eskin Street, Keswick, CA12 4DQ | Fell 1 cherry tree (T1) |
| 7/2021/2056 | Chintys, 24a St. Johns Street, Keswick, CA12 5AS | Awning |
| 7/2021/2058 | Nos. 5,6,7,8,9,10,11,12,13,14,15,16,17,18, Glebe Close, Keswick, CA12 5QQ | Replacement windows |
| 7/2021/2063 | 14, Eskin Street, Keswick, CA12 4DQ | Replacement of windows on front elevation. 2 bay windows to be replaced with double glazed wooden to match existing design. 3 single windows to be replaced with double glazed upvc windows to match existing design |
| 7/2021/2069 | 29, Church Street, Keswick, CA12 4DX | Reinstatement of two dwellings from one dwelling |
| 7/2021/2084 | High Seat, Lonsties, Keswick, Cumbria, CA12 4TD | Demolition of existing bay window. Extension of existing bedroom and living room. Addition of rooflight |
| 7/2021/2088 | 22, Windebrowe Avenue, Keswick, CA12 4JA | Extensions and alterations |
| 7/2021/2089 | 26, Heads Road, Keswick, CA12 5EX | Demolition of conservatory and porch, internal alterations and side |
| 7/2021/2093 | 11, Wordsworth Street, Keswick, CA12 4HU | Part retrospective application to replace the existing roof of the single storey kitchen to form a first floor outdoor patio area to the rear of the above property |
| 7/2021/2097 | The Office, Wickhams Court, Central Car Park Road, Keswick, CA12 5DF | Conversion of a suite of ground floor offices into a residential property |
| 7/2021/2103 | Acorn Garage, Helvellyn Street, Keswick, CA12 4EH | Development of 2 no. apartments and 2 no. cottages |

NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or by e-mail to:
townclerk@keswicktowncouncil.gov.uk prior to
the meeting regarding any of the planning applications on this sheet.

Decisions Received from LDNPA

Planning Decisions Received between 12/03/2021 & 08/04/2021

| Plan Ref | Date of Application | Location | Postcode | Description | KTC Observations | LDNPA Decision | Appeal | Appeal Decision |
|-------------|---------------------|---|----------|--|---------------------------------------|----------------|--------|-----------------|
| T/2021/0017 | Jan-21 | Beetholm, Southey Hill, Keswick | CA12 5ND | Ash tree (T1) - Fell to ground level. Sycamore tree (T2) - Remove lower limbs | SUPPORT | GRANTED | | |
| 7/2021/2022 | Feb-21 | 3, Fenton, Keswick, | CA12 4AZ | Demolition of existing side conservatory and build new two storey | SUPPORT | GRANTED | | |
| 7/2021/2024 | Feb-21 | 23, Lakeland Park, Keswick | CA12 4AT | Extensions & alterations | SUPPORT | GRANTED | | |
| 7/2021/2025 | Feb-21 | 11, Pack Horse Court, Keswick | CA12 5JB | Change of use from retail (Class A1 to Sui Generis) cafe bar | OBJECT | WITHDRAWN | | |
| 7/2021/2034 | Feb-21 | Manor Crest, Manor Brow, Keswick | CA12 4AW | Amendment to design for terrace and additional of pergola at Eastern boundary, Condition 2 (plans) and removal of privacy screening, condition 5 on planning permission 7/2020/2075 (Proposed ground floor infill extension, first floor side extension, loft conversion, facade alterations and all associated works) | OBJECT | WITHDRAWN | | |
| 7/2021/2035 | Feb-21 | Grassmoor, Halls Mead, Keswick | CA12 4BE | Proposed rear, side and front elevations | SUPPORT | GRANTED | | |
| 7/2021/2044 | Feb-21 | Dalkeith Guest House, 1 Leonard Street, Keswick | CA12 4EJ | Removal of asbestos roof and removal of walls above 1.3m. Erection of bin store and garden store | SUPPORT | GRANTED | | |
| 7/2021/2049 | Feb-21 | 11, Wordsworth Street, Keswick | CA12 4HU | To re-roof a single storey kitchen and form a seating area on the first floor | OBJECT | WITHDRAWN | | |
| 7/2021/2066 | March-21 | Riverside, Crosthwaite Road, Keswick | CA12 5PG | Non-material amendment to planning permission 7/2007/2256 (Extensions and alterations to existing dwelling/guest house and external boundary walls including new garage, new conservatory and new entrance porch) to amend the boundary wall | Application not received for comments | WITHDRAWN | | |
| 7/2021/2071 | March-21 | Dunelm, Eleventrees, Keswick | CA12 4LW | Erection of small traditional wood summer house | Application not received for comments | WITHDRAWN | | |

AGENDA ITEM 9. LICENSING GROUP REPORT ON LICENCE APPLICATIONS RECEIVED BETWEEN 12/03/2021 – 08/04/2021

| Business Name | Location | Details of Application | Date Consultation Period Ends | Comments | Date Comments sent to ABC Licensing Dept. |
|--------------------------------|--|--|-------------------------------|---|---|
| Friars of Keswick | Friars.co.uk Standish Street, Keswick CA12 5LS | Supply of alcohol (off the premises) – Mon to Sun 7am to 10pm | 13/04/2021 | Support – no comments made | 19.03.21 |
| Kindred Spirits Retail Limited | 4 Main Street, Keswick CA12 5SX | Supply of alcohol (both on and off the premises) Mon – Sun 9am – 11pm The unit will operate as a retail unit in line with normal high street hours (9am – 6pm). The application is for occasional in store tasting events for pre organised groups up to 20 people on the ground floor. This events will be always managed by one or two members of staff. They will last between 90 and 150 minutes, with a set start and finish time. The upper floor is larger and would be able to seat 30 people with the potential to have a further 20 people standing. As is mentioned above, this place will always be used for set groups, with designated start and finish times. | 16/04/21 | Support - A bespoke retail and quality 'corporate' offering for the centre of our town. | 26.03.2021 |

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 15TH APRIL 2021

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 12th March 2021 – 8th April 2021

| | |
|----------------------------------|--|
| Friday 12 th March | Planning meeting |
| Friday 12 th March | Present Lynda Walker (retiring Town Clerk) with gifts from councillors |
| Tuesday 16 th March | Staffing meeting (Zoom) |
| Tuesday 16 th March | LDNP meeting (Zoom) |
| Wednesday 17 th March | Keswick Ministries meeting (Zoom) |
| Wednesday 17 th March | Planning meeting (Zoom) |
| Wednesday 17 th March | CALC – 'Web based communications' (Zoom) |
| Thursday 18 th March | Accounts check |
| Wednesday 24 th March | High Sheriff Awards Presentations (Zoom) |

Report from the North DA Parishes Member of the LDNPA – March 2021

The adoption of the new Local Plan is in sight. On 15th March, the LDNPA received the report from the Inspectors on their examination of the submitted documents. It concludes that the Lake District National Park Local Plan, with a number of modifications which were consulted on for a six-week period, satisfies the requirements of Section 20(5) of the 2004 Planning and Compulsory Purchase Act and meets the criteria for soundness in the National Planning Policy Framework. The Inspector's Report and the Local Plan documents, incorporating the Inspector's main modifications, are to be considered for adoption at the full Authority meeting on 19th May 2021.

On March 18th, the Campaign for National Parks (CNP) announced its annual Park Protector Awards¹.

The awards attracted 12 nominations from the 13 National Parks in England and Wales. The overall winner was *Safer Lakes*. The CNP website comments that:

"Through a huge partnership working effort with local emergency services, landowners, conservation charities and a growing army of volunteers, the new Safer Lakes approach meant that Lake District National Park was better able to deal with issues which overwhelmed other beauty spots – from littering and wild camping to irresponsible car parking and fires."

As well as introducing new means for improved partnership working, the LDNPA installed solar-panelled cameras into car parks to provide live updates of how busy they were via a new website, something that was adopted elsewhere in the UK. Anita Konrad, the CNP Chief Executive, said:

"The Safer Lakes' legacy will outlive the pandemic, with new ways of working established, new volunteers engaged and new innovative technology solutions adopted."

LDNPA Director of Communications and Resources, Kerry Powell, said:

"The scale of the multi-agency working is unprecedented for a rural landscape. On some of our nights of action, we've had in excess of 40 partner vehicles on one operation. What started as a community response will become a permanent way of working for the future."

With the first easing of the current lock-down beginning on March 29th, the LDNPA and partners are poised to welcome the expected influx of visitors. The SaferLakes.co.uk website, launched last year, will go live again on 29 March to let people plan their day trip in advance by seeing what areas of the park are quietest. The LDNPA is also recruiting a number of Welcome Volunteers to offer help and advice to visitors. There are now more than 100 *Safer Lakes* volunteers patrolling the park every day, supporting the communities and working with police to report issues, and share information on which facilities are open, such as toilets and attractions. Extra temporary car parks have been set up for 2021 in key areas where there was a shortage of parking in 2020.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

¹ [Park Protector Awards 2021 - winners revealed!](#) | [Campaign for National Parks \(cnp.org.uk\)](http://Campaign for National Parks (cnp.org.uk))

KESWICK TOWN COUNCIL

GENERAL FUND

1st April 2020 - 31st March 2021

Budget Summary as at 31 March 2021 - **PENDING YEAR END ADJUSTMENTS**

4th Quarter

| Expenditure: | AGREED Budget for 20/21 | Expenditure to 31.03.21 | % of Budget | |
|---|-------------------------------|----------------------------|--------------|--------------------|
| General Administration | 74135 | 75305 | 101.58 | |
| Grants to outside bodies | 16219 | 16218 | 99.99 | |
| Christmas Lights | 30300 | 25890 | 85.45 | |
| Mayors Allowance | 2000 | 2000 | 100.00 | |
| War memorial | 1500 | 1526 | 101.73 | |
| Townfield | 1300 | 1600 | 123.08 | Inc wall repairs |
| Open Spaces | 1000 | 1000 | 100.00 | |
| Fitz Park - Grant from KTC (deficit) | 152719 | 152719 | 100.00 | |
| Communications & Neighbourhood Plan | 500 | 0 | 0.00 | |
| Audit Fee/Accounts Preparation | 1700 | 30 | 1.76 | |
| Contingency Sum | 5000 | 2865 | 57.30 | PCC CCTV |
| Keswick Events (Inc. Scruffs 19-20) | 15805 | 3295 | 20.85 | |
| Events Co-ordinator | 4305 | 0 | 0.00 | |
| Floral displays | 500 | 300 | 60.00 | |
| Allotments Expenditure | 600 | 844 | 140.67 | Inc until Oct 2021 |
| Annual Parish Meeting (Inc. room hire & refreshments) | 200 | 0 | 0.00 | |
| Advertising | 300 | 193 | 64.33 | |
| Promotional gifts to civic visitors to Keswick | 250 | 0 | 0.00 | |
| CCTV Annual Maintenance | 3000 | 141 | 4.70 | |
| TOTAL EXPENDITURE: | 311333 | 283926 | 91.20 | |

| Income: | AGREED Budget 20/21 | Income to 31.03.21 | % of Budget | |
|--|---------------------------|-----------------------|--------------|--------------------|
| Precept | 270641 | 270641 | 100.00 | |
| Grant to Fitz Park - ABC | 20000 | 20000 | 100.00 | |
| Bank/Investment interest (Inc. War Memorial) | 5 | 10 | 200.00 | |
| Walker Park rent | 12267 | 12267 | 100.00 | |
| Allotments Income - Rent | 600 | 945 | 157.50 | Inc until Oct 2021 |
| Events Banners Income | 2500 | 733 | 29.32 | |
| Keswick Events Contributions (Inc. Scruffs) | 5000 | 0 | 0.00 | |
| Christmas Lights Contributions | 300 | 0 | 0.00 | |
| Townfield Interest & Income (Repairs) | 20 | 316 | 1580.00 | Inc wall repairs |
| Annual Grants Returned/Unspent | 0 | 200 | 0.00 | |
| TOTAL INCOME: | 311333 | 305112 | 98.00 | |

KESWICK TOWN COUNCIL

GENERAL FUND - ADMINISTRATION

1st April 2020 - 31st March 2021

Budget Summary as at 31 March 2021 - **PENDING YEAR END ADJUSTMENTS**

4th Quarter

| | AGREED Budget 20/21 | Expenditure to 31.03.21 | % of budget spent | |
|---|---------------------------|----------------------------|----------------------|--|
| Expenditure: | | | | |
| Salaries, Nat ins & Pension & Pension Deficit | 99144 | 101153 | 102.03 | |
| Payroll - Outsource Costs | 330 | 320 | 96.97 | |
| Rent | 7100 | 7100 | 100.00 | |
| Rates | 0 | 0 | 0.00 | |
| Building Service Costs | 5000 | 5000 | 100.00 | |
| Repairs - Decorating/Carpets/Upgrades | 500 | 13 | 2.60 | |
| Insurances | 700 | 835 | 119.29 | Overspend due to planters, copier & seat |
| Subscriptions | 770 | 1009 | 131.04 | |
| Conferences/Training | 750 | 402 | 53.60 | |
| Stationery | 1000 | 893 | 89.30 | |
| Postage | 300 | 316 | 105.33 | |
| Telephone & Internet | 750 | 485 | 64.67 | Including Zoom |
| Photocopier | 1358 | 1522 | 112.08 | |
| Computer maintenance/support | 2325 | 3143 | 135.18 | |
| Office Equipment | 200 | 144 | 72.00 | |
| Staff Expenses | 250 | 0 | 0.00 | |
| Ex Employee Pension | 1400 | 1408 | 100.57 | |
| Health and Safety | 50 | 236 | 472.00 | Overspend due to Covid 19 |
| Website (Annual Fee) | 300 | 338 | 112.67 | |
| Council Chamber/Meeting Expenditure | 150 | 0 | 0.00 | |
| Telephone System - Maintenance Fee | 200 | 221 | 110.50 | |
| Staff Recruitment Costs | 1000 | 969 | 96.90 | |
| Total Expenditure: | 123577 | 125507 | 101.56 | |

| | AGREED Budget 20/21 | Income to 31.03.21 | % of budget income |
|------------------------|---------------------------|-----------------------|-----------------------|
| Income: | | | |
| Photocopies | 0 | 0 | 0.00 |
| Council chamber rental | 20 | 0 | 0.00 |
| Total Income: | 20 | 0 | 0.00 |

| | | | |
|-------------------------|---------------|---------------|---------------|
| To be allocated: | 123557 | 125507 | 101.58 |
|-------------------------|---------------|---------------|---------------|

| | Agreed allocation 20/21 | % of allocation to date |
|----------------------|-------------------------------|-------------------------------|
| Allocation: | | |
| General Fund - (60%) | 74135 | 75305 |
| Hope Park - (20%) | 24711 | 25101 |
| Fitz Park - (20%) | 24711 | 25101 |
| | 123557 | 125507 |

KESWICK TOWN COUNCIL

15th April 2021

REVIEW OF BANK MANDATE

In compliance with our Financial Regulations the bank mandate should be regularly reviewed for safety and efficiency.

Approval from Council is therefore sought to make the following amendments to the current Barclays Bank mandate:-

- *Addition of Councillor Peter Terry*
- *Addition of Vivien Little, New Town Clerk*
- *Removal of Lynda Walker, Former Town Clerk*

I will provide the necessary instructions and paperwork to complete the above task.

Catherine Parker

Responsible Finance Officer (RFO)

8th April 2021

KESWICK TOWN COUNCIL

15th April 2021

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)

8th April 2021

KESWICK TOWN COUNCIL
15th April 2021

ANNUAL REVIEW OF REVISED FINANCIAL REGULATIONS

RESPONSIBLE FINANCE OFFICER'S REPORT

ANNUAL REVIEW OF REVISED FINANCIAL REGULATIONS

It is a requirement to review the Town Council's Financial Regulations on an annual basis to reflect any changes in general, recent changes in legislation or items for renewal by resolution.

There have been no general or legislation changes during the year, although as per current Financial Regulations the following items must be renewed by resolution of council at least every two years:-

- 6.7 *If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.*
- 6.8 *If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.*
- 6.9 *If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.*

Copies of the Financial Regulations can be viewed in the office or on the Town Council website – www.keswicktowncouncil.gov.uk .

Approval is sought for the renewal of the above terms contained within the current regulations.

Catherine Parker
Responsible Finance Officer
8th April 2021

| KESWICK TOWN COUNCIL | | | | | | | | | |
|--|---------------|---|--|---|---|------------------------------|-----------|-------|---|
| ASSETS REGISTER AS AT 31/3/2021 | | | | | | | | | |
| Date Purchased | Purchase Cost | Description Council Offices: Office Equipment | Location | Notes | Original Purchase Cost (rounded to nearest £) | Additions (at purchase cost) | Disposals | Total | |
| 16.8.06 | | E70 Epson stylus D88 printer | Clerk's Office | S/N C61702001FH2642 | | | | | |
| Not known | £125.00 | Dahle standard guilotine | Office | 4 0872 | 70 | | | | |
| 29.07.04 | £134.10 | Air conditioning unit | Clerk's Office | Model 00504 | 130 | | | | |
| 03.03.08 | £37.00 | Challenge Laminator | Office | S/N LM089BR | 17 | | | | |
| 03.11.08 | £85.00 | Nikon Coolpix S710 8MP digital camera | Office | | 85 | | | | |
| 03.11.08 | £13.00 | Sandisk Memory card for camera | Office | | 13 | | | | |
| 03.11.08 | £12.00 | White Roller Blind for Office door | Office | | 12 | | | | |
| 30.08.11 | £1,437.17 | HP 500B Workstation Computer Systems x 2 | Office | Catherine CZC1075848 Lynda CZC112DM43 | 1437 | | | 719 | |
| 14.12.12 | £86.70 | Fellowes Shredder P-48C Cross Cut | Office | 3214802 | 87 | | | | |
| 31.01.14 | £718.90 | HP ProBook 450 laptop, case & mouse | Office | 28489 | 719 | | | | |
| 13.03.14 | £695.00 | New HP IQ5 Computer & accessories | Office | S/N CZC4032574 | 695 | | | | |
| 30.04.14 | £87.99 | HP Deskjet 2540 printer | Reception/Office | S/N CN3CL2BHY2 | 38 | | | | |
| 03.03.15 | £258.33 | Synology NAS Server & Red SATA H/Drive | Office | DS213 Air | 258 | | | | |
| 20.02.15 | £117.42 | Epson Expression Printer XP-620 | Office | S/N C11CE01401 | 117 | | | | |
| 09.09.16 | £107.50 | HP Monitor | Office | P222va 21.5" | 108 | | | | |
| 15.02.17 | £2,184.89 | OpenStage Telephone System | Office & Clerk's | OpenStage 15 T (Lava) Black Monitor, base unit | 2185 | | | | |
| 16.03.18 | £1,809.12 | Chubb CCTV System | Moot Hall | & 4 cameras | 1809 | | | | |
| 28.11.19 | £339.00 | Rexel Auto 200x Cross Cut Shredder | Reception/Office | RM33949 | 339 | | | | |
| 27.03.20 | £734.00 | HP Desktop | Clerk's Office | | 0 | 734 | | | |
| 18.03.21 | £144.00 | HP 9010 Printer | Clerk's Office | THIC862VY | 0 | 144 | | | |
| | | | | | 8253 | 878 | 719 | 8412 | |
| | | Office Furniture | | | | | | | |
| Not known | £757.00 | Desks x 3 | Office & Clerk's | Estimate | 757 | | | | |
| Not known | £306.00 | 3 drawer mobile pedestal x 2 | Office & Clerk's | n/a | 306 | | | | |
| Not known | £220.00 | 4 shelf book case | Office | n/a | 220 | | | | |
| 1974 | £500 | Safe | Clerk's Office | Model John Port | 500 | | | | |
| 11.12.91 & Nov.2005 | | | Office & Clerk's | Estimate | | | | | |
| 12.12.92 | £163.77 | Chairs x 4 | Office | 2 black leather chairs, 1 operator stool | 152 | | | | |
| | £75.96 | Polyprop chairs x 4 (£18.99 each) | Clerk's Office | Blue | 76 | | | | |
| | | 2 drawer Harvey filing cabinets x 4 (£8.29 each) | Office, Clerk's | | | | | | |
| Not known | £349.74 | | Office and Store | Beige | 350 | | | | |
| Not known | £29.99 | Dimplex electric heater | Chamber | White | 30 | | | | |
| 10.03.05 | £91.95 | Fridge | Office | White | 92 | | | | |
| | | | | Charcoal Fabric | | | | | |
| 30.04.08 | £99.00 | Sirius HS Syneco Op Chair | Office | Chair | 99 | | | | |
| 11.05.09 | £47.99 | Low Cupboard | Office | Q25-T41590 | 48 | | | | |
| 29.05.09 | £256.52 | 9 New Blinds | Office/Chamber | Cream Vertical | 257 | | | | |
| 04.08.10 | £39.99 | Berlin Leather Chair | Office | Black | 40 | | | | |
| 08.08.13 | £79.99 | 2 Drawer Filing Cabinet | Office | Coffee | 80 | | | | |
| 07.08.13 | £101.98 | 4 Drawer Filing Cabinet | Office | Coffee | 102 | | | | |
| 25.02.14 | £122.24 | 2 Low Cupboards | Office | Q25-T41590 | 122 | | | | |
| 07.09.15 | £128.54 | Operators Chair | Office | Black | 128 | | | | |
| 20.11.15 | £159.00 | Desk | Office | Ergo Maple | 159 | | | | |
| 30.11.15 | £139.00 | Desk | Office | 120cm Maple | 139 | | | | |
| 15.04.16 | £99.00 | 4 Drawer Filing Cabinet | Office | Coffee | 99 | | | | |
| 30.09.16 | £117.00 | Infinite Bookcase & doors | Office | Beech | 117 | | | | |
| 02.12.16 | £69.99 | Operators Chair | Office | Stanley Togo | 70 | | | | |
| 05.01.17 | £69.99 | Operators Chair | Clerk's Office | Stanley Togo | 70 | | | | |
| 14.12.16 | £14.99 | Operators Chair Arms | Clerk's Office | RealISP Hug | 15 | | | | |
| | | Council Chambers | | | | | | | |
| 12.12.92 | £761.88 | Polyprop chairs x 14 (£18.99 each) | 12 scrapped 2010 | Blue | 266 | | | | |
| 12.12.92 | £190.00 | Tables x 6 | | Dark Wood | 930 | | | | |
| 12.12.92 | £124.00 | SB2 Chairs x 14 (£16.00 each) | | Blue | 224 | | | | |
| Not known | £199.99 | 2 x 4 draw filing cabinets (£99.99 each) | Store room | Grey | 200 | | | | |
| 31.07.09 | £ 213.60 | Filter Coffee Machine | Chamber Kitchen | | 214 | | | | |
| 19.12.14 | £ 338.99 | 3 X walnut steel framed tables | Chamber | Walnut | 339 | | | | |
| 07.09.15 | £ 81.97 | Meeting table | Chamber | Beech | 82 | | | | |
| | | Mayoral chains of office x 2 (Sum insured) - | | Mayors Chain £20k | | | | | |
| Not known | £13,416.00 | REVALUED MARCH 2018 | Safe | Mayoreess Chain | 31500 | | | | |
| 28.10.08 | £ 407.00 | Deputy Mayors Jewel - REVALUED APRIL 2019 | Safe | £11,500 | 407 | | | | |
| | | Miscellaneous Assets | | | | | | | |
| 01.06.13 | £ - | Metal stacking chairs | Rear Yard | Brown | 0 | | | | |
| 07.03.14 | £ 487.70 | Green Plastic Chairs | Rear Yard | 4 x rectangle & 16 round | 488 | | | | |
| 20.03.20 | £ 5,155.00 | Vehicle Activation Sign - SID | Chestnut Hill Market Square & Lower Main/Bank Street | Speed indication device CCTV cameras connected to Police HQ | 0 | 5155 | | | |
| 21.12.20 | £ 18,354.00 | CCTV Cameras and associated equipment x 2 | | | 0 | 18354 | | | |
| | | Community Asset | | | | | | | |
| | £ 1 00 | War Memorial | Penrith Road | | 1 | | | | 1 |
| | | | | | 38689 | 23508 | 0 | 62198 | |
| | | | | Total | 46942 | 24387 | 719 | 70610 | |
| Purchase costs taken from Valuing Sheet of Licensed Office on no original cost basis | | | | | | | | | |
| Amended asset register as per amendments to proper practices as noted in Governance and Accountability for Local Councils - A Practitioners' Guide | | | | | | | | | |
| The practice below should now be applied:- | | | | | | | | | |
| Each asset owned by the body should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of the first recording on the asset register, the body should, having taken appropriate advice, establish a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal. | | | | | | | | | |
| Assets should not be adjusted for depreciation. The cost will remain as the asset value in the asset register and on the Annual Return until the asset is disposed. | | | | | | | | | |

Keswick Town Council

**Annual Review of Effectiveness of Internal Financial Controls
March 2021**

The above review was undertaken by Councillor Boardman on Monday 8th March 2021 and Councillor Campbell-Savours on Monday 6th April 2021.

Comments & Observations – Councillor Boardman: -

I carried out the review on the 8th March 2021 and I am completely satisfied that Keswick Town Council has the necessary audit arrangements to comply and conform to the regulations set out by the SLCC.

I have however noted the following:

1. Walker Park - KTC requires the formal copy of the Head of Terms documentation from Allerdale Borough Council.
2. Bank Reconciliations - currently these are only viewed by the Town Clerk as the Councillor previously nominated for this role has since left the Council and not been replaced. I propose the bank reconciliations are done as part of the monthly Rota when two Councillors review and authorise the monthly payments.

Comments & Observations – Councillor Campbell - Savours: -

I carried out the review on the 5th April 2021 and I am completely satisfied that Keswick Town Council has the necessary audit arrangements to comply and conform to the regulations set out by the SLCC.

I have however noted the following:

- 1.) Walker Park - I have seen no evidence of a recent rent review of land leased by ABC. Recommend rent review is implemented and frequencies of future reviews agreed upon (the second point could obviously be covered in a replacement heads of terms agreement).
- 2.) GDPR - I have seen no evidence of staff training on GDPR/data protection since the implementation of the new GDPR regime in 2018. Recommend training is implemented for all relevant staff.
- 3.) Data backup - I understand the council have a Network Area Storage device providing data back-up within the office, but the cloud storage has recently stopped working. To reduce the risk and data loss and impact on business continuity appropriate cloud storage should be reinstated. I understand KCS have provided a proposal and I'm happy to look at this if useful. *Note: The cloud backup proposals have been forwarded to Councillor Campbell-Savours for advice and guidance.*

KESWICK TOWN COUNCIL
15th April 2021

Preparing for a Return to Face to Face Meetings.

On 25 March 2021, Luke Hall MP, Minister for State of Regional Growth and Local Government sent a letter to all Principal Councils in England, copied to NALC and attached to this report advising that the Government had no intention at this stage of extending the regulations regarding virtual meetings. Therefore the current legislation will come to an end at midnight on 6 May 2021. (See Appendix 1 for copy of the letter.)

The Association of Democratic Services Officers (ADSO), Lawyers in Local Government (LLG) and Hertfordshire County Council have lodged a legal challenge in the High Court that seeks a continuation of local authority remote meetings beyond 6 May 2021. The date for this challenge to be heard in the courts is not known, and the outcome is not guaranteed so the Council will need to consider how to move forward.

There is also uncertainty around how legislation or Covid-19 risks and restrictions may change over the coming weeks and months.

The Council must meet during May for its Annual Meeting, but the only matter of business that must be conducted then is the election of the Chairman (or Mayor) for the upcoming year. Any other business can be deferred.

The options the Council has available to it are:

1. Hold the Annual Council meeting virtually

To take advantage of virtual meetings, the Annual Council meeting could be moved and held prior to the legislation running out. The very basic business could be undertaken, electing a Mayor and Deputy Mayor for the year ahead, and any other business deferred to a later date.

2. Continue to meet virtually after 7 May 2021

This route is being suggested by some Councils, although this is not permitted. There is low risk of this being legally challenged, however the risk is that decisions made virtually could be challenged in the courts as ultra-vires.

3. Temporary Scheme of delegation to the Clerk

At the April 2020 meeting, and again at the October 2020 meeting it was resolved that the Clerk be authorised to act with delegated authority in certain circumstances (see below), with the arrangement to be reviewed in 6 months' time. Although Covid does continue, and hopefully some degree of normality should return over the next few months, the Council has been able to carry out normal business as much as possible using virtual meetings. These temporary delegation arrangements could be used to ensure that urgent business of the Council takes effect. This could be granted as a back up in addition to any other decision the Council makes on this matter.

- To take action on any issues of such urgency that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult with the Mayor or Deputy Mayor if the Mayor is unavailable and take his/her view into account.

- To submit planning observations on behalf of the Council to the planning authority following consultation with Councillors who for the time being constitute the Council's Planning Group and with the Mayor or Deputy Mayor as above.
- To authorise the payment of accounts on behalf of the Town Council and Keswick Parks Charitable Trusts following inspection by two Councillors and consultation with Mayor or Deputy Mayor as above.

All decisions taken under delegated authority to be in accordance with the Council's Standing Orders and Financial Regulations and reported to the next available Council Meeting.

4. Hold Face-to-Face meetings

This would be in line with the advice from NALC, as detailed in Appendix 2.

The Health Protection (Coronavirus, Restrictions)(Steps)(England) Regulations 2021 includes an exception (exception 3) that a gathering is allowed where it is necessary for certain purposes which include 'for work purposes or the provision of voluntary or charitable services'. Members and officers attending a meeting would fall under this exemption. Additionally, in the letter dated 25 March 2021 from Luke Hall MP recommendations are given on how to hold safe Council meetings, which infers that it would be legal to hold them.

The Responsible Financial Officer and I made a trip to St John's Church, Keswick in mid-March, to see if the venue was suitable for holding Town Council meetings, and we concluded that it was, while allowing Councillors and Officers to remain socially distanced. As set out in the letter from Luke Hall, ideally the public should be encouraged to view the meeting using a streaming service, for example using Facebook, however we feel that under the circumstances, and given the size of St John's, it is possible to allow the public to attend, though it would preferable if numbers were on the lower side.

There is a reputational risk to the Council if the public perception is that we should not be holding face-to-face meetings until the restrictions are fully lifted.

I will prepare a full risk assessment, working with St John's, and let Councillors know any housekeeping that needs to be done for the meeting (for example masks may need to be worn during the meeting) in plenty of time if this is the option that is followed.

5. Another option that Councillors may suggest.

Full Council should discuss the options and agree a way forward. The Council will need to take into account the concerns of both Councillors and Officers over returning to face-to-face meetings while restrictions are still in place, especially those who are unvaccinated, have been shielding or have other health concerns.

Vivien Little
Town Clerk
6 April 2021



**Ministry of Housing,
Communities &
Local Government**

**Council Leaders
Principal Councils in England**

Luke Hall MP
*Minister of State for Regional Growth and Local
Government*

**Ministry of Housing, Communities and Local
Government**

Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3440
Email: luke.hall@communities.gov.uk

www.gov.uk/mhclg

25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with

sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings.

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows.

While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.

I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Hall', written in a cursive style.

LUKE HALL MP

Cc. Rt Hon Priti Patel MP, Home Secretary
Rt. Hon. George Eustice MP, Environment Secretary
Sadiq Khan, Mayor of London
Cllr. James Jamieson, LGA Chairman
Cllr. Sue Baxter, NALC Chairman

Appendix 2 – NALC advice

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely.
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face to face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Putting a one way system in place (additional security staff will be needed)
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- The sharing of papers should be discouraged and people should be asked to take the papers etc with them at the end of the meeting to minimise how many people handle them
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before e.g. Pavilion or sports centre.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if

more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?

- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a test and trace procedure
- Venues must conform with the government guidance for multi-purpose community facilities and for council buildings. If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest government safer workplaces guidance

Managing staff:

- It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face to face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government safer workplaces guidance
- ACAS have produced useful guidance for employers and employees related to COVID-19, including advice on how to support staff to return to the workplace and how to manage situations where staff may be worried or not wish to return.

Government advice is available here: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings>



Keswick Transport Study – Update to Members

The following update has been made available to all Members of Cumbria County Council, and is attached here for Councillor's information.

Keswick Transport Study – Programme Delivery Update

Members will recall the Keswick Transport Study that was commissioned in March 2019 by partner organisations (Allerdale Borough Council; Cumbria County Council; Keswick Town Council; and, the Lake District National Park Authority), and completed in December 2019. Recommendations were approved by all partner organisations in January 2020 to;

1. Endorse the principle of the packages of improvement (as summarised in proformas 1-8 in the Keswick Transport Study's Non-Technical Summary, attached as Appendix **);
2. Agree to work together to explore the opportunities to secure funding to deliver the packages of improvements through internal and external funding opportunities; and,

Agree to the establishment of a Programme Delivery Board to ensure the co-ordinated delivery of the package of improvements.

The Programme Delivery Board, which includes officers from all four partners, has met four times over the past year. We have made the progress outlines below on the eight work packages:

Package 1 – St John's Street

Recommendation: One Way (southbound) with footway widening

Progress to date: Cumbria County Council have implemented a temporary one-way restriction on St John's Street / Station Street to assist social distancing funded by the Active Travel fund in 2020. Consideration to be given to the feasibility of including this in the permanent Traffic Regulation Order review upcoming, alongside other recommended changes to loading bays in this location. Funding for the wider scheme, such as footway widening, etc, is yet to be established.

Package 2 – Off-Street Parking

Recommendation: Strategy of 3 parts: 1) Redistribute vehicles to manage capacity through a well advertised and publicised new pricing policy; 2) provide complementary parking information and guidance system; 3) create extra car parking capacity (long-term)

Progress to date: Allerdale Borough Council have arranged to fund temporary AA signs to currently un-signed car parks in Keswick for Summer 2021. Funding to be sought for improved signing strategy. Additional temporary car parking (under the 56 day permitted development allowance) will also be provided for the 2021 season. SaferLakes, a service providing web based real time information on parking capacity, will be running for the entire 2021 season.

Package 3 – TRO Review

Recommendation: Full TRO Review of the Backstreets Area of Keswick

Progress to date: Work to begin shortly on the finalisation of initial designs to support the on-street traffic and parking restrictions. Consultation with key stakeholders to be undertaken prior to wider public consultation.

Package 4 – Cycling Improvements

Recommendation: Improvements to cycle routes in the wider Lake District National Park area to connect with Keswick

Progress to date: Lake District National Park Authority have recently completed work on the Keswick to Threlkeld Railway path, which is now open and being well used. Many positive comments

received, particularly around the inclusivity of the scheme. Part funding has been secured by Lake District National Park Authority to improve the Derwentwater route.

Package 5: Public Transport Infrastructure and Service Improvements

Recommendation: Enhancements to waiting facilities and bus station and selected bus stops; and, increased service frequency on certain routes

Progress to date: Possible potential opportunities following recent Government announcement of the Bus Back Better policy, though discussions with Stagecoach as the main operator are required.

Package 6: Cycling Network Improvements in Keswick

Recommendation: Creation of additional cycle infrastructure / routes, cycle parking and e-bike charging points within Keswick

Progress to date: Cumbria County Council have implemented temporary cycle lanes on B5289 High Hill, funded by the Active Travel fund in 2020. Consideration to be given by Cumbria County Council on the recently installed temporary cycle lanes on the B5289 High Hill, and what potential measures / costs would be associated with making this permanent. Positive feedback has been received on this temporary installation, and the Lake District National Park Authority are investigating how to continue this connectivity from Keswick to Portinscale.

Package 7: Behaviour Change Programme

Recommendation: Package of interventions to promote sustainable modes of transport

Progress to date: An outline plan has been prepared and agreed, which will be progressed with stakeholders where this can be resourced. The opening of the Keswick to Threlkeld Trail has led to significant behaviour changes and we will monitor and build on that.

Package 8: Walking Infrastructure Improvements

Recommendation: Installation of signalised crossing on Main Street, and pedestrian improvements on Crosthwaite Road

Progress to date: Puffin crossing to be funded by S106 Agreement, if signed, linked with the Premier Inn development in Keswick. This crossing is necessary and alternative measures should not be supported. Members should be aware that the Premier Inn developers are challenging the S106 request for this pedestrian crossing facility. Funding to be sought to progress other pedestrian improvements identified on Crosthwaite Road.

Vivien Little
6 April 2021

Town Clerk

From:
Sent: 12 March 2021 15:42
To: Lynda Walker; Town Clerk
Subject: Thanks

Lynda,

Many thanks for raising my concern regarding the finger posts in the town - put to shame by the new ones in the park. I gather from the Reminder that this is being acted upon and yesterday it looked as if work had already started on one of them !

Could you please pass on another concern - if necessary via your successor.

Vehicles are not infrequently driving along Station Street the wrong way ! To add insult to injury vehicles have been spotted calling at a location such as Smiths and then performing a 3 point turn and returning the wrong way ! At present traffic is fairly light but come the holiday season post-lock-down it could be a serious matter. Not sure whether more repeater signs along the length that is one way only and road surface markings added ?

Sorry to have to ask this of you and not sure whether you have completely hung up your 'clogs' yet.

All very best wishes for retirement - enjoy but stay safe !!

The Derwentwater Foreshore Project

Background:- I have requested that this subject be included on the agenda at our April Council meeting. Although much of the detail included is my own knowledge the finer detail, organisation, funding etc, is as provided to me in discussions with both ex-Councillor Martin Jordan and our recently retired Town Clerk Mrs L Walker. Longer serving councillors may be able to offer more insights.

Introduction:- The idea for the foreshore project came about in the early 2000's as a result of a number of community minded and public spirited individuals getting together with the intention of improving the area from the Hope Park café along the road down to the foreshore and terminating adjacent to Friar's Crag. A committee was formed in late 2004/early 2005 with membership from Allerdale BC; Keswick Civic Society; Keswick Market Town Initiative; National Trust; National Park Authority, Keswick Launch Company; Theatre by the Lake and from KTC represented by then Councillor Martin Jordan. As I understand it the Council was not directly involved but gave tacit support. Meetings seem to have been held in the Town Hall. At an open meeting on 16th March 2005 a 'Friends of the Foreshore' group was suggested and ultimately formed. Money was raised from various sources including I am led to understand Lottery funding. The total raised for the project was some £3m. The work was completed, by whom or how organised I am not sure, but did include a three year maintenance period after the project's completion. The maintenance period was successfully completed.

Concerns:- The project was well thought through, and when completed was a credit to the town. Unfortunately since completion and after the three year project maintenance period ended no further maintenance appears to have been done, presumably some 12 – 15 years. There is now definite dilapidation of equipment along with a sense of the area being unkempt both of which do no credit to the town. Included below and over are a selection of photographs which I hope go some way to expressing my concern. I have other photographs.



The two photographs are taken immediately coming out from, or to the side of, the underpass. The hedge is definitely unkempt and 'somebody' is fly tipping. Both issues are easily seen by residents and visitors alike.



The seating whilst very well made is in need of painting and cleaning. Moss and algae is in evidence on the seating adjacent to the café although it is not so evident on seats actually on the foreshore.



Somebody has removed the ivy from the tree and just left it 'in situ', arguably an eyesore in such an open location.



Hardwood waste bins obviously made by craftsmen but all in some state of dilapidation.



The road pathway. I was informed that towards the end of the contract money became tight and the tarmacadam was just 'sprayed and chipped'. Whatever, it is in need of re-surfacing.

Concluding comments:- The project is in dire need of renovation particularly the condition of seating, waste bins etc and along with the general unkempt nature of the area it does no credit to the town. I believe as a Council we should be looking into exactly whom has responsibility for the on-going maintenance of the project and 'get them to do it'. I also believe that this demonstrates what I have been saying for a long time large projects should not be contemplated unless there is a definite allowance for after completion on-going maintenance.

The Derwentwater Foreshore Project

Addendum to photographically illustrated paper submitted for consideration as an agenda item at the April 2021 Council meeting.

Since compiling the initial foreshore paper I have been doing some 'delving' into the actual project. I have managed to obtain some documents, but by no means all, relating to the project. The documents that I have are:-

- CCC 1:1,000 plan 0218 – Keswick. Primarily showing areas both sides of the underpass and in front of both Hope Park and café area.
- Pages 20 – 23 of the 'Derwentwater Foreshore Management & Maintenance Plan' believed to have been produced by the LDNPA.
- LDNP 1:200 drawings 406.03/1 to 406.03/5 but not 406.03/6 entitled 'Derwentwater Foreshore Project'.

CCC 1:1,000 plan 0218 – Keswick In addition to showing areas maintained or not maintained at public expense it also identifies a large area in front of the café and Hope Park as being "Subject to a Section 38* Agreement". The plan unfortunately does not identify the land ownership of the area(s).

*As I understand, a **Section 38 agreement** (or **S38**) is a **section** of the Highways Act 1980 that can be used when a developer proposes to construct a new estate road for residential, industrial or general **purpose** traffic that may be offered to the Highway Authority for adoption as a public highway. I do not immediately see the relevance of this or am I not reading the plan correctly?

Pages 20 – 23 of the 'Derwentwater Foreshore Management & Maintenance Plan' These documents clearly relate to the LDNP drawings and identify ownership (but not plans of ownership in the drawings/documents that I have) by Allerdale BC; the National Trust; CCC; Keswick Launch Company and KTC/Hope Park Trust. The four pages clearly identify that maintenance schedules including regular inspections be produced. Unfortunately of the four pages of the plan that I have, no individual organisation is ascribed the maintenance and inspection duties and neither is there any detail of the intended maintenance.

Comments

It does appear that it was the intention of the project management team to have an on-going maintenance and inspection regime. I have requested from LDNP the full 'Derwentwater Foreshore Management & Maintenance Plan', if indeed it still exists, to try and ascertain what was proposed and more importantly what organisation was responsible for its implementation. In the meantime it would be helpful if our ABC Councillors and our CCC Councillor could search their organisations data-bases to see what if anything either ABC or CCC are doing or intend to do with on-going Foreshore maintenance.

Peter D Terry

4th April 2021

KESWICK TOWN COUNCIL

15 APRIL 2021

CLERK'S REPORT

Update on correspondence following last meeting

As requested at the previous Town Council meeting, letters have been sent to Cumbria County Council regarding a feasibility study into a sustainability charge for the Lake District, and to Allerdale Borough Council requesting a list of Keswick based assets held by them, and to request that a lease be progressed at the Old Station Platform as soon as possible.

As yet, there has been no response to this communication, nor has there been any acknowledgement of receipt.

Public access to Town Hall

Following the Government's roadmap for exiting out of lockdown, public buildings can be opened on 12 April 2021. At time of writing this report, we have had no word from Allerdale Borough Council as to when the Town Hall may be opened to the public.

Vivien Little

7 April 2021

Update for April KTC Council Meeting from the Climate Change Working Group

ALLERDALE CLIMATE CHANGE ACTION PLAN. Allerdale BC has finished consultation on the Climate Change Action Plan. It has been very well received and much support given for it from wide range of consultees including South Lakes and Eden DCs, Parish Councils, LDNPA, ZCCP, Individuals, Councillors and Council Staff. It will be formally approved at the Executive Meeting in April.

EV CHARGING POINTS IN ALLERDALE An Allerdale BC Project group has been set up to establish Council Strategy in relation to EV charging points in Allerdale.

SUSTAINABLE KESWICK

- Sustainable Keswick has been successful in getting funding for a rooftop mapping exercise, this will identify all roofspaces suitable for PV in readiness for future opportunities.
- Sustainable Keswick have re-launched their website and this now contains much more information.

MEADOWLANDS UPDATE. Alexandra met Elizabeth Barraclough with the contractor at the land on Borrowdale Road. Work is due to start in August when the contractor will prepare the land and then a group of volunteers will plant the seeds and plugs that Elizabeth has. For those familiar with the land there is a path diagonally across it which will be maintained and left as grass. As part of the preparation the contractor asked if KTC had a compost heap they could use, Christine has kindly agreed that we can use the one in Hope Park.

BALSAM BASHING. Work ongoing to identify small sections of land where groups of 6 can 'balsam bash'

Keswick Flood Action Group (KFAG)

March 31 2021

KFAG continues to fight the good fight on behalf of Keswick to protect residents and property from the worst the rain can throw at us. Keswick has been flooded at least 20 times in the past 200 years and there seems to be no sign that that frequency is slowing down. The group started in 2005 following the flood that year to apply pressure for increased flood defence measures and to help the community reduce the risk of further flooding in the future. The group includes hydrology consultants providing expert opinion on proposals and deficiencies from other authorities. The summer of 2020 saw the culmination of years of effort to have the Penrith Road project completed. This comprises the storage pond in Springs Road and the underground pumps in Penrith Road. It should go a long way to prevent the regular accumulation of flood water that ruins so many homes in that area of the town. We have experienced a few heavy rains since installation and there has been no sign of flooding in Penrith Road. However only the recent observation that the Springs Road pond outlet was blocked and action by KFAG prevented a watery disaster.

Flooding is not only caused by raging rivers and streams but by poorly designed drainage systems. In Calvert Way the drainage pipes are regularly overwhelmed. The various authorities and developers all agree that the problem exists and its solution, but that has not stopped an administrative pass-the-parcel from preventing the sensible remediation it needs. KFAG has helped insert some action into the debate and hopefully the needed works will be completed in the next few months.

KFAG attended an ABC planning meeting regarding a new housing development at Low Seaton. Having the fresh experience of Calvert Way KFAG described the problems inherent in the design of the Low Seaton development. Suffice it to say the expertise of KFAG was not matched by the understanding of the planning group and the warnings provided by KFAG were ignored.

The elephant in the room is still Thirlmere. Keswick only floods when Thirlmere overflows (however the reverse is not so; Thirlmere can overflow with no effect on Keswick). However, it would seem sensible to manage Thirlmere at a level so that it can accommodate storm water. KFAG launched the KFAG Memorandum to that effect describing the three actions required to give Keswick the best chance of reducing flood risk. The memorandum has the support of KTC and ABC. The experience at Toddbrook Reservoir in 2019 was still not enough to have central government change its policy to make water storage owners have responsibility for flood mediation. KFAG continues to campaign for increased releases from Thirlmere to create storm storage space. There has been a small increase in such releases but the regular incidences of overflowing are a clear indication that those releases are not sufficient.

If the Greta was a friendly dog with the occasional mad spell when it bites people you would not be satisfied to learn that the owner had replaced the wafer thin string used as a lead with a two-ply version of the same string. The Greta can still bite and the work of KFAG is not over.

Paul Titley

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held via the Zoom app on Tuesday 9 March 2021 at 10.00 a.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burn (DB)
 Councillor Alan Dunn (ADu)
 Vivien Little (Town Clerk) (VL)
 Lynda Walker (Town Clerk) (LW)
 Catherine Parker (Responsible Financial Officer) (CP)
 David Quainton (Keswick Rotary Club) (DQ)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 Mary Elliot (Theatre by the Lake) (ME)
 Phil Byers (Allerdale Borough Council) (PB)

24. Apologies

Apologies for absence were received from Councillor Lywood and from Councillor Lansbury.

25. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee meeting held on 3 November 2020 (page 6).

26. Update on Events Planned for 2021

- i) **Keswick Mountain Festival:** PT reported that the Mountain Festival was expected to take place 10-12 September 2021.
- ii) **Midsummer Festival:**
 Discussion was had over potential dates for the Midsummer Festival. It was felt that given the earliest point that lockdown could be lifted was 21 June, a date too close to that could be affected by any slippage. Therefore any events should not occur before the end of July, however it was felt that care should be taken not to clash with any pre-arranged other event, such as the Trail Run on 4 September 2021.

Rock night

Concern was raised that even if lockdown were lifted, 1500 people crammed into Town Square would be seen as a rash decision. The consensus was that the Rock Night should not go ahead this year.

Scruffs

Scruffs was recognised to be a huge effort to put on every year, and Chris Harper from Podgy Paws already had a lot on her plate, and she felt unable to gather up prizes for an event this year. There was a possibility that Scruffs could be run as rosette-only, without the prizes, but would be confirmed at the next meeting.

Prom

Discussion was had over the possibility of holding a Prom this year. In order to ensure being free from any Covid restrictions, it was decided it would be best to hold it later in the year, with perhaps an extended event from 2pm to allow more pop/rock music, with classical music later in the year. VM brought up the fact that the Prom would be easier to socially distance, and she had had enquiries about this event already. Sheila Hughes has asked for help to organise this as she cannot fully organise, and ADu was confident that other competent people were capable of helping organise an event.

If any events were to happen over a to be decided weekend, PB stated that they would be happy to loan gazebos for stalls. A decision as to whether any events would go ahead would be made at the next meeting of the Events Committee.

RESOLVED that any decision on rescheduled dates for the Midsummer festival be made at the April meeting of this Committee.

- iii) **Partner Events:** It was unknown whether either the Jazz Festival or the Beer festival would be held this year. ME would be able to confirm when the Theatre by the Lake was able to open hopefully by the time of the next meeting of this Committee.

27. Christmas Lighting Contract

CP explained that tender documents had been drafted, and that the next stage would be for the documents to be approved by full Council. These would then go to interested parties.

Discussion was had over who should turn on the Christmas lights. It had been due to be First Responders in 2020, but since the event had been cancelled, it was considered appropriate to invite them back again this year.

RESOLVED that the date for the Christmas Lights turn on should be 19 November 2021.

28. Date of next meeting

Tuesday 13 April 2021 at 2 p.m.

The meeting ended at 10.50 a.m.

Chairman

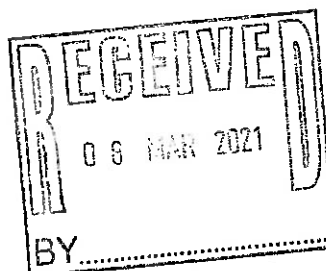
Date



**National
Trust**

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

jane.saxon@nationaltrust.org.uk
Direct line: +44 (0) 7787 687339
01 March 2021



Dear Ms Walker

I hope you are safe and well.

I wanted to get in touch following the recent road map that was presented by the Government this week that will hopefully take us out of lockdown, safely.

I know many of you will have been affected by the intense visitor pressure we saw across much of the Lakes last year after lockdown ended and will be concerned about what we might experience this year. Many in our Ranger and visitor welcome teams were furloughed for much of last year, but the rest worked tirelessly to deal with the impact of poor parking, fly camping, campervans and all the rubbish that came with it – as well as welcoming the majority of considerate visitors. We worked closely with other partners, such as the National Park Authority, to co-ordinate our patrols and we've been preparing together for the season ahead – looking at signage, over-flow car parks and how we can deal with the impact of campervans and campers.

If there are specific problem areas, for example where you have gates that are routinely being blocked, or issues that you think our teams might not be aware of, do please get in touch and let us know. Similarly if you think you have fields that might be able to ease the pressure by allowing limited temporary car parking or camping and you'd like to discuss how best to make this happen, we'd be keen to help.

If you do have concerns or suggestions please contact

National Trust
North Lakes
Bowe Barn
Borrowdale Road
Keswick
Cumbria
CA12 5UP
Tel: +44 (0)17687 74649
www.nationaltrust.org.uk

President: HRH The Prince of Wales
Regional Chair: Sara Hilton
Director of Region: Mike Innerdale

Registered office:
Heelis, Kemble Drive, Swindon
Wiltshire SN2 2NA
Registered charity number 205846

Neil Thirkell – Lead Ranger (Wasdale, Eskdale and the Duddon) –
Neil.thirkell@nationaltrust.org.uk

Roy Henderson – Area Ranger (Borrowdale) – Roy.Henderson@nationaltrust.org.uk

Mark Astley – Area Ranger (Buttermere and Ennerdale) – Mark.Astley@nationaltrust.org.uk

I can assure you that we are working collectively with our partners in the Lake District to try and manage the visitor pressures but your suggestions would be greatly appreciated.

Many thanks

A handwritten signature in black ink, appearing to read 'J Saxon'.

Jane Saxon
General Manager – North & West Lakes

Cont/d



Ministry of Housing,
Communities &
Local Government

Rt Hon Robert Jenrick MP

**Secretary of State for Housing,
Communities and Local Government**

***Ministry of Housing, Communities &
Local Government***

Fry Building
2 Marsham Street
London
SW1P 4DF

www.gov.uk/mhclg

To: National Association of Local Councils

23 March 2021

Dear Sue

WELCOME BACK FUND

I would like to draw your attention to a new "Welcome Back Fund" which I announced at the weekend, and the allocations for which have been published today; they can be found [here](#).

This new £56 million Fund will help councils boost tourism, improve green spaces and provide more outdoor seating areas, markets and food stall pop-ups – giving people more, safer options to reunite with friends and relatives.

Part of this funding will also support coastal areas in the same way as they prepare for a great summer, with funding going to all coastal resorts across England to safely welcome holiday makers in the coming months and have a successful summer. The funding can also be used by councils to:

- Boost the look and feel of their high streets by investing in street planting, parks, green spaces and seating areas to make high streets as beautiful and welcoming as possible.
- Run publicity campaigns and prepare to hold events like street markets and festivals to support local businesses.
- Install signage and floor markings to encourage social distancing and safety.
- Improve high streets and town centres by planting flowers or removing graffiti.

I would strongly encourage your members to engage with the local authority to which the allocation has been made as they develop their spending plans for their allocations. I have written to all leaders and Chief Executives in England today, strongly encouraging them to work with parish and town councils and to pass this funding on wherever possible, given the important role parish and town councils will need to play in delivering initiatives in the community and on our high streets

This funding was part of several announcements I made on 20 March. These also included expert support for 70 local authorities from the High Streets Task Force, and the Government's response to the consultation on the private parking Code Enforcement Framework which was held in the Autumn of 2020.

Together, these measures will support a safe and successful reopening of our treasured high streets and seaside resorts, giving people the reassurance that they can shop and socialise in a COVID-secure way.

They also build on the Government's comprehensive package of support of £200 billion, to help businesses that have been affected by COVID-19. This package includes the small business grants, the coronavirus loan schemes, the Coronavirus Job Retention Scheme, as well as deferral of income tax payments.

A handwritten signature in black ink that reads "Robert Jenrick." The signature is written in a cursive style. Below the signature is a single horizontal line.

RT HON ROBERT JENRICK MP