

KESWICK TOWN COUNCIL
SEVEN PRINCIPLES OF PUBLIC LIFE
Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

9th June 2022

A meeting of Keswick Town Council will be held in the Council Chamber, Town Hall, Keswick on **Thursday 16th June 2022 at 7.00 p.m.**

Yours sincerely



Vivien Little
Town Clerk

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 19th May 2022 (pages 1-6).
- 3. Presentation of Mayor's Cadet**
The Mayor's Cadet for the year will be presented.
- 4. Death of Councillor**
The Clerk to give an update following the death of Councillor Peter Terry on Sunday 22 May 2022.
- 5. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 6. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

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

- 7. Police Report**
To receive the report of the Allerdale Rural Neighbourhood Policing Team.

- 8. Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 9. Matters to be raised by Councillors**
An opportunity for Councillors to raise any **unforeseen** matters, with the consent of the Chair, which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 10. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group report to be circulated prior to the meeting).
 - ii) To receive an update on National Park planning decisions.
- 11. Licensing Applications**
To receive Licensing Group report on licensing applications received for the period 13th May – 9th June 2022.
- 12. Mayor's Engagements**
To receive details of the Mayor's engagements and meeting attendance for the period 19th May 2022 – 9th June 2022.
- 13. Annual Governance and Accountability Return (AGAR) – Section 1**
To approve and authorise the Chairman to sign Section 1 – Annual Governance Statement 2021-22 – of the AGAR.
- 14. Annual Governance and Accountability Return (AGAR) – Section 2**
To approve and authorise the Chairman to sign Section 2 – Accounting Statements 2021-22 – of the AGAR.
- 15. Annual Accounts**
To approve and authorise the Chairman to sign the statement for accounts for the year ending 31 March 2022.
- 16. Internal Auditor's Report for Year Ending 31 March 2022**
To receive the report of the Internal Auditor for the year ending 31 March 2022 (to follow).
- 17. Review of Bank Mandate**
To consider the report of the Responsible Financial Officer.
- 18. Payment of Accounts**
To confirm the payment of accounts for June 2022 as approved by the Inspection Committee (to be circulated prior to the meeting):
 - i) For the Town Council
 - ii) For the Parks' Trusts
- 19. Committee Appointments**
To appoint a member to serve on the Staffing Committee following the death of Councillor Peter Terry.
- 20. Outside Bodies**
To appoint representatives on outside bodies of Keswick Fair Trade Committee and Keswick in Bloom.
- 21. Reports from Ward Representatives**
To receive reports from the following representatives:
 - i) Allerdale Borough Council Ward Representatives;
 - ii) Cumbria County Council Ward Representative;
 - iii) Cumberland Council Representative;
 - iv) Lake District National Park Authority North Distinctive Area Parishes Representative.

22. Clerk's Report

To receive the Clerk's report.

23. Visitor Management Group

To receive an update from the Visitor Management Group (report to follow).

24. Policy adoptions

To receive the following policies for adoption.

- i) Training Policy
- ii) Risk Management Policy
- iii) Grants Policy

25. Events Committee

To receive for information the minutes of the Events Committee meeting held on Monday 30 May 2022 (pages 1-2).

To: All Councillors, Police, Press

KESWICK TOWN COUNCIL
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Minutes of the Annual Meeting of Keswick Town Council held in the Council Chamber, Town Hall, Keswick on Thursday 19th May 2022 at 7.00 p.m.

Present:

Chairman
Councillor Steve Harwood

Councillors		
Allan Daniels	Alan Dunn	Louise Dunn
Sally Lansbury	Tony Lywood	Duncan Miller

Also present were Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press, and seven members of the public.

1. **Election of Chairman (Town Mayor)**
There being only one nomination it was **RESOLVED** that Councillor Steve Harwood be elected as the Chairman (Town Mayor) for the ensuing year. Councillor Harwood made the statutory Declaration of Acceptance of Office.
2. **Election of Deputy Chairman (Deputy Mayor)**
There being only one nomination it was **RESOLVED** that Councillor Daniels be elected as Deputy Chairman (Deputy Mayor) for the ensuing year. Councillor Daniels made a Declaration of Acceptance of Office.
3. **Apologies**
Apologies for absence were received from Councillors Burn, Forsyth, Paxon, Terry and Titley.
4. **Minutes**
RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on 21st April 2022 (pages 66 – 71).
5. **Co-option of Councillor**
 - i) **RECEIVED** a presentation from six co-option applicants giving the reasons they would like to be a Town Councillor and what they feel they can offer to the community.
 - ii) A vote took place and it was **RESOLVED** that Anne Louise Dunn be co-opted as the candidate to fill the vacancy in the West Ward.
 - iii) Councillor Anne Louise Dunn duly signed the Declaration of Acceptance of Office.
6. **Requests for Dispensations**
The Clerk reported that no requests for dispensation had been made.
7. **Declarations of Interests**
Councillor Harwood declared a personal interest in planning application 7/2022/2106 in that he was a close neighbour and personal friend of the applicant. He would remain in the room and vote on this item.
8. **Police Report**
RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team.
9. **Keswick Fair Trade**
RECEIVED an update from Johanna Alberti of Keswick Fair Trade to inform members of the latest activities.
10. **Matters to be received from the Public**
No matters were raised by members of the public at this meeting.

11. Matters to be raised by Councillors

No matters were raised by Councillors at this meeting.

12. Applications for Development

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

Plan Ref.	Description of Development Location
7/2022/2102	<p>Change of use of guest house to self catering holiday letting accommodation 10, Southey Street, Keswick, CA12 4EF</p> <p><i>Object - this is the 23rd application of this type since June 2020. This follows a previously withdrawn application on this property (7/2021/2353) in December 2021 but with a different applicant. It is stated that the applicant wishes to change from C1(guesthouse) to C3(dwelling) for use as a holiday let by a single family group with no clarification on the retention of on -site management.</i></p> <p><i>Policy 18 of the Local Plan includes a condition for consideration of such applications that they "do not introduce inappropriate levels of use to the location". We consider that the ever increasing number of these applications are changing the balance of holiday accommodation available and does now introduce an inappropriate level of use in this location</i></p> <p>OBJECT</p>
7/2022/2106	<p>Proposed two storey extension to side of existing house in place of existing outbuildings to provide improved living accommodation and storage/domestic workshop space</p> <p>3, Latrigg Close, Keswick, CA12 4LB</p> <p><i>No comments made</i></p> <p>SUPPORT</p>
7/2022/2108	<p>Amendment to condition 2 (plans), 6 (construction method statement) and 7 (renewable energy) on planning permission 7/2018/2308 - erection of local occupancy dwelling</p> <p>Site to rear of 61 Headlands, Keswick, CA12 5ET</p> <p><i>No comments made</i></p> <p>SUPPORT</p>
7/2022/2113	<p>Change of use from Guest house C1 to Holiday letting C3</p> <p>14 , Ambleside Road, Keswick, Cumbria, CA12 4DL</p> <p><i>Object – this is the 24th application of this type since June 2020. We are concerned that only limited information is provided with no clarification on the retention of on- site management. Policy 18 of the Local Plan includes a condition for consideration of such applications that they "do not introduce inappropriate levels of use to the location". We consider that the ever increasing number of these applications are changing the balance of holiday accommodation available and does now introduce an inappropriate level of use in this location</i></p> <p>OBJECT</p>
7/2022/2122	<p>Proposed single storey rear extension, additional velux window in rear roof plane, change of front door</p>

4, Southey Street, Keswick, CA12 4HH

No comments made

SUPPORT

7/2022/2126

Approval of details reserved by condition no 8 (site access, loading bay, pedestrian refuge relocation and associated works) on planning permission ref 7/2020/2039 for erection of hotel (C1) with restaurant/bar at ground floor, together with means of access, car parking, creation of loading/delivery bay and ancillary work

Proposed hotel on former Ravensfield Site, High Hill, Keswick, CA12 5NX
For information only, no comments required

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

13. Licencing Applications

RECEIVED the Licensing Group report on licensing applications received for period 15th April – 12th May 2022.

14. Mayors Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 15th April 2022 – 19th May 2022.

15. Annual Review of Standing Orders

RESOLVED that the amendments to the Standing Orders be agreed as presented.

16. Standing Committee and Working Group Members

i) **Staffing Committee**

RESOLVED that the Staffing Committee comprises: the Mayor (ex-officio) Councillor Harwood; the Chair of the Parks Trusts (ex-officio) Councillor Paxon (subject to election at the Parks Trusts Annual Meeting); the Vice-Chairman of the Parks Trusts (ex-officio) Councillor Titley (subject to election at the Parks Trusts Annual Meeting); plus Councillors Burn, Daniels and Terry.

ii) **Events Committee**

RESOLVED that the Events Committee comprises five Councillors and that Councillors Burn, A Dunn, Forsyth, Lywood and Titley be appointed to the Committee.

iii) **Planning Group**

RESOLVED that Councillors Daniels, Forsyth, Harwood and Miller be appointed to the Planning Group.

iv) **Environmental Working Group**

RESOLVED that Councillors Daniels, Lansbury, Terry and Titley be appointed to the Environmental Working Group.

v) **Visitor Management Working Group**

RESOLVED that Councillors Burn, Daniels, L Dunn and Lansbury be appointed to the Visitor Management Working Group.

17. Outside Bodies & Liaison Meetings

RESOLVED that the following Councillors be appointed as representatives on outside bodies and to attend liaison meetings e.g. Allerdale 3 tier meetings, CALC etc.:-

The Battersby Charity

Councillor Tony Lywood

Keswick in Bloom

Councillor Peter Terry

Keswick Community Emergency Recovery Partnership

Councillor Sally Lansbury

Keswick Tourism Association	Councillor Alan Dunn
Keswick Youth Centre	Councillor Adam Paxon
Keswick Fair Trade Committee	To be brought back in June.
Keswick Flood Action Group	Councillor Paul Titley
Keswick Convention Town Liaison Group	Councillor Duncan Miller Councillor Paul Titley (reserve)
Liaison Meetings (CALC, Lake District Partnership Parish Forum etc)	Councillor Steve Harwood Councillor Paul Titley

18. Chairman's Allowance

RESOLVED that the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 be set at £2,000, as per the budget provision made with the normal payment arrangements to apply.

19. Schedule of Meetings 2022/23

RESOLVED that the dates and times of ordinary meetings of the Council for the ensuing year be fixed as follows:

(Meetings start at 7.00 pm except where stated otherwise)

Schedule of Meetings 2022

16 th JUNE	TOWN COUNCIL MEETING
14 th JULY	CHARITABLE TRUST MEETING
21 st JULY	TOWN COUNCIL MEETING
18 th AUGUST	TOWN COUNCIL MEETING
8 th SEPTEMBER	CHARITABLE TRUST MEETING
15 th SEPTEMBER	TOWN COUNCIL MEETING
20 th OCTOBER	TOWN COUNCIL MEETING
10 th NOVEMBER	CHARITABLE TRUST MEETING
17 th NOVEMBER	TOWN COUNCIL MEETING
15 th DECEMBER	TOWN COUNCIL MEETING

Schedule of meetings 2023

12 th JANUARY	CHARITABLE TRUST MEETING
19 th JANUARY	TOWN COUNCIL MEETING
16 th FEBRUARY	TOWN COUNCIL MEETING

9th MARCH	CHARITABLE TRUST MEETING
16th MARCH	TOWN COUNCIL MEETING
20th APRIL	ANNUAL PARISH 6.00PM TOWN COUNCIL MEETING 7PM
18th MAY	ANNUAL COUNCIL MEETING
25 th MAY	ANNUAL TRUST MEETING 7PM

20. Schedule of Charges

Consideration was given to the report of the Responsible Financial Officer.

RESOLVED that all charges remain as they are for 2022/23.

21. Payment of Accounts

RESOLVED that the accounts for May 2022 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council; vouchers 15 – 46, amounting to £56,142.86 (fifty six thousand one hundred and forty two pounds and eighty six pence)
- ii) The Trusts, vouchers HP7 – FP35, amounting to £11,707.37 (eleven thousand seven hundred and seven pounds and thirty seven pence)

22. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives – Councillor Allan Daniels was elected as the last Mayor of Allerdale at their Annual Meeting.
Councillor Campbell-Savours reported that Allerdale Borough Council intended to only provide a options appraisal document to take forward to the new Cumberland Council, instead of the shovel-ready project that they had previously stated would happen. He was intending to try and take the item through the call-in process, to request another look at it.
Councillor Lansbury confirmed that the Leisure Centre was to be listed as an Asset of Community Value. Allerdale also had Environmental Grants to help groups reduce carbon emissions, so encouraged all to let other groups know.
- ii) Cumbria County Council Ward Representative – Councillor Lywood updated members of the ongoing traffic consultations. There would also be a trial of yellow lines in Portinscale, in an attempt to help ease the roadside parking situation. The pedestrian crossing which will be provided by Premier Inn will go ahead.
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative - **RECEIVED** the report from Dr Geoff Davies Lake District National Park Authority North Distinctive Area Parishes Representative.

23. Policies for adoption

To adopt the following policies:

- i) Model Publication Scheme (enclosed)
- ii) Greivance Policy (no change from previous version, simply needs to be readopted)
- iii) Disciplinary Policy (no change from previous version, simply needs to be readopted)
- iv) Health and Safety Statement (no change from previous version March 2022, simply needs to be readopted)

RESOLVED that all the above policies be adopted.

24. Correspondence

Consideration was given to the request for support from the Keswick Museum.

RESOLVED that a letter be written to support Keswick Museum in its bid to become a National Portfolio Organisation.

25. Committee Minutes

RECEIVED for information the minutes of the Events Committee meeting held on Tuesday 15 March 2022 and Tuesday 19 April 2022 (Pages 8-9 and 10).

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

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

26. Telephone System Update

Consideration was given to the report of the Responsible Financial Officer.

RESOLVED that the work be postponed and reconsidered at November during the budget setting process, or unless the Responsible Financial Officer deems it necessary to bring this item back.

27. Committee Minutes

RECEIVED for information the Minutes of the Staffing Committee meetings held on Tuesday 9 March 2022 and Tuesday 10 May 2022 (pages 14-15 and 16)

The meeting closed at 8.45 p.m.

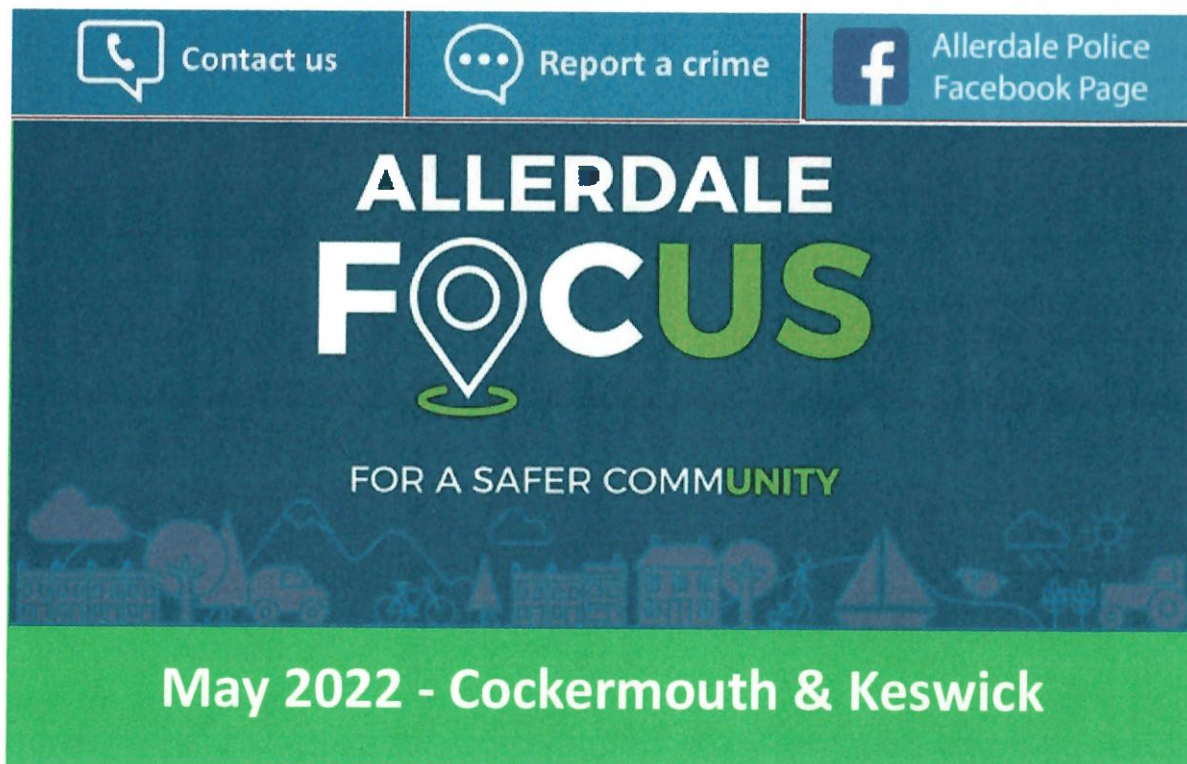
Chairman

Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 19 May 2022 15:04
To: Ania Mlynczak
Subject: May 2022 - Cockermouth & Keswick

[View in browser](#)



The banner features a dark blue background with a green bar at the bottom. At the top, there are three buttons: 'Contact us' with a phone icon, 'Report a crime' with a speech bubble icon, and 'Allerdale Police Facebook Page' with the Facebook 'f' logo. The main text reads 'ALLERDALE FOCUS' in large white and green letters, with a location pin icon over the 'O' in 'FOCUS'. Below this is the tagline 'FOR A SAFER COMMUNITY' in white. The bottom green bar contains the text 'May 2022 - Cockermouth & Keswick' in white. The background of the banner includes faint icons of a house, a car, a bicycle, a boat, and a person.

A word from your local Inspector

I'm Scott Adams, you may recognise me as previously being the sergeant for the team covering Workington.

I've taken over from Insp Boyd. In this month's newsletter you will see we are continuing to engage with the community and have carried out a number of talks in schools to help keep our children safe.



We have also been supporting investigations into incidents that have been happening in the area, conducting enquiries with one leading to a man appearing in court.

We have also issued a number of StreetSafe Surveys around anti-social behaviour and hate crime, please fill these out and return to us so we can understand the issues and work with partners to address them.

As always, any information from the public is welcome and helps us keep our communities as crime-free as possible. The reporting options are at the bottom of this newsletter.

Acting Inspector Scott Adams

Criminal damage investigation in Cockermouth

We are investigating an incident of criminal damage at a property on Main Street, Cockermouth, that has occurred over a number of months.

PCSO Clare Parker has conducted house to house enquires, CCTV enquiries and reassurance patrols.

Anyone with information relating to this incident can report online at www.cumbria.police.uk/report-it , quoting incident number 80 of 26th April 2022. You can also phone on 101.

Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.

Criminal damage to vehicles in Keswick

A man has been charged following reports of criminal damage to parked vehicles in Keswick.

Officers received a report at around 1pm on 25th April of tyres being damaged in the car park on Lake Road and in a supermarket car park on Tithebarn Street, Keswick.

Roland Armstrong, 65, of Margaret Creighton Gardens, Carlisle, has been charged with three counts of criminal damage and possessing a knife blade in a public place.

He is to appear at Carlisle Crown Court on 23 May.

Hub referral

The local focus hub are dealing with a referral in relation to on an ongoing neighbourhood dispute in the Cockermouth and Gilcrux area.

PCSO Clare Parker has been in contact with both partners to offer mediation and reassurance.

School talk

Vapes & Tobacco

PCSO Clare Parker and PCSO Megan Jones conducted a talk to pupils at Cockermouth School after the school got in touch wanting to educate pupils on vapes and tobacco.

Officers spoke about the impacts to your health, that its illegal for anyone under the age of 18 to smoke them and held a Q&A session.

Hate crime

PCSO Clare Parker conducted a talk on hate crime at Paddle School following an incident at the school.

The school requested the visit so pupils could be educated on the impact hate crime has on victims and the wider community.

Streetsafe survey

We have issued StreetSafe surveys and reassurance patrols in the area of Wasdale Close, Cockermouth. This was in relation to criminal damage that was caused to a vehicle.

Please, if you received one, fill out the form and send it back in the stamped addressed envelope. This enables us and partners to address any issues you may have.

We wish to remind members of the public if they do not feel confident to report ASB issues directly to Police via 101 or via the [online reporting form](#), they can call crime stoppers confidentially on 0800 555 111.

Community reporting is vital to receive an effective Policing response and without communities passing on the information of the issues in their area, we may never become aware of it as a problem.



Your local officers

Want to know who your local officers are?

Simply go to our website - www.cumbria.police.uk

Scroll down the home page and you can browse different areas to see who your local team are - or enter your postcode.

Not only will you be able to find out who your named local officers and PCSOs are, you will also be able to view our local policing priorities and details of any meetings or events we will be attending.



In other news

Force hold weapon surrenders to make county a safer place

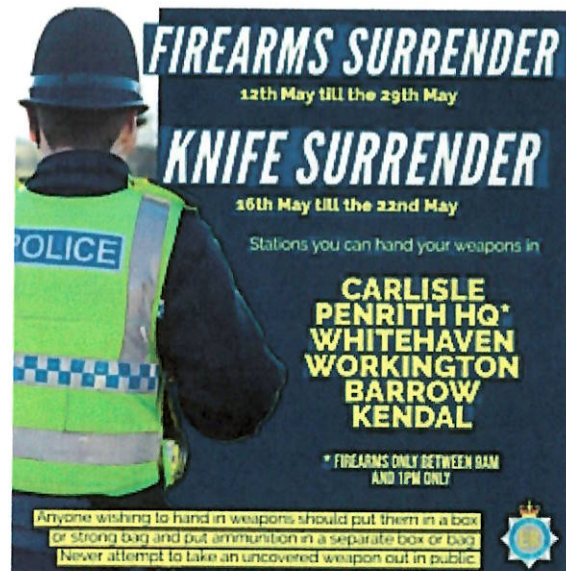
Cumbria continues to see a lower number of weapon offences than other areas of the country, but officers are not complacent about the risk that these weapons pose and continue to act proactively against those in possession of weapons.

The force is holding two surrenders in May:

Firearms surrender – 12th May to 29th May

Knife surrender - 16th May to 22nd May

Read more [here](#).



TO REPORT HATE CRIME | Report online | www.cumbria.police.uk | Always call 999 in an emergency

It's a hate crime, report it

We are continuing to urge any victims of hate crime to come forward, stressing people should not have to put up with being targeted because of who they are. Hate crimes and hate incidents have devastating impacts on individuals, families and communities and no one should be targeted for who they are. [Read more here](#)

Police and partners raise awareness of sexual assault in the home

Sexual violence can happen to anyone, in any walk of life. Sadly, this can happen at home – a place everyone should feel safe.

Officers from Cumbria Constabulary are working with partners this month to raise awareness of this issue, encourage people who suffer sexual violence to come forward and to shine a spotlight on the help and support out there.



Sexual violence can be carried out by people including partners, husbands or wives. **Read more [here](#).**



New 'call back' function will help people who call 101

Cumbria Police has launched a new Call Back function on its 101 non-emergency reporting phone line to assist people who prefer to contact the police by phone.

The function will serve as one of a range of options available to people wishing to contact the police regarding a non-emergency issue.

The options include reporting via an online form and using the Constabulary's online 'Live Chat' function on the force website, as well as the 101 phone line. **Read more [here](#).**



Crime Figures

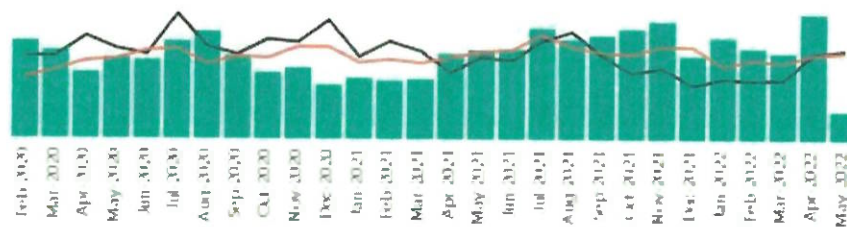
Further information can be found on [Police.Uk](#)
Click here to visit the website

Please note the data contained on [Police.uk](#) is not live time



OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	18	8	10	125.0%
Burglary	5	2	3	150.0%
Drug offences	4	2	2	100.0%
Hate Incident	0	1	-1	-100.0%
Miscellaneous Crimes Against Society	2	1	1	100.0%
Possession of weapons offences	2	0	2	0.0%
Public order offences	23	12	11	91.7%
Reported Incidents	3	1	2	200.0%
Robbery	0	0	0	0.0%
Sexual offences	3	4	-1	-25.0%
Theft offences	11	8	3	37.5%
Vehicle Offences	1	0	1	0.0%
Violence against the person	59	50	9	18.0%
Total	131	89	42	47.2%

● Month Total ● Previous Year ● Average Previous 3 Years



Allerdale Police want you to report all anti-social behaviour and crime

Please report any incidents of crime or anti-social behaviour to us, to help us keep Allerdale safe.

If a crime is in progress always call 999.

You can report online at <https://www.cumbria.police.uk/report-it>

Our online Live Chat function is a new service giving you an alternative way to communicate with a Police Officer in real time. [More here.](#)

You can also phone on 101.

Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.

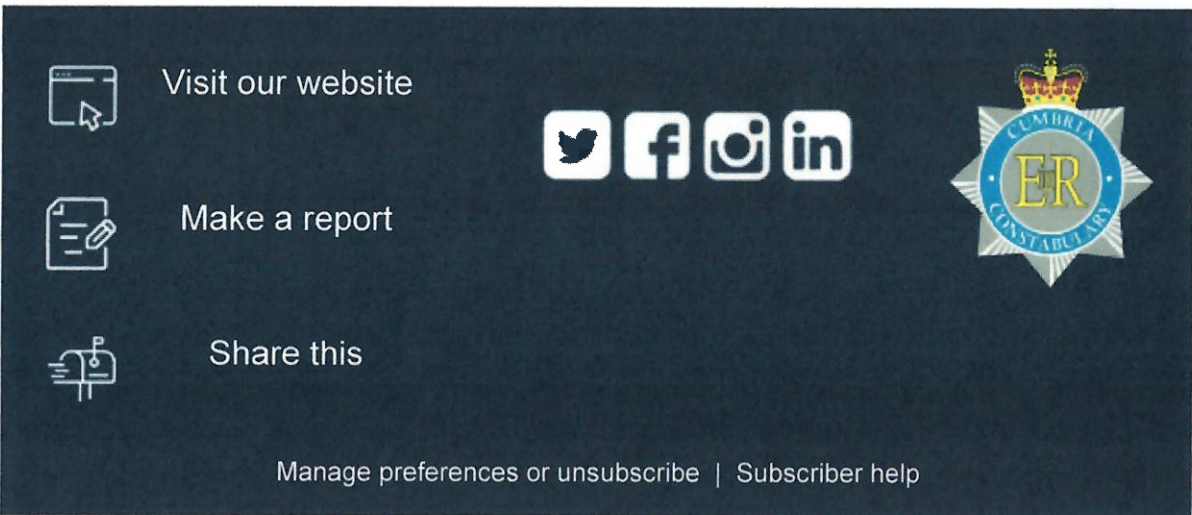


To receive more policing news, sign up to our other area newsletters by clicking on the links below:

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[Maryport, Aspatria, Silloth & Wigton](#)

[Cumbria \(covering the whole county\)](#)





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This service is provided to you at no charge by [Cumbria Constabulary](#).

This email was sent to office@keswicktowncouncil.gov.uk using govDelivery Communications Cloud on behalf of Cumbria Police
· Carleton Hall · Penrith · Cumbria · CA10 2AU



Planning Applications received between 13/05/2022 - 09/06/2022

Plan ref	Location	Description of Proposed Development
7/2022/2065	Driftwood Cottage, Crosthwaite Road, Keswick, CA12 5PG	Proposed vehicular access and parking area
7/2022/2119	4, Victoria Street, Keswick, CA12 5LP	Installation of dormer to rear elevation
7/2022/2131	Travis Perkins Trading Co Ltd, Browfoot Works, Penrith Road, Keswick, CA12 4LH	Amendment to opening hours, condition 5 on planning permission 7/2006/2340 for change of use to builders and timber merchants and plumbers merchants (storage and distribution of builders materials and plumbing and heating materials and hire of tools with trade counters and offices and ancillary retail sales) and changes to external elevations
7/2022/2132	10, Eskin Street, Keswick, CA12 4DH	Proposed replacement of 2no. windows and door to rear extension
7/2022/2133	Skiddaw Grove Hotel, Vicarage Hill, Keswick, Cumbria, CA12 5QB	Proposed telescopic glazed enclosure for the existing swimming pool
7/2022/2136	Keswick Youth Centre, The Old Mill, Main Street, Keswick, CA12 5NJ	Proposed youth centre and residential development following refusal ref 7/2019/2166
7/2022/2142	Keswick Youth Centre, The Old Mill, Main Street, Keswick, CA12 5NJ	Proposed temporary car park and store building following refusal of application ref 7/2021/2199
7/2022/2143	27, Station Street, Keswick, CA12 5HH	Amendment to condition no 2 (amended elevations) and condition no 4 (use of unit 01 for purposes of local occupancy in lieu of unit 03) on approval ref 7/2021/2059 for proposed alterations to the front entrance, rear elevation and internal layout to provide local needs dwelling
7/2022/2153	Former Ravensfield Care Home, High Hill, Keswick, CA12 5NX	Approval of details reserved by condition 13 on planning permission 7/2020/2039 (Erection of Hotel (C1) with restaurant / bar at ground floor, together with means of access, car parking, creation of loading/ delivery bay and ancillary work) - Local employment scheme(for information only)

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

AGENDA ITEM 10.ii)

Planning Decisions Received between 13/05/2022 & 09/06/2022

Decisions Received from LDNPA

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2022/0061	April-22	Claremont House, Chestnut Hill, Keswick	CA12 4LT	T1 - Oak tree - crown reduction by 2-3m to appropriate pruning points, T2 - Oak tree - pollard to habitat stick, T3 - Oak tree - pollard to habitat stick, T3 - Oak tree - pollard to habitat stick, T5 - Sycamore tree - reduce longest limb to 3m	SUPPORT	GRANTED		
7/2021/2128	April-21	Former Ravensfield Care Home, High Hill, Keswick	CA12 5NX	3no building signs and 1no entrance totem	SUPPORT	SPLIT DECISION	APPEAL	Allowed Conditionally on Appeal 04-May-2022
7/2021/2348	November-21	2-6 The Chief Justice Of The Common Pleas, Bank Street, Keswick	CA12 5YJ	Amendment to opening hours for external customer seating area, condition 5 on planning permission 7/2020/2228 for conversion of an existing car park to the north-east side of the existing public house to form an external customer and landscaped area	OBJECT	REFUSED	APPEAL	
7/2021/2363	December-21	Acorn Garage, Helvellyn Street, Keswick	CA12 4EH	Amendment to the roof material from Cumbrian to Welsh slate for units 1 & 2, con	OBJECT	Withdrawn		
7/2022/2001	February-22	17, Acorn Street, Keswick	CA12 4EA	Garage extension	OBJECT	GRANTED		
7/2022/2017	January-22	2 Eskin Street, Keswick	CA12 4DH	Change of use of guest house to self catering holiday letting accommodation	OBJECT	Withdrawn		
7/2022/2021	February-22	Merrinda Coffee Shop, 10, Main Street, Keswick, Cumbria	CA12 5JD	External moveable seating area	OBJECT to the application 7/2021/2303	GRANTED		
7/2022/2027	February-22	Pitcairn House, 7 Blencathra Street, Keswick	CA12 4HW	Change of use of guest house to two units of holiday letting accommodation	OBJECT	GRANTED		
7/2022/2031	March-22	7 Springs Road, Keswick, Cumbria	CA12 4AQ	Demolition of existing garage and build replacement replacement porch and bay window to the front of property	SUPPORT	GRANTED		
7/2022/2036	February-22	1, Briar Rigg, Keswick, Cumbria	CA12 4NW	Amendment to local occupancy (vary the condition to reflect the new local plan and house SPD adopted in May 2021) condition 3 on planning application 7/2014/2205 - new detached 2 storey dwelling house	SUPPORT	GRANTED		
7/2022/2038	March-22	The Hub, Elliott Park, Keswick	CA12 5NZ	Construction of bike hire kiosk	SUPPORT	GRANTED		
7/2022/2057	March-22	24, Calvert Way, Keswick, Cumbria	CA12 4LZ	Extension to the north and west of the rear of the building creating further living accommodation on the ground floor.	SUPPORT	GRANTED		
7/2022/2058	March-22	Fernbank, Pennith Road, Keswick	CA12 4JU	Ground and first floor extension to the rear	SUPPORT	GRANTED		
7/2022/2080	March-22	1, Forge Close, Keswick	CA12 4NG	Erection of an annex associated with the existing dwelling	SUPPORT	GRANTED		
7/2022/2106	April-22	3, Lathrig Close, Keswick	CA12 4LB	Proposed two storey extension to side of existing house in place of existing outbuildings to provide improved living accommodation and storage/domestic workshop space	SUPPORT	GRANTED		

AGENDA ITEM 11.**AGENDA ITEM 11. LICENSING GROUP REPORT ON LICENCE APPLICATIONS RECEIVED**

Business Name	Location	Details of Application	Date Consultation Period Ends	Comments	Date Comments sent to ABC Licensing Dept.
Café HNW	Upper Fitz Park Station Road CA12 4NF	Supply of alcohol - Mon – Sun 12.00 – 19.00, Hours premises are opened to the public: Mon – Sun 09.30 – 19.00 Seasonal variation to opening hours removed		Support – No comments made	25.05.2022

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 16 TH JUNE 2022

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 19th May 2022 – 9th June 2022

Friday 20 th May	Keswick Mountain Festival official opening and welcome speech
Monday 23 rd May	CALC Code of Conduct training
Monday 23 rd May	Chair of Eden District Council service of Renewal held in St Andrew's Church, Penrith, attended by deputy Mayor, Councillor Allan Daniels
Wednesday 25 th May	Attended inauguration of new Mayor of Workington with Cllr Allan Daniels
Thursday 2 nd June	Proclamation for Queens Jubilee by Town Crier in Town Centre
Sunday 5 th June	Proms in the Park for Queens Jubilee Welcome introduction for event in Fitz Park

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.keswicktowncouncil.gov.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

KESWICK TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	249,816	270,046	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	270,641	273,697	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	48,308	35,849	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	63,251	64,239	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	235,468	261,486	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	270,046	253,867	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	257,912	256,960	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	70,610	68,864	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

KESWICK TOWN COUNCIL

**STATEMENT OF ACCOUNTS FOR
THE YEAR ENDED
31 MARCH 2022**

Vivien Little
Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS

Keswick Town Council
Annual Statement of Accounts
Year Ended 31 March 2022

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Keswick Town Council
General Fund
Income and Expenditure Accounts
Year Ended 31 March 2022

		Year Ended 31 March 2022	Year Ended 31 March 2021
General Income			
Precept (including local council tax support grant)		273,697	270,641
Fitz Park Grant from Allerdale Borough Council		20,000	20,000
ABC COVID Grant		-	10,000
Bank Interest - Business Premium Account		2	10
Walker Park Rents		12,267	12,267
Battersby Charity - CCTV Cameras Moot Hall		180	
Events Banner Advertising Income		50	733
Blue Signs Income		995	2,500
Memorial Seat Donation		670	-
ABC Welcome Back Fund 2022		388	
Bus Shelter Mural CCC Fund		700	2,000
KTC Grant Returned		-	200
Allotment Income		597	598
Total General Income		<u>309,546</u>	<u>318,949</u>
Expenditure			
Administration, Salaries, NIC, SA & Costs	Page 2	78,294	74,794
Grants Paid	Page 3	18,327	15,968
Christmas Lighting		39,090	26,815
Town Floral Displays		600	300
Town Mayor's Allowance		2,000	2,000
Contingency	Page 4	1,582	4,626
War Memorial	Page 4	1,548	1,526
Townfield Expenditure		1,150	1,300
Open Spaces		1,000	1,000
Grant to Fitz Park Trust		159,928	152,719
Blue Signs/Finger Posts		3,455	-
ABC - Welcome Back Fund 2022		388	-
Memorial Seat Expenditure		666	-
CCC Bus Shelter Mural		2,700	-
Communications and Neighbourhood Plan		-	365
COVID Grant Expenditure		-	10,000
CCTV Maintenance - Moot Hall		312	141
Audit Fee		1,830	1,750
Advertising		215	194
Town Events / Celebrations		5,239	3,098
Allotment Expenses		455	350
Annual Parish Meeting		285	-
CCTV Purchase		-	1,627
Total General Expenditure		<u>319,064</u>	<u>298,573</u>
General Income less Expenditure		(9,518)	20,376
Reserves Brought Forward		187,547	175,331
Transfers (to)/from Funds		1,451	(8,160)
General Fund Reserves Carry Forward		<u>179,481</u>	<u>187,547</u>

Keswick Town Council
General Administration Costs
Year Ended 31 March 2022

	Year Ended 31 March 2022	Year Ended 31 March 2021
Income		
Photocopying	-	-
Total Income	<u>-</u>	<u>-</u>
 Expenditure		
Salaries, National insurance and Pension	107,059	101,153
Pension to Former Employee	1,415	1,408
Staff Expenses	-	62
Staff Recruitment Costs	-	969
Payroll Outsource Costs	309	320
Rent	7,100	7,100
Building Service Costs	5,270	5,000
Insurance	863	835
Repairs	88	12
Subscriptions	869	813
Stationery and Printing	860	893
Postage	313	317
Photocopier Lease and Charges	1,725	1,642
Computer Maintenance	2,181	1,948
Website and Internet Costs	602	655
Telephone	491	400
Health and Safety	52	236
Office Equipment and Fittings	283	144
Council Chamber Expenditure	493	-
Conferences / Training	515	750
Total Expenditure	<u>130,488</u>	<u>124,657</u>
 Net Expenditure	 130,488	 124,657
 Allocated to:		
General Fund 60% (2020 60%)	60% 78,294	74,794
Hope Park 20% (2020 20%)	20% 26,098	24,931
Fitz Park 20% (2020 20%)	20% 26,098	24,931
	<u>130,488</u>	<u>124,657</u>

**Keswick Town Council
Grants and S137 Payments
Year Ended 31 March 2022**

	Year Ended 31 March 2022	Year Ended 31 March 2021
Grants		
Theatre by The Lake Youth Work	2,500	3,000
Keswick in Bloom		2,500
1st Keswick Scout Group	2,500	2,500
Keswick Tourism Association		
Keswick Community Emergency Recovery Partnership	5,825	3,000
Keswick Youth Centre Services	2,727	1,723
Great North Air Ambulance		500
CPR Group CIC	200	
St Johns Ambulance		
Citizens Advice Allerdale	500	500
Keswick Senior Citizens Club		2,000
Keswick Voluntary Car Service		375
West Cumbria Rape Crisis		(250)
St Herberts School	1,250	
Keswick St John PCC	705	
Ukraine Appeal	2,000	
Keswick Society of Art		
Keswick and District First Responders	120	120
Total Grants Other Powers	18,327	15,968

**Keswick Town Council
War Memorial and Contingency Spending
Year Ended 31 March 2022**

WAR MEMORIAL

	Year Ended 31 March 2022	Year Ended 31 March 2021
Income		
Grant from Keswick Town Council	1,548	1,526
Interest	-	-
Total Income	<u>1,548</u>	<u>1,526</u>
Expenditure		
Insurance	748	-
Maintenance and Floral Displays	800	800
Repairs	-	726
Total Expenditure	<u>1,548</u>	<u>1,526</u>
Surplus / (Deficit)	-	-
Balance brought forward	854	854
Total Fund Balance	<u>854</u>	<u>854</u>

CONTINGENCY SPENDING

	Year Ended 31 March 2022	Year Ended 31 March 2021
Contingency Spending		
CCTV Maintenance		2,865
Blue Finger Posts		2,135
Neighbourhood Plan Administration		(374)
Repair Mayoral Chain	120	
K2T Signage	319	
Bike Stands	250	
Computer Backup	152	
M365	741	
	<u>1,582</u>	<u>4,626</u>

**Keswick Town Council
Keswick Town Council Events Fund & Christmas Lights Fund
Year Ended 31 March 2022**

EVENTS FUND

	31 March 2022	31 March 2021
Income		
Scruffs Income	-	-
Other Events Income	-	-
Total Income	<u>-</u>	<u>-</u>
Expenditure		
Events Coordinator	-	-
Scruffs Expenditure	147	147
Total Expenditure	<u>147</u>	<u>147</u>
Surplus / (Deficit)	(147)	(147)
Balance brought forward	33,428	21,015
Transfer to General Reserves to cover cost of lights	(4,745)	12,560
Transfer from General Reserves of underspend	6,909	
Total Fund Balance	<u>35,445</u>	<u>33,428</u>

CHRISTMAS LIGHTS FUND

	Year Ended 31 March 2022	Year Ended 31 March 2021
Income		
Total Income	<u>-</u>	<u>-</u>
Expenditure		
Total Expenditure	<u>-</u>	<u>-</u>
Surplus / (Deficit)	-	-
Balance brought forward	8,617	8,617
Transfer to General Reserves to cover cost of lights	(3,615)	
Total Fund Balance	<u>5,002</u>	<u>8,617</u>

Keswick Town Council
 Earmarked Funds
 Year Ended 31 March 2022

Earmarked Funds

	Year Ended 31 March 2022	Year Ended 31 March 2021
Income	-	-
Total Income	-	-
Expenditure	6,515	-
Total Expenditure	6,515	-
Surplus / (Deficit)	(6,515)	-
Balance brought forward	39,600	44,000
Transfer (to) from General Reserves of Earmarked		(4,400)
Total Fund Balance	33,085	39,600
<u>Earmarked Funds Breakdown</u>		
Local Housing	6,200	9,200
Elections	6,000	6,000
Office and Council Chamber	5,000	5,000
Equipment	2,891	5,000
Professional Advice	3,594	5,000
War Memorial	3,000	3,000
CCTV - PCC	6,400	6,400
Total Earmarked Funds	33,085	39,600

**Keswick Town Council
Balance Sheet
31 March 2022**

	31 March 2022	31 March 2021
Current Assets		
Debtors	465	2,500
Prepayments	1,353	1,190
VAT	9,344	9,607
Hope Park Loan Account	29,119	35,024
Town Council Current and Saver Accounts	256,040	256,980
War Memorial Account	857	857
Barclay Card	(12)	24
Petty Cash	63	75
Total Current Assets	<u>297,229</u>	<u>306,257</u>
Current Liabilities		
Creditors	10,722	5,802
Accruals	5,070	11,529
Fitz Park Loan Account	25,970	17,280
Townfield	1,600	1,600
Total Current Liabilities	<u>43,362</u>	<u>36,211</u>
Net Current Assets	253,867	270,046
Represented By		
Town Council General Reserve	Page 1 179,481	187,547
War Memorial Fund	Page 4 854	854
Events Fund	Page 5 35,445	33,428
Christmas Lights	Page 5 5,002	8,617
Earmarked Funds	Page 6 <u>33,085</u>	<u>39,600</u>
	253,867	270,046

The above statement represents fairly the financial position of the authority as at 31 March 2022 and reflects its income and expenditure during the year.

Approved By Council

Minute Ref	_____	Date	_____
Chairman	_____		
Town Clerk	_____		

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2022

1) Assets

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

	£
Iiyama 23 inch screen	157
HP ProDesk 400 G7 Desk Top Computers x 2	1,078
Iiyama 23.8" Full HD VA Monitors x 5	913
Dual monitor mount - desk clamp x 1	100
Arista High Back chair	156
	<u>2,404</u>

The cost of these are included in the accounts as follows

Office Equipment	313
Earmarked Reserves	2,091
	<u>2,404</u>

At 31 March 2022 the following assets (at cost price) were held:-

	£
Office Equipment	6,609
Office Furniture	4,095
Council Chamber Furniture	2,255
Other Fixed Assets	23,998
Mayoral Chains of Office	31,500
Deputy Mayors Chains of Office	407
	<u>68,864</u>

Community Assets

War Memorial - nominal value	£ 1
------------------------------	--------

2) Borrowings

As at the close of business on 31 March 2022 the Council had no loans outstanding.

3) Leases

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

Lessor	Purpose	Annual Payable	Year of Expiry
		£	
BNP Paribas	Photocopier	547	2024

Supplier
Apogee - Agreement No: A1B51691

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2022

4) Tenancies

Council as Landlord

Tenant	Property	£
Allerdale Borough Council	Walker Park	12,567

Council as Tenant

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

6) Agency Work

During the year the Council did not undertake any agency work

7) Pensions

For the year of accounts the Council's contributions were 20.6% of employees pensionsable pay. This scheme is administered by Cumbria County Council.

Approved By Council

Minute Ref _____ Date _____

Chairman _____

Town Clerk _____

KESWICK TOWN COUNCIL

16th June 2022

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:-

- *Removal of Councillor Peter Terry*
- *Removal of Councillor Alexandra Boardman*
- *Removal of Councillor Markus Campbell-Savours*
- *Addition of Councillor Louise Dunn*
- *Addition of Councillor Lewis Forsyth*
- *Addition of New Councillor when elected (East Ward)*

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

Catherine Parker

Responsible Finance Officer (RFO)

9th June 2022

Report from the North DA Parishes Member of the LDNPA – May 2022

Easily the most important matter this month was contained in a letter sent on May 3rd to some Lake District parishes by Andrew Smith, the Head of the LDNPA's Development Management Service. It will have major implications for many planning proposals in the North DA.

Planning applications that might otherwise have been acceptable could now be unacceptable on environmental grounds, at least in the short to medium term.

Andrew's letter follows advice received from Natural England (NE) on 16th March. They advised that certain protected habitats and catchments in parts of the National Park were in unfavourable condition due to nutrient enrichment. In all of these cases, the problem is excess phosphates. Of particular relevance in the north of the National Park are the River Eden Special Area of Conservation (SAC) and the River Derwent and Bassenthwaite Lake SAC. Areas that drain into these SACs are immediately affected by the NE advice. Both NE and the Government's Chief Planner advise that because of existing legislation (the Habitats Regulations) of 2017, all development that may add further nutrients to the identified catchments should be avoided with immediate effect. I understand that at least some part of every one of the 16 parishes of the North DA may be affected.

Each new proposal in the affected areas must now be assessed to ascertain whether it will give rise to further nutrient enrichment of the SACs. NE's advice is that:

"... permission for the plan or project may only be given if the assessment allows you to be certain that it will not have an adverse impact on the integrity of the site i.e. where no reasonable scientific doubt remains as to the absence of effects."

The consequence of this for the assessment of planning applications is set out by Andrew Smith as follows:

"Within the affected areas, and with immediate effect, the law requires planning applications for new developments including homes and tourism proposals are subject to Habitats Regulations Assessment. Where additional nutrient inputs occur, unless all reasonable scientific doubt over adverse effects on the integrity of the habitats sites can be eliminated, a development will not be acceptable and planning permission is likely to be refused."

Foul drainage is a significant source of these nutrients, and this is the case whether the development relies on mains drainage, package treatment plants, septic tanks or composting toilets. Any development that increases overnight accommodation has the potential to increase nutrient output, including new homes and additional tourist accommodation. Even developments that attract additional day visitors from outside of the affected catchments may increase nutrient loading within them.

As an interim measure, NE are suggesting an approach they call "nutrient neutrality". This approach may allow development to continue while ensuring no net increase in nutrients in the catchment. The idea is that, if it is not possible to eliminate nutrient output from a development, then it may be possible to offset it by reducing the pollution by an equivalent amount further up the catchment. For example, NE list the following as examples of mitigation measures:

- Constructed wetlands

- Changes in land management
- Retrofitting sustainable urban drainage within the catchment of the affected habitat site.

While some developers may be able to find ways to achieve nutrient neutrality for their schemes, there will be others who cannot do so at present. The LDNPA will explore ways of managing nutrients at the catchment level with other members of the Lake District National Park Partnership so that new housing and other relevant developments can continue to be delivered in the affected areas. However, measures to achieve reductions in nutrients at the catchment scale are bound to take significant time to develop and become effective. Unfortunately, it appears that there is no “quick fix”.

Following receipt of the NE advice, LDNPA planners began to review all “live” planning applications to assess whether or not they are affected. Some are not, either because they do not lie in one of the affected catchments or because, even though they do, there is no reason to believe that they will contribute further nutrients. For example, house extensions will generally not be affected. Some applications, however, may be subject to delay while the developer provides further information that demonstrates nutrient neutrality. For some developments, it may not be possible to provide such surety, and they will have to be refused on environmental grounds.

The LDNPA was one of 42 Local Planning Authorities that received the advice from NE in March. The documents they sent, including maps of the affected areas, can be found on the LDNPA website¹. I would particularly recommend the *Summary Guide*² as a non-technical introduction.

Local Planning Authorities are only part of this picture. Their role in this is to ensure that the condition of affected habitat sites does not get any worse than it is now. Government is separately working with the farming and water industries to reduce current levels of enrichment so that the condition of the sites improves to a favourable status. Again, a quick solution is unlikely.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

¹ <https://www.lakedistrict.gov.uk/planning/nutrient-neutrality/>

² [Derwent-Nutrient-Neutrality-a-summary-guide.pdf \(lakedistrict.gov.uk\)](#)

KESWICK TOWN COUNCIL

16 JUNE 2022

CLERK'S REPORT

Following the well attended Annual Town Meeting, a number of resolutions were made which involved the Town Council. Following discussion with Councillor Harwood, I am bringing forward the first of them to begin planning.

1. The Town Council will seek practical steps to address noise and anti social behavior due to large holiday lets with no on-site owner.
2. This Town Council resolves to support Keswick people in their objective to hold Allerdale Borough Council to account over the closure of the Keswick Leisure Pool.
3. The Town Council will raise the profile over the coming 12 months of what is involved in being a Councillor in order to encourage more people from diverse backgrounds to stand as candidates for KTC at the elections in May 2023.
4. The Town Council to support the establishment of a Keswick Smarter Group.

These are all worthwhile issues, and worthy of being looked at. I understand that Councillor Harwood will be able to give an update on this matter at the Town Council meeting, following two meetings over the coming week.

Number 3 is something I had highlighted myself to work on. I am in the middle of preparing a Communication Policy/Strategy which I intend to bring to Council next month, and then can work with Councillors to find the best way forward to encourage people to stand.

Councillors are requested to recommend a way forward with the other items, bearing in mind current workloads. These can then be put into an action plan to move forward.

Vivien Little
Town Clerk
8 June 2022



Training and Development Policy

This document sets out the Council's policy regarding training for both staff and Councillors.

Vivien Little

Town Clerk

June 2022

Training Policy

Law

The National Joint Council ("Green Book") Provisions the Green Book makes specific reference to encouraging local authorities to provide training and development opportunities for their employees at Part 2, Section 3.

Purpose

Keswick Town Council is committed to ensure that its Clerk and Councillors are provided with the training they require to ensure that they can carry out their duties to the best of their ability, they are up to date with all current legislation and are training to a high standard to ensure that they are able to deliver the Council's strategic priorities efficiently.

Statement

The Council is committed to the provision of training and development to help raise the Council's overall performance and will comply with equal opportunities and other Council policies when assessing training and developmental needs.

The training and development policy is aligned with the Council's overall priorities and objectives, and forms part of the overall performance management of the Council, giving due regard to the personal development needs of individuals.

The Clerk is responsible for procuring or providing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

The Council recognises that because of its size most formal training will be provided by outside bodies, therefore close links have been established with various training providers including Allerdale Borough Council, the Society of Local Council Clerks, the National Association of Local Councils and the Cumbria Association of Local Councils.

To ensure these aims are achieved a training budget is allocated to enable members of the Council and staff to attend any relevant training and conferences throughout the year.

Scope

Keswick Town Council will:

- provide information about training courses, induction programmes and development opportunities to all staff;
- comply with Equal Opportunities and other council policies when assessing training and development needs;
- ensure each employees receives annual appraisals, feedback and assessment of personal development needs from their manager;
- evaluate all training activities to ensure that delivery is relevant to needs, cost effective and that the quality of training is consistent;

- provide all employees with a personal development plan as part of the appraisal or performance review system, which will identify skills and knowledge development needs for each individual.

Councillors training

As the policies of the Town Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. Accordingly, the training budget is also to be used for Councillors training. All Councillors are offered the opportunity to attend all relevant training courses offered by the various service providers. It is essential that Councillors are equipped to make informed decisions and receive training to support their participation in committees.

All Councillors:

- will be issued with an information folder upon their acceptance of office, which include copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant, and will undergo an induction session with the Clerk, the Responsible Financial Officer, and the Parks Manager in order to understand the various aspects of the role;
- will be given a copy of the Good Councillor Guide;
- will be encouraged to attend CALC Effective Councillor training sessions;
- New Chairs, or anyone considering putting themselves forward as a Chair should attend the CALC New and Aspiring Chairman training;
- Code of Conduct training is strongly recommended;
- will be circulated any other training course details which may enhance their position.

Staff Training

The Clerk:

- is encouraged to attend all relevant CALC clerks training courses including New Clerk's Course;
- is provided with a contract of employment setting out clear objectives and expectations;
- will receive an employment and salary review annually from the Council;
- is encouraged to gain the Certificate in Local Council Administration (CILCA), and the Council will pay for this training;
- is encouraged to attend any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through the appraisal process;
- Is encouraged to attend relevant local meetings such as Clerks forums and briefings;
- The Council will provide subscriptions to relevant publications and advice services;
- will be provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Town Council;
- will receive regular feedback from the Staffing Committee on their performance.

Training Needs identification

- Training requirements for Councillors will usually be identified by themselves, the Mayor and the Clerk;
- Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.
- Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisal;
- The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required;
- Parks staff will undergo training as required at the request of the Parks Manager.

Resourcing Training

- A review will be undertaken annually during the budget-setting process to ascertain any weaknesses or potential areas of improvement that the Town Council could enhance through training.
- An agreed budget will be put in place to cover training sessions, annual subscriptions and purchasing of relevant publications.
- Training for Parks staff will be resourced through the Hope and Fitz Park budgets.

Evaluation and review of training

- In order to evaluate training, staff and Members will be required to evaluate how successful and appropriate the training has been. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.
- Following attending any training the person who attended will report back to the Clerk and Mayor on the relevance and effectiveness of the training supplied and will be circulated to other Members if considered appropriate.

Volunteers

Should Keswick Town Council run any events which require the use of volunteers, appropriate training will be provided using staff, Councillors or external providers, and a risk assessment will also be provided.

Adopted: XXX 2022

To be reviewed annually



Risk Management Policy

This document sets out the Council's risk management policy.

Vivien Little

Town Clerk

June 2022

Definitions

Risk “the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event.”

Risk Management “the planned and systematic approach to the identification, evaluation and economic control of those risks which can threaten the assets or financial and organisational well-being of an organisation.”

Employee “any individual who is paid by, or works as a volunteer for, the Town Council including full time, part time, temporary or casual work.”

Policy Statement

Keswick Town Council (“the Council”) recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of the Council’s management processes

Objectives

The objectives of the Council’s risk management strategy are to:

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources.
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the Council for risk management
- Providing opportunities for shared learning on risk management across the Council
- Providing risk management training and awareness sessions
- Incorporating risk management considerations into the Council’s management process, e.g. project management.
- Effective communication with, and the active involvement of, employees
- Monitoring arrangements on an on-going basis

Responsibility

The persons responsible for the delivery and monitoring of this policy are set out below and are designed to ensure that the risk is managed effectively.

Elected Members

Risk management is a key part of the Members role, where they lead on the monitoring, approval, review of the Risk Management Policy, Risk Assessments and associated policies.

Town Clerk

The Town Clerk is responsible for the oversight and management of the Council employees and the implementation of agreed policies. The Town Clerk will communicate with and provide advice to Elected Members on matters relating to risk management. The Town Clerk is also responsible for the Health and Safety policy, as well as the health and safety responsibilities for third party contractors as well as the risk assessments for individual events, and addressing any actions arising from the risk assessments.

Responsible Financial Officer

The Responsible Financial Officer is responsible for Section 151 of the Local Government Act 1972, and the RFO manages the financial affairs of the Council, including reviewing the system of internal control and ensuring the Council is adequately insured. The RFO is also responsible for the inspection and monitoring of assets, producing the Annual Risk Management Assessment and addressing any actions arising from the risk assessments.

Employees

All employees have a duty of responsibility to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. Employees are required to report risk factors to managers and elected members as appropriate.

Internal Audit

Internal audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary management systems are in place and that business risks are being managed effectively.

External services

The Council has a range of external providers including external payroll, IT and website support who manage, monitor and advise on risks as required. The Council will submit its accounts annually to an external auditor.

Adopted XXX 2022

To be reviewed annually.



POLICY AND GUIDANCE NOTES – COMMUNITY GRANTS POLICY

Each year, Keswick Town Council allocates a specific sum of money to be made available as financial contributions to local organisations which provide valuable services that bring benefit to the local community. The Council will look at each application on its merits, but we will expect you to show how the money will benefit the residents of Keswick.

Keswick Town Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. If the application is successful, the Council will expect its contribution to be acknowledged in some way.

If the grant is over a certain threshold (currently set at £2,000) the Council will expect written feedback on how the grant has been spent by the end of the financial year in which the grant was made. Failure to provide this information could result in future applications being rejected.

1. Who Can Apply?

Local community groups, voluntary organisations and sports/recreational clubs. All must be of a non-commercial nature and **MUST** fall within the Parish boundary of Keswick. Grants will only be made to individuals under exceptional circumstances.

The paramount concern of the Town Council is that any grant application must be seen to be of benefit to residents of Keswick.

2. How can the grants be used and how are they decided?

Grants can be used for capital projects or for revenue purposes but only for the purpose specified in the application and grant.

The Council will appoint a Grants Panel to consider all applications and make recommendations to full Council for a final decision. The Council will decide applications in November/December for payment in May the following year.

All applications will be considered on their merit, there is no set grant amount, however the Council has a set budget every year from which to give grants, and aims to support as many organisations as possible.

In allocating the amount of funding available, the Grants Panel will take into consideration the following:

- Amount of grant requested
- The purpose of the grant

- Grants received in the past five years
- To what extent the applicant organisation serves the town community
- To what extent a grant would serve the town community in this case
- How frequently the town community might benefit
- Whether the organisation is based in the town
- Whether the request fulfils a need that would not otherwise be met
- Whether a grant would offer support in a crisis or provide a lifesaving service.

3. When and how should an application be made?

The Council's policy is to consider all grant applications during the year before they are paid. The Council's financial year runs from 1st April to 31st March. Applications are invited in August/September/October each year and will be considered in November shortly before the Council decides its budget for the following year. Therefore if you require a grant for 2023, for example, you must apply between August and the October deadline in 2022.

Applicants will be notified by the end of December whether their grant bid has been successful, in whole or in part.

4. What is required with the application?

- All applications are to be made on a specific form which can be obtained from Vivien Little, Town Clerk at townclerk@keswicktowncouncil.gov.uk or from the Council's website www.keswicktowncouncil.gov.uk
- A copy of your organisation's latest audited accounts and balance sheet
- An estimate of the income and expenditure for the current year.
- A bank account in the organisation's own name, or evidence of working with another organisation to provide a similar demonstrable financial control system.

The Town Council reserves the right to reclaim the grant in the event of it not being used, or not being used for the purpose specified on the application form.

Where there is a substantial change in the circumstances of the applicant, the Town Council reserves the right to reconsider the grant of an award, its amount and/or restrictions applying to any award prior to payment.

If you have any questions, please contact the Town Council office and ask for assistance.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in Council Chamber, Town Hall, Keswick on **Monday 30 May 2022 at 1.30 p.m.**

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burn (DB)
 Councillor Steve Harwood (SH)
 Councillor Tony Lywood (TL)
 Councillor Sally Lansbury (SL)
 Phil Byers (ABC Markets) – PB
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 Chris Harper (Podgy Paws) (CH)
 Ania Mylnczak (Admin and Financial Assistant) (AM)
 Catherine Parker (RFO) (CP)
 Mary Elliot (Theatre by the Lake) (ME)

1. Election of Chairman

RESOLVED that Councillor Titley be appointed Chairman of the Committee for the 2022/23 municipal year.

2. Apologies

Apologies for absence were received from Councillor Dunn, Vivien Little and David Quainton.

3. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Events Committee Meeting held on the 19 April 2022 (page 10).

4. Queen's Platinum Jubilee Celebrations

The following updates on preparation for the Platinum Jubilee celebrations were received from Councillor Titley and Councillor Lansbury:-

- The Museum have kindly given us chairs for the Brass Band to use - PT
- It has been arranged with the Museum that St Johns Ambulance can use the Crosthwaite Room as a treatment room - PT
- Power can be supplied from the Museum for Grapevine (a donation to be provided in the budget) - PT
- Shelagh Hughes has booked the bands and Lewis Forsyth is organising the open mic session - PT
- Keswick Scouts are supplying 500 handheld flags (to be reimbursed from the budget) – PT
- Keswick Scouts are providing 2 marquees for wet weather cover if needed - PT
- Councillor Lansbury has the glasses organised and was supplied with an initial float – SL
- The Fish & Chip van has been organised and will be arriving after the start of the event – SL

Further actions:-

- AM to contact Café West to organise refreshments for 50 people at 6pm (Brass Band etc.)
- A site map be drawn up and sent to relevant parties
- CP to contact the Straw Bale supplier to ask for his time of arrival
- MC will be Paul, Lewis or Steve as stand in

5. Summer Events 2022

Chris Harper gave the following updates in relation to Scruffs:-

- Sponsorship was going well – 2 per class
- Rosettes and bones have been ordered
- CH will contact Malcolm Rigg to give him the details for the flyers
- A big poster will be installed in Podgy Paws window advertising the event
- Pre sales will start 2 weeks prior to the event
- CH will contact the press to try to get a free editorial in place
- Podgy Paws will sponsor the event – CP to send invoice
- Will advertise as cash only for entry fees
- Millcroft Vets had been contacted for an on call number

Further actions:-

- VM will advertise the event on the KTA website, as in previous years
- PT will place a post on Keswick Facebook page
- KTC to advertise summer events as usual using a wider range of press if budget allows
- Volunteers will be required on the day to fill water bowls – ***to discuss further at the next meeting***
- PB said all stalls have been organised with 36 in total
- PB will organise a registration tent
- Members of the Events Committee to carry out the collection with all monies raised for the Town Council's Events Fund
- CP to contact Keswick Lions to ask for volunteers for the day – Registration tent on rota between 10am and 2pm – Entrance gates on rota from 9am until end of event

6. Date of next meeting

The next meeting was scheduled for Tuesday 14th June 2022 in the Town Clerk's Office at 1.30pm.