

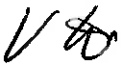
**KESWICK TOWN COUNCIL**  
**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

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

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

13<sup>th</sup> January 2022

A meeting of Keswick Town Council to be held on Thursday 19<sup>th</sup> January 2023 at the Council Chamber, Town Hall, Keswick at **7.00 pm**.



**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 the 15<sup>th</sup> December 2022 (pages 37-40).
- 3. Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 4. Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.  
  
Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.  
  
*If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.*
- 5. Police Report**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team.
- 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. **PLEASE NOTE THIS IS ONLY FOR URGENT ITEMS.**
- 8. Cumbria Community Foundation – Cumbria Home from Home Fund**  
To give information to Councillors regarding the Cumbria Home from Home fund, which is administered by Cumbria Community Foundation. Jacqui Currie from Cumbria Community Foundation will be in attendance.
- 9. Outside Bodies Report**  
To receive a verbal update from Keswick Fair Trade Committee. Johanna Alberti from Keswick Fair Trade will be in attendance.
- 10. Applications for Development**
- i) To examine applications for development and agree observations to be submitted to the Lake District National Park.
  - ii) To receive update on National Park planning decisions.
- 11. Mayor’s Report**  
To receive details of the Mayor’s engagements and meeting attendance for the period 9th December 2022–12th January 2023.
- 12. 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
  - iv) Lake District National Park Authority North Distinctive Area Parishes Representative.
- 13. Investments**  
To receive the report from the Responsible Financial Officer (to follow).
- 14. Car Parking in Keswick**  
To consider a motion put forward by Councillor Harwood.
- 15. Payment of Accounts**  
To approve the payment of accounts for January 2023 as approved by the Inspection Committee (list to be circulated prior to the meeting):
- i) For the Town Council
  - ii) For the Trusts
- 16. Policies**  
To adopt the following policies.
- i) Freedom of Information Policy
  - ii) Subject Access Request Policy
- 17. Correspondence**
- i) To receive correspondence from the Hedgehog Highway Project, and to decide if Keswick Town Council wishes to support the scheme; and
  - ii) To receive the minutes from the Keswick Ministries Town Liaison Forum, dated 13<sup>th</sup> December 2022

**Prior to the following business the Chairman will move 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’*

**18. Contract**

To receive the report of the Clerk.

**19. Staffing Committee Minutes**

To receive for information the minutes of the Staffing Committee held on 5 December 2022 (page 3).

To: All Councillors, Press, Police

**SEVEN PRINCIPLES OF PUBLIC LIFE****Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

Minutes of the meeting of Keswick Town Council held on Thursday 15 December 2022 at the Council Chamber, Town Hall, Keswick at 7.00 pm.

**Present:**

**Chairman**  
Councillor Steve Harwood

<b>Councillors</b>		
David Burn	Allan Daniels	Alan Dunn
Louise Dunn	Sally Lansbury	Jean Murray
Adam Paxon	Paul Titley	Peter Walter

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

**150. Apologies**

Apologies for absence were received from Councillors Lywood and Miller. Their apologies were noted and accepted by Councillors.

**151. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 17<sup>th</sup> November 2022 (pages 33-36).

**152. Co-option of Councillor**

- i) **RECEIVED** a presentation from one co-option applicant giving the reasons they would like to be a Town Councillors, and what they feel they can offer to the community.
- ii) A vote took place and it was **RESOLVED** that Peter Walter be co-opted as the candidate to fill the vacancy in the West Ward.
- iii) Councillor Walter duly signed the Declaration of Acceptance of Office.

**153. Requests for Dispensations**

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

**154. Declarations of Interests**

Councillor Titley declared a personal interest in agenda item 18 as the people in question were his daughter and granddaughter. He would remain in the room and vote on the item.

**155. Police Report**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing Team.

Councillor A Dunn wished it to be minuted that the police have been repeatedly given the dates of Town Council meetings, and it would be reassuring to see a member of the police in attendance.

Councillor Titley raised the concern that at the Christmas Lights switch on, there were well over 1,000 people in attendance, but there had been no police presence.

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

A member of the public brought up concerns that ice on Derwentwater was becoming increasingly dangerous, as it was of different thicknesses. Some time ago, there were devices on the lakeside which were used to help people in difficulty, and the member of public would like to see these returned.

It was pointed out that under the current circumstances, there had been a high degree of publicity regarding the dangers of ice on lakes, ponds and rivers; the current advice from the emergency services was that anyone who witnesses an incident should call for professional help rather than put themselves in danger to rescue anyone in difficulty. This was also out of the scope for Keswick Town Council and was the responsibility of either the National Trust or the Lake District National Park Authority.

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

No matters were raised by Councillors at this meeting.

**158. Applications for Development**

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

<b>Plan Ref:</b>	<b>Description of Development Location, Comments, Recommendation</b>
7/2022/2193	Alterations to existing front and rear dormers and single storey rear extension, additional window in first floor rear elevation - amended plans which remove the front dormer but leave the rear dormer intact Kingsway, Penrith Road, Keswick, CA12 4LJ No Comments made <b>SUPPORT</b>
7/2022/2277	Non-material amendment to planning application 7/2021/2325 (Conversion of existing adjacent garage and utility room into 1 bedroom annex containing small kitchen and shower room) to change the roof covering from Westmorland green slate to a reproduction version Glentarne, Crosthwaite Road, Keswick, CA12 5PG <i>Object - noted that this is for information only but if standards mean anything this should not be accepted</i> <b>OBJECT</b>
7/2022/2278	Two storey extensions to the existing building, raising front roof area approx. 900mm to include a hipped gable end and dormer to the side extension. Work also to include a raised patio and privacy screening 21, Manesty View, Keswick, Cumbria, CA12 4JF <i>Support in principle – subject to the central first floor window to the lounge being subdivided into 3 to maintain the balance of the prominent elevation</i> <b>SUPPORT</b>
7/2022/2286	Installation of wall mounted support pole together with 0.3m transmission dish fixed at 6.5m and ancillary development thereto Keswick Telephone Exchange, Penrith Road, Keswick, CA12 4JN <b>For information only</b>
7/2022/2292	Proposed external alteration work to existing dwelling to include construction of a domestic garage and garden store building, and the construction of flood resistant barrier wall following approval of 7/2021/2297

Driftwood Cottage, Crosthwaite Road, Keswick, CA12  
 5PG  
*No comments made*  
**SUPPORT**

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

**159. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 10<sup>th</sup> November 2022 – 8<sup>th</sup> December 2022.

**160. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives - Councillor Lansbury gave an update the recent work of the Overview and Scrutiny Committee looking at Customer Service facilities at Allerdale Borough Council, with one of the main recommendations being that customer service should be resident focused, including a return to face-to-face meetings. This information will be passed on to Cumberland Council. Councillor Lansbury also stated that she had begun discussions with potential partners over the provision of toilets at the Station Platform end of the Keswick to Threlkeld trail. Councillor Campbell-Savours informed Councillors that he had brought a motion to Allerdale Borough Council last week regarding the removal of discounts for Council Tax on second homes, which had been agreed unanimously.
- ii) Cumbria County Council Ward Representative – No update was given.
- iii) Cumberland Council – Councillor Campbell-Savours gave an update on progress in the setting up of Cumberland Council, and that he was determined to continue the debate surrounding the licensing of holiday lets and ensuring that attention is brought to the plight of towns like Keswick on a regular basis.
- iv) LDNPA North Distinctive Area Parishes Representative - **RECEIVED** the report from Dr Geoff Davies, Lake District National Park Authority North Distinctive Area Parishes Representative. Thanks was given to Dr Davies for his service over the last nine years.

**161. Payment of Accounts**

**RESOLVED** that the payment of accounts for December 2022 as approved by the Inspection Committee be authorised for payment:

- i) For the Town Council, vouchers 167 – 189, amounting to £52,046.21 (fifty two thousand forty six pounds and twenty one pence )
- ii) For the Trusts, vouchers HP158 – FP 168, amounting to £12,162.11 (twelve thousand one hundred and sixty two pounds and eleven pence)

**162. Budget for 2023/2024**

The draft budget for 2023/24 was presented for approval together with recommended grant payments to local organisations and to agree an upgrade to the telephone system.

**RESOLVED** that:

- i. the draft Budget for the financial year 2023/24 be approved
- ii. the precept for 2023/24 be set at £348,245
- iii. the list of recommended grants be approved for payment; and
- iv. Keswick Town Council enter into a five year contract with Connexions for upgrade to the telephone system, broadband and telephone services.

**163. Fees and Charges**

Consideration was given to a report from the Responsible Financial Officer.

**RESOLVED** that the recommendations contained within the report be accepted.

**164. Environmental Working Group**

Consideration was given to a draft Action Plan presented by Councillor Sally Lansbury.

**RESOLVED** that:

- i. Council accepted the Climate Change Action plan and agreed future actions proposed by the Environmental Working Group; and
- ii. Council agreed to add a review of the Climate Change Action Plan to agendas at six monthly intervals. Input and suggestions would be made at these periodic review points by Councillors, Town Clerk, Responsible Financial Officer and Parks Manager and approved by Council or Trust as appropriate.

**165. Reports from Representatives on Outside Bodies**

**RECEIVED** a report from Councillor Alan Dunn – Keswick Tourism Association.

**166. Visitor Management Working Group**

**RECEIVED** an update to the Visitor Management Working Group.

**167. Correspondence**

To consider correspondence received from a member of the public.

**RESOLVED** that Councillors call out antisocial dog behaviour when they see it, and the matter of signage in the parks be brought up at the next Trust meeting.

**168. Minutes**

**RECEIVED** for information the minutes of the Events Committee meeting held on Thursday 20 October 2022 (page 8).

The meeting closed at 8.20 p.m.




\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Ania Mlynczak**

**From:** Cumbria Police <CumbriaPolice@public.govdelivery.com>  
**Sent:** 13 December 2022 18:01  
**To:** Ania Mlynczak  
**Subject:** November & December 2022 - Cockermouth & Keswick

[View in browser](#)

 Contact us	 Report a crime	 Allerdale Police Facebook Page
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**ALLERDALE  
FOCUS**

FOR A SAFER COMMUNITY

**November & December 2022 - Cockermouth & Keswick**

Welcome to the Cockermouth and Keswick newsletter for November and December.

I have recently arrived as the Inspector for the Neighbourhood Policing team. I have previously worked across different areas of the County, both in Penrith and Carlisle in various roles on response Policing teams as well as Neighbourhood Police teams.

I look forward to working in this area with my new team, to ensure we tackle the issues affecting you in your community. My team of Police Officers and PCSO's have been working hard to tackle anti-social behaviour and crime in this area, recently engaging with communities to





understand what is affecting you so we can take action to address it.

It is important to remember to keep your property and possessions secure, especially this time of year during the long, dark winter nights. You will find some useful advice and information within this newsletter to help you keep your property safe.

I hope you have a safe and enjoyable Christmas and New year. Our next newsletter will be published in January.

***Inspector Pete Aiston***

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## **You said, we did**

### **Cockermouth**

PCSO Clare Parker has been in the Cockermouth area distributing leaflets regarding fraud awareness and has conducted over 22 hours of targeted and high-visibility foot patrol in your areas tackling issues impacting the local community.

**You said:** Off Road bikes causing nuisance around the Wakefield Road area in Cockermouth

**We did:** PCSO Clare Parker has conducted regular patrols in the area

We have been speaking to the people that have been affected by the issues and given them crime prevention and reporting advice, as well as signposting them to Allerdale Borough Council.

We will continue to monitor the situation and ask the community to continue to report any issues.

**You said:** Residents reporting anti-social behaviour in the Victoria Road area

**We did:** We have been conducting patrols in the area following reports of anti-social behaviour. We have also spoken with the victim and other residents in the area, providing crime prevention advice.

### **Keswick**

**You said:** Calls for service indicated issues with young people in attendance at Crow Park committing criminal offences

**We did:** We have received a number of calls for service in relations to young people at Crow Park committing offences.

We have identified those involved and investigations are ongoing into the offences and we there will be intervention by our child centred policing team to prevent further criminality. We have also offered support to families of those involved via the Local Focus Hub referral process.

We have spoken with victims of these offences and signposted them to support.

**You said:** A member of the public reported issues with children using the Rawnsley Centre, littering and causing anti-social behaviour

**We did:** PCSO Megan Jones has liaised with local stakeholders to identify key problem areas and action has been taken to reduce the risk of further anti-social behaviour where possible.

Crime prevention advice has been offered and we have increased patrols in the area.

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## Operation Checkpoint

We assisted in the multi-force operation to target criminal activity in rural areas.

Operation Checkpoint, a cross-border initiative to tackle rural crime, commenced on the 22 November, running into the early hours of the 23rd.

On this occasion, Cumbria officers worked alongside officers from Northumbria Police, Durham Constabulary, North Yorkshire Police and Police Scotland.

During the operation 39 vehicles were stopped.

Those involved locally in supporting Operation Checkpoint include Cumbria Police Officers, PCSOs, Special Constabulary officers, and Farmwatch volunteers.

This proactive work supports officers in gaining intelligence around rural crime, deterring offending and also helps to keep the county's roads safe.

During our support of the operation, a 27-year-old man from Maryport was arrested on suspicion of being in possession of class B drugs - cannabis. He has since been released under investigation.

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## Anti-social behaviour

### St Helen's Street

On 7 December, two young people were given 'It's Your Choice' forms after being involved in anti-social behaviour by knocking on doors and causing issues on St Helen's Street, Cockermouth.

'It's Your Choice' is an intervention scheme which aims to educate young people on the consequences of their anti-social behaviour and the wider impact this has on other people. The submission of these forms result in a letter being sent to parents and are subject of increasing scrutiny should a young person reoffend.

### School talk

PCSO Clare Parker visited Fairfield school to deliver a talk on anti-social behaviour to the pupils.

This is part of the proactive work we do against anti-social behaviour by educating young people on what it is, the consequences and the impact this can have on individuals and the community.

The pupils also had the opportunity to ask any questions.

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## Cockermouth drop in dates

PCSO Clare Parker will be at Cockermouth Library on the following dates,

- 26<sup>th</sup> January 2023 – 3pm to 4pm
- 21<sup>st</sup> February 2023 – 12pm to 1pm
- 22<sup>nd</sup> March 2023 – 3pm to 4pm

If you need to speak to the team before then please do so via the contact details at the bottom of this newsletter.

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## Online safety talk

PCSO Clare Parker visited All Saints School on 18 November to conduct a talk about online safety.

Unfortunately, it is a worrying trend in the modern world where many crimes are committed over the internet and via electronically sent messages. Therefore, it is important to educate and advise children at an early age so they are less likely to commit or be a victim of such an offence and keep themselves safe.

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## School parking

On 18 November, we conducted patrols outside Cockermouth School following reported parking issues by the school.

Several people were spoken to and given suitable advice around not parking on the double yellow lines.

Parking in this way causes a safety issue for the children and puts them at serious risk. We are asking people to please take consideration about where they are parking at drop off and pick up times.

Please let us know how useful these newsletter updates are



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## Events

### Lights switch on

On 20 November, PCSO Clare Parker attended the Cockermouth Christmas light switch on and patrolled throughout the evening.

It was good to see the community enjoying the festivities and no issues were reported.

### Remembrance day

PCSOs Clare Parker and Megan Jones attended a Remembrance Day church service and parade in Cockermouth.

They also laid a wreath at the cenotaph on behalf of the Constabulary.

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## Allerdale hub referral- Cockermouth

PCSO Clare Parker and PC Lisa Law conducted a reassurance visit to meet a resident at their home address.

There is currently an ongoing neighbourhood dispute which has been referred into Allerdale Local Focus Hub which our partners at Environmental Health are dealing with.

We take a multi-agency approach when dealing with issues referred into the hub and work together to address the issues and resolve them.

We provided the victim with support and guidance on activities that are on offer in Cockermouth and an Age UK activity sheet.

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## Street Safe survey

We have conducted a street safe letter drop on 20 November in Tom Rudd Close following a hub referral in relation to a noise complaint.

We take a multi-agency approach to tackle neighbourhood disputes and are working with our partner agencies.



Street Safe surveys are an opportunity for you to raise any concerns or observations you have that are impacting your area for our team and partners to look into.

If you have received one of these surveys, please let us know your thoughts by completing the form and sending it back in the accompanying return envelope.

We wish to remind members of the public if they do not feel confident to report issues via the online reporting form or directly to Police, you can also call independent charity CrimeStoppers, anonymously, on 0800 555 111.

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## Detectives issue security advice following burglaries and thefts from vehicles

Detectives are issuing a warning to residents of the Cumberland policing area (Allerdale, Copeland and Carlisle) following recent and the anticipated increase in the lead up to Christmas of burglaries and thefts from vehicles.

Opportunist criminals target homes and vehicles looking for high value items which are often more plentiful at this time of year. They often look for easy targets, trying door handles and windows for quick access. They will also look for empty properties or properties with valuables in plain view.

Across the Cumberland policing area in the last three months there has been 74 people arrested for burglary and eight for going equipped. While not all these investigations have been completed 17 people have already been charged with burglary offences and a further five for going equipped.

Detective Chief Inspector Patrick McDonnell said "We would always encourage people to take simple steps themselves to prevent crimes such as burglary or theft.

"We know these offences are not just about the impact from loss of possessions; it is obvious people want to feel safe in their homes and any intrusion of their property can ruin this peace of mind.

"We take this type of offence extremely seriously, and we work hard to bring offenders to justice as well as to disrupt this type of crime.

"A lot of the offenders we investigate unfortunately take advantage of properties and vehicles which unfortunately have not been secured.

"While we actively seek to detect these offences, the target is actually to disrupt and prevent offenders committing these offences in the first place.

"One part of this is to actively disrupt offenders with preparatory offences such as going equipped. While these offences carry fewer sentencing powers, they will have often disrupted an offender on their way to carry out an offence."

Yesterday (Dec 6) we charged [two women with burglary](#) following an incident in Salterbeck and on 23 November burglar, [Paul Carr](#) was sentenced to three years in prison.

There are things we can do to make it harder and to deter those to gain access to our property.

#### **Home Security - What can you do?**

- Locking doors and windows before you go out and ensuring that your house and keys are secure.
- Removing keys from locks and keeping them out of reach, not on a hall table.
- Ensuring side gates and sheds are locked with a good quality lock.
- Keeping cash and valuables locked away safe or well hidden.
- Considering increasing your security with good quality locks, CCTV and chains.

#### **Vehicle security – What can you do?**

- Do not leave your vehicles unlocked
- Never leave any items of value in your vehicle on leaving it unoccupied
- Wherever feasible do not leave any work or business-related equipment in your vehicle, especially when your vehicle is left unoccupied overnight – having such items stolen can have a serious impact on your livelihood
- Remove items of value from the glove box – this includes vehicle registration documentation
- You may know that a bag or a box in your vehicle is empty or contains nothing of value, but an offender won't and it may catch their attention

DCI McDonnell continued: "On behalf of Cumbria police I would actively encourage you to be vigilant and report any suspicious activity you witness.

"The reporting information not only helps inform us of potential criminal behaviour, but it can lead to timely action being taken to prevent or successfully investigate offences and bring offenders to justice.

"If you would like more information on how you can keep your property or possessions safe, please visit our website."

Anyone with information on suspicious activity is asked to report this online at [www.cumbria.police.uk/report-it](http://www.cumbria.police.uk/report-it) or call 101. If you witness a crime in action, please dial 999.

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### **Join us!**

Have you ever thought about being a police officer?

Could you be make a real difference to people in Cumbria and help keep them safe?

Recruitment is open now. We are looking for enthusiastic and dedicated people to apply now to join our teams.



## COULD YOU?

Recruiting police officers now

For more information on the role of a police officer and the numerous entry routes, please visit [www.cumbria.police.uk/careers](http://www.cumbria.police.uk/careers).

### Your local officers

Want to know who your local officers are?

Simply go to our website - [www.cumbria.police.uk](http://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

#### Drivers urged to plan ahead this Christmas as part of drink and drug driving campaign

Our Christmas and New Year drink and drug drive campaign launched at the weekend aiming to highlight the consequences of being under the influence of drink or drugs behind the wheel.



If you are stopped by police and found to be over the limit for drink or drugs, you could lose your license, your job, fined thousands of pounds and potentially be sent to prison. [Read more.](#)



## **Cumbria police launch winter safety campaign**

Cumbria Police have launched an online Winter Safety Awareness campaign. The campaign is set to run throughout winter, promoting useful safety information, on a wide range of all areas.

The winter months bring longer periods of reduced visibility and more severe weather conditions. The campaign will provide specific advice to help people keep themselves, others, and their belongings safer in the winter months. [Read more here.](#)

## **Police warn domestic abuse never acceptable ahead of World Cup and Christmas season**

Cumbria Police helps those suffering domestic abuse all-year-round – and officers are sending a clear message this offending will not be tolerated ahead of the World Cup and the festive season.

Nobody should have to experience such offences and officers work hard around-the-clock to safeguard those at risk of abuse and to make sure perpetrators of abuse face the consequences. [Read more here.](#)

## **AWARDS: Exceptional performance recognised by Chief Constable**

Police officers and staff who have performed exceptionally and gone above and beyond to help people stay safe have been recognised by the Chief Constable this week.



At ceremonies held on 30th November and 1st December at the Roundthorn Hotel, Penrith, Chief Constable Michelle Skeer recognised officers who have acted with great professionalism, integrity and compassion, sometimes in extremely difficult and challenging circumstances.

### **[AWARDS: Exceptional performance recognised by Chief Constable - Cumbria Constabulary](#)**

### **[AWARDS: Praise for Police Liaison Team officers - Cumbria Constabulary](#)**

### **[AWARDS: Detective's effort to secure significant conviction is commended - Cumbria Constabulary](#)**

### **[AWARDS: Police Constable recognised for work with children in West Cumbria - Cumbria Constabulary](#)**

### **[AWARDS: Prolific Road Crime Unit commended by Chief Constable - Cumbria Constabulary](#)**

### **[AWARDS: Officers commended for work in aftermath of terrible road traffic collision - Cumbria Constabulary](#)**



**AWARDS: Murder investigation team commended by Chief Constable - Cumbria Constabulary**

**News from our partners**

**Warm Spots step up as temperatures drop**

As temperatures plummet across the county over the next week, Cumbrians are being reminded that Warm Spots are now open across the county.

Warm Spots is a joint project, led by Cumbria County Council, ACTION with Communities in Cumbria, Churches Together in Cumbria, Cumbria Community Foundation and Cumbria CVS. It encourages and supports local organisations to open their doors to people in need of warmth and help, as the cost-of-living crisis and high fuel costs continue to put many people under real strain.



Following an incredible response from communities there are now around 200 Warm Spots open in towns and villages in every corner of the county. Some are open every day, with other just for a few hours a week.

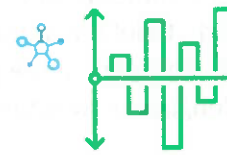
All of the county's Warm Spots can be found at [www.cumbria.gov.uk/warmspots](http://www.cumbria.gov.uk/warmspots)

Everyone is welcome, there is no need to give any explanation of why you are there, and you'll be able to warm up, have a hot drink and a chat.

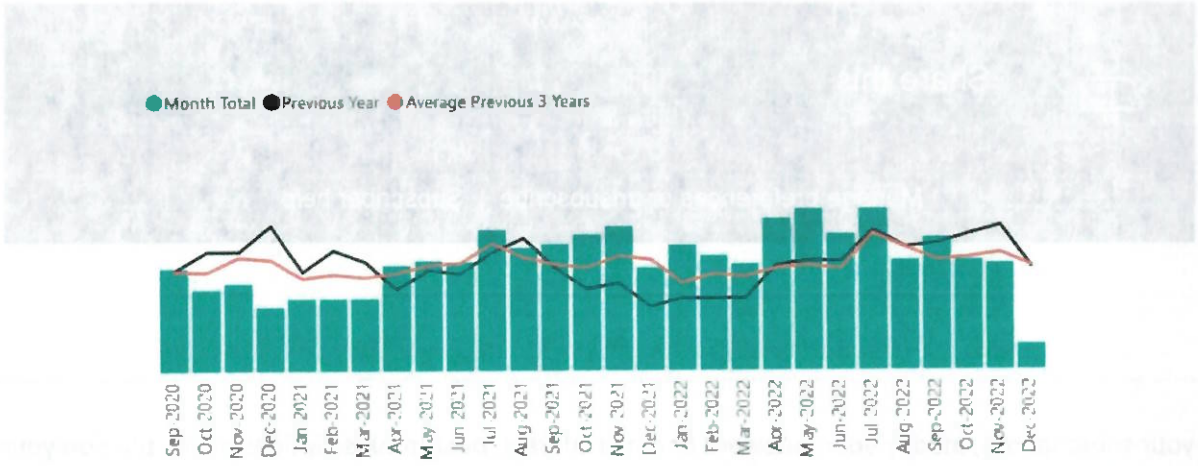


**Crime Figures**

Further information can be found on [Police.Uk](http://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
<input type="checkbox"/> Arson and Criminal Damage	9	15	-6	-40.0%
<input type="checkbox"/> Burglary	8	8	0	0.0%
<input type="checkbox"/> Drug offences	3	2	1	50.0%
<input type="checkbox"/> Hate Incident	0	0	0	0.0%
<input type="checkbox"/> Miscellaneous Crimes Against Society	2	3	-1	-33.3%
<input type="checkbox"/> Possession of weapons offences	0	1	-1	-100.0%
<input type="checkbox"/> Public order offences	8	17	-9	-52.9%
<input type="checkbox"/> Reported Incidents	1	3	-2	-66.7%
<input type="checkbox"/> Robbery	0	0	0	0.0%
<input type="checkbox"/> Sexual offences	4	9	-5	-55.6%
<input type="checkbox"/> Theft offences	17	17	0	0.0%
<input type="checkbox"/> Vehicle Offences	5	1	4	400.0%
<input type="checkbox"/> Violence against the person	33	46	-13	-28.3%
<b>Total</b>	<b>90</b>	<b>122</b>	<b>-32</b>	<b>-26.2%</b>



**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 link below:**



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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 09/12/2022 - 12/01/2023

Plan ref	Location	Description of Proposed Development
T/2022/0203	Bishops House, Ambleside Road, Keswick, CA12 4DD	T1 - Crown Raise 1x Yew Tree T2 - Crown Raise 1x Yew Tree
T/2023/0003	Hope Park, Lake Road, Keswick, Cumbria, CA12 5DG	T0953 Cherry, reduce westside stem to 1m overhanging public crazy golf facility. T2 Prunus, fell as the tree is dead and replant with Prunus padus. T0949 Betula pendula, reduction of west side stem over hanging lake road to 1m. T3 Fraxinus excelsior small weeping ash, remove dead branches and crossing branches. T0951 Acer pseudoplatanus, remove hanging branch @ 6 metres. T4 Betula pendula 4m crown reduction, overhanging public footpaths and Lake Road. T5 Betula pendula 4m crown reduction, overhanging public footpaths and Lake Road
7/2022/2301	Lakeside Car Park, Keswick Mountain Rescue Team Base, Lake Road, Keswick, CA12 5DJ	Installation of 'off the shelf' powder coated bike shelter
7/2022/2309	Birdsong, Borrowdale Road, Keswick, CA12 5UP	Proposed alterations to highway access, detached double garage, garden office/summerhouse, landscaping & biodiversity net gain works, borehole installation for a ground source heat pump
7/2022/2311	Glentarne, Crosthwaite Road, Keswick, CA12 5PG	Amendment to roofing material, condition 2 (plans) on planning permission 7/2021/2325 for conversion of existing adjacent garage and utility room into 1 bedroom annex containing small kitchen and shower room
<p style="text-align: center;"><b>NOTICE TO THE PUBLIC:</b> Interested parties are invited to let the Town Clerk have their comments, in writing or via email to: <a href="mailto:townclerk@keswicktowncouncil.gov.uk">townclerk@keswicktowncouncil.gov.uk</a>, prior to the meeting regarding any of the planning applications on this sheet.</p>		

Decisions Received from LDNPA

10.ii) Planning Decisions Received between 9/12/2022 & 12/01/2023

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2018/2105	May-18	Galvert Way, Keswick,	CA12 4NQ	Confirmation of compliance with condition attached to planning permission 7/2016/2183 surface water drainage scheme	Not received for comments	Finally Disposed Of		
7/2022/2193	July-22	Kingsway, Penrith Road, Keswick	CA12 4U	Alterations to existing front and rear dormers and single storey rear extension, additional window in first floor rear elevation	SUPPORT	GRANTED		
7/2022/2214	August-22	Borrowdale View, Keswick	CA12 5PW	Alterations & extension	OBJECT	GRANTED		
7/2022/2217	August-22	Crosthwaite Conference Centre, Church Lane, Keswick	CA12 5QG	Operation of a temporary self catering campsite for 3 weeks, to run in conjunction with the Keswick Convention in 2023	SUPPORT	GRANTED		
7/2022/2258	October-22	Golden Lion Inn, 20, Main Street, Keswick	CA12 5JD	Proposed alterations to the front elevation of the public house building to provide new timber framed opening windows at ground floor level to replace the existing, new painted metal railings and guarding externally in front of the proposed window openings and to redecorate the exterior faces of the front elevation	SUPPORT	GRANTED		
7/2022/2262	November-22	5 Southey Street, Keswick	CA12 4HH	Move main entrance to left and replace the existing window with one identical to the window in Unit 4	SUPPORT	GRANTED		
7/2022/2271	November-22	8, Latrigg Close, Keswick	CA12 4LB	Demolition of conservatory and erection of proposed single storey rear extension	SUPPORT	GRANTED		
7/2022/2277	November-22	Glentarme, Crosthwaite Road, Keswick	CA12 5PG	Non-material amendment to planning application 7/2021/2325 (Conversion of existing adjacent garage and utility room into 1 bedroom annex containing small kitchen and shower room) to change the roof covering from Westmorland green slate to a reproduction version	OBJECT	REFUSED		
7/2022/2286	November-22	Keswick Telephone Exchange, Penrith Road, Keswick	CA12 4JN	Installation of wall mounted support pole together with 0.3m transmission dish fixed at 6.5m and ancillary development thereto	For information only	Approval Not Required		

**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 19TH JANUARY 2023**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 9<sup>th</sup> December 2022 – 12th January 2023

Saturday 10 December	Attended Christmas Party at the Millfield Retirement Home, Keswick
Monday 12 December	Attended Eden District Council Carol Service at St Andrew's Church, Penrith. Cllr Allan Daniels also attended.
Tuesday 13 December	Attended Keswick Choral Society Festival of Christmas Music and Readings At Crosthwaite Parish Church, Keswick.
Sunday 18 December	Attended Civic Carol Service at St John's Church, Keswick
Thursday 5 January	Attended Keswick School Annual Prizegiving, Cllr Allan Daniels also attended



## **Report from the North DA Parishes Member of the LDNPA – December 2022**

This is the 100<sup>th</sup> of the (almost) monthly reports I have sent to you since becoming a member of the LDNPA in June 2014. However, there will not be many more: when my current term of office ends next May I shall not be seeking another one. It is a time-consuming role and, after nine years, it will be time for someone else to take it on. CALC will run an election for the seat following May's town/parish council elections.

A significant extra challenge to the Development Management service in 2022 has been Nutrient Neutrality<sup>1</sup> (NN). Following advice issued by Natural England (NE) in March, new developments in four catchments in the National Park must avoid adding further nutrient loading (in particular, phosphates). If a development would add further nutrients, then it must have a way of removing the same amount of nutrients from elsewhere in the catchment. This is what is meant by "Nutrient Neutrality". We have now seen the first two cases at Development Control Committee where provision is made to achieve it. In both cases, DCC resolved to "Delegate to Approve".

The first of these (7/2021/2355) was considered by DCC on October 5th. It was an outline application for 5 local need and 7 local affordable need dwellings in Braithwaite and, therefore, in the catchment of the River Derwent and Bassenthwaite Lake Special Area of Conservation (SAC). The applicant carried out an assessment that showed that the development would add nutrients to the SAC and submitted a proposal to mitigate this by providing offsetting on a parcel of land within the same catchment and in their ownership. Using NE's phosphorus budget calculator, they showed that changing the use of the land from its current lowland pasture to woodland would provide sufficient mitigation to ensure Nutrient Neutrality. A condition was imposed to require a management plan to secure the functioning of the mitigation land for the lifetime of the development.

On December 7<sup>th</sup>, DCC considered a housing development at Penruddock (7/2022/3105), which potentially added an additional nutrient load to the River Eden SAC. In this case, the situation was somewhat different because outline permission for the development had already been granted in August 2020, more than a year before NE issued its NN advice. The new application was for "reserved matters" (that is, matters that had not been settled by the outline approval). As Natural England have advised that Nutrient Neutrality must be demonstrated by reserved matters applications as well as outline and full applications, this was a further matter now to be considered. Again, the applicant had a parcel of land within their ownership that lay in the same catchment and where a change from pasture to shrub or woodland was shown to meet the NE requirements to achieve NN. The approval is subject to conditions and a Section 106 agreement to secure, among other things, the continued functioning of the mitigation land for the lifetime of the development.

It only remains for me to wish you all the best for Christmas and the New Year.

Geoff Davies

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

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<sup>1</sup> [Nutrient neutrality : Lake District National Park](#)

KESWICK TOWN COUNCIL  
19 JANUARY 2023

**Parking permits for Allerdale Controlled Car Parks.**

I propose that Keswick Town Council applies to Allerdale Borough Council for Town Councillors to be given permits to allow free parking in Allerdale controlled car parks. This arrangement to be continued by Cumberland Council from 1 April 2023.

As Town Councillors receive no remuneration or expenses in giving their time to serve the local community, I consider this to be a reasonable request to make it easier to attend meetings in the town throughout the year by being able to park close to venues without charge. It should be noted that meetings are mostly held at times when car parks are not full so there would be no loss of income. It would ease pressure with on street parking, which is currently used by Councillors, but not very convenient in bad weather conditions.

Councillor Steve Harwood  
11 January 2023



KESWICK TOWN COUNCIL  
19 JANUARY 2023

Policies

Following GDPR training last year which was requested as a result of the Annual Review of Effectiveness of Internal Financial Controls in March 2022, officers and Councillor Titley undertook the training – this training was offered to all Councillors. The training was provided by CALC.

As a result of the training, I have had reason to set out a Subject Access Request Policy as well as update the Council's Freedom of Information policy. These policies merely formalise work we already do.

Vivien Little  
11 January 2023



## **Freedom of Information Policy**

**This document sets out the council's policy on how we deal with requests for information. This policy is created in conjunction with the Council's Subject Access Request Policy.**

**Vivien Little**

**Town Clerk**

**XXX 2023**

## **Freedom of Information**

### **Introduction**

Keswick Town Council is committed to the Freedom of Information Act 2000 (FOIA), to the principles of accountability and to the general right of access to information held by the Town Council, subject to the exemptions contained within the relevant legislation.

The FOIA was introduced to promote greater openness and accountability across the public sector.

The Information Commissioner's Office (ICO) is responsible for regulating and enforcing the FOIA. The ICO is an independent authority which has legal powers to ensure all Local Authorities (including Town and Parish Councils) comply with the Act.

This policy outlines the Town Council's responsibilities to the FOIA and provides a framework for managing requests.

Hope and Fitz Park Trusts as charities are not public authorities and are not directly subject to the FOIA, however as Keswick Town Council is the Sole Trustee there will be some circumstances when information must be provided.

### **Background**

The FOIA provides the public with a statutory right of access to recorded information held by the Town Council, subject to certain exemptions, within 20 working days. The FOIA is fully retrospective and applies to all information that falls within the scope of the FOIA. Section 19 of the FOIA also obliges the Town Council to make information proactively available in the form of an approved publication scheme.

In addition, individuals currently have a statutory right of access to their own personal data under the Data Protection Act 2018. Individuals access rights to personal data are extended by FOIA through amendments to the provisions of the Data Protection Act. There will be a separate policy for dealing with Subject Access Requests.

The Environmental Information Regulations (EIR) provided a statutory right of access to 'environmental information' as defined in these regulations. EIR is also fully retrospective.

The Information Commissioner enforces these three information regimes.

Each regime contains certain categories of exempt information, where information can be withheld. Any decisions to withhold information under an exemption can be referred by the applicant to the Information Commissioner, who can overturn any decision to withhold information. For the purposes of this public, the 'public' is defined as any individual or organisation anywhere in the world and an 'information request' refers to any request for recorded information made under FOIA, EIR or DPA.

## **Scope**

This policy applies to all recorded information held by Keswick Town Council that relates to the business of the Town Council. This includes

- information created and held by the Town Council;
- information created by the Town Council and held by another organisation on the Town Council's behalf;
- information held by the Town Council provided by third parties, where this relates to a function or business of the Town Council (such as contractual information); and
- information held by the Town Council relating to the functions or business of the Town Council.

This policy informs recipients of Town Council services, members of the public and external parties of the processes the Town Council has established for complying with the FOIA. This policy operationally applies to all employees of the Town Council, contractors, agents and temporary staff working for or on behalf of the Town Council.

This policy does not cover personal written communications (such as personal e-mails sent by staff). The Town Council's Data Protection Policy establishes the standards regarding the use of 'personal data' (as defined in the DPA and General Data Protection Regulation). These requests are exempt from the FOIA under section 40 and shall be processed in accordance with the Data Protection Act 2018 (DPA).

## **Roles and Responsibilities**

Overall responsibility for ensuring that the Town Council meets the statutory requirements of the FOIA, EIR and DPA lies with the Clerk. The Clerk is required to ensure that the Town Council have in place adequate guidance on FOI and effective measures to comply with this policy.

All employees are responsible for ensuring that any request for information they receive is dealt with in line with the requirements of the FOIA and in compliance with this policy and the prevailing procedures. All staff must recognise that all recorded information may be provided to the public, and that the law requires that there will be full and unconditional disclosure to every case unless an exemption applies.

The Clerk has responsibility for ensuring compliance with the FOIA, EIR and DPA. All requests for information should be sent to [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk).

Third parties who are users of information supplied by the Town Council will be required to confirm that they will abide by the requirements of the FOIA and indemnify the Town Council against any prosecutions, claims, proceedings, actions or payment of compensation or damages, without limitation.

The Town Council will ensure that:

- everyone managing, and handling information understands that they are responsible for following good information management practice;
- staff who handle information are appropriately supervised and trained;
- methods of handling information are regularly assessed and evaluated;
- any disclosure of data will be in compliance with approved procedures;
- all necessary steps will be taken to ensure that data is kept secure at all times against unauthorised or unlawful loss or disclosure;
- all contractors who are users of information supplied by the Town Council will be required to confirm that they will comply with the requirements of the FOIA with regard to information supplied by the Town Council; and
- the Town Council will abide by any Code of Practice on the discharge of the functions of public authorities which is issued by the Ministry of Justice. In addition, the Town Council will take account of any guidance which is issued by the Information Commissioner to promote good practice.

### **Principles**

The following principles shall apply:

- The FOIA covers any recorded information held by the Town Council. Recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings.
- People shall have a right to know about the activities of the Town Council, unless there is a good reason for them not to.
- An applicant (requester) shall not be required to provide a reason for requesting information. The Town Council shall however justify refusing a request.
- The Town Council shall treat all requests for information equally, except under some circumstances relating to vexatious request and personal data.

### **Requesting information under the Freedom of Information Act 2000**

Any written request for information shall be regarded as a request for recorded information under the FOIA unless:

- It forms a request for personal data relating to the individual requesting the information. This shall be dealt with under the General Data Protection Regulation (GDPR), and consequently shall be processed in line with the Town Council's Subject Access Request Policy.
- If an individual is asking for 'Environmental information' (for example, matters relating to the environment, policies, state of human health and safety etc), the request shall be considered under the Environmental Information Regulations 2004.
- A Freedom of Information request shall only be accepted if made in writing (online forms, letters, emails and social media).

- Requests for information shall be met within 20 working days of receipt. If more information is needed the 20 days will not start until this information has been received.
- A request for information shall not be refused because the recorded information is out of date, incomplete or inaccurate.
- The Town Council shall not make any changes or deletions to records as a result of a request.

Requests should be made to the Town Clerk who can be contacted by email:

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

### **Refusing a request**

The Freedom of Information Act 2000 contains 23 exemptions whereby information can be withheld. There are two categories: absolute and non-absolute. The Town Council will only withhold information if it falls within the scope of one or more of these exemptions.

Where an absolute exemption applies, the Town Council can automatically withhold the information. However, where the exemption is non-absolute the information can only be withheld where the Town Council decided that the public interest is best served by withholding the information. Certain exemptions also contain a 'public interest test' which means that the exemption can only be claimed if disclosing the information would prejudice the interest protected by the exemption.

The Town Council will only withhold information covered by the exemption. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

The Town Council will only apply an exemption where it has reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a public interest test exemption is being considered, the Town Council will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption the Town Council will consider whether the release of the information would:

- promote further understanding of current issues of public debate;
- promote the accountability of decisions taken by the Town Council and the spending and allocation of public money;
- bring to light matters of public safety;
- allows the public to understand and challenge decisions made by the Town Council; and
- be otherwise in the public interest.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld. The applicant will also be given details of the right to challenge the decision through the Town Council's procedure and the right of appeal to the Information Commissioner's Office.



The Town Council will also refuse to supply information under the FIOA where the request is considered vexatious or repeated, and under the EIR where the request is considered manifestly unreasonable.

### **Third Party Information**

The release of third-party information will be considered carefully to prevent actions for breach of confidence or, in the case of living individuals, breaches of the DPA and/or GDPR. Both the EIR and FOIA permit information to be withheld when its release would breach the provision of the DPA and/or GDPR.

When the requested information relates to a living individual's personal data as defined in the DPA/GDPR its disclosure could breach the regulations. Therefore the release of third-party personal information relating to living individuals will be considered in accordance with the data protection principles, and in particular, the "third party" provisions of the DPA/GDPR.

The Town Council will endeavour to inform individuals and organisations submitting information that the information might be released following an information request and, where appropriate, will provide the supplier of the information opportunity to request confidentiality or supply reasons as to why the information should be treated confidentially.

### **Information held within contracts with the Town Council**

Any contractual information, or information obtained from organisations during the tendering process, held by the Town Council are subject to FOIA and EIR. Whenever the Town Council enters into contracts, it will seek to exclude contractual terms forbidden the disclosure of information beyond the restrictions contained in the legislation. A standard form of working will be included in contracts to cover the impact of FOIA and EIR in relation to the provision of information held in contracts.

The Town Council can withhold contractual information where its disclosure under either the FOIA or EIR could be treated as actionable breach of confidence. Where the Town Council intends to include non-disclosure provisions in a contract, it will agree with the contractor a schedule of the contract that

The Town Council will only agree to enter into confidentiality clauses where the information is confidential in nature and that it is confident that the decision to restrict access to the information could be justified to the Information Commissioner.

Where information is not covered by the exemption relating to information accepted in confidence, a further exemption specifically under FOIA may be relevant, relating to commercial interests. This exemption is subject to a public interest test. Whenever the Town Council has to consider the release of such information, it will contact the relevant organisation to obtain its opinions on the release of the information and any exemptions they may think relevant. However the Town Council will make the final decision relating to the disclosure of the information.

The Town Council can also withhold information contained in contract where any of the other exemptions listed in the FOIA or EIR are appropriate. All future contracts

should contain a clause obliging contractors to co-operate fully and in a timely manner where assistance is requested in responding to an FOIA or EIR request.

### **How information will be published**

The Town Council's information will be published on the Town Council's website via a publication scheme. It is the responsibility of the Clerk to ensure that the information covered by this scheme is routinely available.

In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information will be arranged within a reasonable timescale.

The Town Council shall make a disclosure log available on the Town Council website that sets out responses to previous FOI requests.

### **Charges**

The Town Council will make no initial charges for making an FOI request.

In some cases where a request is manifestly unreasonable (generally speaking, when a request takes over 18 hours to prepare) the Town Council shall charge an appropriate fee for complying with the request. The fee will be to cover administrative costs of the staff. This fee shall be £25 per hour of work, meaning that the maximum charge is £450. The Town Council also has a right to issue a refusal notice due to excessive costs.

If a charge is made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Request for a review**

The Town Council shall carry out a review whenever the requester expresses dissatisfaction with the outcome. This request should be made within 20 working days of receipt of the Town Council's response, and the requestor should set out what they are not satisfied with.

The Town Council shall conduct a review within 20 working days.

If the requester is not happy with the outcome of the review, they have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF





## **Subject Access Request Policy**

**This document sets out the council's policy on how we deal with requests for information. This policy is created in conjunction with the Council's Freedom of Information Policy.**

**Vivien Little**

**Town Clerk**

**XXX 2023**

## **Introduction**

The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (The Act) gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with seven principles (Article 5 of the GDPR), which make sure that personal information is:

- a) processed lawfully, fairly and in a transparent manner;
- b) collected and processed for specified, explicit and legitimate purposes that have been made clear to data subjects at the start of the processing, and unless agreed, cannot be processed in any other way;
- c) adequate, relevant, and limited to what is necessary for the purpose;
- d) accurate and kept up to date;
- e) not kept for longer than is necessary and subject to appropriate technical and organisational measures to safeguard the rights and freedoms of individuals;
- f) processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing; and
- g) the Data Controller must be able to demonstrate compliance with GDPR principles with correct documentation.

Under data protection law, individuals are provided with important rights (Articles 13 and 15). These are:

- i. right to be informed if there is data held about the individual;
- ii. right of access to information held about the individual (subject to any exemptions);
- iii. right to rectification about data which the individual feels is inaccurate;
- iv. right to erasure (right to be forgotten) – but this is subject to certain exclusions;
- v. right to restrict processing if the individual feels that the data is not being used as intended;
- vi. right to data portability – this means that data can be transferred to another organisation or the individual;
- vii. right to object to how data is used; and
- viii. rights related to automated decision making including profiling.

## **Purpose**

This document sets out our policy for responding to Subject Access Requests (SARs) under the General Data Protection Regulations and Data Protection Act 2018.

The Town Council regards the Act as an important mechanism in achieving an honest, safe and open relationship with members of the public, parish councillors and employees.

Subject access requests are most often used by individuals who want to see a copy of the information the Town Council holds about them. However, subject access requests go further than this and an individual is entitled to be:

- told whether any personal data about them is being processed;
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;
- given a copy of the personal data; and
- given details of the source of the data (where this is available)

An individual can also request information about the reasoning behind any automated decisions taken about him or her, such as a computer-generated decision for assessment of performance at work. The Town Council does not currently use any computer-generated decision making.

The aim of this policy is to ensure that the Town Council complies with its legal obligations under GDPR and the Act and can evidence that we have done so. It also aims to ensure that the Town Council:

- has robust processes in place for dealing with SARs, saving time and effort;
- increase levels of trust and confidence by being open with individuals about the personal information we hold; and
- improve the transparency of Town Council activities in line with the public policy requirements.

### **Scope**

This policy outlines how an applicant can make a request for their personal information under the Act and how it will be processed.

This is not a legal document. It does not confer rights nor override any legal or statutory provisions which either require or prevent disclosure of personal information.

This document considers the key features of the Act and outlines how we will take steps to ensure compliance in relation to requests for personal information.

Requests for access to the records of people who are deceased are not within the scope of this Policy as the Act only applies to the data of living individuals. Such request will be treated as requests for access to information under the Freedom of Information Act or as miscellaneous requests, depending on the nature of the data and the reason that the data is being requested.

### **What is the Town Council's general policy on providing information?**

Keswick Town Council welcome the rights of access to information that are set out in the GDPR and the Act. We are committed to operating openly and to meeting all reasonable requests for information that are not subject to specific exemptions in the Act.

Subject Access Requests fall within the data protection statutory framework and the ability to identify and appropriately handle a request for information is considered to be part of every member and/or employee of the Council.

### **How do you make a subject access request?**

A Subject access request is a written request for personal information (known as personal data) held about you by the Town Council. Subject Access Requests can be made verbally, but to ensure no confusion, we prefer to receive them in a written format. Generally you have the right to see what personal information we hold about you; you are entitled to be given a description of the information, what we use it for, who we might pass it onto, and any information we might have about the source of the information.

However, this right is subject to certain exemptions that are set out in the GDPR and the Data Protection Act 2018.

A valid subject access request should be made in writing via email to [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk) or by post to:

Town Clerk  
Keswick Town Council  
Council Offices  
50 Main Street  
Keswick  
CA12 5JS

Individuals may make a Subject Access Request using social media that the Town Council is responsible for, but we do not recommend this as social media is not monitored as often as email or post is.

We may require you to complete a request form to ensure we have all the details we need to locate the information you require but we will not use this as a way of extending the time limit for responding.

### **What is personal information?**

Personal data is information that relates to a living individual who can be identified from the information and which affects the privacy of that individual, either in a personal or professional capacity. Any expression of opinion about the individual or any indication of the intentions of any person in respect of the individual will be personal data.

Provided the information in question can be linked to an identifiable individual, the following are likely to be examples of personal data:

- An individual's salary or other financial information.
- Information about an individual's family life or personal circumstances, employment, or any opinion about an individual's state of mind.

- Special category personal information – an individual's racial or ethnic origin, political opinions, religious beliefs, genetics, biometrics, physical or mental health, sexual orientation, and membership of a trade union.

### **What do we do when we receive a Subject Access Request?**

We will first check that we have enough information to be sure of your identity.

If the person requesting the information is a relative/representative of the individual concerned, then the relative/representative is entitled to personal data about themselves but must supply the individual's consent for the release of their personal data. If you have been appointed to act for someone under the Mental Capacity Act 2005, you must confirm your capacity to act on their behalf and explain how you are entitled to access their information. If you are the parent/guardian of a child under 16, we will need to consider whether the child can provide their consent to you acting on their behalf.

Should you make a Subject Access Request but you are not the data subject, you must stipulate the basis under the GDPR that you consider makes you entitled to the information.

### **Collation of information**

We will check that we have enough information to find the records you requested. If we feel we need more information, then we will promptly ask you for this. We will gather any manual or electronically held information and identify any information provided by a third party or which identifies a third party.

When responding to a SAR that involves providing information that relates both to the individual making the request and to another individual we do not have to comply with the request if to do so would mean disclosing information about another individual who can be identified from that information, except where:

- the other individual has consented to the disclosure; or
- it is reasonable in all the circumstances to comply with the request without that individual's consent.

We may sometimes be able to disclose information relating to a third party and the decision will be on a case by case basis. The decision to disclose will be based on balancing the data subject's right of access against the third party's individual rights in respect of their own personal data. If the third party consents to disclose then it would be unreasonable not to do so. However, if there is no consent, we will decide whether it is 'reasonable in all the circumstances' to disclose the information and will consider the following:-

- Is there any duty of confidentiality owed to the third party?;
- Any steps we have taken to try and obtain third party consent;
- Whether the third party is capable of giving consent; and
- Any stated refusal of consent by the third party.

Before sharing any information that relates to third parties, we may anonymise information that identifies third parties not already known to the individual and edit information that might affect another party's privacy. We may also summarise information rather than provide a copy of the whole document.

### **Issuing our response**

Once any queries around the information requested have been resolved, copies of the information in a permanent form will be sent to you except where you agree, where it is impossible, or where it would involve undue effort. In these cases, an alternative would be to allow you to view the information at the Town Council offices.

We will explain any complex terms or abbreviations contained within the information when it is shared with you. Unless specified otherwise, we will also provide a copy of any information that you have seen before.

### **Will we charge a fee?**

The GDPR does not allow us to charge a fee except when further copies are requested, then we may charge a reasonable fee based on administrative costs.

### **What is the timeframe for responding to Subject Access Requests?**

We have one calendar month to provide you with the information or to provide an explanation about why we are unable to provide the information from when we have received all the information necessary to identify you and to identify the information requested.

In many cases, it will be possible to respond in advance of the one calendar month target and we will aim to do so where possible. If it is an exceptionally complex request, we will inform you regarding this, and in those cases we can take up to three months to respond to the request.

### **Are there any grounds we can rely on for not complying with a Subject Access Request?**

#### Previous request

If you have made a previous Subject Access Request we must respond if a reasonable interval has elapsed since the previous request. A reasonable interval will be determined upon the nature of the information, the time that has elapsed, and the number of changes that have occurred to the information since the last request.

#### Exemptions

The Act contains a number of exemptions to our duty to disclose personal data and we may seek legal advice if we consider that they may apply. Possible exemptions would be to safeguard:

- national security;
- defence;
- public security;
- the prevention, investigation, detection or prosecution of criminal offences;

- other important public interests, economic or financial interest, including budgetary and taxation matters, public health and security;
- the protection of judicial independence and proceedings;
- breaches of ethics in regulated professions;
- monitoring, inspection or regulatory functions connected to the exercise of official authority regarding security, defence, other important public interests or crime/ethics prevention;
- the protection of the individual, or the rights and freedoms of others; and
- the enforcement of civil law matters.

### **What if you identify an error in our records?**

If we agree that the information is inaccurate, we will correct it and where practicable, destroy the inaccurate information. We will also relay information this information to any relevant third party.

If we do not agree, or feel unable to decide whether the information is inaccurate, we will make a note of the alleged error and keep this on file.

### **Our complaints procedure**

If you are not satisfied with our actions, you can seek recourse through our complaints procedure or the Information Commissioner.

The Town Council will deal with any written complaint about the way a request has been handled and about what information has been disclosed.

To make a complaint, contact:

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

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

### **Complaining to the Information Commissioner's Office**

If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner. The Information Commissioner's Office will make an initial assessment of the case before carrying out an investigation. The Information Commissioner's Office has written guidance notes for applicants on how to complain and published it on their website <https://ico.org.uk/make-a-complaint/>

**Town Clerk**

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**From:** Linda Cook <hedgehogsrus@mail.com>  
**Sent:** 07 January 2023 19:17  
**Subject:** Hedgehog Highway Project  
**Attachments:** Council Letter2.docx; List of YES Councils.docx

Happy New Year and thank you for taking time to read this Email :-)

I would like to tell you about my Hedgehog Highway Project, which over 70 Parishes & Towns are taking part in. Many more are adding it to their next council meeting agendas.

Please read about the project here: <https://hedgehogsrus.co.uk/hedgehog-highway-project>

The attached letter and the following video should also tell you all that you need to know: <https://fb.watch/hVvErnqMDC/>

Please would you be so kind as to add it to the agenda of your next meeting?

I really hope you choose to take part as together we can make the whole of the UK hedgehog friendly!

Follow the project on Facebook: Hedgehogs R Us.

Thank You!

Linda Cook, Hedgehogs R Us





# Hedgehogs R Us

Linda Cook  
12 Richmond Close  
Market Weighton  
YO433EX

[HedgehogsRus@mail.com](mailto:HedgehogsRus@mail.com)

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

## Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates. A Highway surround raises awareness to their plight and encourages others to take part.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- \* 50 Hedgehog Highway surrounds & 50 information leaflets
- \* A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- \* Donate the Highways and leaflets to your local school to educate in wildlife conservation
- \* Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

## Councils who have ordered

1. Kirkbampton	clerk@kirkbamptonweb.co.uk	P
2. Denby	clerk@denbyparishcouncil.gov.uk	P
3. Somercotes	info@somercotesparishcouncil.org.uk	P
4. Angmering	admin@angmering-pc.gov.uk	P
5. East Preston	clerk@eastpreston-pc.gov.uk	P
6. Aston Clinton Parish Council	clerk@astonclinton.org	P
7. Aylesbury Town Council	info@aylesburytowncouncil.gov.uk	P
8. Chesham Town Council	admin@chesham.gov.uk	P
9. Ellesborough Parish Council	clerk@ellesborough.org.uk	P
10. Edlesborough Northall & Dagnall Parish Council	clerk@edlesborough-pc.gov.uk	P
5. East Preston	clerk@eastpreston-pc.gov.uk	P
6. Aston Clinton Parish Council	clerk@astonclinton.org	P
7. Aylesbury Town Council	info@aylesburytowncouncil.gov.uk	P
8. Chesham Town Council	admin@chesham.gov.uk	P
9. Ellesborough Parish Council	clerk@ellesborough.org.uk	P
10. Edlesborough Northall & Dagnall Parish Council	clerk@edlesborough-pc.gov.uk	P
11. Haddenham Parish Council	clerk@haddenham-bucks-pc.gov.uk	P
12. Pitstone Parish Council	parishclerk@pitstone.co.uk	P
13. Stone with B'stone & Hartwell Parish Council	clerk@sbhpc.org	P
14. Weston Turville Parish Council	clerk@westonturville-pc.gov.uk	P
15. Stratford St Mary Parish Council	parishcouncil@stratfordstmary.org.uk	P
16. Warmington Parish Council	clerk@warmington.org	P
17. Raunds	clerk@raunds-tc.gov.uk	P
18. Burbage Parish Council	Kirsty.Jones@burbage-council.co.uk	P
19. Blandford Forum Town Council	admin@blandfordforum-tc.gov.uk	P
20. Ferring	parishoffice@ferringparishcouncil.org.uk	P
21. Little Clifton	littlecliftonpc@outlook.com	P
22. Whitwell Parish Council	clerk@whitwell-pc.gov.uk	P
23. Cosby Parish Council	clerk@cosbyparishcouncil.org.uk	P
24. Penistone Town Council	admin@pentowncouncil.gov.uk	P
25. Bognor Regis Town	bognortc@bognorregis.gov.uk	P
26. Netherbury Parish Council	netherbury@dorset-aptc.gov.uk	P
27. Keighley Town Council	townclerk@keighley.gov.uk	P
28. Ripponden Parish Council	clerk@rippondenparishcouncil.co.uk	P
29. Lytchett Matravers Parish Council	lytchettmatravers@dorset-aptc.gov.uk	P
30. Mobberley	clerk@mobberleyparishcouncil.co.uk	P
31. Alderley Edge	clerk@alderleyedge-pc.gov.uk	P
32. Keynsham Town Council	townclerk@keynsham-tc.gov.uk	P
33. Poynton	Kate.Mcdowell@poyntontowncouncil.gov.uk	P
34. Chestfield	clerk@chestfieldparishcouncil.gov.uk	P
35. Egremont Town Council	Egremontmarkethall@outlook.com	P
36. Ceredigion County Council	Rachel.Auckland@ceredigion.gov.uk	P
37. Marston Parish Council	clerk@marstonparishcouncil.co.uk	P
38. Mountsorrel Parish Council	clerk@mountsorrelparishcouncil.co.uk	P

39. Houghton Regis Town Council	emily.gibson@houghtonregis.org.uk	P
40. Sandhurst Town Council	Martina@sandhurst.gov.uk	P
41. Barlborough Parish Council	clerk@barlboroughparishcouncil.gov.uk	P
42. Higham Ferrers	clerk@highamferrers-tc.gov.uk	P
43. Hartford Parish Council	clerk@hartfordparishcouncil.org.uk	P
44. Highcliffe and Walkford Parish Council	trish.jamieson@highcliffewalkford-pc.gov.uk	P
45. Kingsmead Parish Council	clerk@kingsmeadpc.org.uk	P
46. Laleston	clerk@lalestoncommunitycouncil.gov.uk	P
47. Pyle Community Council	clerk@pylecommunitycouncil.co.uk	P
48. Misterton Parish Council	theclerk@misterton-notts-pc.gov.uk	P
49. Tibshelf Parish Council	theclerk@tibshelfparishcouncil.gov.uk	P
50. Thurlaston Parish Council	clerk@thurlastonparish.org.uk	P
51. Catshill and North Marlbrook Parish Council	parishclerk@catshillandnorthmarlbrook-pc.gov.uk	P
52. Leicester Forest East Parish Council	clerk@lfeeparishcouncil.org.uk	P
53. Peasedown St John Parish Council	clerk@peasedownstjohnparishcouncil.gov.uk	P
54. Kimberley Town Council	theclerk@kimberley-tc.gov.uk	P
55. Leighton Linlade Town Council	mark.saccoccio@leightonlinlade-tc.gov.uk	P
56. Lyme Regis Town Council	townclerk@lymeregistowncouncil.gov.uk	P
57. Charmouth Parish Council	charmouth@dorset-aptc.gov.uk	P
58. Campton and Chicksands Parish Council	clerk@camptonandchicksands-pc.gov.uk	P
59. Burley Parish Council	clerk@burleyparishcouncil.co.uk	P
60. Maulden Parish Council	clerk@maulden-pc.gov.uk	P
61. South Hanningfield Parish Council	Shpc1@hotmail.com	P
62. Bedwas, Trethomas and Machen Community Council	clerk@btmcc.co.uk	P
63. Birstall Parish Council	admin@birstallpc.org.uk	P
64. Anstey Parish Council	clerk-ansteypc@hotmail.co.uk	P
65. Runwell Parish Council	runwell.parish.council@gmail.com	P
66. St Eval Parish Council	sherman1@waitrose.com	P
67. Newquay Town Council	corporateservice@newquay.town	P
68. Heyford Park Council	clerk@heyfordpark-pc.gov.uk	P
69. Llanbedr Pont Steffan/Lampeter	clerc@lampeter-tc.gov.uk	P
70. Conwy Town Council	rachel.lees@conwytowncouncil.gov.uk	
71. Rawcliffe PC	clerk@rawcliffeparishcouncil.gov.uk	P
72. Bosham	parish.clerk@boshamvillage.co.uk	P
73. St Just	townclerk@stjust.org	P



**Town Liaison Forum – Notes of meeting held on Tuesday 13<sup>th</sup> December 2022  
in The Suite, Rawnsley**

<p><b>Attendees:</b>                  Vivien Little – Town Clerk                  Andy Murphie – Vicar, Crosthwaite                  James Robson – Keswick Ministries                  Simon Overend – Keswick Ministries                  Murray Lawrie – Keswick Ministries</p>	<p><b>Apologies:</b>                  Duncan Miller – Keswick Town Council                  Jodi Whitehouse – Keswick Ministries                  Peter Aiston – Cumbria Police                  Katie Callon – Police (Civil Contingencies)                  Katy Maher – Police (Counter Terrorism)                  Jim Walker – Cumbria Tourism                  Paul Titley – Keswick Town Council</p>
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1. Welcome & apologies.
2. Notes from September meeting. No actions or matters arising.
3. Situation report and updates from forum representatives.
  - i. Andy Murphie reported on the Warm Spaces initiative which has been well received. He also mentioned that in general churches are recovering from the impact of Covid. Andy has taken up the chairmanship of Churches Together in Keswick.
  - ii. Vivien Little reported that the Town Council had made a grant towards the Warm Spaces initiative; that they were busy with Christmas activities; and that the May local elections will be a big piece of work. Council are co-opting a new member.
4. Items raised by Keswick Town Council:
  - i. Environmental considerations including recycling, single use plastic and paper usage; and energy consumption: KM are building on good work to date and seeking to do more. Now using Biffa for waste; they are able to handle more recycling than Allerdale did. As ever, good provision and clear communication will be key. Good for KM, Town Council and Churches to be working together with consistent messaging.
  - ii. Skiddaw Street car parking update: New CPS director reviewing and revising KM provision to include greater flexibility plus the option of a paper-based transferable permit – to be rolled-out next year. On wider parking provision in Keswick: The street permit provision has not been progressed and seems unlikely to be implemented in the short-term. The planned signage to direct vehicles into Keswick from the west has not been progressed and will probably now be passed on the new Cumberland authority in April.
5. Updates from KM:
  - i. Jodi Whitehouse joined the team as Operations Director on 1<sup>st</sup> November. Jodi and family plan to move to Keswick over the next year.
  - ii. The Pencil Factory refurbishment is nearing completion with the building essentially now usable. The recent KTA and CT members meetings have been very positive about the space and its potential to draw new business to Keswick. An open day will be held on Friday 3<sup>rd</sup> February 2023. We anticipate usage will build slowly, alongside our ability to manage and run it. We are seeking to provide some community spaces on the ground floor at discounted pricing.
  - iii. Teaching & Training Events: Next March will see our first Churches Weekend Away, with those attending finding their own accommodation in the town.

- iv. The theme of next year's Convention (15<sup>th</sup> July to 4<sup>th</sup> August) is Human – looking at what we are called to be, created in God's image.
6. TFL business attendees: Suggestions sought for those who might be invited to join the forum to represent businesses, with those who have not been able to attend invited to stand-down.
7. 2023 meeting dates:
  - Tuesday 14<sup>th</sup> February
  - Tuesday 9<sup>th</sup> May
  - Tuesday 12<sup>th</sup> September
  - Tuesday 12<sup>th</sup> December