

KESWICK TOWN COUNCIL

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

Email: townclerk@keswicktowncouncil.gov.uk

12th May 2022

The Annual Meeting of Keswick Town Council to be held in the Council Chamber, Town Hall, Keswick on **Thursday 19th May 2022 at 7.00 p.m.**

Yours sincerely



**Viven Little
Town Clerk**

A G E N D A

1. Election of Chairman (Town Mayor)

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

2. Election of Deputy Chairman (Deputy Mayor)

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

3. Apologies

To receive apologies for absence.

4. Minutes

To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on 21st April 2022.

5. Co-option of Councillor

- i) To receive a presentation from 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) To select a candidate to fill the vacancy in the West Ward.
- iii) To receive the Declaration of Acceptance of Office.

6. 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.

7. 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.

- 8. Police Report**
To receive the report of the Allerdale Rural Neighbourhood Policing Team.
- 9. Keswick Fair Trade**
To receive an update from Johanna Alberti of Keswick Fair Trade to inform members of the latest activities.
- 10. Matters to be received from the Public**
Members of the public wishing to raise items should notify the Clerk by email no later than 24 hours before the start of the meeting. 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.
- 11. 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.
- 12. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
 - ii) To receive an update on National Park planning decisions.
- 13. Licencing Applications**
To receive Licensing Group report on licensing applications received for period 15th April – 12th May 2022.
- 14. Mayors Report**
To receive details of the Mayor's engagements and meeting attendance for the period 15th April 2022 – 19th May 2022.
- 15. Annual Review of Standing Orders**
To review the current Standing Orders and consider any revisions recommended by the Clerk.
- 16. Standing Committee and Working Group Members**
To appoint members to serve on the undermentioned working groups/committees:
 - i) Staffing Committee
 - ii) Events Committee
 - iii) Planning Group
 - iv) Environmental Working Group
 - v) Visitor Management Working Group
- 17. Outside Bodies & Liaison Meetings**
To appoint representatives on outside bodies and to attend liaison meetings e.g. Allerdale 3 tier meetings, LDNPA forum.
- 18. Chairman's Allowance**
To fix the amount of the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 (budget provision £2,000) and to note timing of payments.
- 19. Schedule of Meetings 2022/23**
To confirm the date and times of ordinary meetings of the Council for the ensuing year.
- 20. Schedule of Charges**
To confirm the level of charges to be set for 2022/23.

21. Payment of Accounts

To confirm the payment of accounts for May 2022 as approved by the Inspection Committee (to be circulated at the meeting) for:

- i) The Town Council;
- ii) The Trusts

22. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives;
- ii) Cumbria County Council Ward Representative;
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative.

23. Policies for adoption

To adopt the following policies:

- i) Model Publication Scheme
- 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)

24. Correspondence

To consider a request for support from the Keswick Museum.

25. Committee Minutes

To receive for information the minutes of the Events Committee meeting held on Tuesday 15 March 2022 and Tuesday 19 April 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’

26. Telephone System Update

To consider the report of the Responsible Financial Officer.

27. Committee Minutes

To receive for information the Minutes of the Staffing Committee meetings held on Tuesday 9 March 2022 and Tuesday 10 May 2022.

To: All Councillors, Press, Police

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

Minutes of the meeting of Keswick Town Council held on Thursday 21st April 2022 at 7.30 pm at the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick

Present:

Chairman
 Councillor Alan Dunn

Councillors		
David Burn	Allan Daniels	Steve Harwood
Sally Lansbury	Tony Lywood	Duncan Miller
Adam Paxon	Peter Terry	Paul Titley

Also present were Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press, and 6 members of the public

240. Apologies

Apologies for absence were received from Councillor Forsyth. His apologies were noted and accepted by full Council.

241. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council Meeting held on 17th March 2022 (pages 59-65).

242. Requests for Dispensations

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

243. Declarations of Interests

No declarations of interest were made at this meeting.

244. Co-option of Councillor

Councillors received presentations from three members of the public who had put themselves forward for co-option.

Following the first round of voting, one candidate was eliminated.

Following the second round, there was no clear majority (6 votes were required), which was the same on the third and fourth round of voting, therefore the Mayor declared the vacancy unfilled, and to be readvertised and be brought back to the May meeting.

RESOLVED that the vacancy be filled by co-option at the May meeting of Town Council.

245. Police Report

RECEIVED the newsletter of the Allerdale Rural Neighbourhood Policing Team.

246. Matters to be received from the Public

One member of the public spoke regarding agenda item 19, the buskers section of the Clerk's report, highlighting the increasing issues surrounding anti-social buskers in Market Square.

There had been issues in the past, however there appeared to be a newer generation of buskers, who had no consideration for the workers within Keswick who have to listen all day.

The member of the public acknowledged that Keswick Town Council had no powers to stop buskers, beyond handing out a Code of Conduct, and that staff had done their best to talk to talk to the offending buskers.

247. Matters to be raised by Councillors

No items were raised by Councillors at this meeting.

248. Applications for Development

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

Plan Ref.	Description of Development Location
T/2022/0047	Remove 1 ornamental cherry blossom tree Wendover, Stanger Street, Keswick, CA12 5JU <i>Object – This is an attractive small tree of a slow growing variety in the conservation area. In the absence of any advice from a tree specialist we object to the removal of this tree but would support any recommendations for good tree management</i> OBJECT
T/2022/0052	Fell 1x Holly Tree 2, Millbank, Keswick, CA12 5LX <i>Object – we consider trees to be an important feature in conservation areas and should be retained where possible. This tree appears to be in good health and provides an important habitat for wildlife. We object to its removal but would support any specialist recommendation for good tree management</i> OBJECT
T/2022/0061	T1 - Oak - crown reduction by 2-3m to appropriate pruning points. T2 - Oak - pollard to habitat stick. T3 - Oak - pollard to habitat stick T4 - Oak - crown reduction by 2-3m to appropriate pruning points T5 - Sycamore - reduce longest limb to 3m Claremont House, Chestnut Hill, Keswick, CA12 4LT- <i>No comments made</i> SUPPORT
7/2022/2031	Demolition of existing garage and build replacement, replacement porch and bay window to the front of property 7 Springs Road, Keswick, Cumbria, CA12 4AQ <i>No comments made</i> SUPPORT
7/2022/2038	Construction of bike hire kiosk The Hub, Elliott Park, Keswick, CA12 5NZ <i>No comments made</i> SUPPORT
7/2022/2058	Ground and first floor extension to the rear Fernbank, Penrith Road, Keswick, CA12 4LJ

No comments made

SUPPORT

7/2022/2062

Change of use of guest house to self catering holiday letting accommodation including changes to the rear of the boundary wall to accommodate a parking bay for one vehicle

7, Eskin Street, Keswick, CA12 4DH

Object – This is the 20th application of this type since June 2020. We have no objection to the proposed changes at the rear to form a parking bay for one vehicle. On the main reason for this application we are concerned that only limited information is provided with no plans and no clear clarification on how this Change of Use would be managed.

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

OBJECT

7/2022/2076

Change of use from guest house to self catering holiday letting accommodation

Dollywaggon Guest House, 17 Helvellyn Street, Keswick, CA12 4EN

Object – this is the 21st application of this type since June 2020. We are concerned that only limited information is provided with no plans and no clear clarification on how this Change of use would be managed. 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

OBJECT

7/2022/2080

Erection of an annexe associated with the existing dwelling

1, Forge Close, Keswick, CA12 4NG

Support – subject to the annexe having a local occupancy condition as the design shows it could be used as a self contained separate dwelling

SUPPORT

7/2022/2088

Change of use of guest house to self catering holiday letting accommodation

12 , Ambleside Road, Keswick, Cumbria, CA12 4DL

Object – This is the 22nd application of this type since June 2020. We are concerned that only limited information is provided with no plans and no clear clarification on how this Change of use would be managed. 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

OBJECT

7/2022/2092

Demolition of existing single storey detached garage and replacement with a new garage with the same dimensions
14, Manor Park, Keswick, CA12 4AA

No comments made

SUPPORT

7/2022/2099

Erection of steel mesh panel at rear of property from first floor to ground level of the fire escape
13 Bank Street, Keswick, CA12 5JY

No comments made

SUPPORT

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

249. Licensing Applications

RECEIVED Licensing Group report on licensing applications received for period 11th March – 14th April 2022.

250. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 11th March 2022 – 14th April 2022.

251. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Markus Campbell-Savours (Allerdale Borough Council) updated Keswick Town Council regarding the leisure centre consultation. The report had been completed, but Allerdale Borough Council were not releasing the information at this time. He also informed members that there was an update regarding signage for parking, and would feedback information. Councillor Daniels informed Keswick Town Council that he had investigated the recent increase in disabled parking spaces at several car parks, and confirmed that there was a duty to create a number of disabled parking spaces at each Allerdale Owned car park.
- ii) Cumbria County Council – Councillor Lywood informed members of a motion he intended to bring to the next full meeting of Cumbria County Council to lobby Central Government to remove Small Business Rates Relief from furnished holiday lets.
- iii) Lake District National Park Authority North Distinctive Area Parishes – Dr Geoff Davies (Lake District National Park Authority North Distinctive Area Parishes representative) submitted a written report, but he also added that there were more requests for change of use conversions from bed and breakfast to holiday let coming to the Development Committee. It had been discovered that the amount of conversations taking place within Keswick was equal to the rest of the National Park put together.

RECEIVED the report of the Lake District National Park Authority North Distinctive Area Parishes Representative.

252. Payment of Accounts

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

- i) The Town Council, vouchers 268 – 14, amounting to £38,042.41 (thirty eight thousand and forty two pounds and forty one pence)
- ii) The Parks Trusts, vouchers, HP231 – FP8, amounting to £15,402.88 (fifteen thousand four hundred and two pounds and eighty eight pence)

253. Twinning

Consideration was given to the report of the Clerk.

RESOLVED that a working group formed of Councillors Dunn, Terry and Titley be formed to begin work investigating twinning Keswick with a town in Ukraine.

254. Budget Summary Comparisons as at 31st March 2022

RECEIVED budget comparisons for the 4th Quarter.

255. Annual Review of Revised Financial Regulations

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

RESOLVED that the changes to the Financial Regulations be agreed.

256. Assets Register

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

RESOLVED that the Asset Register be approved and adopted.

257. Insurance Renewal Review

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

RESOLVED that the current contract with Zurich Insurance be extended for a further period of three years.

258. Clerk's Report

Consideration was given to the report from the Clerk.

RESOLVED that:

- i. a grant for £2,000 be approved from the current grants budget to be given to Keswick Community Asset Company to cover the donation given to the Keswick Town's Ukrainian Humanitarian Appeal.
- ii. the start time of Keswick Town Council meetings be moved to 7pm from the May meeting, and the Standing Orders updated accordingly; and
- iii. a sign displaying the Busking Code of Conduct be replace on the tree where the old sign was placed.

259. Consultations

RESOLVED that:

- i. the Clerk respond to the Lake District National Park's Consultation agreeing with their proposals; and
- ii. the Clerk respond to the NALC consultation highlighting that for small councils, the provision of local occupancy housing and high housing prices was a factor driving away young people from the area.

260. Reports from Representatives on Outside Bodies

RECEIVED reports from the following representatives:

- i) Keswick Convention Town Liaison Group – Duncan Miller
- ii) Keswick Flood Action Group – Paul Titley

261. Minutes of Committee Meetings

RECEIVED for information the Minutes of the Events Committee meeting held on 9 February and 15 March 2022.

The meeting closed at 9.36p.m.

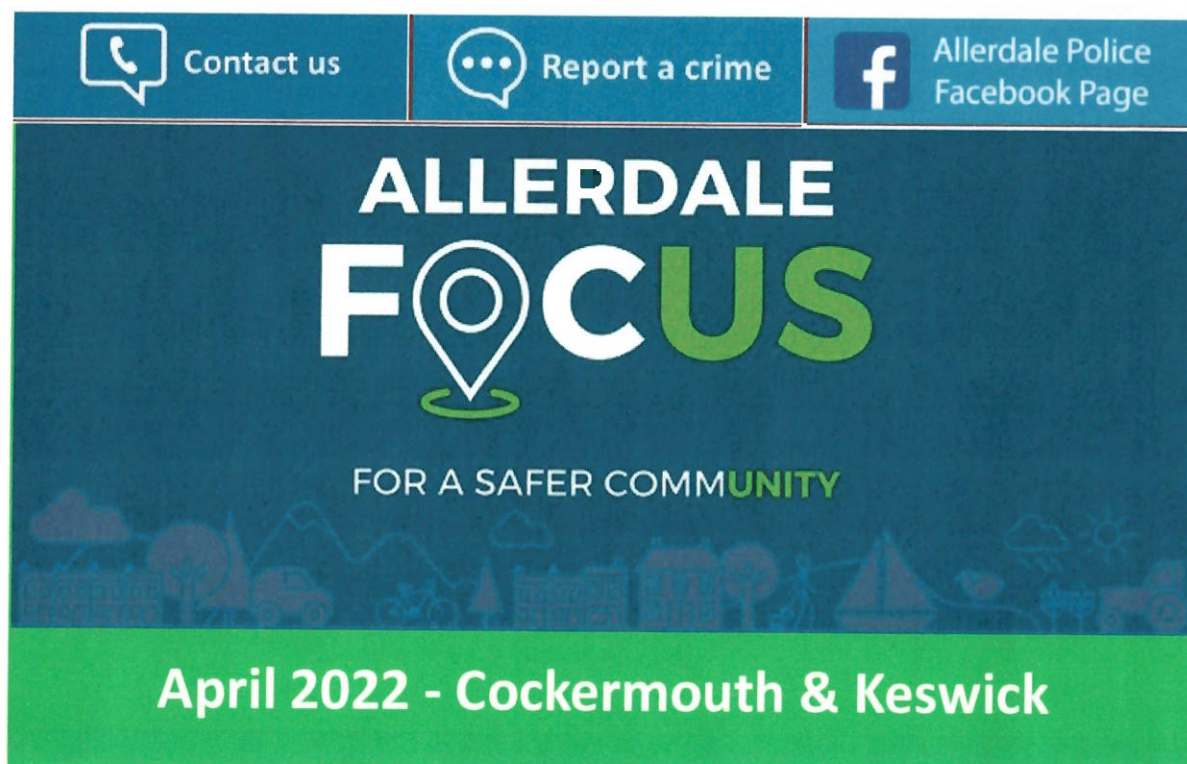
Chairman

Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 14 April 2022 11:35
To: Ania Mlynczak
Subject: April 2022 - Cockermouth & Keswick

[View in browser](#)



Making roads safer in Cockermouth

PCSO Clare Parker and Sergeant Leesa Edwards received a speeding complaint from the parish council following concerns of speeding vehicles on Lamplugh Road, Windmill Lane and Strawberry How Road, Cockermouth.

The locations were shared with the west Cumbria CRASH group (Collision Reduction and Safer Highways).

We also covered these locations in our [February 2022 newsletter](#).

Windmill Lane was reviewed a few months ago following a speed complaint, there was no killed or serious injury collision data so removed from the CRASH group's agenda.

Lamplugh Road was reviewed in early 2022 with new traffic data obtained, good compliance with the speed limit and no incidents of a collision causing death or serious injury. Therefore it has been removed from the CRASH group's agenda.

Strawberry Howe Road was reviewed in March with new traffic data obtained which showed good compliance with the speed limit and no incidents of a collision causing death or serious injury. The initial concerns are believed to be due to perceived speed due to ongoing building work for a new housing estate. The location has been removed from the CRASH agenda as no evidence to support enforcement or engineering works.

Despite all three areas being removed from the CRASH agenda, this is under constant review.

StreetSafe survey

Following a report of a suspicious person and vehicle in the area of Castlegate Drive, Cockermouth, we issued a StreetSafe Survey to gather information from the community.

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

Community reporting is vital in assisting us provide an effective police service to you.



Crime prevention visit

PCSO Clare Parker conducted a crime prevention visit to a vulnerable person within Cockermouth after their family reported they paid money to people to carry out work which was not carried out.

Clare provided advice and how to make the property more secure.

Age UK leaflets were also given on what support and activities are available in the area.

You can find out activities happening in your area here - [Welcome to Age UK West Cumbria](#).

Open day and care fair

PCSO Clare Parker attended an event at Caldbeck Village Hall by Community Catalysts, the [Northern Fells Group](#) and the [Dementia Action Alliance \(DAA\)](#) on Tuesday 22nd March.

The event was an opportunity to find out about care in the community for loved ones.

Partners from AgeUK, Alzheimer's UK, West Cumbrian Carers, Cumbria Action for Sustainability (Cafs) and others were also in attendance.

Clare attended to give local people an opportunity to report any issues, learn how they can contact police and my role as their local PCSO.

Allerdale Hub referrals

PCSO Clare Parker has been responding to referrals that have been made to the Allerdale Local Focus Hub partners.

Potts Terrace, Cockermouth

Following an ongoing neighbourhood dispute, a joint agency visit with Westfield House was conducted to visit residents. One person was given an acceptable behaviour agreement which is a voluntary between agencies and the individual, if breached it can be used as evidence if enforcement action needs to be taken.

Reports have since decreased on the issue.

Gilcrux

Clare attended Gilcrux and visited and spoke with both parties of a neighbourhood dispute. Clare offered mediation which will go ahead if they both agree.

PCSO Pete Nichols speaks to schools and youth groups about Neurodiversity

Pete has been visiting a number of schools and youth groups this month.

Pete has Autism, ADHD, Dyslexia, a Chromosome disorder and traits of OCD so uses his life learned experiences to engage with young people who may have neuro disabilities.

Cumbria Academy of Autism

Pete attended the academy on the 10th March to talk to students in year 10 and 11 with autism about working for the police. He also discussed county lines drug supply and exploitation, focussing on how young people can be targeted.



You can find out more about county lines and how to spot the signs → [County lines - Cumbria Constabulary](#)

The academy caters for pupils from all over Cumbria including those from the Keswick area who have autism.

Keswick Youth Group

Pete held a meeting with Keswick Youth Group on Thursday 17th March to see if there is a need for an Autism Youth Group to be set up in the Keswick.

The group would be set up in Partnership with Shirley Murphy of the Allerdale & Copeland Autism support group.

We will update you when we can if a group is being set up.

Bassenthwaite School

Pete attended Bassenthwaite School on Tuesday 29th March (pictured below) as part of Neurodiversity Week and spoke to the juniors about how the police support people with neuro disabilities and talked about ADHD, Autism, OCD, Bi-Polar, dyspraxia and other issues that can affect people.



Please let us know how
useful these newsletter
updates are



In other news

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](#).

Make a difference - PCSO recruitment extended

The recruitment window to become a PCSO in Cumbria has been extended until Sunday 24th April.

We are looking to recruit our next cohort of Police Community Support Officers (PCSOs) and are seeking people who like to engage with local communities and those who thrive on being at the heart of what matters.

Successful candidates would start late summer / early autumn 2022.



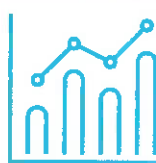
COULD YOU MAKE A DIFFERENCE?

BECOME A POLICE COMMUNITY SUPPORT OFFICER

APPLY NOW



[Find out more information here](#)



Crime Figures

Further information can be found on [Police.Uk](#)

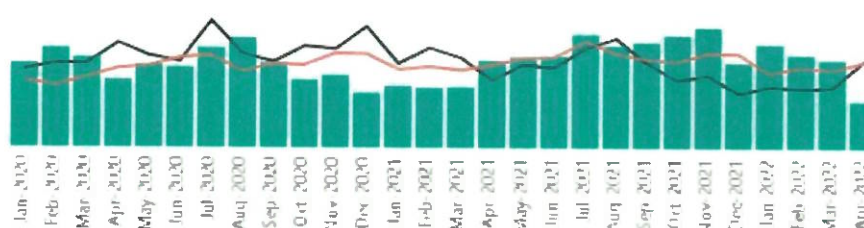
[Click here to visit the website](#)

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



Offence Group	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	10	12	-2	-16.7%
Burglary	1	1	0	0.0%
Drug offences	2	3	-1	-33.3%
Hate Incident	0	1	-1	-100.0%
Miscellaneous Crimes Against Society	6	2	4	200.0%
Possession of weapons offences	0	0	0	0.0%
Public order offences	11	6	5	83.3%
Reported Incidents	0	0	0	0.0%
Robbery	0	0	0	0.0%
Sexual offences	1	3	-2	-66.7%
Theft offences	15	6	9	150.0%
Vehicle Offences	3	3	0	0.0%
Violence against the person	41	25	16	64.0%
Total	90	62	28	45.2%

● 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:

[Workington](#)

[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](#).

Planning Applications received between 15/04/2022 - 12/05/2022		
Plan ref	Location	Description of Proposed Development
7/2022/2102	10, Southey Street, Keswick, CA12 4EF	Change of use of guest house to self catering holiday letting accommodation
7/2022/2106	3, Latrigg 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
7/2022/2108	Site to rear of 61 Headlands, Keswick, CA12 5ET	Amendment to condition 2 (plans), 6 (construction method statement) and 7 (renewable energy) on planning permission 7/2018/2308 - erection of local occupancy dwelling
7/2022/2113	14 , Ambleside Road, Keswick, Cumbria, CA12 4DL	Change of use from Guest house C1 to Holiday letting C3
7/2022/2122	4, Southey Street, Keswick, CA12 4HH	Proposed single storey rear extension, additional velux window in rear roof plane, change of front door
7/2022/2126	Proposed hotel on former Ravensfield Site, High Hill, Keswick, CA12 5NX	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
<p>NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or by e-mail to:</p> <p style="text-align: center;">townclerk@keswicktowncouncil.gov.uk prior to</p> <p style="text-align: center;">the meeting regarding any of the planning applications on this sheet.</p>		

Decisions Received from LDNPA

Planning Decisions Received between 15/04/2022 & 12/05/2022

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2021/2311	October-21	28, Eskin Street, Keswick,	CA12 4DG	Change of use from C1 to C3. No other changes to the site, access or design are intended.	SUPPORT/OBJECT	GRANTED		
7/2022/2014	February-22	90 Windebrowe Avenue, Keswick	CA12 4JD	Demolish flat roof garage to side and form 2 storey extension to side with off road parking formed.	SUPPORT	GRANTED		
7/2022/2040	February-22	49, Main Street, Keswick, Cumbria,	CA12 5DS	Remove fascia signage badge and replace with new signage. Repair and repaint existing fascia, shopfront and soffit. Add tiling to match existing stailiser to base of external columns and pilasters for durability. New projecting sign New A board. Decorate upper parts to building.	SUPPORT	GRANTED		
7/2022/2044	February-22	Cafe Hope, Lake Road, Keswick,	CA12 5DG	Proposed extension to food preparation area to existing cafe.	SUPPORT	GRANTED		
7/2022/2045	March-22	4 Cat Bells, Blencathra Street, Keswick	CA12 4HP	Demolition of existing garage, resurfacing the area with permeable tarmac, erection of 0.9m high vertical timber fence and erection of shed/store	SUPPORT	GRANTED		

AGENDA ITEM 13. 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.
Keswick Rugby Club – Keswick Beer Festival	Keswick Rugby Club Davidson Park, CA12 EG	For the Queens Jubilee & future years to change opening times for the Keswick Beer Festival to 11 am – 23.00pm		Support – No comments made	04.05.2022

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 19 TH MAY 2022

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 15th April 2022 – 19th May 2022

Saturday 16 th April	Gary McKee Cheque Presentation Fitz Park
Saturday 16 th April	Fitz Park Tandem Paraglide Fundraiser
Sunday 17 th April	GNAAS Honda Gold Wing Keswick Market Square
Tuesday 19 th April	Events Committee meeting
Thursday 21 st April	Annual Parish Council Meeting
Wednesday 27 th April	Start Round The Houses Race
Friday 29 th April	Mayor of Kendal Charity Dinner
Saturday 30 th April	Mayor of Allerdale Charity Dinner
Saturday 30 th April	Café HNW Official Opening
Wednesday 4 th May	Trusts EGM
Saturday 7 th May	Keswick Choral Society Spring Concert – Celebrating the Jubilee, held at St John's Church, attended by Deputy Mayor, Cllr Steve Harwood
Monday 9 th May	Keswick Tourism Association AGM
Tuesday 10 th May	Staffing Meeting
Saturday 14 th May	90 th Birthday Presentation – Lyzzick
Sunday 15 th May	Councillors "Get Together" Café HNW
Monday 16 th May	Mayor of Carlisle – New Mayor Installation
Wednesday 18 th May	Allerdale AGM – Hundith Hill
Thursday 19 th May	Annual Council Meeting

KESWICK TOWN COUNCIL

19 MAY 2022

STANDING ORDERS

I have been taking the opportunity to have a thorough review of the Standing Orders (enclosed). Most of the changes which I have made are small typographical changes. Changes introduced are marked in red and underlined on your copy.

Key changes to note are:

- The decision last month to begin the Town Council meetings at 7pm, to bring them in line with the Trust meetings has been included.
- The Standing Orders regarding Disorderly Conduct have been updated to ensure clarity in the role of the Chairman of the meeting.
- The Code of Conduct has remained as it is for the moment, as it is inline with Allerdale Borough Council's current Code of Conduct. Cumberland Council will be seeking to adopt the updated model Code of Conduct, and when CALC advise us of any change, Keswick Town Council will seek to adopt the new Code of Conduct at that point.
- We are seeking that the Staffing Committee make the Vice-Chairman of the Trust an ex-officio member of the Staffing committee, increasing the membership to up to six. This is due to the fact that the larger amount of staff employed are in the parks.
- The Terms of Reference for the Environmental Working Group are included, and I have included their works with the parks as part of the Terms of Reference to match the Town Council .

Vivien Little

11 May 2022

KESWICK TOWN COUNCIL

STANDING ORDERS

REVISED MAY **2021/2022**

For revision annually

Note: Standing Orders that are in bold type contain legal and statutory requirements

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1 Meetings

- a) Meetings of the Council shall be held on the third Thursday of each month at 7.30pm ~~00pm except for the December meeting which shall be held at 7.00pm~~. If there is a speaker the meeting may commence at ~~7.30-00pm~~.
- b) Smoking is not permitted at any meeting of the Council.
- c) Meetings take place in the Council Chamber, First Floor, 50 Main Street, Keswick. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- d) The order of business shall be stated on an agenda paper that shall be delivered to each Member at least 3 clear days prior to the date of the meeting along with the summons convening the meeting. Electronic service of the summons and agenda for the meeting shall be permitted on the requisition in writing of individual Councillors, at least three clear days before the meeting to include the electronic signature and title of the Proper Officer.
- e) **The minimum three clear days for notice of a meeting does not include the day on which notice was issued or the day of the meeting (subject to (f) below), a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- f) **The minimum three clear days' public notice for a Committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- g) Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two and a half hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.

2 The Statutory Annual Meeting

- a) In an election year, the Annual Council meeting shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b) In a year which is not an election year the Annual Council meeting shall be held on such day in May as the Council may direct.
- c) If no other time is fixed, the Annual meeting of the Council shall take place at 6.00pm.
- d) In addition to the statutory Annual Council meeting at least three other statutory meetings shall be held in each year on such dates and times as the Council may decide. In the case of this Council, meetings shall be held on the third Thursday of each month in the Council Chamber at 7.30pm-00pm ~~(apart from the December meeting and unless except if~~ there is a speaker).

3 Chairman of the Meeting

- a) The Chairman of the Council, if present, shall preside at a Council meeting. If the Chairman is absent from a meeting, the Vice Chairman of the Council, if present, shall preside. If both the Chairman and Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting. The Clerk must never assume the role of Chairman.

- b) In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- c) In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the Annual Meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- d) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- e) Nominations for the positions of Chairman (Mayor) and Vice Chairman (Deputy Mayor) must be submitted to the Proper Officer in writing at least 7 days before the Annual Council Meeting takes place.

4. Committees and Sub-Committees

- a) The Council may, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision.
- b) Except where otherwise agreed by the full Council, committees have the devolved powers to research, discuss and propose/recommend actions but they may not take decisions on behalf of the Council.
- c) Except where otherwise agreed, Committees must report back to full Council for approval of any decisions to be made.
- d) Committees may not have devolved powers to spend, unless specific agreement has been given by full Council, again recommendations to spend must be put to full Council.
- e) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- f) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

(A copy of the agreed Terms of Reference for the Staffing Committee, Events Committee, Planning Group and Environment Working Group is appended to these Standing Orders).

5. Extraordinary Meetings of the Council, Committees and Sub-Committees

- a) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b) The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.

- c) If the Chairman of a committee (or sub-committee) does not call an extraordinary meeting it may be convened on the requisition in writing of not less than a quarter of the members of the committee (or sub-committee). The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- d) **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**

6. Advisory Committees

- a) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) An advisory committee may consist of persons who are not members of the Council.
- e) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

7. Voting in Committees

- a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b) Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
- c) Only Councillors have voting rights at meetings (unless other representatives attending sign up to the Code of Conduct and sign a Declaration of Interests).

8. Order of Business

- a) The order of business shall be stated on the agenda paper that shall be delivered to each member.
- b) **At each Annual Council Meeting the first business shall be:**
 - (i) **To elect a Chairman of the Council**
 - (ii) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received**
 - (iii) **The Chairman of the Council, unless he has resigned or become disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.**
 - (iv) **To elect a Vice - Chairman of the Council**
 - (v) **To receive the Vice - Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received**

- (vi) **The Vice-Chairman of the Council, unless he has resigned or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.**
 - (vii) In an election year, to fill any vacancies left unfilled at the election by reason of insufficient nominations
 - (viii) **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.**
- c) At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
 - d) In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order no. 22 must be read in conjunction with this requirement.
 - e) After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
 - (i) To read and consider the Minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read
 - (ii) After consideration, to approve the signature of the Minutes by the person presiding as a correct record
 - (iii) To deal with business expressly required by statute to be done.

9. Admission of the Public and Press to Meetings

- a) **Meetings (of the Council and its committees) shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and press's exclusion from part or all of the meeting shall be by a resolution which shall give reason for the public's exclusion**
- b) At all meetings of the Council, the Chairman may at his discretion, and at a convenient time in the transaction of business, allow any member of the public to address the meeting in relation to the business to be transacted.
- c) A public participation session will feature on the formal agenda issued before the meeting. The public participation session will be minuted as an integral part of the meeting's proceedings in the same way as all other items on the agenda. Prior notice is not required from members of the public wishing to speak. However, the maximum length of time one person can speak will be 10 minutes and the maximum length of time for the whole public participation session will be 30 minutes. The Chairman has the right to curtail undue repetition of the points by different individuals.

- d) At all meetings of the Council, the Chairman may, at his discretion, and at a convenient time in the transaction of business, allow any Councillor to address the meeting in relation to any item of urgent business not covered on the agenda for the meeting, provided that no decisions can be taken on any issue raised. The maximum length of time one Councillor can speak will be 5 minutes.
- e) **Subject to Standing Order 9 (f) a person who attends a meeting (of the Council and its committees) is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- f) A person present at a meeting (of the Council and its committees) may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting (of the Council and its committees) at which they are entitled to be present.**
- h) Photographing, recording, film, broadcasting or transmitting the proceedings of a meeting by any means is subject to the Council's protocol on the recording and filming of Town Council and committee meetings.
- i) If a member of the public interrupts the proceedings at any meeting, the Chairman may after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- j) Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

10. Liaison with County and District Councillors

A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

11. Proper Officer

- a) The Proper Officer of the Council is the Clerk.
- b) The Responsible Financial Officer of the Council is the Clerk unless a separate appointment has been made.
- c) The Council shall appoint an appropriate staff member to undertake the work of the Proper Officer and the Responsible Financial Officer when the Proper Officer or the Responsible Financial Officer is absent.
- d) Duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.
- e) Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise members on the content and interpretation of these Standing Orders.

f) The Proper Officer shall:-

- (i) At least three clear days before a meeting of the Council or a meeting of a committee serve on Councillors, by delivery or post at their residences or by e-mail authenticated subject to the provisions of Standing Order 1 (d) above and provided the Councillor has consented to service by email, a signed summons confirming the time, place and the agenda, and**
- (ii) Provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with the agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**
- (iii) Facilitate inspection of the minute book by local government electors**
- (iv) Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office**
- (v) Receive and retain copies of bylaws made by other local authorities.**

12. Quorum of the Council

- a) No business may be transacted at a Council meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- b) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

13. Voting

- a) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- b) Unless the meeting/Standing Order decides otherwise, voting on a question shall be by show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against the question. Such a request shall be made before moving on to the next item of business on the agenda.**
 - i. Subject to (ii) and (iii) below the Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
 - ii. If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office, he may not give an original vote in an election for Chairman.**
 - iii. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**
 - iv. Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**

- v. A Councillor who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting, is subject to statutory limitations or restrictions under the Code on his right to participate and vote on that matter.

14. Resolutions Moved without Notice

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolution shall be put to the vote without discussion.

15. Rules of Debate at meetings

- a) All remarks shall be addressed to the Chairman.
- b) A member shall raise their hand when requesting to speak.
- c) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- d) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e) A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- f) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder at the meeting.
- g) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- h) If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- i) An amendment shall not be considered unless early verbal notice of it is given at the meeting.
- j) A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder at the meeting.
- k) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- l) A Councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of the debate.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply (not exceeding one minute) either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to vote.
- o) A member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment, except by the consent of the Chairman.
- p) No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

- q) No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.
- r) A member shall direct comments to the question under discussion or to a personal explanation or to a point of order.
- s) The ruling of the Chairman on a point of order or on the admissibility of any item shall not be discussed.
- t) A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.
- u) Whenever the Chairman rises to his feet during a debate all other members shall be seated and silent.

16. Closure

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he feels that the question before the Council has not been sufficiently debated.

17. Disorderly Conduct

- a) All members must observe the Code of Conduct which was adopted by the Council on 19 July 2012, a copy of which is annexed to these Standing Orders (*Appendix 1*).
- ~~b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.~~ person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- ~~c) If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.~~
- ~~b)d) If a resolution is made under standing order 17(c) is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meetings. This may include temporarily suspending or closing the meeting.~~

18. Rescission of Previous Resolution

A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

19. Management of Information

- a) No member of the Council shall disclose to any person, not being a member of the Council, any business declared to be confidential by the Council.
- b) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- c) The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- d) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification
- e) Councillors, staff and the Council's contractors and agents shall not disclose confidential or personal data without legal justification.
- f) Confidential papers that support an agenda are to be printed on 'yellow' paper and stamped 'confidential'.

20. Responsibilities to Provide Information

- a) In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b) The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under Data Protection Legislation

- a) The Council may appoint a Data Protection Officer.
- b) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c) The Council shall have a written policy in place for responding to and managing a personal data breach.
- d) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f) The Council shall maintain a written record of its processing activities.

22. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it is subject to Standing Order no. 19.

23. Financial Controls and Procurement

- a) Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

- b) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 23 (e) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- c) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for submission of tenders (iii) the date of the Council's written response to tender and (iv) the prohibition of prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee with delegated responsibility
- d) Neither the Council, nor committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of ~~£181,189,302-330~~ for a public service or supply contract or in excess of ~~£4,551,413,733,252~~ for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- f) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public, or the provision of a port or airport, or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413,733,252 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

24. Execution and Sealing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution
b) **Subject to Standing Order 24(a) any two Councillors may sign, on behalf of the Council, any deed required by law, and the Proper Officer shall witness their signatures.**

25. Accounts and Accounting Statements

- a) 'Proper practices' in Standing Orders refer to the most recent version of 'Governance and Accountability for Local Councils – a Practitioner's Guide'.
b) All accounts for payment and claims upon the Council shall be laid before the Council.
c) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
d) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each Councillor. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

26. Estimates (Budgets) /Precepts

- a) The Council shall approve written estimates (budgets) for the coming financial year at its meeting before the end of the month of December.
b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of October.

27. Variation, Revocation and Suspension of Standing Orders

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b) The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.
- c) The Clerk shall provide a copy of the Council's Standing Orders to all Councillors.

28. Interests, Code of Conduct and Dispensations

- a) All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council (*see Appendix 1*).
- b) Disclosable Pecuniary Interests
 - i) **Subject to (ii) below a Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter to be considered, or being considered, at a meeting is subject to statutory limitations or restrictions under the Code on his right to participate and vote on that matter.** Members should declare any interest to the meeting and should leave the room whilst any discussion or vote takes place.
 - ii) If a dispensation has been granted to a member in relation to a disclosable pecuniary interest then, subject to the terms of the dispensation, the member may be relieved from the above restrictions but will still be required to declare the interest to the meeting.
- c) **Dispensation requests shall be made in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- d) A decision as to whether to grant a dispensation shall be made by the Proper Officer and their decision is final.
- e) **A dispensation may be granted in accordance with Standing Order 29 (d) above if having regard to all relevant circumstances any of the following apply:**
 - (i) **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - (ii) **Granting the dispensation is in the interests of persons living in the Council's area**
or
 - (iii) **It is otherwise appropriate to grant a dispensation.**

29. Code of Conduct Complaints

- a) Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 19, report this to the Council.
- b) Where the notification in Standing Order 29 (a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 29 (d).
- c) The Council may:

- i) Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement
- ii) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- d) **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

30. Inspection of Documents

All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of Council.

31. Restrictions on Councillor Activities

Unless authorised by resolution, no Councillor shall:

- i) Inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii) Issue orders, instructions or directions

32. Interpretation

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

- a) After the ten minute period, if it has not been possible to re-establish the attendance of the particular Member:
 - i) If the Meeting remains quorate, the Meeting continues.
 - ii) If the Meeting is inquorate, it will be adjourned until a suitable alternative time.
- b) In circumstances when a Member re-joins part way through a re-commenced matter in a quorate Meeting and have missed part of the debate: councillors must take a view as to whether they are sufficiently informed to properly cast their vote.

**CODE OF CONDUCT
FOR MEMBERS AND CO-OPTED MEMBERS OF KESWICK TOWN COUNCIL**

1. Keswick Town Council ("The Council") has adopted the following Code dealing with the conduct that is expected of Members and co-opted Members of the Council ("Members") when they are acting in that capacity as required by section 27 of the Localism Act 2011 ("the Act").
2. The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Members and the Code sets out the standards that the Council expects Members to observe.
3. The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time. Failure to do so may result in a sanction being applied by the Council. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to 5 years.
4. The Code is intended to be consistent with the seven principles as attached to this Code and applies whenever a person is acting in his/her capacity as a Member of the Council or co-opted Member in the conduct of the Council's business or acting as a representative of the Council.
5. When acting in your capacity as a Member:
 - (1) You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend, a close associate, an employer or a business carried on by you
 - (2) You must not place yourself under a financial or other obligation to outside individuals or organisations that may influence you in the performance of your official duties
 - (3) You must not disclose any information given to you as a Member in breach of any confidence
 - (4) You must not bring your office or your Council into disrepute
 - (5) You must treat others with respect and promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their sex, race, age, religion, gender, sexual orientation or disability. You should respect the impartiality and integrity of the Council's statutory officers and its other employees

- (6) When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits on merit
- (7) You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office
- (8) You must be as open as possible about your decisions and actions and the decisions and actions of your Council and should be prepared to give reasons for those decisions and actions
- (9) You must declare any private interests, both disclosable pecuniary interests and any other registrable interests, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner which conforms with the procedures set out below
- (10) You must ensure, when using or authorising the use by others of the resources of your Council, that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Council Code of Publicity made under the Local Government Act 1986
- (11) You must promote and support high standards of conduct when serving in your office.

Registering and declaring disclosable pecuniary and other registrable interests

- (1) You must, within 28 days of taking office as a Member or co-opted Member, notify your Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners. These interests and those at (2) below are shown attached to this code.
- (2) In addition, you must, within 28 days of taking office as a member or co-opted member, notify your Council's Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which your Council has decided should be included in the register.
- (3) If an interest has not been entered onto the Council's Register, then the member must disclose the interest to any meeting of the Council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest' as described by the Localism Act 2011.
- (4) Following any disclosure of an interest not on the Council's Register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

- (5) Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your Council places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your Council.

SEVEN GENERAL PRINCIPLES OF CONDUCT

Selflessness

1. Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

2. Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

3. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

Accountability

4. Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

5. Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands

Honesty

6. Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest

Leadership

7. Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.

APPENDIX 2

PECUNIARY AND OTHER REGISTRABLE INTERESTS

DISCLOSABLE PECUNIARY INTERESTS (as defined by regulations)

1. Details of any employment, office, trade, profession or vocation carried on for profit or gain.
2. Details of any payment or provision of any other financial benefit (other than from the relevant Council) made or provided within the relevant period in respect of any expenses incurred in carrying out duties as a member, or towards election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
3. Details of any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Council –
 - (a) under which goods or services are to be provided or works are to be executed; and
 - (b) which has not been fully discharged.
4. Details of any beneficial interest in land which is within the area of the relevant Council.
5. Details of any licence (alone or jointly with others) to occupy land in the area of the relevant Council for a month or longer.
6. Details of any tenancy where (to the Member's knowledge) –
 - (a) The landlord is the relevant Council; and
 - (b) The tenant is a body in which the relevant person has a beneficial interest.
7. Details of any beneficial interest in securities of a body where
 - (a) That body (to the Member's knowledge) has a place of business or land in the area of the relevant Council; and
 - (b) Either –
 - (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) If that share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

OTHER REGISTRABLE INTERESTS

These interests are what the Council has determined should be entered into the Council's register of interests

8. Details of any body of which you are a member, or in a position of general control or management, and to which you are appointed or nominated by the Council.

- 9 Details of any body of which you are a member, or in a position of general control or management, and which:
- (a) Exercises functions of a public nature;
 - (b) Is directed towards charitable purposes; or
 - (c) Is a body which includes as one of its principal purposes influencing public opinion or policy (this includes political parties or trade unions)
10. Details of any persons from whom you have received a gift or hospitality with an estimated value of at least £50. (You must register any gifts or hospitality worth £50 or over that you receive personally in connection with your official duties).

STAFFING COMMITTEE TERMS OF REFERENCE

Purpose of Staffing Committee

The committee is appointed to make decisions about all staffing matters excluding the appointment and dismissal of staff (which requires approval of full Council), subject to budget and expenditure limits decided by the Council.

Composition of Staffing Committee

The committee shall comprise of ~~five~~ up to six Councillors, to include ex officio the Mayor and the Chair and Vice-Chair of the Parks Trusts.

Terms of Reference

- To establish and keep under review the staffing structure in consultation with the Council
- To draft, implement, review, monitor and revise policies for staff
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
- To oversee the recruitment and appointment of staff
- To arrange execution of new employment contracts and changes to contracts
- To establish and review performance management (including annual appraisals) and staff training programmes
- To oversee any process leading to dismissal of staff (including redundancy)
- To keep under review staff working conditions, and health and safety matters
- To monitor and address regular or sustained staff absence
- To make recommendations on staffing related expenditure to the Council
- To consider any appeal against a decision in respect of pay
- To consider a disciplinary or grievance matter (and any appeal)
- To supervise and performance manage the Clerk's work, to administer his/her leave requests, record and monitor absences, and handle grievance and disciplinary matters and pay disputes.

Reviewed May ~~2016~~ 2022

EVENTS COMMITTEE TERMS OF REFERENCE

Purpose of Events Committee

The Committee is appointed to organise events approved by the Town Council as the responsible body.

Composition of Events Committee

The Committee shall comprise of up to six Councillors plus additional community representatives to be appointed by the Committee from those expressing an interest. A Chairman will be appointed from among the Town Council representatives.

Terms of Reference

- To organise events approved by Keswick Town Council as the responsible body.
- To comply with all statutory and licensing requirements.
- To ensure that events are covered by the Council's public liability insurance.
- To be responsible for agreeing spending within the budget limits approved by the Town Council, any requests for additional spending to be referred back to the Town Council for approval.
- To ensure that all financial transactions relating to events are in accordance with the Town Council's Financial and Contract Regulations.
- To advise the Town Council on its annual Events programme, liaising with others as required to co-ordinate dates.

Revised October 2020

PLANNING AND LICENSING GROUP TERMS OF REFERENCE

Purpose of Planning and Licensing Group

The Group is appointed to advise the Council on its response to planning applications for submission to the Lake District National Park Authority (the planning authority) and to make decisions about all licensing applications received from Allerdale Borough Council (the licensing authority).

Composition of Planning Group

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting.

Terms of Reference

Planning

- To study all planning applications received by the Council as statutory consultee
- To carry out site visits where appropriate and in accordance with the recommended protocol
- To make recommendations and to draft responses for approval by the Council and submission to the planning authority
- To advise the Council on its response to any planning consultation documents received

Licensing

- To study all licensing applications received by the Council for comment
- To consult other parties as appropriate
- To prepare and submit responses on behalf of the Council to the licensing authority
- To report details of responses submitted to the next Council meeting

Adopted February 2020.

ENVIRONMENTAL WORKING GROUP TERMS OF REFERENCE

Purpose of Environmental Working Group

The Group is appointed to hold Keswick Town Council to account on their implementation of carbon reduction policies and practices, and to work with external agencies to support, lobby and educate regarding the Council's pledge to become carbon neutral by 2030.

Composition of Environmental Working Group

The Working Group shall comprise of up to five Councillors appointed at the Council's Annual Meeting, and will meet on a regular basis to discuss the environmental impact of items on the agenda, as well as other matters as required.

Terms of Reference

- To have oversight of the work of Keswick Town Council and ensure that the work undertaken, whether it be operational or procurement, has environmental benefit
- To undertake a lobbying role with Outside Bodies such as the Lake District National Park and local businesses
- To train and educate Town Councillors, officers and members of the public where relevant
- To challenge decisions by external bodies that don't move towards the target of carbon neutrality.
- To work closely with the Parks Charitable Trusts to ensure the work undertaken, whether it be operational or procurement, has environmental benefit.

Adopted November 2021

KESWICK TOWN COUNCIL

19 May 2022

COMMITTEE/WORKING GROUP/LIAISON GROUP MEMBERS 2022-23

COMMITTEE/GROUP	2021-22 MEMBERSHIP	2022-23 PROPOSAL
STAFFING COMMITTEE (up to six members)	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO COUNCILLORS: BURN DANIELS TERRY	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO TRUST VICE-CHAIR EX OFFICIO COUNCILLORS: BURN DANIELS TERRY
EVENTS COMMITTEE (up to six members)	COUNCILLOR TITLEY (CHAIR) COUNCILLORS BURN DUNN LANSBURY LYWOOD <ul style="list-style-type: none"> • Representative of Keswick Tourism Association • Representative of Keswick Rotary Club • Representative of Keswick Lions Club • Representative of Theatre by the Lake • Representative of Cumbria Police • Representative of Allerdale Borough Council - Markets • Any other individual as requested by the committee 	COUNCILLORS BURN DUNN FORSYTH LYWOOD TITLEY <ul style="list-style-type: none"> • Representative of Keswick Tourism Association • Representative of Keswick Rotary Club • Representative of Keswick Lions Club • Representative of Theatre by the Lake • Representative of Cumbria Police • Representative of Allerdale Borough Council - Markets • Any other individual as requested by the committee
PLANNING GROUP	COUNCILLORS DANIELS HARWOOD MILLER	DANIELS FORSYTH HARWOOD MILLER
ENVIRONMENTAL WORKING GROUP	COUNCILLORS LANSBURY TERRY TITLEY	LANSBURY TERRY TITLEY
VISITOR MANAGEMENT WORKING GROUP	COUNCILLORS BURN DANIELS DUNN LANSBURY	BURN DANIELS LANSBURY

KESWICK TOWN COUNCIL
19 MAY 2022

REPRESENTATIVES ON OUTSIDE BODIES FOR 2022/23

ORGANISATION	2021/22 REPRESENTATIVE	2022/23 PROPOSAL
THE BATTERSBY CHARITY	TONY LYWOOD	TONY LYWOOD
KESWICK IN BLOOM	PETER TERRY	PETER TERRY
KESWICK TOURISM ASSOCIATION	ALAN DUNN	ALAN DUNN
KESWICK COMMUNITY EMERGENCY PARTNERSHIP RECOVERY	SALLY LANSBURY	SALLY LANSBURY
KESWICK YOUTH CENTRE	ADAM PAXON	
KESWICK FAIR TRADE COMMITTEE	VACANT	
KESWICK FLOOD ACTION GROUP	PAUL TITLEY	PAUL TITLEY
KESWICK CONVENTION TOWN LIAISON GROUP	DUNCAN MILLER PAUL TITLEY (RESERVE)	PAUL TITLEY (RESERVE)
LIAISON MEETINGS (CALC) ETC	STEVE HARWOOD PAUL TITLEY VACANT	STEVE HARWOOD PAUL TITLEY

<u>SCHEDULE OF MEETINGS 2022</u>	
16th JUNE	TOWN COUNCIL MEETING 7PM
14th JULY	CHARITABLE TRUST MEETING 7PM
21st JULY	TOWN COUNCIL MEETING 7PM
18th AUGUST	TOWN COUNCIL MEETING 7PM
8th SEPTEMBER	CHARITABLE TRUST MEETING 7PM
15th SEPTEMBER	TOWN COUNCIL MEETING 7PM
20th OCTOBER	TOWN COUNCIL MEETING 7PM
10th NOVEMBER	CHARITABLE TRUST MEETING 7PM
17th NOVEMBER	TOWN COUNCIL MEETING 7PM
15th DECEMBER	TOWN COUNCIL MEETING 7PM
<u>SCHEDULE OF MEETINGS 2023</u>	
12th JANUARY	CHARITABLE TRUST MEETING 7PM
19th JANUARY	TOWN COUNCIL MEETING 7PM
16th FEBRUARY	TOWN COUNCIL MEETING 7PM
9th MARCH	CHARITABLE TRUST MEETING 7PM
16th MARCH	TOWN COUNCIL MEETING 7PM
20th APRIL	ANNUAL PARISH 6.00PM TOWN COUNCIL MEETING 7PM
18th MAY	ANNUAL COUNCIL MEETING 7PM
25th MAY	ANNUAL TRUST MEETING 7PM

Keswick Town Council– Schedule of Charges - 2022

Description of Charge	Charge
Hire of Council Chamber	£15 per hour + VAT
Notes	Free of charge for local voluntary groups (Keswick in Bloom, Suskes, U3A, Keswick Tourism Association and KCERP) <i>Hire available Monday to Friday – building opening hours only</i>

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

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

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

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

It is almost always the case that the agenda for a meeting of Development Control Committee (DCC) includes a list of appeal decisions (and associated decision letters) from the Planning Inspectorate. One of the decisions reported on April 6th went to the heart of LDNPA housing policy – specifically, the use of local occupancy clauses.

The appeal had been made against an Enforcement Notice alleging failure to comply with a local occupancy condition (Condition 5) attached to a 2018 planning permission (7/2018/5030). The permission was to redevelop a former agricultural building into two local need dwellings and the specified locality was the Central and South East DA. As always, the local occupancy condition prohibited use as a second home or as holiday letting accommodation. The Enforcement Notice alleged that one of these, the appeal dwelling, was being used other than as the occupier's principal or only home and, therefore, that there was a breach of Condition 5.

An earlier appeal against the Enforcement Notice had been dismissed, but the appellant successfully applied to the High Court to have the original Inspector's Decision remitted for redetermination. The High Court had ruled that the original decision letter contained an error of law, in that the Inspector had determined that Condition 5 was appropriate, but failed to give reasons why the evidence of local need justified the condition. In particular, the evidence related to an area of South Lakeland District including parishes both inside and outside the LDNP but the condition restricted occupancy to an area wholly within the LDNP. The decision reported to April DCC was the outcome of a second hearing by a different Inspector. He considered whether the imposition of a local occupancy condition was justified and, if so, how it should be worded. The crux of the matter was whether local circumstances justified a lesser degree, or indeed any degree, of occupancy restriction.

The principal evidence of local need used by the LDNPA was the South Lakeland District Council Strategic Housing Market Assessment (SHMA) of 2017. Currently, the six District Councils in Cumbria are the Housing Authorities, and they prepare SHMAs for their territory both inside and outside the LDNP. The one used in this case included, in the Inspector's words, "part of the LDNP further to the west, the Kendal and Ulverston areas along with their rural hinterlands and part of the Yorkshire Dales National Park".

The appellant submitted that the occupancy condition should be amended to include the following:

A person (and their immediate family) who can demonstrate a permanent job contract or valid business interests that require them to undertake paid employment for a minimum of 16 hours per week within the County of Cumbria"

He argued that, unless the condition was relaxed in this way, or removed altogether, it would undermine the opportunity for economically active people to relocate into the LDNP. He argued that relaxation would be consistent with Policy 02, which refers to development that contributes to a prosperous economy and vibrant sustainable settlements. Moreover, he submitted that the appeal property is large (considered capable by the Inspector of providing 4-6 bedrooms) and that, even with the occupancy condition imposed, it is of such high value that it would not be attainable for the vast majority of people. Therefore, it would not be serving any local need in any event.

However, the Inspector concluded that, though the evidence from the SHMA suggested that there was only need for a relatively small number of dwellings of this size, a need nevertheless did exist. Nor was he persuaded that there were no people in the local area for whom the relatively high cost of the property was attainable. In considering what, if any, local occupancy constraint should be applied, the Inspector noted that Policy 15 explicitly states that open market housing would not be supported. he further argued that:

"It seems to me that part of the answer is the concern expressed within the explanatory text to Policy 15 of the LP regarding difference in earnings making it difficult for people relying on local wages to compete for housing in an open market. It suggests a justification for excluding from the Locality more urbanised areas, such as Kendal and Ulverston, where the policy indicates people are likely to have earnings higher than those working in the National Park. In addition to this I am not provided with evidence to indicate that other areas within South Lakeland, but outside the LDNP, look to the National Park to satisfy their housing needs."

While accepting that the choice of a locality for the occupancy clause was not "an exact science", the Inspector finally substituted a new version of Condition 5 with the locality extended to comprise the area of the South Lakeland District that lies within the LDNP. In effect, he added the South DA to the Central and South East DA of the original Condition 5.

Formally, the Inspector's decision was to allow the appeal and to quash the Enforcement Notice. In doing so, he granted a new permission for the development previously permitted without the original condition being enforced against. However, this new permission is subject to a new Condition 5 in which the qualifying locality is the area of South Lakeland District Council that falls within the LDNP. While the specifics of the locality have been challenged with partial success in this case, the principle of local occupancy clauses with localities restricted to parts of the LDNP has been found to be sound.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk



Information Available under the Model Publication Scheme

This document sets out the information available under the Model Publication Scheme, and where to find it.

Vivien Little

Town Clerk

May 2022

INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do: (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p sheet
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p sheet
Staffing Structure	Website Hard copy – contact Clerk	Free 10p sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual Return form and report by auditor	Website – with appropriate agenda (June) Hard copy – contact Clerk	Free 10p sheet
Finalised budget	Website – with appropriate agenda (December) Hard copy – contact Clerk	Free 10p sheet
Precept	Hard copy – contact Clerk	10p sheet
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p sheet

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free 10p sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website Hard copy – contact Clerk	Free 10p sheet
Agenda for meetings	Website Hard copy – contact Clerk or view in Keswick Library	Free 10p sheet
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	Free 10p sheet
Reports presented to meetings NB this will exclude information that is properly regarded as private to the meeting	Hard copy – contact Clerk	10p sheet
Responses to consultation papers	Hard copy – contact Clerk	10p sheet
Responses to planning applications	Hard copy – contact Clerk	10p sheet
Class 5 – Our policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Council business: Procedural Standing Order Code of Conduct	Website Website	Free Free
Policies and Procedures for the provision of services and about the employment of staff: Health and Safety policy Recruitment policies (including current vacancies) Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk Website Website	10p sheet Free Free
	Website	Free

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy – contact Clerk	10p sheet
Register of Members' Interests	Website	Free
Register of Gifts and Hospitality	Hard copy – contact Clerk	10p sheet
Class 7 – The services we offer (Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Christmas lighting	Website	Free
Busking badges	Website	Free

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Contact details:

Town Clerk, 50 Main Street, Keswick, Cumbria CA12 5JS

Tel: 017687 73607

Email: townclerk@keswicktowncouncil.co.uk

Website: www.keswicktowncouncil.gov.uk

Town Clerk

From:
Sent: 12 May 2022 09:47
To: Town Clerk
Subject: FW: Support for Keswick Museum grant application

Please see below

A

From:
Sent: 11 May 2022 15:39
To:
Cc: Sally Lansbury <sallylansbury@gmail.com>
Subject: Support for Keswick Museum grant application

Good afternoon, this is just a gentle reminder that we are very much hoping for a letter of support from the Town Council in our bid to become a National Portfolio Organisation with the Arts Council.

This would be a big deal for us financially over the next few years and the support of the local community is really important for our bid.

I understand the original request was from our Development Manager and addressed to Alan Dunn, back in April. I'm happy to provide further information if the original has gone astray.

I do hope we will get visible support from the town Council, it's all part of keeping Keswick on the map for funding infrastructure projects.

Many thanks,

Clare Poulter
Chair of Trustees

Keswick Museum
Station Road
Keswick
Cumbria
CA12 4NF
017687 73263
www.keswickmuseum.org.uk
info@keswickmuseum.org.uk
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KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held at Council Chamber, Town Hall, Main Street, Keswick on Tuesday 15 March 2022 at 1.30 p.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor Alan Dunn (AD)
 Councillor Sally Lansbury (SL)
 Councillor Tony Lywood (TL)
 Vivien Little (Town Clerk) (VL)
 Catherine Parker (Responsible Financial Officer) (CP)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 David Quainton (Keswick Rotary) (DQ)
 Bob Reader (Keswick Scouts) (BR)
 Ania Mylnczak (Admin and Financial Officer) (AM)
 Councillor Steve Harwood (SH)

24. Apologies

Apologies for absence were received from Councillor Burn, David Roberts, Phil Byers and Mary Elliott.

25. Minutes

RESOLVED that Chairman be authorised to sign as a correct record the Minutes of the Events Committee meeting held on 8 February 2022 (pages 4-5).

26. Platinum Jubilee Celebrations

An update was given on progress towards the Pop and Prom concert on 5 June 2022.

It was still unknown where the event would be held – PT had a meeting with the Rugby Club later this week. If it happened at the Rugby Club, the marquee would be left after the beer festival was finished, though assurances would be sought regarding that.

Hay bales would be obtained as seating. Shelagh Hughes would once again be putting together a list of performers.

PT had applied for a grant from Allerdale BC for help running it.

Needed to check regarding the Rugby Club's licence for the event.

VL updated members on an update to the timings for the Beacon Lighting – the Town Crier's proclamation was now at 2pm, with the beacon lighting now at 9.45pm. DQ updated members that the Rotary and the Lions were beginning to look into putting a beacon on top of Latrigg, and would update the Committee at a later date.

27. Summer Events 2022

Queen II were booked for the Rock Night. Members were still seeking a band or two for support acts.

AM has begun preparing the administration needed for this event.

With regard to Scruffs, hay bales were to be ordered, but otherwise preparations were ongoing.

RESOLVED that sponsorship be sought for this night and potentially Scruffs.

28. Date of next meeting

The next meeting was scheduled for Tuesday 19 April at 1.30pm.

The meeting ended at 2.55 p.m.

Chairman

Date

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held at Council Chamber, Town Hall, Main Street, Keswick on Tuesday 19 April 2022 at 1.30 p.m.

Present: Councillor Paul Titley (Chair) (PT)
 Councillor David Burn (DB)
 Councillor Alan Dunn (AD)
 Vivien Little (Town Clerk) (VL)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 David Quainton (Keswick Rotary) (DQ)
 Claudia Walker (Keswick Scouts) (CW)
 Chris Harper (Podgy Paws) (CH)
 Ania Mylnczak (Admin and Financial Officer) (AM)
 Councillor Steve Harwood (SH)

29. Apologies

Apologies for absence were received from Councillors Lansbury and Lywood, Mary Elliott, and Phil Byers.

30. Minutes

RESOLVED that Chairman be authorised to sign as a correct record the Minutes of the Events Committee meeting held on 15 March 2022 (pages 8-9).

31. Platinum Jubilee Celebrations

An update was given by Councillor Titley. Following discussions with the Beer Festival committee, permission had been given to hold the event using their marquee, however the Rugby Club had still not given permission. Therefore, given the fact that the event was close, and things needed to be finalised, it was agreed to move the event to Fitz Park.

CW agreed to provide two small marquees for the organisers, to have a covered area.

Four portaloos to be ordered.

RESOLVED that the Pop and Prom be held in Fitz Park on 5 June 2022.

32. Summer Events 2022

Queen II were booked for the Rock Night. Members were still seeking a band or two for support acts.

Following a meeting with VL, CP and Cumbria County Council, it was discovered that we would need to apply for a TRO for the event. Concern was raised that this had not happened in the past, however it was discovered that it should have happened for a number of years.

AM has begun preparing the administration needed for this event.

The Town Clerk advised that even though we had not sought a TRO in the past, it was something that must be applied for in the future.

RESOLVED that VL apply for a TRO to the appropriate body.

33. Date of next meeting

The next meeting was scheduled for Monday 30 May at 1.30pm.

The meeting ended at 2.28 p.m.

Chairman

Date