

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

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

Present:

Chairman
 Councillor Steve Harwood

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

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

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

11. Matters to be raised by Councillors

No matters were raised by Councillors at this meeting.

12. Applications for Development

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

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

4, Southey Street, Keswick, CA12 4HH

No comments made

SUPPORT

7/2022/2126

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

Proposed hotel on former Ravensfield Site, High Hill, Keswick, CA12 5NX

For information only, no comments required

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

13. Licencing Applications

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

14. Mayors Report

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

15. Annual Review of Standing Orders

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

16. Standing Committee and Working Group Members

i) **Staffing Committee**

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

ii) **Events Committee**

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

iii) **Planning Group**

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

iv) **Environmental Working Group**

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

v) **Visitor Management Working Group**

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

17. Outside Bodies & Liaison Meetings

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

The Battersby Charity

Councillor Tony Lywood

Keswick in Bloom

Councillor Peter Terry

Keswick Community Emergency Recovery Partnership

Councillor Sally Lansbury

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

18. Chairman's Allowance

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

19. Schedule of Meetings 2022/23

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

(Meetings start at 7.00 pm except where stated otherwise)

Schedule of Meetings 2022

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

Schedule of meetings 2023

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

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

20. Schedule of Charges

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

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

21. Payment of Accounts

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

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

22. Reports from Ward Representatives

RECEIVED reports from the following representatives:

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

23. Policies for adoption

To adopt the following policies:

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

RESOLVED that all the above policies be adopted.

24. Correspondence

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

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

25. Committee Minutes

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

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

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

26. Telephone System Update

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

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

27. Committee Minutes

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

The meeting closed at 8.45 p.m.


Chairman

16.06.2022
Date