

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

Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS
017687 73607
Email: townclerk@keswicktowncouncil.gov.uk

9th February 2024

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 15th February 2024 at **7.00 p.m.**

Yours sincerely



Vivien Little
Town Clerk

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 18th January 2024 (pages 40-43).
- 3. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 4. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

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

- 5. Police Report**
To receive the newsletter of the Allerdale Rural Neighbourhood Policing Team.

- 6. Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 7. Matters to be raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 8. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group report to be circulated prior to the meeting).
 - ii) To receive update on National Park Planning Decisions.
- 9. Mayor's Report**
To receive details of the Mayor's engagements and meeting attendance for the period 12th January 2024 – 8th February 2024.
- 10. Reports from Ward Representatives**
To receive reports from the following representatives:
 - i) Cumberland Council
 - ii) Lake District National Park Authority North Distinctive Area Parishes Representative.
- 11. Payment of Accounts**
To confirm the payment of accounts for February 2024 as approved by the Inspection Committee (to be circulated prior to the meeting) for:
 - i) The Town Council
 - ii) The Trusts
- 12. Quarterly Budgets**
To receive for information the quarterly budget comparisons.
- 13. Change Action Plan – six month review**
To receive the report of Councillor Lansbury.
- 14. Annual Risk Management Assessment**
To receive the report of the Responsible Financial Officer.
- 15. Review of Internal Control and Audit**
To receive the report from the Responsible Financial Officer.
- 16. Reports from Representatives on Outside Bodies**
 - i) Keswick Youth Centre – Councillor Adam Paxon (to follow).

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 18th January 2024 at the Council Chamber, Town Hall, Keswick at 7.00 pm.

Present:

Chair
Councillor Louise Dunn

Councillors

Claire Houghton
Adam Paxon

Chris Houghton
Tim Parsons

Benita Lapthorn
Lorraine Taylor

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

159. Election of Chair

RESOLVED that Councillor Dunn be the chair for this meeting.

160. Apologies

Apologies for absence were received from Councillors: Harwood, Lansbury, Murray and Nelson. Their apologies were noted and agreed by Councillors.

161. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council Meeting held on the 14th December 2023 (pages 36-39).

162. Requests for Dispensations

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

163. Declarations of Interests

All Councillors declared an interest in planning application 7/2023/2275, as the Town Council was the applicant. They would not comment or vote on this item.

164. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team. It was requested that thanks be given to PCSO Forrester for his support and work in Keswick, and to wish him the best for his next assignment.

165. Matters to be received from the Public

No matters were received from the public.

166. Matters to be raised by Councillors

No matters were raised by Councillors at this meeting.

167. Outside Bodies Report

RECEIVED a verbal update from Keswick Fair Trade Committee on the work of Fair Trade in general, and also specifically in Keswick.

Councillor Paxon arrived at 7.07pm

168. Applications for Development

- i) **RESOLVED** that the following applications be submitted to the Lake District National Park
(Action – RFO)

Plan Ref	Description of Development Location Comments Recommendation
T/2023/0194	T1 - Walnut tree - Reduce/remove limbs overhanging property to pruning points as marked in photograph. Crown lift limbs over road to highways specification. Pruning points marked on photograph. Greta Cottage, Keswick, CA12 5LG No comments made SUPPORT
T/2023/0195	T1 & T2 - Silver Birch - Reduce to just below previous reduction height (approx 35%) as per picture due to multiple BT wires going through the trees 21 St Johns Street, Keswick, CA12 5AE No comments made SUPPORT
T/2023/0197	Clear fell all self-set trees within 2m of the fence line to leave a clear strip around the perimeter of the wooded area. Pollard Willows back to where they have been previously pollarded back in 2018 - T1 Mixed wooded area 11, Coleridge Court, Keswick, CA12 5QE No comments made SUPPORT
7/2023/2200	Repairs and alterations to four landing stages / jetties Derwentwater Foreshore, Lake Road, Keswick, CA12 5DJ No comments made SUPPORT
7/2023/2243	Change of Use of guest house to two planning units: An aparthotel with 6 letting units and a dwelling for use as either a self-catering holiday unit or principal residence Lairbeck House, Vicarage Hill, Keswick, Cumbria, CA12 5QB <i>Object/Support - this is a complicated application applying for a range of options which are different from its stated existing use.</i> <i>We OBJECT to the proposal as outlined with no on site management of holiday letting units and a proposed open market dwelling.</i> <i>There are contradictory statements regarding the buildings existing use. In the 'Proposal' description it is referred to as a Guest House whereas the 'Existing Use' is stated as 3 self catering holiday letting units with owners accommodation.</i> <i>Local Plan Policy 18 states in connection with holiday letting that the re-use of existing buildings would only be supported if it did "not utilise a building that is suitable for providing local need or affordable housing." The option of a conversion to 5 local occupancy residential units as one element and 1 semi detached principle residence is referred to in 1.3.1 of the planning statement submitted. We would SUPPORT this as the preferred option subject to a local occupancy condition applied to all dwellings as this is by far the greatest need within the town.</i> <i>If the existing use is treated as a Guest House we would SUPPORT the proposed use as an aparthotel with 6 letting units provided the separate dwelling, which is a change from the original owners accommodation, is subject to a local occupancy condition and is designated for use as on site management of the facility</i> OBJECT/SUPPORT

(Observations submitted under delegated powers 21/12/2023)

- 7/2023/2259 Formation of new porch extension to the rear
16, Poplar Street, Keswick, CA12 5BW
No comments made
SUPPORT
- 7/2023/2266 Extension of dormer roof – balcony and conversion of garage to residential use
1 & 2 Markholme Cottages, Crosthwaite Road, Keswick, CA12 5PP
Support/Object- the description on the application form does not cover the extent of alterations applied for.
We SUPPORT the proposed garage conversion and new lean-to extension at the rear.
We OBJECT to the proposed glazed balcony on the prominent south west elevation. This is an unnecessary addition to a non traditional building at a level which creates an uneasy balance which is out of character with the area
SUPPORT/OBJECT
- 7/2023/2275 Extensions and alterations to the Kiosk Cafe, Upper Fitz Park
Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF
Declared interest
- 7/2023/2283 Proposed demolition of existing extension, elevated decked area and detached prefabricated garage along with the erection of a new 2-storey extension, new single storey attached garage, open porch and raising of existing roof
Mountain Lodge, Lonsties, Keswick, CA12 4TD
Support – we support the proposed new extension and alterations to provide improved accommodation. It is on a large plot and of a scale compatible with other properties in this locality. It is stated that the intention is to replace all windows with upvc. Our preference would be for painted wood windows taking note of the new Lake District Design Code
SUPPORT
- 7/2023/2287 Proposed change of use of four bed guest house with ancillary one bed annex forming the owners accommodation to a four bed dwelling as the owners principal home with the annex providing a single bed holiday let
32, Eskin Street, Keswick, CA12 4DG
Support - as the change of use involves the creation of a principle dwelling for the owners with a single holiday let in the attached annexe, thereby providing on site management, we support this proposal
SUPPORT

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

169. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 8th December 2023–11th January 2024.

170. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – No update given. Councillor Taylor asked how issues could be passed onto the Cumberland representative, and was told that the best way was to contact him directly on his Cumberland email address. The Clerk was also asked to contact him, to ask him to provide a written report where possible if he could not attend (Action – Clerk).

- ii) Lake District National Park Authority North Distinctive Area Parishes Representative (enclosed). **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative. It was requested that the Clerk follow up on setting up a meeting with the LDNPA (Action – Clerk).

171. Council Tax Base Confirmation

RESOLVED that the draft Council Tax Base confirmation be noted, with the expectation that it would not change.

172. Budget for 2024/2025

The draft Budget for the financial year 2024/25 was presented for approval.

RESOLVED that:

- i. the draft Budget for the financial year 2024/25 be approved; and
- ii. the precept for 2024/25 be set at £349,627. (Action – RFO)

173. Payment of Accounts

RESOLVED that the payment of accounts for January 2024 as approved by the Inspection Committee be authorised for payment (Action – RFO).

- i) For the Town Council, vouchers 204-222, amounting to £37,806.81, thirty seven thousand eight hundred and six pounds and eighty one pence
- ii) For the Trusts, vouchers HP160-FP172, amounting to £30,440.97 (thirty thousand four hundred and forty pounds and ninety seven pence)

174. Outside Bodies Report

RECEIVED an update from the Battersby Charity.

175. Request for use of Parks

Consideration was given to a request for support from Councillor Harwood for the Annual Round the Houses race, in the absence of a Trust meeting to discuss this matter.

RESOLVED that Keswick Town Council support this event (Action - RFO)

176. Staffing Committee Minutes

RECEIVED for information the public minutes of the Staffing Committee held on 5 December 2023 (pages 2-3).

Prior to the following business the Chair 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'

177. Staffing Committee Minutes

RECEIVED for information the private minutes of the Staffing Committee held on 5 December 2023 (pages 3-4).

The meeting closed at 7.53 p.m.

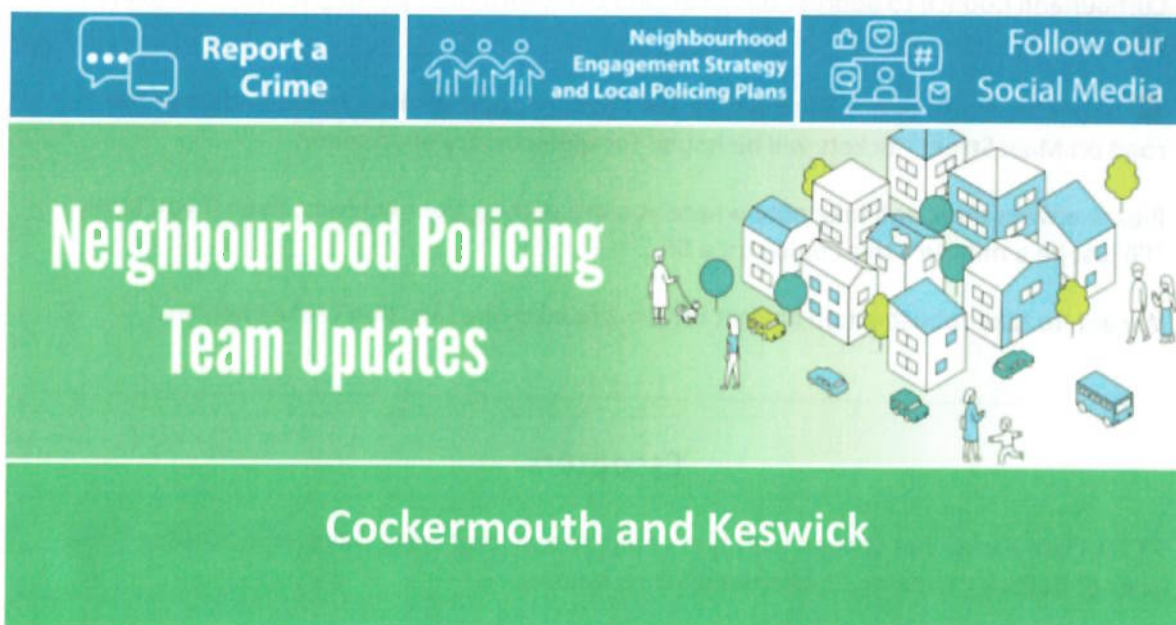
Chairman

Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 15 January 2024 18:04
To: Ania Mlynczak
Subject: December & January 2024 - Cockermouth and Keswick

[View in browser](#)



In this months newsletter you will read we are continuing to target issues important to you this includes parking issues, road safety and working with our partners to address anti-social behaviour.

On the 22 January we will be taking part in Neighbourhood Policing Week to highlight the work we do throughout the year to support the communities we serve by protecting vulnerable people and keeping people safe.

Make sure you are following us on [Facebook](#) and [X](#) to see what the team is doing during the week, we will also include a round up in next months newsletter.



Inspector Pete Aiston

Parking

There is an increase in issues in the town centre regarding parking, we would like to remind the public of a few things...

⊖ Parking on the Zig-Zag Lines, particularly on Main Street - Believe it or not, this is illegal. Under Section 36 (1) of the Road Traffic Act 1988, it is an offence to fail to comply with zig-zag lines at a Zebra Crossing - failure to comply with the law will lead you with 3 penalty points and a £100 fine

⊖ Blocking entrances - this falls under Unnecessary Obstruction and individuals who commit this offence will be subjected to a £30 fine

⊖ Parking on double Yellows, we understand there is concern from locals regarding Station Street - this again falls under unnecessary obstruction - we are also liaising with Cumberland Council to address this issue and work with their parking wardens to address this

⊖ Issues have also been raised with drivers parking their vehicles in the middle of the road on Main Street - tickets will be issued for unnecessary obstruction

Please always think and take note where you are parking your vehicles, even if you think "I'll just be a minute", this could cost a life.

We aim to take robust action against drivers breaking the law, don't take chances.

Escooters

PCSO Clare Parker has spoken with two young people that were riding an e-scooter in the area of Bellbrigg Lonning, Cockermouth on 6 January.

They have now been made aware of the Laws around e scooter's.

Parents and carers please make yourself aware of the laws before going out and spending money on an e-scooter, as we have the power to seize e-scooter's.

E-Scooters

What does the law say?

We understand that buying an e-scooter can be tempting, especially as you can get them from many popular retailers.

E-scooters are classified as Personal Light Electric Vehicles (PLEVs), so they are treated as motor vehicles and subject to the same legal requirements, such as:

- MOT
- Licence
- Insurance
- Tax

Legal use of an e-scooter

It is legal to use an e-scooter:

- on private land with the permission of the land owner
- when the trial comes in, it will be legal to use the rental e-scooters, from specific companies on the road

Police Reform Act

Section 59 of the Police Reform Act allows police to give road users a warning if they are reported to have used their vehicle in a manner which causes alarm, distress or annoyance. Cumbria police also has the power to seize your e-scooter under section 165 of the Road Traffic Act as you must have the same legal requirements as a motor vehicle.

E-Scooter trials in the UK

The government is currently running trials of electric scooters (e-scooters) across the UK.

In Cumbria trials are taking place in Whitehaven.

- the trial e-scooter are limited to 15.5mph or lower.
- you may use a trial e-scooter on the road (except motorways) and in cycle lanes.
- you must not use an trial e-scooter on the pavement.
- you should also refer to the terms of use of the e-scooter operator before renting a trial e-scooter
- you must not use a mobile phone when using an e-scooter
- you may use a screen to display navigation information, but this must be set up prior to setting off
- always ensure bags or other small items you are carrying will not cause a danger to you or others around you – for example, never hang them from the handlebars
- you should not ride an e-scooter while drunk or otherwise intoxicated – you may be prosecuted under drink or drug driving laws as careless and dangerous driving offences also apply to users of e-scooters

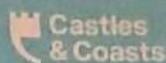
Reporting Anti-social behaviour



Are E-Scooters causing a nuisance in your neighbourhood?

Do you have any information about the use of these vehicles, where they're being ridden and who by?

Call your local police on 101. If you want to provide information anonymously, contact the independent crime-fighting charity Crimestoppers on 0800 555 111.



Tackling anti-social behaviour in your community

At Castles & Coasts Housing Association (CCHA) we believe that everybody has a right to enjoy their home and live safely and peacefully. That's why we're committed to working with residents and our local communities to tackle anti-social behaviour (ASB) and neighbour nuisance.

Working with our partners

On 20 December, we carried out a joint visit with our partners from Castle and Coasts to speak with residents of Castle Gardens in Cockermouth.

This was in relation to neighbour issues reported in the area.

Reassurance visit

On 2 January, PCSO Clare Parker conducted a reassurance visit to a victim of anti-social behaviour in the area of Croftside in Cockermouth.

Following the report, PCSO Parker will be going into Cockermouth Secondary School to deliver some assemblies on anti-social behaviour. Patrols have also been increased in the area.

House to house enquiries

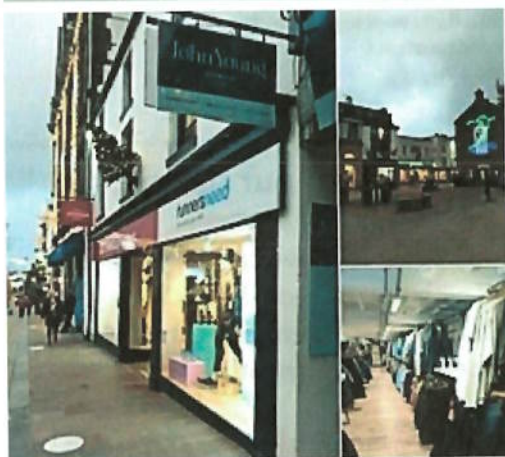
PCSO Clare Parker has been conducting house to house enquiries in relation to the theft of a quadbike in the Ullock area on 13 December.

PCSO Parker also carried out a reassurance visit to the victim.

Coffee morning

On 20 December, PCSO Clare Parker met some of the residents for a Christmas Quiz and a coffee morning at Victoria Court in Cockermouth.

It was lovely to meet the residents they were so friendly and inviting and made me feel so welcome.



Shop visits and town centre patrols

On 20 December, PCSO Megan Jones was conducting patrols in and around shops in Keswick in the lead up to Christmas.

A busy time for shops, but also a time where shoplifting can be seen to increase.

For advice on protecting your business visit - [Business crime prevention](#) | [Cumbria Police](#)

StreetSafe is a service that allows you to report safety concerns in public places without giving us your name.

This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

Report an issue here: [StreetSafe | Cumbria Police](#)



Join Us!

Have you ever thought about being a police officer, special constable, PCSO or staff member?

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

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



For more information on the role of a police officer and the numerous entry routes, please visit www.cumbria.police.uk/careers.

Your local officers

Want to know who your local officers are?

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

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

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



More than 1000 arrests made in Cumbria as part of festive crackdown on crime

As part of efforts to keep people across Cumbria safe throughout December, police officers and staff have worked round-the-clock to target criminals and prevent crime.

A total of 1,032 arrests were made during December with 794 stop searches also carried out during the month.

A series of policing operations took place covering themes such as drink and drug driving, burglary prevention, VAWG (violence against women and girls), domestic abuse, personal safety, retail crime and targeting wanted people.

Assistant Chief Constable Dave Stalker said: "Our officers have worked incredibly hard throughout the festive season to ensure our communities were kept safe and those who committed crime are held to account.

"We increased the number of officers on patrol and on specific operations to ensure that we had sufficient resource to tackle criminality throughout the festive period.

"December is often one of our busiest periods of the year and I am delighted to say that our officers were able to respond quickly to the vast majority of incidents.

"Whilst a significant number of arrests have been made, it is also important to note that the efforts made throughout December will have led to countless crimes being prevented.

"This prevention work is key. Officers from our neighbourhood policing teams have engaged with communities and provided a visible presence to deter criminals and reassure law-abiding

people. We have also conducted a number of public awareness campaigns to prevent crime and keep people safe.

"The work to tackle criminality continues with many investigations ongoing.

"We are also continuing to appeal for information from the public on the whereabouts of individuals shared as part of our Wanted This Winter campaign. Whilst we have located five out of the 12 individuals subject to this appeal, I would urge anyone with information on the whereabouts of the remaining seven individuals to please get in touch." **Read more [here](#).**

More than 120 drivers arrested for drink or drug driving in December

More than 1,000 drivers were tested and more than 100 were arrested for drink or drug driving in Cumbria in December.

Operation Limit ran throughout the month and was led by officers from the Constabulary's Roads Policing Unit.



More than 1,800 drivers were stopped, with 1,302 tested for drink or drug driving, resulting in 130 arrests. Of those arrested, 70 were on suspicion of driving whilst over the limit for drugs and 56 on suspicion of driving whilst over the limit for alcohol.

Inspector Jack Stabler of Cumbria Police's Roads Policing Unit, said: "Our officers have worked tirelessly throughout the month in an effort to get drink and drug drivers off our roads before they cause tragedy for themselves or another innocent road user.

"Despite the many warnings we give about the consequences – from potentially losing your employment to being sent to prison or losing your life – some people are still willing to get behind the wheel whilst under the influence of drink or drugs.

"This is completely unacceptable.

"I can assure the public that our efforts to target these dangerous drivers will not stop now we are into the New Year. Our officers will be targeting those who put the lives of themselves and other road users at risk 365 days a year." **Read more [here](#).**

Wanted this winter – public appeal launched for wanted people across Cumbria

We Cumbria are appealing for information from the public on the location of a number of wanted people. The public appeal has been launched as part of ongoing action across the county to progress investigations with the aim of ensuring those who commit crimes in this county are brought to justice.

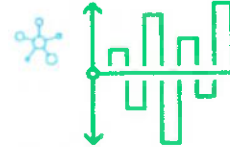
Can you help? Visit our website here [Wanted this winter – public appeal launched for wanted people across Cumbria - Cumbria Constabulary](#)



Crime Figures

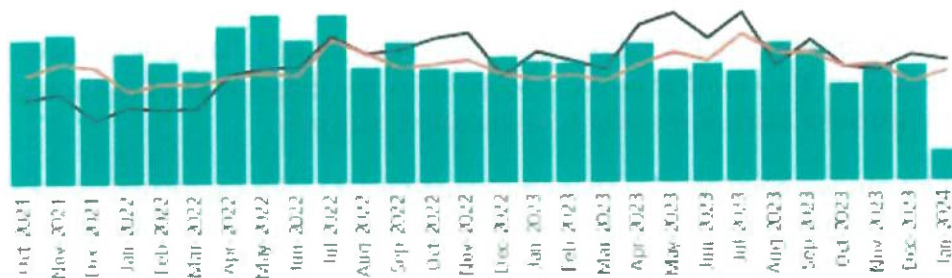
Further information can be found on [Police.Uk](https://www.police.uk)
Click here to visit the website

Please note the data contained on [Police.uk](https://www.police.uk) is not live time



Offence Group	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	7	7	0	0.0%
Burglary	4	1	3	300.0%
Drug offences	2	3	-1	-33.3%
Miscellaneous Crimes Against Society	1	1	0	0.0%
Possession of weapons offences	3	1	2	200.0%
Public order offences	7	3	4	133.3%
Robbery	0	0	0	0.0%
Sexual offences	2	8	-6	-75.0%
Theft offences	13	16	-3	-18.8%
Vehicle Offences	3	4	-1	-25.0%
Violence against the person	50	56	-6	-10.7%
Total	92	100	-8	-8.0%

● Month Total ● Previous Year ● Average Previous 3 Years



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

If a crime is in progress always call 999.

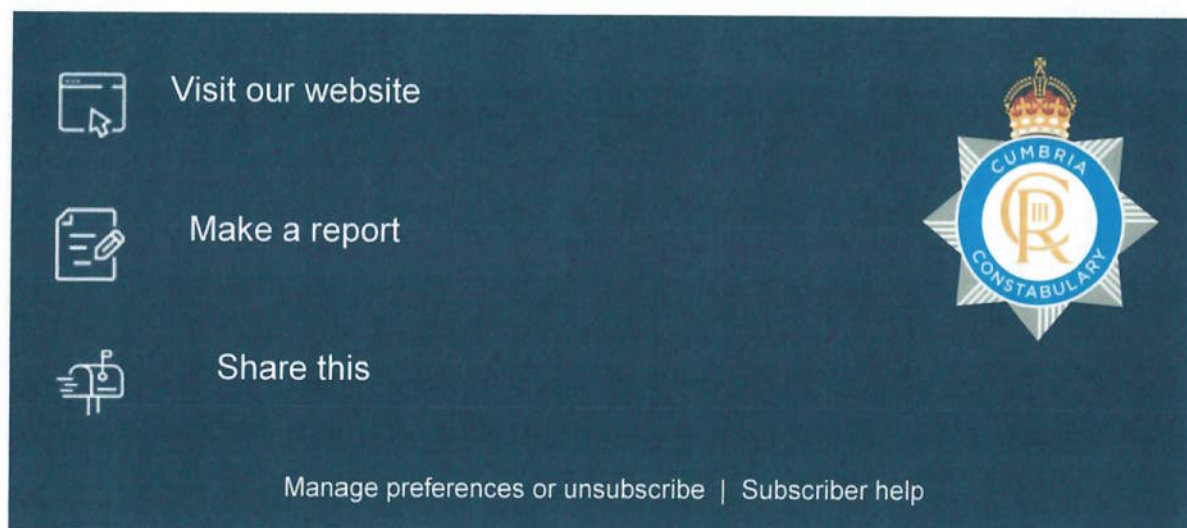
You can report online at
<https://www.cumbria.police.uk/report-it>



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.





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Planning Applications received between 12/01/2024 - 08/02/2024			
Plan ref	Reply by	Location	Description of Proposed Development
7/2023/2242	22-Feb-24	29, Latrigg Close, Keswick, Cumbria, CA12 4LE	To construct an annex in the rear garden of 29 Latrigg Close, Keswick. The annex will be single story with private access at the rear of 29 Latrigg Close.
7/2023/2276	01-Feb-24	West View, The Heads, Keswick, CA12 5ES	Proposed erection of lean-to porch and provision of new patio doors located to rear of property
7/2024/2002	13-Feb-24	Shelley Cottage, Chestnut Hill, Keswick, CA12 4LS	Replace 1 sash window in lower hallway (retrospective)
7/2024/2003	08-Feb-24	Crosthwaite Campsite, Church Lane, Keswick, CA12 5QD	The operation of a temporary campsite, for 2024, for three weeks during July and August, Utilising a closed waste water methodology.
7/2024/2010	13-Feb-24	67, The Headlands, Keswick, CA12 5EH	Single storey front, side and rear extension to dwelling following withdrawal of 7/2023/2184
7/2024/2015	26-Feb-24	2, Shu Le Crow Gardens, Keswick, CA12 4HG	Conversion of car port into new front entrance and habitable space and extending the rear wall to the property boundary, removal of unused chimney, replacement of window in dining room to aluminium sliding doors, replace existing front door with heritage double-glazed uPVC sliding sash window and replace 8 single-glazed wood sash windows with heritage double -glazed uPVC sliding sash windows
<p>NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or via email to townclerk@keswicktowncouncil.gov.uk, prior to the meeting regarding any of the planning applications on this sheet.</p>			

Decisions Received from LDNPA

Planning Decisions Received between 12/01/2024 & 8/02/2024

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2023/0194	Dec-23	Greta Cottage, Keswick	CA12 5LG	Walnut tree (listed as T1 in notification) - Reduce/remove limbs overhanging property to pruning points as marked in photograph. Crown lift limbs over road to highways specification. Pruning points marked on photograph	SUPPORT	GRANTED		
T/2023/0195	Dec-23	21, St Johns Street, Keswick	CA12 5AE	2 x Birch trees (listed as T1 & T2 in the notification) - Reduce to just below previous reduction height, as per picture submitted as part of notification	SUPPORT	GRANTED		
T/2023/0197	Dec-23	11, Coleridge Court, Keswick	CA12 5QE	Clear fell all self-set trees within 2m of the fence line to leave a clear strip around the perimeter of the wooded area. Pollard Willows back to where they have been previously pollarded back in 2018 - T1 Mixed wooded area	SUPPORT	GRANTED		
7/2023/2035	Mar-23	Headquarters, Blencathra Street, Keswick	CA12 4HW	Conversion from hair salon to short term holiday letting accommodation	OBJECT	REFUSED	Appeal	
7/2023/2152	Sep-23	Keswick Rugby Club Ltd, Davidson Park, Keswick	CA12 5EG	Demolition of existing club house and squash courts. Erection of new clubhouse and creation of additional car parking facilities	SUPPORT	GRANTED		
7/2023/2206	Oct-23	Crosthwaite Conference Centre, Church Lane, Keswick, and, Skiddaw Centre, Skiddaw Street, Keswick,	CA12 5QG CA12 4BY	The operation of a temporary campsite, on an annual basis, for three weeks during July and August, with the installation of a permanent approved waste water treatment plant to provide OFFSET Waste Water mitigation	SUPPORT	REFUSED		
7/2023/2209	Nov-23	Waffleicious, 2, Pack Horse Court, Keswick	CA12 5JB	Erection of flue to be painted pink (retrospective)	OBJECT	Withdrawn		
7/2023/2259	Dec-23	16, Poplar Street, Keswick,	CA12 5BW	Formation of new porch extension to the rear	SUPPORT	GRANTED		
7/2023/2283	Dec-23	Mountain Lodge, Lonsties, Keswick	CA12 4TD	Proposed demolition of existing extension, elevated decked area and detached prefabricated garage along with the erection of a new 2-storey extension, new single storey attached garage, open porch and raising of existing roof	SUPPORT	GRANTED		

KESWICK TOWN COUNCIL**TOWN COUNCIL MEETING 15TH FEBRUARY 2024****MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 12th January 2024 – 8th February 2024

Friday 12 January	Attended Events committee meeting re arrangements for forthcoming events and D-Day Beacon Lighting
Monday 15 January	Battersby Hall meeting, apologies given
Thursday 18 January	Town Council meeting- apologies given
Wednesday 24 January	Attended Cumberland Council Lakes to Sea Workshop held at Crosthwaite Parish Room, Keswick
Friday 26 January	Attended meeting at Cafe HNW with 2030 Architects and Richard Mace Structural Engineer to carry out investigation of the condition of the existing structure of the kiosk assisted by Lonsdale Builders
Friday 26 January	Interview requested by Ravi Naik of BBC Radio 4 regarding 'Britishness' and impact of tourism on Keswick.
Friday 26 January	Attended meeting requested by Keswick Cricket Club to discuss options for extending existing pavilion to improve facilities for future use.
Monday 29 January	Attended meeting requested by Iain MacMahon to discuss issues relating to planning permission granted in 2017 at High Hill Garage
Wednesday 7 February	Attended Staffing Committee meeting
Thursday 8 February	Attended Planning group meeting to review current planning applications

LDNPA Report for the North Lakes

Issue 7 - February 2024

peter.walter@lakedistrict.gov.uk

In May last year Parish Councillors from 16 Parishes of the North Lakes elected me to sit on the Board of the LDNPA although I wasn't able to *actual* sit on any committees until September (it's a process thing!). The start of 2024 seems like a good time to reflect on what I have learned so far. I'll pick four big issues that highlight the challenges faced by the Authority – and the exciting opportunities for the future.

Firstly – the challenges of **traffic and transport**. Two recent pieces of research have sent clear messages – that coming up with a sustainable travel plan is the number one thing local communities want the LDNPA to focus on, and that there is an appetite among visitors and locals alike to embrace new means of getting around the National Park. At a recent meeting of the Members and senior Directors of the Authority, this was broadly embraced. Of the 20 people who sit on the Authority over half are new to the role and I have been told, as a group we are more aligned and in agreement on key issues like sustainable travel, than has been the case in the past. Frustratingly the Authority has very little power in this area but we can act as convener of many parties - and continue to work in partnership with 21 other organisations on the Partnership Plan for the Lake District. But an aligned Board gives us a greater opportunity to take a leadership role on the big issues like travel and, I hope, be bolder in our ambition.

Secondly – **visitor behaviour**. Post Covid we have seen more young people coming to the Lakes and we are seeing an increase in the diversity of visitors. New people discovering the Lake District and hopefully finding a connection to nature and the outdoors is to be welcomed, but a small minority of visitors (of all ages and backgrounds) are causing problems which the LDNPA and other partners are increasingly having to deal with. The Authority team, and partners, do an amazing job (largely unseen) of engaging with anti-social campers and clearing up after some of them. I think this, as well as major job of education and influencing, will be 'the new normal' in the coming years.

Thirdly – **planning**. Planning often gets a bad report from vocal members of the public - which I think is undeserved. I'm on the Planning Committee (or Development Control Committee as its officially called) where we take decisions that can have a big impact on people and we review hundreds of pages of information from Officers before every decision-making meeting. Of course, not every application is straightforward – I am discovering that sometimes our hands are tied and other times we are able to debate factors that are much more of an interpretation or judgement. The role of Parish Councils is important in this process and any application – large or small – will receive full scrutiny and discussion at DCC if the planning Officer's recommendation is different to the recommendation of a Parish Council. This scrutiny involves the production of a detailed report and presentation which is discussed in the meeting, is available on the website and which I share in my newsletter (below). It's great to see the frequency with which appeals against decisions we take, are thrown out, which suggests planning officers and members of the DCC are broadly making the right decisions. Another false narrative is that we never

enforce anything. The frequency and success of our enforcement activity (the highest of any National Park) belies that narrative.

And finally, **nature recovery**. Something that is currently little known but could become a big LDNPA success story in the coming years, is the work being done on private finance for nature recovery. There is huge potential for the Park to deliver major nature recovery projects funded by private money. An example already happening is £100,000 from Estee Lauder to help deliver improved water quality for Windermere, biodiversity and climate resilience. They have also guaranteed a further £400,000 to be spent on other nature restoration projects throughout the UK's National Parks over the next four years. The LDNPA is leading the way in this area and a lot of work is being done *now* so that we are able to capitalise on *future* opportunities. Hopefully we can deliver major nature recovery projects at scale all over the Lakes.

The LDNPA along with all the partners of Lake District National Park Partnership have many challenges to deal with, but in my first six months on the Board I have been excited by work being done and the possibilities for positive change.

Planning decisions

At the last meeting Development Control voted in line with planning officer's recommendations, and against the recommendation of local PCs, in two cases. You can read the full reports below, which have a lot more explanatory detail behind the recommendation.

[Lodore Falls Hotel](#)

[Whinfell Caravan Park, Lorton](#)

However, in the following case I disagreed with the planning officer's recommendation and we ended up rejecting the proposal to approve. This was an interesting example of the element of judgement I mentioned above. The application was to allow a 'Granny Flat' annex to an existing building to be used as a holiday let. This would only be permissible if the flat was not suitable for a use as a permanent home. The officer's view was that it was NOT suitable for use as a permanent home (reasons in the report below) but I disagreed. I led a discussion on the question and when it came to the vote the majority of Members agreed with me. We rejected the application (which was what Blindcrake Parish Council had recommended).

[Greengates, Sunderland](#)

Personal blog

Don't forget my personal blog can be found at <https://www.parklife-lakes.blog>

KESWICK TOWN COUNCIL

GENERAL FUND - ADMINISTRATION

1st April 2023 - 31st March 2024

Budget Summary as at 31 December 2023

3rd Quarter

	AGREED Budget 23/24	Expenditure to 31.12.23	% of budget spent	
Expenditure:				
Salaries, Nat ins & Pension & Pension Deficit	115,240	83841	72.75	
Payroll - Outsource Costs	350	324	92.57	
Rent	7,100	5325	75.00	
Building Service Costs	6,000	0	0.00	
Repairs - Decorating/Carpets/Upgrades	500	204	40.80	
Insurances	900	890	98.89	
Subscriptions	1,030	1285	124.76	<i>Inc prepayments</i>
Conferences/Training	800	486	60.75	
Stationery	1,200	524	43.67	
Postage	300	220	73.33	
Telephone & Internet	1,130	1619	143.27	<i>Includes new headsets</i>
Photocopier	1,931	1048	54.27	
Computer maintenance/support	3,075	1693	55.06	
Office Equipment	200	120	60.00	
Staff Expenses	200	121	60.50	
Ex Employee Pension	1,496	1165	77.87	
Health and Safety	50	0	0.00	
Website (Annual Fee)	240	258	107.50	
Council Chamber/Meeting Expenditure	250	28	11.20	
Telephone System - Maintenance Fee	-	0	0.00	
Staff Recruitment Costs	200	0	0.00	
Total Expenditure:	142192	99151	69.73	

	AGREED Budget 23/24	Income to 31.12.23	% of budget income
Income:			
Photocopies	0	1	0.00
Council chamber rental	100	150	150.00
Total Income:	100	151	151.00

To be allocated:	142092	99000	69.67
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	AGREED Budget 23/24	Allocation to date
Allocation:		
General Fund - (60%)	85,256	59400
Hope Park - (20%)	28,418	19800
Fitz Park - (20%)	28,418	19800
	142092	99000

KESWICK TOWN COUNCIL

GENERAL FUND

1st April 2023 - 31st March 2024

Budget Summary as at 31 December 2023

3rd Quarter

	AGREED Budget 23/24	Expenditure to 31.12.23	% of Budget
Expenditure:			
General Administration	85256	59400	69.67
Grants to outside bodies	19146	18583	97.06
Christmas Lights	30500	25623	84.01
Mayors Allowance	2000	1500	75.00
War memorial	1600	1323	82.69
Townfield	2800	1600	57.14
Open Spaces	1000	750	75.00
Fitz Park - Grant from KTC (deficit)	193574	193574	100.00
Communications	500	0	0.00
Audit Fee/Accounts Preparation	1800	25	1.39
Contingency Sum	4000	563	14.08
Keswick Events (Inc. Scruffs)	9464	6083	64.28
Floral displays	600	507	84.50
Allotments Expenditure	600	350	58.33
Annual Parish Meeting (inc room hire & refreshments)	100	71	71.00
Advertising	450	106	23.56
CCTV Annual Maintenance Cost - Police	3600	3600	100.00
LGR Provision	2500	0	0.00
Elections 2023	6000	2364	39.40
TOTAL EXPENDITURE:	365490	316022	43.16

	AGREED Budget 23/24	Income to 31.12.23	% of Budget
Income:			
Precept	328245	328245	100.00
Grant to Fitz Park - ABC	20000	20000	100.00
Bank interest (inc War Memorial)	5	50	1000.00
Walker Park rent	14130	14130	100.00
Allotments Income - Rent	600	911	151.83
Keswick Events Contributions (Inc. Scruffs)	2300	2538	110.35
Christmas Light Contribution	200	2020	1010.00
Townfield Interest	10	5	50.00
LGR	0	0	0.00
CCLA Investment Interest	0	798	0.00
TOTAL INCOME:	365490	368697	100.88

Inc
Prepayment

Designated Fund Balances	
Christmas Lights	402
Events Fund	32346
K2T Toilet Contribution	2004
Local Committee - Townfield Bench	350
Blue Finger Post	40

KESWICK TOWN COUNCIL

15 FEBRUARY 2023

CLIMATE CHANGE ACTION PLAN – SIX MONTH REVIEW

The Climate Change Action Plan (attached to this report) was last reviewed at the Town Council Meeting in July 2023, and is now due for review. Since the last review, Councillor Lansbury and the Town clerk attended a CALC webinar attended by fifty local Councillors and members of sustainability groups. The Town Clerk prepared and gave a ten minute presentation at this event. At the event, I noted several points that we can discuss working towards and these form part of the recommendations for this item.

Recommendations:

1. That Keswick Town Council establishes a Climate Change Working Group that will include Councillors and members of local outside bodies, initially considering including Keswick Town Council, Sustainable Keswick, Woodland Trust, LDNPA, National Trust, Cumbria Wildlife Trust and West Cumbria Rivers Trust with the goal of;
 - Through the Climate Change Working Group, we investigate the production of a 'Nature Recovery Plan' for Keswick and a local communications plan;
 - That Keswick Town Council cross check activities against the CALC produced Parish Council Climate Change Toolkit
 - Keswick Town Council build a platform for collaboration and mutual support between these groups
2. That we change the timing of the reviews to the March Town Council meeting and the September meeting of the Parks Trusts; and
3. That Councillors agree revisions arising from any discussion of this agenda item

Councillor Sally Lansbury

7 February 2023

January 2024 update	Initial activities	Actions Achieved	Future Actions	Action Assigned to	Target date
Information Sharing	Promotion of local carbon reduction schemes such as the Keswick Lions Repair Café, WI and Sustainable Keswick activities	Some info has been successfully shared but we can do more on Facebook / website etc	Continue to translate global climate change issues for local relevance, inspire action and provide civic leadership	Town Clerk Involve Keswick Smarter Network	Ongoing
Local Planning	Consider environmental impacts and emissions in addition to aesthetics and planning regulations	General environmental considerations are made in relation to planning applications	Use an environmental impact checklist in commenting on applications.	Planning Group	Ongoing
Transport	Contribute to consultations and partnership working with CCC / LDNPA / Stagecoach on new transport initiatives.	Responded to two consultations on transport and decarbonisation of transport from TFN and CCC.	Monitor the feasibility work currently ongoing through RCEF and support the outcomes.	Town Councillors	Ongoing
Reduce number cars on the road.	Engage with Community Car Share opportunities and cycling and walking initiatives.	Additional bike racks and repair stations have been placed around the town.			
Increase opportunities for low carbon transport.	Lobby for and support initiatives which promote electric public transport	Staff are actively pursuing car share opportunities for travel to work	Hope Park seeking to put a bike rack in by the GNAAS helicopter – to seek grant money	Town Clerk	Apr-24
Energy reduction	Change to 100% renewable power where we can.	Council has moved to SSE Green Energy tariff for Parks Buildings	Review at end of contract	Responsible Finance Officer, Parks Manager	Fixed contract end date 31/03/2026, Review of usage at time of budget reviews.

January 2024 update	Initial activities	Actions Achieved	Future Actions	Action Assigned to	Target date
	Reduce consumption		Communicate national and regional energy saving initiatives Begin to look at future energy reductions, especially in relation to solar power and water consumption		
Reducing waste and encouraging sustainable consumption.	Introduce reusable glasses for Council festivals and event. Prohibition of the use of disposable BBQs on Town Council Land.	Both of these initial targets have been achieved.	New target could be the further reduction of waste at Coronation event, Proms in the Park etc Take your drinks bottles and cans home to recycle etc Repot the 'Recycle Cumbria' (CCC) social media campaign messages. Further promote the plastic free Code of Conduct, especially with the changes to businesses using single use plastics.	Events Committee/Parks Manager/Parks Trustees/Town Council	06/05/2023, 24 and 25 June 2023 Ongoing

January 2024 update	Initial activities	Actions Achieved	Future Actions	Action Assigned to	Target date
Banking and insurance.	Look at ethical investments and banking	RFO has identified sinking funds which could be ethically invested.	With Town Council approval, set up investment account which does not invest in new fossil fuel developments.	Town Clerk, Responsible Finance Officer, Accountant and Town Council.	Money invested with CCLA and Unity Bank
Divest from fossil fuel investment.		Insurances are with Zurich which appears to have a robust ethical investment policy. Began work with W&F Council to review Responsible Investment Policy	In the longer term continue to investigate current accounts.		Ongoing
Parks. Protect and Enhance Nature, restoring nature for all.	Tree planting and improving biodiversity,	Eliminated the general use of Glyphosate weedkiller. Shift towards planting hardy perennials and native pollinators Eliminated the use of compost containing peat Compost all arisings from the Parks Planted 500 additional trees and shrubs Woodland walk area created	Continue to develop bee and butterfly friendly areas. Continue to look at low energy alternatives to equipment where possible Support the CALC Green Space to Grow initiative	Parks Manager/ Keswick Parks Trustees	Ongoing

January 2024 update	Initial activities	Actions Achieved	Future Actions	Action Assigned to	Target date
		<p>Assisted with the control of Himalayan Balsam</p> <p>ASPEN Lower emission fuel is now used in Parks machinery</p> <p>Dennis mower replaced with an electric model, with a second mower on order</p> <p>Additional Wildflower beds have been planted in Hope Park.</p> <p>Moved from perennial plants to pollinating plants</p> <p>An additional battery strimmer/cutter has been purchased</p> <p>Wood reused following tree felling – benches were made from the old oak trees, as well as good planks of wood in the children's play area.</p>			
Policy		<p>Procurement policy has been amended to include ethical practices and whole life costs of purchases</p> <p>Introduced a Code of Conduct which prohibits the use of single use plastics at Council Festivals and Events and by third parties using our Parks</p>		Town Clerk and Responsible Finance Officer	Insert Date

January 2024 update	Initial activities	Actions Achieved	Future Actions	Action Assigned to	Target date
Monitoring of Carbon Footprint	To measure the Carbon Footprint of the Town Council and The Park Trusts	This work has been done for previous year	Target reductions and actions to be agreed.	Responsible Finance Officer	Initial 31/03/2022 Annual Review
Training	PROPOSED NEW TARGET: To offer all Cllrs, Office and Parks staff CARBON LITERACY training either through CALC or CAFs.			Town Clerk	1st half 2024 financial year
Park Users	Talk to all parks users (sports clubs) regarding their carbon footprint				

Carbon footprint data for the period:----- 1 January 23 – current date

Keswick Town Council Offices: ---

Fitz Park Trust 43.0 Tonnes of CO2E

Hope Park Trust 24.9 Tonnes of CO2E

Acronyms:

CALC – Cumbria Association of Local Councils

TFN – Transport for the North

CAFs – Cumbria Action for Sustainability

RCEF – Rural Community Energy Fund

Carbon Literacy Training - <https://caf.s.org.uk/climate-and-carbon-literacy-training/>

KESWICK TOWN COUNCIL

Annual Risk Management Assessment

Revised February 2024

Catherine Parker – Responsible Financial Officer

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		Establishment/Central Administration (Office)			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Council Offices	Buildings insurance arranged by Allerdale Borough Council as landlord	No further action			*
	Contents organised direct by Town Council with Zurich	Policy amounts are annually revised for inflation			*
Accident – Member of the Public whilst on site (Public Liability)	Public Liability Insurance cover in place £15m	No further action			*
Establishment	All covered within Zurich Policy	No further action			*
Libel & Slander	Sum insured £250,000				*
Business Interruption	Sum insured – additional expenditure £100,000 – loss of Gross revenue £170,000	Hope Park, Lake Road, Keswick, CA12 5DJ			*
Money	Sum insured: – <ul style="list-style-type: none"> Loss of Non-Negotiable Money in the situations specified in items below - £250,000 Loss of money in custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe £5,000 In the private residence of any member or employee £500 	No further action			*

	<ul style="list-style-type: none">• In the premises in custody of or under the actual supervision of any member or employee £5k• In the premises in locked safes or strong rooms £5,000• In the premises in locked receptacles other than safes or strong rooms £250				
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Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
Fidelity Guarantee	Sum insured – all members and employees £1,000,000	No further action			*
Personal Accident	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees – Capital Sum 5.00 times annual earnings – Weekly cover - 1.00 times weekly earnings Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Civic Regalia (Mayoral chains of office x 2 & Deputy Mayors Jewel)	Sum insured £45,618.70 £56,384.71	Revalued February 2018 – Northern Valuations, Kendal and details supplied to Vincent Liu at Zurich Under All Risks items are insured anywhere within the UK postal code. They are insured whilst in a members home on the understanding that: <ul style="list-style-type: none"> The member takes reasonable precautions i.e. not leaving in plain site The member has informed their own insurance (home/contents) 		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
Tiled Mosaic – Subway Artwork, Lake Road	Sum insured £24,843-£29,812.15	No further action			*
Street Furniture – Bins, Benches & Picnic Tables	Included in sum insured for street furniture – bins, benches & picnic tables –£18,590 £22,296.59	No further action <i>Bus Shelter – New shelter built during 2019/2020 flood alleviation work – CCC now to take on full responsibility including insurance for this structure – Emailed Mathew Wanning (CCC) 5th Dec 2019 & 5th Dec 2020 for written confirmation – CONFIRMED THAT CCC WILL BE TAKING FULL RESPONSIBILITY</i>			*
Subway Wall & Seating – Low Wall, Lake Road	Sum insured £7,025-£8,430.25	No further action			*
Laptops – Office & Parks Managers	Sum insured £1,137-£1,364.29	No further action			*
Council Office – as per asset register	Sum insured £9,004-£10,804.88	No further action			*
Council Office Furniture, Fixtures & Fittings	Sum insured £4,637-£5,564.52	No further action			*
Council Chamber Furniture, Fixtures & Fittings	Sum insured £5,305-£6,365.40	No further action			*
Slate Seat Lower Lake Road	Sum insured £900-£1,080.49	No further action			*
3 x Planters – Market Square & Derwent Close	Sum insured £5,080-£6,096.40	No further action			*

KTC – Annual Risk Management Assessment – Revised February 2024

Catherine Parker – Responsible Financial Officer

Establishment cont.					
HP Copier/Printer leased item	Sum insured £13,113 £15,735.26	No further action			*
SID (Speed Indication Device) – Chestnut Hill	Sum insured £6,563 £7,875.65	No further action			*
CCTV Camera's (PCC) – Lower Main Street & Market Square	Sum insured £17,261 £20,712.91	No further action			*
Water Colour – E Wake-Cooke	Sum insured £1,600 £1,920.00	Valued by Mitchells			*
Bench – Manor Brow	Sum Insured £360 £431.58	No further action			*
2 nd bench – Manor Brow	Sum Insured £470.40	No further action			*
Table Tennis Table – Fitz Park	Sum Insured £1,599.00	No further action			

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
b) Third Party Arrangements					
Internal Auditor appointed by Council under new Audit regulations following 'Lighter Touch Audit'	Regular internal audit work carried out to establish 'proportionate, affordable & sustainable' process to strengthen Council's own governance & to 'provide proper accountability for public money' and to enable the Council to 'properly address its risk and their management, the principles of good internal controls and the roles of internal & external auditors'.	No change			*
c) Self-Governance					
Back Up of Computer Information	Regular backups of Sage carried out and kept in safe. NAS box installed as 'networked' drive, this has 2 mirrored drives for onsite backups.	2022 – Migration of data from NAS box to OneDrive carried out by KCS. Daily monitoring and backups plus mailbox backup			*
Standing Orders & Financial Regulations	Standing Orders & Financial Regulations in place updated annually	No further action			*
Risk Assessments	In place	Review Risk Assessment Annually			*
Annual Budget including regular budget reporting	In place. Quarterly reports produced and circulated with agenda papers	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
Asset Insurance/Valuation	Assets register held inspected annually	No further action			*
Data Protection Act registration	Registered 01/04/06. Updated annually.	Town Council are registered. Training has been undertaken by Town Clerk & RFO. Procedures put in place by Town Clerk and archiving ongoing. Additional training took place in Spring 2022 for all office staff			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area		Keswick Parks (Hope, Fitz, Wivell & Townsfield)			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accidents on site to members of the public	Public Liability Insurance cover in place £15m	No further action			*
Claim by members of the public e.g. collapsed seat, torn clothing, item falling on someone	Public Liability Insurance cover in place £15m Regular inspections take place.	No further action			*
Accidents involving children using designated play areas	Public Liability Insurance cover in place £15m Regular inspections take place	No further action			*
Injury to athletes	Liability left to individuals/clubs themselves	Ensure all event organisers and athletic clubs organising events have appropriate cover		*	
Impact damage to street furniture	Items covered under policy:- • Ornamental Gates, Walls & Fences Sum Insured £14,593 £13,911.29 Council stand loss re vandalism but counter claim possible.				
War Memorial	Sum insured £193,887 £232,664.81	No further action			*
Buildings on site – Sports Clubs and Council (Parks) use	Buildings insured by Zurich:- • Hope Park £973,589 £1,292,830.69 • Fitz Park £1,004,586 £1,285,073.66 Contents in Council use buildings insured by Zurich Keswick Football Club insure buildings & contents for clubhouse	Properties (excluding Football clubhouse) revalued by Edwin Thompson 2013 & 2022. Copy of valuations supplied to Zurich. Buildings sum insured increases each year – index linked Proof of cover required from Sports Clubs supplied annually			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
	Contents to be insured by sports clubs/lessee: <ul style="list-style-type: none"> • Bowling Club • Sports Pavilion • Tennis Club • Football Club • Kiosk & Café • Golf Hut 				
Loss of rent	Sum insured – Sum insured – Hope Kiosk & café £170,000	No further action			*
Wivell Bridge	Sum insured £393,938 £472,714 Regular structural inspections organised by Parks Manager	No further action			*
Knight's Bridge	Sum insured £393,938 £472,714 Regular structural inspections organised by Parks Manager	No further action			*
Play Equipment, CSA & BMX Track	Sum insured £287,933 £345,519 Annual inspections carried out by ROSPA and any actions carried out by Parks staff with instruction from Parks Manager	No further action			*
Use of chainsaw	Only used by qualified staff member. Insured under All Risks Part C & Public Liability	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
Townfield	Impact damage – covered under All Risks Part C (Ornamental gates, walls and fences)	No further action			*
Benches & Picnic Tables	Sum insured £18,580-£22,296 – All Risks Part C Street Furniture	No further action			
Fitz Park – Garden equip, tools etc.	Sum insured £14,143 £16,971 As per Material Damage – contents (a), (b), (c) & (d) – Zurich schedule	No further action			*
Hope Park Plant & Machinery – as per asset register	Sum insured £49,522 £59,426– All risks Asset register updated annually	No further action			*
Hope Park Open Spaces – Memorial Benches as per asset register	Sum insured £19,133 £22,960– All risks Asset register updated annually	No further action			*
Fitz Park Open Spaces – Memorial Benches as per asset register	Sum insured £15,757 £18,908 – All risks Asset register updated annually	No further action			*
Fitz Park – Secure containers & Attendants Hut – Plant Machinery & Equipment as per asset register	Sum insured £11,593 £13,911 – All risks	No further action			*
b) Third Part Arrangement					
Accidents to authorised contractors/workmen whilst working within the parks	Responsibility of contractors to arrange appropriate insurance cover	Parks Manager to check contractors liability details – counter claim would be made by Keswick Parks/Council if sued		*	

KTC – Annual Risk Management Assessment – Revised February 2024

Catherine Parker – Responsible Financial Officer

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
Independent Examiner appointed by Trustees	Annual inspection of accounts to ensure compliance with SORP & Charities Act 2006	No further action require			*
c) Self-Governance					
Play Area, CSA, BMX Track & Parks Open Spaces	Annual inspection of Play Area, CSA & BMX Track carried out by RoSPA. Annual inspection Contract carried out by Zurich contractor – as per Part K insurance schedule	Inspections carried out by Parks Staff/Manager at frequencies as stated in the Parks Risk Assessment – Inspection Policy Schedule Full documentation kept on file in office – Parks Manager delivers completed inspections to office at regular intervals			*
Inspection of seats and other Council/Keswick Parks owned property	External Area Inc. Accessibility Assessment & checklist carried out by RoSPA every 3 years	Annual seat/property inspections in place (as recommended). Memorials policies adopted January 2012			*
Tree Management for possible problems (falling branches etc.)	Regular checks carried out by Parks Manager. Annual Tree Survey carried out in parks and open spaces suitably qualified by third party contractor	No further action			*
Golf Hut – Staff security	Alarm bell & CCTV surveillance in place Responsibility transferred to lease holder	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
Crosthwaite Road – Community Car Park	Regular checks carried out by Parks Staff. Car Park managed by Parking Infrastructure Services Ltd – responsibility of emptying pay machines and banking lies with the contractor Covered under Public Liability	No further action			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		War Memorial			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Public Liability e.g. if monument collapses on someone	Covered by Public Liability on Zurich policy – sum insured £15m	No further action			*
b) Third Party Arrangements	NIL				
c) Self-Governance	NIL				

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area

Events & External Activities

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Injury to person from accident on site	Public Liability in place via Zurich – Cover £15m	No further action			*
b) Third Party Arrangements					
Injury to individual performing or stall holder	Performers/traders/contractors to be advised to arrange suitable public/employers liability insurance cover & completed necessary risk assessments/inspection	No further action			*
c) Self-Governance					
Staging, stall & public safety	Suitably qualified contractors appointed to supply staging and stalls. Barriers to be erected around the stage areas at a safe distance to be agreed in conjunction with contractors. Necessary signage put in place. Stewards to be appointed. Risk assessment carried out by appointed person. Premises licence obtained from ABC (which includes notifying higher authorities & emergency services)	Ensure risk assessments are adhered to Ensure all contractors have suitable insurance cover Follow any instruction/advise given by higher authorities		*	

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area	
	Christmas/Festive Illuminations

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Damage to property/person by falling festoon cable etc.	Public Liability in place via Zurich – Cover £15m	No further action			*
Electrocution by tampering or otherwise	Public Liability in place via Zurich – Cover £15m	No further action			*
Accident when helping with arrangements – members, employees & volunteers	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings' Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			
Damage to hired lighting displays whilst installed and in place	Sum Insured £23,417-£28,100	Amount reviewed each time new contractor is appointed via tender		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Christmas/Festive Illuminations cont.....					
b) Third Party Arrangements					
Negligence by Town Council's contractor	Copies of the following required from contractor prior to work commencing to cover any possible counter claim:- <ul style="list-style-type: none"> Public & employers Liability cover Risk Assessments & Method Statements 	No further action			*
	The responsibility for safe installation of all displays rests with contractors				
c) Self-Governance					
Accidental electrocution by member of the public	110v lamps with transformers used for Christmas Tree at lower level and safety barriers placed around the tree	No further action			*
Cross street displays falling down	Contractor instructed to carry out load testing no more than 6 months prior to installation, by a qualified contractor Contractor advised to supply and install wind resistant displays in the Market Square area	No further action			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT

Key Decision Area

Allotment Site - Hawthorns

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accident – Member of the public whilst on site	Public Liability in place via Zurich – Cover £15m	No further action			*
Damage to property on site	None	Allotment holders to be responsible for insurance and safe keeping of their property on site			*
Accident when preparing site	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings' Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
b) Third Party Arrangements	NIL				
c) Self-Governance	NIL				

**KESWICK TOWN COUNCIL
REVIEW OF INTERNAL CONTROL AND AUDIT
February 2024**

The regulations require councils to carry out an annual review of the effectiveness of their system of internal control and audit during the financial year. This review is an integral part of continually improving governance and accountability. The results of the review must be included in the annual governance statement which is Part 2 of the annual return. The review should, as a minimum, include making an assessment of each of the following:

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

Ian Smithson was appointed as the Council's Internal Auditor in October 2023. This appointment was made to cover the next 2 years, with his final year being 2025.

Financial controls in place:

- The Town Council has fulfilled its statutory obligation to appoint a Responsible Financial Officer (RFO) (LGA 1972 s 151). The RFO has made available a written record of all financial procedures which have been adopted by the Council and included in the Financial Regulations
- The supplier invoices are authorised with an initial by the Responsible Finance Officer/Parks Manager and countersigned by either the Responsible Finance Officer or Town Clerk. Invoices are coded to the relevant approved annual budget head and entered onto the payment list and posted onto Sage accounts.
- A monthly rota of two Councillors has been set up who, when signing cheques and BACS/Direct Debit payment authorities, counter check them to invoices and the schedule of payments approved at Council.
- Accounts are paid by the BACS system where possible or direct debit. Payments are entered onto the Sage Accounts system and made electronically. The payments are checked once again by the Responsible Finance Officer, prior to submission, to ensure that they correspond to the approved payments list. The payments are then submitted to suppliers and a copy of the Barclays payments report is attached to each approved payment list as an audit trail.

The Council is asked to appoint two Councillors to carry out a review of the effectiveness of the current system. A copy of the Annual Review undertaken in 2023 is attached for information.

**Catherine Parker
Responsible Finance Officer**

Keswick Town Council

Annual Review of Effectiveness of Internal Financial Controls March 2023

The above review was undertaken by Councillor Daniels and Councillor Burn on Monday 20th February 2023.

Comments & Observations – Councillor Daniels: -

I carried out the review on 20th February 2023 and I am completely satisfied that KTC has the necessary audit arrangements to comply with recommendations set out by SLCC, which include the scope of the Audit, independence and competence of the Auditor, the responsibilities of councillors and officers and planning and reporting of the audit.

KTC continue to adhere to the policies and financial regulations approved by the council in 2022. The Town Council Audit test is satisfactory with only one recommendation (that a proportion of our cash balance should be invested into a CCLA fund) which is currently being processed.

It is hugely frustrating that Allerdale Borough Council continue to drag their heels in approving the Heads of Terms for Walker Park which has been dragging on for at least 10 years and has the potential of adding a further increase in the precept should they discontinue payment of the annual sum of approx.£14k.

Comments & Observations – Councillor Burn: -

I carried out my review today, and I am completely satisfied that KTC has had a reasonable assurance, through its internal audit service, that internal controls and management of risk are effective.

Comments

1. The internal auditor again recommended that KTC should consider investing a proportion of its funds in an interest bearing account. This was discussed at a recent council meeting and a decision taken to follow the auditor's advice in relation to Council and Trust reserves. Appropriate accounts are to be opened in the near future.

2. In relation to my comments last year, I have been told that:

a) work has continued into a rent review and a revised heads of terms agreement for Walker Park but that this has still not been finally resolved. Invoices will be sent to the newly formed Cumberland Council from 1 April 2023.

b) a GDPR training course was attended by KTC office staff and the Parks Manager on 13 September 2022.

c) improved data storage (Cloud based) has been in place since March 2022.