

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

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

12th April 2024

A meeting of Keswick Town Council to be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 18th April 2024 at 7.00 pm.**

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 21st March 2024 (pages 48-53).
- 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 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 comments to be circulated by email 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 15th March 2024 – 11th April 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
- 11. Payment of Accounts**
To confirm the payment of accounts for April 2024 as approved by the Inspection Committee (list to be circulated before the meeting) for:
 - i) The Town Council
 - ii) The Parks Trusts
- 12. Budget Summary Comparisons as at 31st March 2024**
To receive budget comparisons for the 4th Quarter.
- 13. Annual Review of Revised Financial Regulations**
To consider the report of the Responsible Financial Officer.
- 14. Toilets on Keswick to Threlkeld Trail**
To consider the report of Councillor Dunn.
- 15. Future Event – proposed new event in Keswick**
To receive the report of Councillor Harwood.

16. Clerk's Report

To consider the report from the Clerk.

17. Reports from Representatives on Outside Bodies

- i) Keswick Convention Town Liaison Group (if available) – Councillor Rob Nelson

18. Minutes of Committee Meetings

To receive for information the Minutes of the Events Committee meeting held on 28 March 2024 (pages 9-10).

19. Staffing Committee minutes

To receive for information the Public Minutes of the Staffing Committee meeting held on 7 February 2024 (page 4).

Prior to consideration of the following business, the Chair will move the 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'

20. Staffing Committee minutes

To receive for information the confidential Minutes of the Staffing Committee meeting held on 7 February 2024 (pages 5-6).

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 in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 21st March 2024 at 7.00 p.m.

Present:

Chair
Councillor Steve Harwood

Councillors

Louise Dunn	Claire Houghton	Chris Houghton
Denstone Kemp	Sally Lansbury	Benita Lapthorn
Jean Murray	Lorraine Taylor	

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

194. Apologies

Apologies for absence were received from Councillor Nelson. His apologies were noted and agreed by Councillors.

195. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 15th February 2024 (pages 44-47).

196. Requests for Dispensations

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

197. Declarations of Interests

Councillor Harwood gave a personal explanation with regard to planning application 7/2024/2016, as he lived in a neighbouring property. He intended to remain in the room and vote on this item.

198. Police Report

RECEIVED the newsletter of the Allerdale Rural Neighbourhood Policing Team.

199. Matters to be received from the Public

A member of the public requested that the Council consider reinstating the portaloos at the beginning of the Keswick to Threlkeld trail. This trail is well used, especially on a Saturday when Parkrun operates. There were concerns about human waste, which would need to be directed to Cumberland Council's Environmental Health team.

Councillors felt that they had done all that they could at the present time to provide facilities, but they did not own or lease the land, and those organisations had not donated significant funds when requested to. However, it was something which the Council would bear in mind, and if they could make any progress, they would.

200. Matters to be raised by Councillors

No matters were raised by Councillors at this meeting.

201. Applications for Development

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

Plan Ref.	Description, Location, Comments Recommendation
T/2024/0027	Fell 1 Mature larch tree and replant 3 other smaller trees - Acer palmatum, Malus Golden Hornet and Prunus Sargentia Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF Declared interest
T/2024/0032	T 1 - Sycamore – Fell Little Bield, Chestnut Hill, Keswick, CA12 4LT <i>No comments made</i> SUPPORT <i>(Observations submitted under delegated powers 28/02/2024)</i>
7/2023/2247	Single storey front extension to create larger kitchen/dining area 56, Trinity Way, Keswick, CA12 4HZ <i>No comments made</i> SUPPORT <i>(Observations submitted under delegated powers 28/02/2024)</i>
7/2023/2260	New rear dormer window to allow use of attic space and installation of solar panels to front and rear Sandygate House, Rogerfield, Keswick, CA12 4BW <i>Support/Object – we support the principle of utilising roof spaces but object to flat roof dormers as being out of character. Taking note of the new Lake District Design Code we object to the solar panels proposed on the front elevation of this house</i> SUPPORT/OBJECT <i>(Observations submitted under delegated powers 28/02/2024)</i>
7/2023/2282	<i>Proposed development of new access and revised car parking area. Howe Keld, 5-7, The Heads, Keswick, CA12 5ES Object – the expansion of the existing parking area proposed relies on encroaching into the grassed area in the control of Cumberland Council. We note the highway concerns raised in their response to this application and their clear statement they will not agree any development within the highway boundary in this location. We also do not agree with the loss of the existing tree which is a prominent feature in the boundary of the Conservation Area</i> OBJECT <i>(Observations submitted under delegated powers 28/02/2024)</i>
7/2024/2007	Install an additional two rapid electric vehicle charging stations within the car park

Booths, Tithebarn Street, Keswick, Cumbria, CA12 5EA

Support – this is an expansion of the existing electrical charging points including a fully accessible unit for disabled users. The key concern is the possible vulnerability of flooding in this location. We are satisfied that this has been considered in the flood risk assessment provided with special safety measures for this eventuality

SUPPORT

(Observations submitted under delegated powers 28/02/2024)

7/2024/2009

Replacement Front Elevation Door & Windows to Indian Restaurant
5, St Johns Street, Keswick, Cumbria, CA12 5AP

Object – we acknowledge the desire to upgrade the existing restaurant frontage which is described as past repairing and single glazed. Whilst the variation in styles on St. John's Street is noted we consider the new pattern proposed has a bland appearance compared to the interesting pattern of the existing in this Conservation Area. We object to the option of having folding doors on the street frontage which we consider inappropriate in a non-pedestrianised area with frequent traffic and narrow pavement

OBJECT

(Observations submitted under delegated powers 28/02/2024)

7/2024/2016

Erection of a privacy fence between 4 Browfoot and Glenburn
4, Browfoot, Keswick, CA12 4LQ

Object – the boundary fence applied for is a substantial 12 metre long x 2.5 metres high barrier which would have a significant detrimental visual impact in this location. We feel the whole community would be affected by the impact of such a high barrier to the open nature of front gardens along Browfoot characterised by low stone boundary walls and hedges. A privacy issue is stated as justification with windows in a side extension at Glenburn, in place since 2000, overlooking the property frontage at 4 Browfoot. The frontage in question is completely surfaced in block pavers with small areas of peripheral planting and is used primarily for car parking. The overlooking is no greater than anyone can see walking along the Penrith Road public footpath and is not valid reason for such an imposing and intrusive barrier.

OBJECT

(Observations submitted under delegated powers 28/02/2024)

7/2024/2017

Replacement of modern windows to rear elevation and replacement of front door

12, Larch Cottage, The Plosh, Borrowdale Road, Keswick, CA12 5DE

No comments made

SUPPORT

7/2024/2022

Replacement of existing greenhouse

Town Head House, 25 St Johns Street, Keswick, CA12 5AE

No comments made

SUPPORT

(Observations submitted under delegated powers 28/02/2024)

- 7/2024/2024 Two-storey extensions, alterations to roof, raised patio and privacy screening - variation of condition 2 (plans) of planning permission 7/2023/2057 to amend design of front elevation first floor central window
21, Manesty View, Keswick, Cumbria, CA12 4JF
Object – we objected to a previous application with particular emphasis on the large central single pane window at first floor level which forms the basis of the variation requested. We maintain our objection in the strongest possible terms as we consider this to be out of proportion with the balance of this front elevation
OBJECT
(Observations submitted under delegated powers 28/02/2024)
- 7/2024/2027 Alterations & extensions
76, Latrigg Close, Keswick, CA12 4LF
Support – this is a sensitively designed extension to provide additional living accommodation for a local family with no direct implications on adjacent properties
SUPPORT
(Observations submitted under delegated powers 28/02/2024)
- 7/2024/2029 Alterations associated with permitted amalgamation of numbers 1 & 3 Manesty View to create fully accessible open plan dwelling, specifically new raised terrace and removal of No.3 garage to allow creation of new drive at entrance level and new entrance porch
1 & 3, Manesty View, Keswick, CA12 4JF
No comments made
SUPPORT
- 7/2024/2030 To alter existing pedestrian access and form new vehicular access for off-street parking
9, Blencathra Street, Keswick, CA12 4HW
Support – support in principle subject to satisfying the requirements set out in the response from Cumberland Council on Highway safety issues relating to providing satisfactory visibility for vehicles exiting the parking space
SUPPORT
(Observations submitted under delegated powers 28/02/2024)
- 7/2024/2047 Extension of dormer roof - balcony and conversion of garage to residential use
1 & 2 Markholme Cottages, Crosthwaite Road, Keswick, CA12 5PP
Support/Object – It is noted this is a resubmission of previous application 7/2023/2266. We SUPPORT the propose garage conversion and new lean-to extension at the rear.
We have no objection to the dormer extension but we OBJECT to the proposed high level 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

7/2024/2049 Proposed glass infill extension to connect existing house and outbuildings and Internal alterations to outbuildings
Town Head House, 25 St Johns Street, Keswick, CA12 5AE
Object – it is noted this is a resubmission of applications 7/2023/2148 & 2149. While we have no objection to the principle of converting existing outbuildings with a link extension to Town Head House, we consider this alternative proposal is over complicated and does not relate well to the existing building. We OBJECT to the design of the proposed glazed link extension as being unsympathetic to this Grade II listed building in the Conservation Area

OBJECT

7/2024/2050 Proposed glass infill extension to connect existing house and outbuildings and Internal alterations to outbuildings – Listed Building Consent
Town Head House, 25 St Johns Street, Keswick, CA12 5AE
Object – it is noted this is a resubmission of applications 7/2023/2148 & 2149. While we have no objection to the principle of converting existing outbuildings with a link extension to Town Head House, we consider this alternative proposal is over complicated and does not relate well to the existing building. We OBJECT to the design of the proposed glazed link extension as being unsympathetic to this Grade II listed building in the Conservation Area

OBJECT

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

202. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 9th February 2024 – 14th March 2024.

203. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council Representative – no representation made.
- ii) Lake District National Park Authority North Distinctive Area Parishes Representative – no representation made.

204. Annual Review of Effectiveness of Internal Financial Controls

RECEIVED the report from the Responsible Financial Officer.

205. Assets Register

Councillors considered the report of the Responsible Financial Officer.
RESOLVED that the Assets Register for the Town Council be approved.

206. Payment of Accounts

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

- i) The Town Council, vouchers 243 – 271, amounting to £31,528.61 (thirty one thousand five hundred and twenty eight pounds and sixty one pence)
- ii) The Trusts, vouchers HP210 – FP223, amounting to £15,312.76 (fifteen thousand three hundred and twelve pounds and seventy six pence)

207. Clerk's Report

RECEIVED the report from the Clerk.

RESOLVED that Councillor Dunn be added to the Planning Group.

208. Keswick Flood Action Group

RECEIVED an update from Councillor Louise Dunn.

RESOLVED that:

- i) Keswick Town Council write to Gold Command leadership to request that local Town and Parish Councils and voluntary groups concerned with flood risks are formally incorporated into the information cascade in their standard operating procedures; and
- ii) Keswick Town Council formally writes to Cumberland Council alongside Keswick Flood Action Group and Keswick Community Emergency Response Partnership outlining key roles for which we do not have contacts, asking for clarification for flood preparation measures and emergency responses (Action – Clerk).

209. Minutes

- i) **RECEIVED** for information the notes of the Keswick Ministries Town Liaison Forum from Thursday 22 February 2024.

210. Biodiversity Presentation

RECEIVED the presentation recently made by the Town Clerk to the CALC/CaFS event – Biodiversity and Climate Change – What can Town and Parish Councils do?

The meeting closed at 7.57pm

Chair

Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 20 March 2024 17:02
To: Ania Mlynczak
Subject: February & March 2024 - Cockermouth and Keswick

[View in browser](#)



In this months newsletter you will read about some of the work that the team has been doing over the last month.

This includes visiting young people at school and in clubs to talk to them about the role of the police, watch the mini police carryout road safety presentation to their peers and talks on county lines.

Inspector Pete Aiston

Road safety

"Have you nothing better to do officer?"

"I was just popping into the shop"

"I was just popping to the chippy"

"I was only a minute"



Road safety and the safety of our pedestrians will always be a priority of ours.

Day after day, we are seeing people failing to comply with the zig zag lines at the Zebra Crossings on Main Street, Cockermouth.

We will continue to issue drivers with traffic offence reports under Section 36 of the Road Traffic Act 1988, committing this offence will land you with £100 fine and 3 penalty points.

A minute of parking or you popping to the shop can cost a life.



PCSO visits Knit and Natter group

On 5 March, PCSO Clare Parker visited a Knit & Natter session at Age UK in Cockermouth.

It is always nice to pop in and have a catch up with all these lovely ladies and such a well attended group.

Broughton Brownies and Rainbows visit

On 4 March, PCSO Clare Parker had the pleasure of visiting Broughton Brownies and Rainbows.

They were able to have a look at the police vehicle and the useful equipment.

They had a chance to try on our police uniform.



Meet the Employer & Careers Day

On 28 February, PCSO Clare Parker spent the day at Keswick school meeting the year 9 students.

The students were each given the opportunity to spend a short time asking questions to different employers about their role and job.

This gave the students the chance to learn about different careers /roles and jobs.

I wish all the students well whatever career they choose.

Police and Communities Together Survey (PACT) results Keswick

We recently conducted a recent survey in relation to the Keswick area.

The following issues have been identified:

- Inconsiderate and dangerous parking near Thirlmere in the summer period
- Road safety issues on Manor Brow and St Johns Street including speeding and contravening the one way system.

Our local officers will continue to address these issues and respond to crime and disorder in your area and encourage the local community to continue to report any incidents.

We will be conducting a further survey in 3 months time.

Please continue to report any incidents of crime or anti-social behaviour.

You can report online at <https://orlo.uk/pwGQh>

Our online live chat function is a new service giving you an alternative way to communicate with a Police officer in real time.

If a crime is in progress always call 999.

You can also phone 101.

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



Mini Police road safety session

On 27 February, PCSO Clare Parker visited Fairfield school, Cockermouth to work with the mini police.

This terms topic is Road Safety.

The mini police learnt about how to keep safe crossing roads and the highway.



Mini police present road safety presentation to peers

PCSO Clare Parker visited Fairfield school mini police who done an amazing road safety presentation on 12 March.

The mini police showed great confidence and were able to pass on lots of useful safety advice to the other students.

I would just like to say well done to you all and keep up the good work.

Partnership working

On 11 February, we conducted a Joint visit to Castle Gardens, Papcastle with Castle and Coasts.

There is ongoing issues with the residents that reside in this area.

Castles and Coasts housing provider are working closely with us to try and reduce the calls for service.

As a result we have been patrolling the area and providing reassurance visit to the residents and advice given to all.



Army cadets learn about county lines

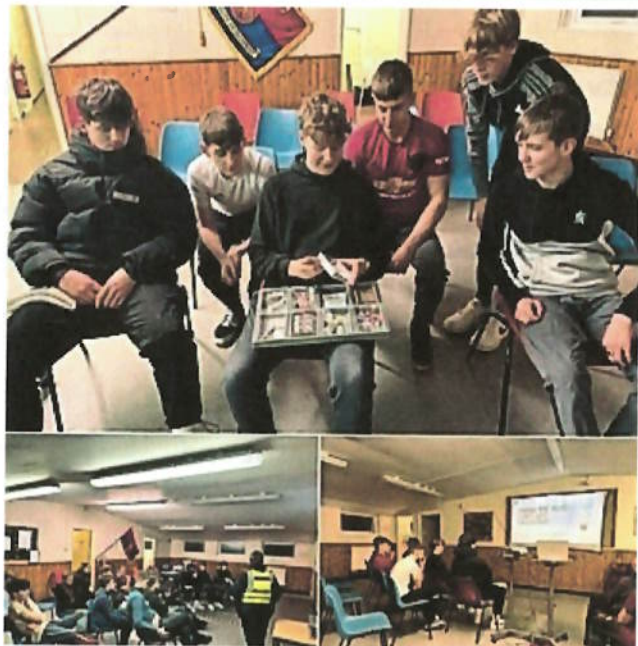
On 27 February, PCSO Clare Parker attended Cockermouth Army Cadets yesterday evening to deliver a county lines and drug talk.

This was a great opportunity for the cadets to learn what county lines is, what is an illegal drug and what isn't and how to help others who may be the victim of county lines.

County lines is the name given to drug dealing where organised criminal groups (OCGs) use phone lines to move and supply drugs, usually from cities into smaller towns and rural areas.

They exploit vulnerable people, including children and those with mental health or addiction issues, by recruiting them to distribute the drugs.

You can read more about County Lines and the signs here - [County lines | 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 be make a real difference to people in Cumbria and help keep them safe?

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



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.



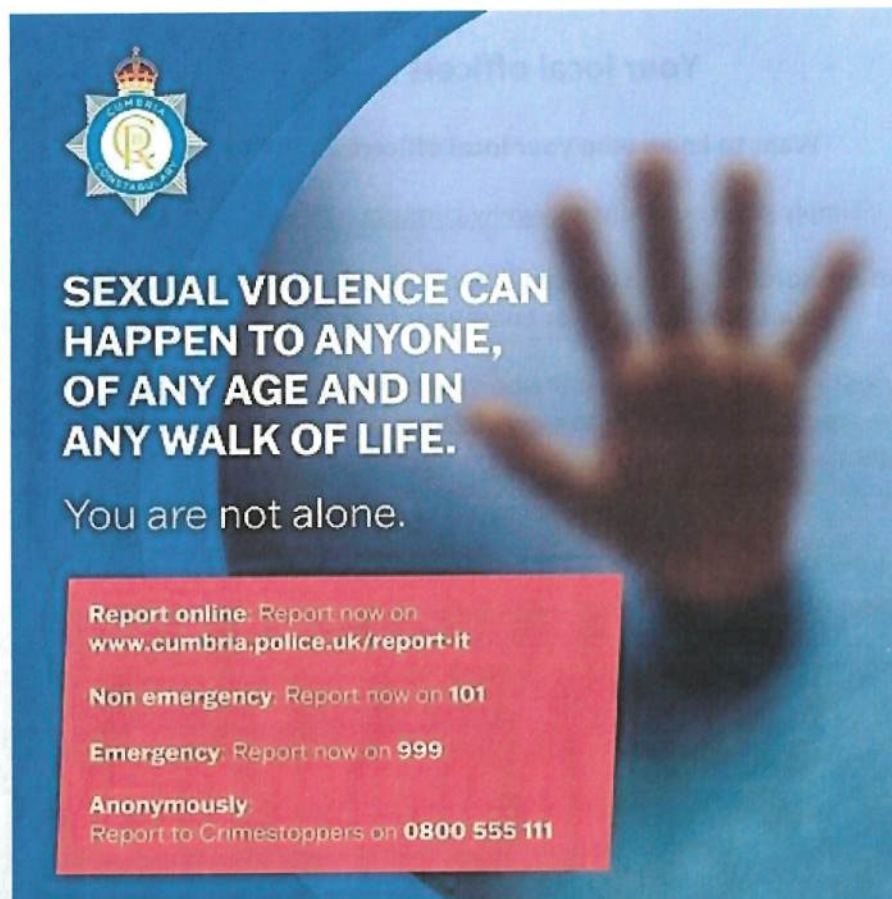
Police campaign urges anyone who has suffered sexual abuse to seek support

Sexual violence can happen to anyone, of any age and in any walk of life.

At Cumbria Police, officers are trained to deal with these offences, investigate crimes and offer support to victims, which they do every day.

Over the coming weeks police are highlighting the work to tackle these offences and the support services available.

Officers are also urging anyone who has suffered such abuse to get in touch. Even if victims do not want police involvement, police can help put people in touch with the many services available to help them. **Read more [here.](#)**



Neighbourhood policing team secure two criminal behaviour orders

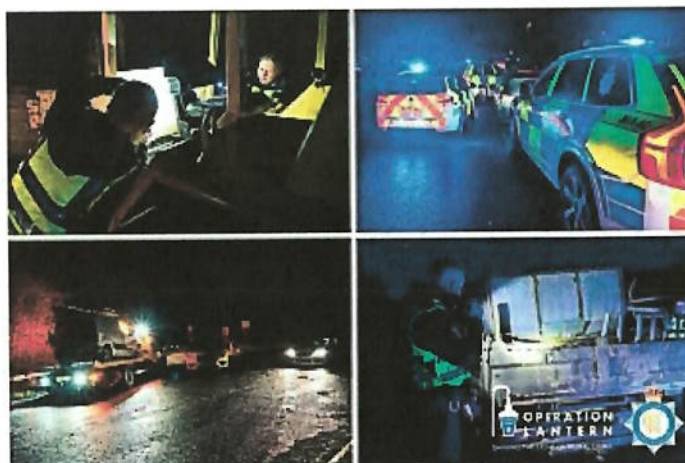
The Allerdale Neighbourhood Policing Team last week secured two Criminal Behaviour Orders (CBO) against a man and a woman in order to address their persistent offending.

Criminal Behaviours Orders (CBOs) are issued in upon conviction and include prohibitions to prevent criminal and anti-social behaviour. The order will either prohibit or require the offender to do something as described in the order. **Read more [here](#).**

Cross-border operation run targeting rural crime

A cross-border operation targeting rural crime was held in Cumbria on Thursday 29 February.

Operation Checkpoint saw officers from across Cumbria participate during a week of action organised by Northumbria Police involving colleagues from across the North East



region and Scotland. [Read more here.](#)

Anti-social behaviour operation ran in Maryport and Aspatria

An operation was held on Friday 1 March targeting anti-social behaviour in Maryport and Aspatria.

PCSO Kerry Harris, the local PCSO for Maryport organised the operation following a number of incidents of anti-social behaviour in the area, due to bad weather not many people were out and about during the evening.

During the evening officers stopped 16 vehicles and requested the production of documentation from two drivers who were unable to produce these upon request at the roadside.

Officers also conducted a drug wipe test and two breath tests on three drivers of vehicles stopped during the evening, all of which were negative.

An E-scooter was also seized by officers. E-scooters are illegal to use on roads, footpaths, cycle tracks/lanes, bridleways, or byways. The only legal place privately purchased scooters can be ridden are on private land with the owner's consent. [Read more here.](#)



Crime Figures

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

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



OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	11	12	-1	-8.3%
Burglary	2	6	-4	-66.7%
Drug offences	4	3	1	33.3%
Miscellaneous Crimes Against Society	2	3	-1	-33.3%
Possession of weapons offences	1	0	1	0.0%
Public order offences	5	13	-8	-61.5%
Robbery	0	0	0	0.0%
Sexual offences	8	4	4	100.0%
Theft offences	14	13	1	7.7%
Vehicle Offences	3	1	2	200.0%
Violence against the person	29	40	-11	-27.5%
Total	79	95	-16	-16.8%

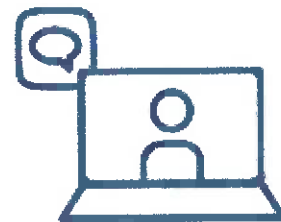
● Month Total ● Previous year ● Average Previous 3 Years



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 15/03/2024 - 11/04/2024			
Plan ref	Reply by	Location	Description of Proposed Development
7/2024/2016	03-Apr-24	4, Browfoot, Keswick, CA12 4LQ	Erection of a privacy fence between 4 Browfoot and Glenburn - amended plans
7/2024/2020	08-Apr-24	2, Pack Horse Court, Keswick, Cumbria, CA12 5JB	Installation of grill to external face of building for kitchen of Cafe (grill to match existing grill on adjacent building)
7/2024/2041	01-May-24	9, Ratcliffe Place, Keswick, CA12 4DZ	Alterations and conversion of existing garage to form additional habitable space
7/2024/2048	04-Apr-24	14, Eskin Street, Keswick, CA12 4DQ	Demolition of rear extension and replacement with new extension
7/2024/2054	18-Apr-24	25, Rose Terrace, Keswick, CA12 4HD	Small kitchen extension 1.74m x 1.84m
7/2024/2059	23-Apr-24	37, Eskin Street, Keswick, CA12 4DG	Change of use from a guest house to a flexible use as a) a guest house with owner's accommodation or b) holiday letting accommodation c) a dwellinghouse to be used as an only or principal home
7/2024/2064	09-May-24	Westcombe, Manor Brow, Keswick, CA12 4AP	Demolition of existing conservatory, garage and carport. Construction of new sunroom, office, utility and porch.

Decisions Received from LDNPA

Planning Decisions Received between 15/03/2024 & 11/04/2024

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2024/0027	Feb-24	Upper Fitz Park, Station Road, Keswick	CA12 4NF	Fell 1 Mature larch tree and replant 3 other smaller trees - Acer palmatum, Malus Golden Hornet and Prunus Sargentia	Declared interest	GRANTED		
7/2023/2199	October-23	Denton House, Penrith Road, Keswick	CA12 4JW	Proposed extension to detached annexed building to provide self-catering kitchen and dining and additional shower facilities	SUPPORT	GRANTED		
7/2023/2242	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 storey with private access at the rear of 29 Latrigg Close	OBJECT	REFUSED		
7/2023/2245	Dec-23	9, Bank Street, Keswick	CA12 5JY	Change of use from Planning Class Ea to Hot Food Take away, including installation of kitchen air extraction system	SUPPORT	GRANTED		
7/2023/2247	Feb-24	56, Trinity Way, Keswick	CA12 4HZ	Single storey front extension to create larger kitchen/dining area	SUPPORT	GRANTED		
7/2023/2282	Feb-24	Howe Keld, 5-7, The Heads, Keswick	CA12 5ES	Proposed development of new access and revised car parking area.	OBJECT	REFUSED		
7/2023/2287	Jan-24	32, Eskin Street, Keswick	CA12 4DG	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	SUPPORT	GRANTED		
7/2024/2007	January-24	Booths, Tithedarn Street, Keswick	CA12 5EA	Install an additional two rapid electric vehicle charging stations within the car park	SUPPORT	GRANTED		
7/2024/2017	Feb-24	12, Larch Cottage, The Plosh, Borrowdale Road, Keswick	CA12 5DE	Replacement of modern windows to rear elevation and replacement of front door	SUPPORT	GRANTED		
7/2024/2022	Feb-24	Town Head House, 25 St Johns Street, Keswick	CA12 5AE	Replacement of existing greenhouse	SUPPORT	GRANTED		
7/2024/2027	Feb-24	76, Latrigg Close, Keswick,	CA12 4LF	Alterations & extensions	SUPPORT	GRANTED		

KESWICK TOWN COUNCIL**TOWN COUNCIL MEETING 18TH APRIL 2024****MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 15th March 2024 – 11th April 2024

Friday 15 March	Attended Planning Group meeting to consider current planning applications
Tuesday 19 March	Attended meeting at Keswick Rugby Club with Town Clerk to talk to Students of University of Liverpool Field Class at the invitation of Dr Catherine Queen to discuss Rural Planning issues affecting Keswick and the role of Mayor and Town Clerk
Thursday 21 March	Attended Town Council meeting
Friday 22 March	Attended Interview with Town Clerk of Kat Hale for role as Event Coordinator
Monday 25 March	Attended meeting in Council Chamber with Markus Campbell - Savours, Mark Fryer, Michael Barry, Bill Bewley and Cllr Benita Lapthorn to discuss Local Housing Issues.
Wednesday 27 March	Attended meeting with Christine Fawcett, Parks Manager, to discuss issues relating to the New Staff Accommodation building at Upper Fitz Park
Thursday 28 March	Attended Events Committee Meeting
Thursday 28 March	Attended Opening Night of Little Shop of Horrors at invitation of Theatre by the Lake
Monday 1 April	Attended meeting with Steven Brown of Lonsdale Builders to discuss issues relating to work on the New Staff / Equipment Store Building at Upper Fitz Park
Thursday 11 April	Attended Staffing Committee meeting

LDNPA Report for the North Lakes

Issue 8 - March 2024

peter.walter@lakedistrict.gov.uk

Business Plan

At this month's Authority meeting we agreed the business plan ([click to download](#)) for the next three years. Members of the Resources Committee (of which I am one) can have a significant input to this document which directs the work of the whole Authority from year to year. It's a rolling document, that is updated and amended each year.

There are 37 Key Actions in the plan, and we get an update every quarter on the progress of each (marked red, amber or green - RAG). The phrase '*what gets measured gets done*' is very relevant here, and I am sure this document (and its regular RAG ratings) focusses the minds of Officers and resources of the organisation.

Members' input to this Business Plan was wide ranging, for example: we felt that some objectives were too vague, and asked them to be **more specific** and detailed. For example:

Action 3 LDNPA Carbon Reduction	Original: 'Subject to funding, deliver three more carbon reducing projects on our built estate.'
	Was changed to: 'Identify and deliver 20 tonnes of carbon savings from projects on our built estate.'

We also asked for some **objectives to be made bolder**. For example, one of the projects in the area of Sustainable Travel is taking place in Wasdale. Great work is being done (more to follow) but I felt the wording in the Plan didn't reflect Members' desire for a *step change*. As a result, the wording has been strengthened.

Action 10 Sustainable Travel and Transport	Original: "Create a long-term vision for sustainable travel through a Valley Travel Plan in the Wasdale Valley. Subject to funding, commence the design and delivery of progressive interventions over the short, medium and long term to achieve this vision.'
	Was changed to: 'Create a long-term transformational vision for sustainable travel through a Valley Travel Plan in the Wasdale Valley. Subject to funding, commence the design and delivery of progressive

	interventions over the short, medium and long term to achieve this vision.'
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You could argue that one word here or there doesn't change much, but this is a very important document and these changes do matter. The above examples are just a couple to give an indication of the role Members are playing in setting the objectives of the Authority.

Other small changes were made throughout the document to remove jargon and make it easier to understand – as this is a public document and should be accessible to all.

Out and about

While most of the Authority work Members do is indoors, we also get out and about, and I joined members of the DCC on an incredibly wet site visit recently.

In recent weeks I have also attended meetings with Borrowdale, Keswick, Blindbothe and Buttermere councils. I don't have a 'rota' to come to meetings, but if you would like me to come to one of yours please let me know.

While in totally different weather conditions, I have enjoyed doing a Volunteer Ranger patrol in Buttermere – picking litter and talking to lots of dog owners about the dangers of sheep worrying.



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

4th Quarter - PENDING YEAR END ADJUSTMENTS

	AGREED Budget 23/24	Expenditure to 31.03.24	% of budget spent	
Expenditure:				
Salaries, Nat ins & Pension & Pension Deficit	115,240	112421	97.55	
Payroll - Outsource Costs	350	428	122.29	
Rent	7,100	7100	100.00	
Building Service Costs	6,000	7820	130.33	
Repairs - Decorating/Carpets/Upgrades	500	646	129.20	
Insurances	900	890	98.89	
Subscriptions	1,030	1285	124.76	<i>Inc prepayments</i>
Conferences/Training	800	612	76.50	
Stationery	1,200	686	57.17	
Postage	300	320	106.67	
Telephone & Internet	1,130	2012	178.05	<i>includes new headsets</i>
Photocopier	1,931	1653	85.60	
Computer maintenance/support	3,075	4959	161.27	<i>Inc prepayments</i>
Office Equipment	200	120	60.00	
Staff Expenses	200	167	83.50	
Ex Employee Pension	1,496	1566	104.68	
Health and Safety	50	15	30.00	
Website (Annual Fee)	240	342	142.50	<i>includes new folders & compromise</i>
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	143070	100.62	

	AGREED Budget 23/24	Income to 31.03.24	% of budget income
Income:			
Photocopies	0	1	0.00
Council chamber rental	100	240	240.00
Total Income:			
	100	241	241.00

To be allocated:	142092	142829	100.52
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	AGREED Budget 23/24	Allocation to date
Allocation:		
General Fund - (60%)	85,256	85697
Hope Park - (20%)	28,418	28566
Fitz Park - (20%)	28,418	28566
	142092	142829

KESWICK TOWN COUNCIL

GENERAL FUND

1st April 2023 - 31st March 2024

Budget Summary as at 31 March 2024

4th Quarter - **PENDING YEAR END ADJUSTMENTS**

Expenditure:	AGREED Budget 23/24	Expenditure to 31.03.24	% of Budget
General Administration	85256	85697	100.52
Grants to outside bodies	19146	18583	97.06
Christmas Lights	30500	30963	101.52
Mayors Allowance	2000	2000	100.00
War memorial	1600	1523	95.19
Townsfeld	2800	1803	64.39
Open Spaces	1000	1000	100.00
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	833	20.83
Keswick Events (Inc. Scruffs)	9464	6773	71.57
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	207	46.00
CCTV Annual Maintenance Cost - Police	3600	3600	100.00
LGR Provision	2500	0	0.00
Elections 2023	6000	2364	39.40
TOTAL EXPENDITURE:	365490	349873	95.73

Income:	AGREED Budget 23/24	Income to 31.03.24	% of Budget
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	964	160.67
Keswick Events Contributions (Inc. Scruffs)	2300	2538	110.35
Christmas Light Contribution	200	2020	1010.00
Townsfeld Interest	10	10	100.00
LGR	0	0	0.00
CCLA Investment Interest	0	2109	0.00
TOTAL INCOME:	365490	370066	101.25

Inc
Prepayment

Designated Fund Balances	
Christmas Lights	402
Events Fund	32346
K2T Toilet Contribution	404
Local Committee - Townsfeld Bench	350
Blue Finger Post	40

KESWICK TOWN COUNCIL
18th April 2024

ANNUAL REVIEW OF REVISED FINANCIAL REGULATIONS

It is a requirement to review the Town Council's Financial Regulations on an annual basis to reflect any changes in general, recent changes in legislation or items for renewal by resolution.

Procurement Thresholds - The thresholds for public procurement have changed from 1 January 2024

Public contracts, with an estimated value (including VAT, since 1 January 2022):

over £214,904 (previously £213,477) for goods or services, or
over £5,372,609 (previously £5,336,937) for public works (construction),

must comply with the full requirements of the Public Contracts Regulations 2015 (which will be replaced by the Procurement Act, when it takes effect later in 2024). These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (**including VAT**) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening it up to wider competition, they don't have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £30,000 on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.

Disclaimer

This information is only intended as a brief guide and councils should ensure they follow the Regulations and guidance on www.gov.uk, seeking professional advice if they are in any doubt.

The figures at the bottom of page 15 (*attached*) have been amended to reflect this change. Copies of the Financial Regulations can be viewed in the office or on the Town Council website – www.keswicktowncouncil.gov.uk .

Catherine Parker
Responsible Finance Officer
11th April 2024

- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to the relevant Standing Order, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £2,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ For contracts commencing on or after 1 January 2024 the thresholds are:

- a. For public supply and public service contracts: £214,904
- b. For public works contracts: £5,372,609

Update 10/4/24: Toilets on the Keswick to Threlkeld Trail

At the Keswick Town Council meeting of 21 March 2024, a member of the public attended to ask that the Town Council provide toilets at the Keswick end of the K2T trail.

The toilets are much needed. The volume of traffic on the trail has significantly increased since it was re-opened by the LDNPA, due to marketing of the route. It is also the venue for the weekly Parkrun which draws in several hundred people a week. The route is also advertised as family and disabled-friendly despite the lack of toilets. There is no information at the start of the trail to inform people where the nearest facilities are and to warn that there are no facilities along the route.

The importance of including of toilets was highlighted to the LDNPA during the £7.9M upgrade to the route, but was not included. Since the trail re-opened in 2021, the LDNPA, Cumberland Council and the Town Council have all contributed to the provision of portaloos. This was considered a successful collaboration. However, this initial funding was withdrawn and the Town Council was left to cover the cost over the summer of 2023, and a crowd funding exercise was unsuccessful.

The Town Council believe that it is not appropriate for it to be the sole funder of portaloos and has been lobbying other agencies to play their part without success.

Whilst the Town Council shares the frustration of the public and visitors on this issue, the councillors did not agree to the request to KTC from the member of the public for a number of reasons. For transparency these are listed below:

- **Affordability:** The Town Council does not have budget to be the sole funder of the toilets on an ongoing basis.
- **Complaints:** The Town Council was receiving multiple complaints about the condition of the portable toilets.
- **Vandalism:** In addition they became a target for recurrent vandalism, being tipped over frequently.

It is clear that a longer term solution is required, ideally a permanent toilet block as part of a much-needed redevelopment of the area at the start of the trail in Keswick behind the leisure centre. However there is uncertainty over Cumberland Council's plans for the leisure centre redevelopment (the pool is currently closed, although the centre offers a gym facility).

Given the impasse, Keswick Town Council has:

1. Approached Cumberland Council and Better Leisure with a view to allowing use of the toilets in the leisure centre for Parkrun and Junior Parkrun events. Initial discussions have been positive and we await a decision.
2. Suggested to the LDNPA that they incorporate some toilet infrastructure on the existing trail as part of the capital investment for the next phase. They responded that the finance already raised was ring fenced just to the new section of trail.

In addition, Councillors are asked to approve the following measure:

1. KTC to provide and fund information signs up at the start of the trail at the Keswick end noting that there are no toilets and informing where the nearest toilets are for people to use before they set off. This funding could come from the small amount of money left over from the toilet provision, which would be appropriate.

Councillor Louise Dunn

FUTURE EVENT

Rob Nelson proposes that the Town Council support the staging of a new " Keswick Games " event at Townsfield on Sunday 18 August 2024. The basis of the Games is a fun event for the whole community. It is proposed to hold a competition between up to 20 teams of 6 from local sports clubs , businesses or other groups which would be scored and the winner awarded a trophy. It would also involve a separate singles event for children. Teams would be charged a fee to enter, provisionally £100 to cover costs and £2 for children's singles events. Approaches would also be made for sponsorship from local businesses.

There would be 6 events in the team competition - Egg and Spoon Relay, Team Sack Race, 7 Legged race, Tug of War, 600m Relay and an Obstacle course all on Townsfield. The singles events for children would include - Traditional Egg and Spoon Race, 50m sprint race, sack race, skipping race, space hopper race, 200m longer distance run and an obstacle course. Participants and Spectators would be encouraged to walk to the event to minimise any impact on the residents of Latrigg Close. For essential vehicles agreement has been reached with Travis Perkins for the use of their depot for parking. The idea behind this event has been welcomed by local sports clubs and other interested parties with the aim of becoming an annual event.

It is proposed that the Town Council support the development of detailed plans for the new " Keswick Games " which would be progressed through the Events Committee.

This has my full support.
Steve Harwood

Comments from the office

There can be restrictions in using a classified village green, but this event would not be an issue as it is designed for the residents of Keswick. There may be grants available from Cumberland Council as this would be considered a new, community based event, so that would be worth exploring.

KESWICK TOWN COUNCIL

18 APRIL 2024

Clerk's Report

Holiday Nuisance Complaints

Here is the list of holiday nuisance complaints which we have received into the office this month.

Further complaint about 72 Blencathra Street

Date/time of problem: Rubbish left behind the property continues to be a problem. On Monday 1st April the two normal size bins (green and black) were full of recycling and general rubbish, and three black plastic bags were placed behind the property along with a large paper bag and a folded up (large) cardboard box. It began to rain that afternoon. This morning both bins had been emptied but the black plastic bags were not collected and have now been opened by the crows / rats. The cardboard was not collected.

Nature of problem: REFUSE LEFT BEHIND HOUSE

Was the problem resolved and how: UNRESOLVED

Did you contact the occupants, agency or owner: Not yet but I have found an address on the cardboard – it was for a chair – the card has been dumped and I plan to explore if this is a criminal offence (fly tipping). The address is in Washington NE37.

What impact did the incident have: Uncollected general waste, now littering the back lane.

Any other concerns: This is not the first time, and the problem is repeating itself. I have photos of this latest episode.

Councillor Dunn contacted Cumberland Council to report this as flytipping, and received a positive response – Cumberland was sending an officer to ensure the waste was collected, and they also were sending a fixed penalty notice to the address on the cardboard box.

Properties on 12/12a/12b Helvellyn Street

Date/time of problem: Over the nights of 30th & 31st March we had reports from our own guests in our 1st floor guest rooms complain to us on departure (1st April 2024) that there was a lot of noise from somewhere next door which disrupted their sleep (one reported being woken up at 3am due to noise next door disturbing their dog).

All three holiday lets next door to us had guests staying but we're not certain which one the noise was coming from (we can't really hear noise from next door when in bed as our bedrooms are in the basement).

Nature of problem: Noise

Was the problem resolved and how: Guests only reported to us on check out as the noise wasn't coming from our property

Did you contact the occupants, agency or owner: Contacted all three owners by text as soon as we were made aware.

What impact did the incident have: Woke up guests in two rooms and kept them awake.

Vivien Little
11 April 2024

KESWICK TOWN COUNCIL**EVENTS COMMITTEE**

Minutes of the meeting of Keswick Town Council Events Committee held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on Thursday 28 March 2024 at 12.00 p.m.

Present: Councillor Steve Harwood (SH)
 Councillor Claire Houghton (CH)
 Councillor Sally Lansbury (SL)
 Vivien Little (Town Clerk) (VL)
 Ania Mlynczak (AFA) (AM)
 Vanessa Metcalfe (KTA) (VM)
 Claudia Walker (Keswick Scouts) (CW)
 Phil Byers (Cumberland Council – Market Manager) (PB)
 Chris Harper (Podgy Paws) (CH)
 Debbie Deveraux (Café HNW) (DD)

18. Apologies

Apologies for absence were received from Simon Stephens (Theatre by the Lake), Tony Hirst (Keswick Lions) and Carole Hirst (Keswick Lions)

19. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 22 February 2024 be approved (pages 9-10).

20. Events 2024

RECEIVED the following updates on the progress on the following events:

i) D Day celebrations: -

- Bunting which was purchased for the Coronation to be reused around the area of the Wivell Triangle (VL confirmed)
- Café HNW to consider how best to be able to serve customers, possibly with just soft drinks (teas and coffees can be bought from Café HNW) (DD to look into)
- Scouts and Guides, and local theatrical group can do readings (still to organise)
- VL to put out a call to ask for any stories etc from veterans (VL to organise)

ii) Party in the Park: -

- Not proceeding with the big stage – the cost was too prohibitive (AM to let Fluid know)
- We will ask Bee Unique to begin after Stu-di-doo, as that is designed for children
- DD requested that we work with Café HNW to ensure that they were involved, as they held live music performances weekly. A suggestion made was that the event could start on DD's Woodland Stage an hour earlier, and possibly a slot later on in the afternoon (to be followed up)
- It was decided not to proceed with St John's Ambulance due to the high cost. SH to contact Athletics Club to request if there were any First Aid qualified volunteers. VL has First Aid at Work qualification, as do Scout Leaders. These events were considered low risk.
- Volunteers would be sought to help, especially with moving the hay bales at night, and back the following morning.
- It was suggested that something like a sum-up reader could be bought, to allow any collection to be made by card instead of just cash.

iii) Scruffs:-

- CH gave a brief update on progress. It was still early, and she had just started to get sponsors for the classes.
- 20 extra hay bales would be ordered to make sure that there were plenty to use for the arena and the winner's area (AM to action).
- PB reported that he had already had interest for the stalls for Scruffs

It was generally agreed that setting the date for next year's events should be done as early as possible to advertise them.

21. Date of next meeting

RESOLVED that the date of next meeting be Monday 22 April 2024 at 12.00pm.

The meeting closed at 12.57pm

Chair

Date

KESWICK TOWN COUNCIL

Minutes of meeting of the Staffing Committee held in the Council Chamber, Town Hall, Keswick on
Wednesday 7 February 2024 at 10.00 a.m.

Present: Councillor Steve Harwood (Chair)
Councillor Chris Houghton
Councillor Claire Houghton
Councillor Lorraine Taylor
Vivien Little – Town Clerk
Christine Fawcett – Parks Manager
Catherine Parker – Responsible Financial Officer

14. Apologies

Apologies for absence were received from Councillor Murray.

15. Declarations of Interest

No declarations of interest were made at this meeting.

16. Minutes

The public minutes of the last meeting held on 5 December 2023 (pages 2-3) were approved as a correct record.

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’

17. Minutes

The private minutes of the last meeting held on 5 December 2023 (pages 3-4) were approved as a correct record.

18. Clerk’s Report

Consideration was given to the report of the Clerk.

RESOLVED that no action be taken at this time.

19. Date of next meeting

The date of the next meeting is to be confirmed.

The meeting ended at 10.30 a.m.

Chairman

Date