

# KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 6<sup>th</sup> August 2018 at 7.30 p.m.  
in the SLDC Council Chamber, the Town Hall, Kendal**

**PRESENT** The Mayor (Councillor G Tirvengadam) in the Chair;  
Councillors G Vincent, P Bramham, J Brook, S Coleman, S Evans, A  
Finch (Deputy Mayor), M Severn, A Blackman, C Hardy, C Hogg, R  
Hogg, R Sutton, D Rathbone, J Cornthwaite, A Edwards, P Gibson, E  
Hennessy, H Ladhams, S Long and C Rowley

**APOLOGIES** Councillors Geoff Cook, Giles Archibald, Jon Owen, Julia Dunlop, Dave  
Miles and Michele Miles

**OFFICERS** Liz Richardson (Town Clerk), Judith Lomax (temporary Treasurer) and  
Nicky King (Council Secretary)

The Town Clerk introduced Judith Lomax who is covering the Treasurer  
post.

**237/18/19 PUBLIC PARTICIPATION**

None.

**238/18/19 DECLARATIONS OF INTEREST**

There were no declarations of interest made at this point.

**239/18/19 ORDER OF BUSINESS**

It was proposed by the Mayor that the Order of Business be amended to  
bring forward items 4 (Quarterly Police Report) and item 5 (Presentation  
on Dementia Buddies) on the Agenda. This was seconded by Councillor  
Coleman and agreed.

**240/18/19 QUARTERLY POLICE REPORT FROM SUZANNE SCOTT-O'NEIL,  
CUMBRIA CONSTABULARY**

Suzanne Scott-O'Neil presented the quarterly police report from Cumbria  
Constabulary. She referred to the link to the Cumbria Police website  
which provides details on crimes and shows exactly the locations of each  
crime. Crime Mapper figures were also included in the report which  
show how Kendal Town is performing against the same time last year.

The main issue highlighted was the significant rise in violent crime. This  
is something that has also been experienced nationally.

Councillor Coleman queried the violent crime figures and the previous  
explanation that this was attributed to a change in the way offences are  
classified and recorded. Suzanne explained that many incidences relate  
to domestic crime reports and are not specifically related to licensed  
establishments. There was not one thing that has contributed to the  
increase.

Councillor Vincent asked whether drug offences related to arrests of users or dealers. He also queried whether the police force have a strategy to deal with the problem of drugs in schools. Suzanne advised that they are aware of the problem and are working with CADAS, the Rugby Club and Kendal Town Football Club. They also regularly visit schools, give drugs talks and work with teachers. She confirmed that the drugs figures in the report relate to supply and possession offences.

Councillor Hennessy referred to the presumption that the significant increase in violence against the person was due to the continued increase in confidence of people reporting crimes and asked how this was qualified. Suzanne advised that the Chief Constable and PCC study the statistics.

Councillor Hogg requested a list of PCSO's by area for Councillors' information. It was agreed that this would be sent to the Town Clerk for circulation.

Councillor Hennessy referred to the rise in hate crime and asked whether there was any demographic information available and specific figures for Kendal. Suzanne did not have this information available but could provide it to the Town Clerk. However she advised that 4 proactive officers were being recruited for South Lakes. The team has been funded by the PCC and will actively tackle local issues.

Councillor Cornthwaite referred to premises on Shap Road which are regularly broken into/vandalised. He commented that getting police involvement was proving difficult. He had been advised that resources were not available and it was not possible to change the walking route to include this area. Suzanne commented that a PCSO had recently been to the area and she understood the issues reported had been dealt with. She was not aware of any issues in the past 3 months. Councillors were encouraged to email Suzanne directly (Suzanne.scott-o'neill@cumbria.police.uk) if they had any issues they wished to report and she would deal with the matter personally.

**241/18/19**

**PRESENTATION ON DEMENTIA BUDDIES BY BEVERLEY MOORE, TRUSTEE OF KENDAL DEMENTIA ACTION ALLIANCE**

Beverley Moore introduced herself as a Trustee of the Kendal Dementia Action Alliance. Mark Aldred from the Good Deeds Trust made the presentation to Council.

Mark explained that the Good Deeds Trust was set up 5 years ago to provide assistance to residents of Wigan Borough living with dementia. Funds were raised to set up dementia cafes and people living with dementia and their carers were asked what they feared most. The main concern was loved ones forgetting where they live or getting lost. The Charity developed a contact system for people with dementia using Near Field Communication (NFC) technology which will give them greater security when travelling and allow greater independence. Originally 6 devices were produced and people living with dementia chose 4 (wrist band, pin badge, key ring and bag/zip tag). Anyone who sees a person looking confused or is lost and needs help can scan the device with a NFC enabled phone and the person's first name only and emergency contact number is displayed. The person's carer can then be contacted

immediately. The devices, called Guardian Angels, cost £5 each. They are all waterproof (with the exception of the keyring) and only need to be replaced if contact telephone numbers change.

This started as a pilot project with the borough of Wigan but quickly progressed to a sustainable roll out of the initiative across Greater Manchester, Lancashire and beyond. Fire and Rescue Service came on board and everyone who receives a device will also receive a free home fire safety check. There has also been expressions of interest from key agencies such as the police, paramedics and the NHS.

Mark Aldred explained that the charity is keen to expand its work and is looking for partners to come forward to make everyone aware of Guardian Angels in order to maximise the potential of the devices. Kendal Dementia Action Alliance have been working with The Lions Club who fundraised to help kick start the awareness campaign in Cumbria. They would like to roll out the devices to the Kendal area, but are relying on word of mouth. Councillors were asked to make people aware of the devices.

Council were advised that the KTC logo could be included on the poster campaign free of charge.

A video was shown which demonstrated the Dementia Buddies device. This can be seen on the website [www.dementiabuddy.co.uk](http://www.dementiabuddy.co.uk).

A general discussion then ensued. Several members expressed their support for the initiative and offered to pass on details. Suggestions were put forward as to how the initiative could be publicised. Councillor R Hogg offered to pass details of the initiative to the NHS Mental Health Department for the area.

Councillor C Hogg queried the Charity's communication strategy. He also raised concern regarding the possibility of wearers of the devices being exploited. Mark Aldred advised that Mountain Rescue, along with many other organisations, had shown great interest in the initiative. The view of the police regarding exploitation is that someone would know if a person was vulnerable whether they were wearing a device or not. He pointed out that only the first name of the person is stored and the phone numbers displayed are those of loved ones/carers.

Councillor Sutton advised that there was a South Lakes Dementia Hub meeting scheduled for 14<sup>th</sup> August and suggested the Charity attend.

It was agreed that Members would forward suggestions on ways to spread the word to the Town Clerk who could then forward one response to the Good Deeds Trust.

**242/18/19**

### **MINUTES OF COUNCIL MEETING HELD ON 2<sup>ND</sup> JULY 2018**

Members considered the minutes of the meeting of full Council held on 2<sup>nd</sup> July 2018.

Councillor Hennessy proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor R Hogg and carried with four abstentions.

**RESOLVED** that the minutes of the Council meeting held on 2<sup>nd</sup> July 2018 be approved as a correct record and signed by the Chairman.

**243/18/19 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor presented his engagements which had been previously circulated.

He highlighted a visit to Right 2 Work which he said was a great initiative and had been a good visit.

Councillor Severn queried the meeting with the Goodness Consciousness Movement. The Mayor advised that this was a group of people that had got together to concentrate on positive mental attitude and spreading goodness. They are working on many good ideas, for example organising a good deed week or day.

**244/18/19 PARISH REMUNERATION PANEL**

The Town Clerk explained that the Parish Remuneration Panel is an independent panel hosted by SLDC. They are tasked each year with considering allowances and expenses that Town and Parish Councils may claim. The present recommendation is for a basic allowance set at £30 per year per Councillor. KTC has always declined the allowance up to now.

There was a general discussion with several Members expressing their views. Councillor Coleman noted that some Councillors cannot drive and should be able to claim back taxi expenses etc. Councillor Bramham mentioned that as he is registered disabled he cannot receive any payment of any kind. Councillor Vincent raised the matter of childcare and felt that Councillors should be able to claim for childcare should they need this in order to attend meetings. It would be a rare occurrence but something that KTC should be able to offer Councillors.

The Mayor concluded that the general feeling amongst Members was to decline the allowance. However they felt that travel expenses and childcare should be available. The Town Clerk confirmed that KTC already pay travel expenses, for example if a Councillor attends a training course. Claims for taxis etc are considered on a case by case basis, approved by the Management Committee. Childcare is something that has been raised previously and she said she would need to revisit this item.

It was agreed that the Town Clerk would revisit the matter of childcare and possibly make a representation to the Parish Remuneration Panel in this respect.

**RESOLVED** That the Town Clerk revisit the matter of childcare and possibly make a representation to the Parish Remuneration Panel.

**245/18/19 MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 16<sup>th</sup> July 2018 were presented by Councillor Coleman who proposed that they be

approved as a correct record. This was seconded by Councillor Blackman and carried unanimously.

Minute Ref 177/18/19 – Local Plan.

Councillor Brook noted that references to a 'Local Plan' should be a 'Neighbourhood Plan'. It was agreed that all references be changed.

There was a general discussion regarding the possibility of KTC adopting a Neighbourhood Plan. Councillor Brook commented that it is a comprehensive document that requires a significant amount of input and community involvement. A referendum is also required to take place. He noted that SLDC should be able to provide some support and provide information on the scale of what is involved.

Minute Ref 172/18/19 – Report on Work Programme.

Councillor Severn asked whether the cost of the Parish Poll had been confirmed. The subject of the letter to Tim Farron was also queried and whether this had been sent. The Town Clerk replied that confirmation of costs was still awaited but she had been advised that this was imminent. The letter to Tim Farron was in connection with the legislation allowing only a very low number of people to call for a Parish Meeting and Poll. There is an aspiration to move to a percentage of the electorate. She is unable to write the letter until the cost of the Poll is known.

Minute Ref 170/18/19 – Kendal Tourist Information Centre.

Councillor Brook asked the Town Clerk whether she had invited both TIC proposers to apply for funding. It was confirmed that a letter had been sent to each party. No response had been received to date. Councillor Brook asked how applications would be assessed. The Town Clerk said she would need to discuss evaluation with Councillor Coleman prior to the next meeting.

Minute Ref 173/18/19 – Lakes Line Update.

Councillor Severn queried whether the Town Clerk had contacted neighbouring Parish Councils to ask how they responded to the Lakes Line situation and investigate the possibility of joint action. The Town Clerk advised that she had received a reply from all three clerks. They were all forwarding her letter to their Councillors for discussion at their next meeting.

**RESOLVED** That the minutes of the Management Committee meeting held on 16<sup>th</sup> July 2018 be approved as a correct record of the meeting, subject to the amendment agreed.

Councillor Coleman then presented the following recommendation of the Committee and proposed acceptance:

**246/18/19**

**Full Council Seating Arrangement (Ref Minute 175/18/19)**

*That the Full Council seating arrangement be changed so that new Councillors are interspersed with experienced Councillors.*

This was seconded by Councillor C Hogg and carried unanimously. It was agreed that the Town Clerk would put together a new seating order to commence in September. This would involve a recently elected member sitting beside a longer serving member. The order would be agreed with the Mayor.

Councillor Coleman asked that it be noted certain Members need to sit in a certain place.

**RESOLVED** That the Town Clerk put together a new seating order to commence in September.

**247/18/19 MAYORALTY & ARTS COMMITTEE**

The minutes of the Mayoralty & Arts Committee meeting held on 25<sup>th</sup> June 2018 were presented by Councillor Tirvengadam who proposed that they be approved as a correct record. This was seconded by Councillor Finch and carried unanimously.

**RESOLVED** That the minutes of the Mayoralty & Arts Committee meeting held on 25<sup>th</sup> June 2018 be approved as a correct record of the meeting.

Councillor Tirvengadam then presented the following recommendation of the Committee:

**248/18/19 Review Terms of Reference (Ref Minute 099/18/19)**

*That Council consider adding the Mayor's Charity Dinner to the list of civic ceremonies.*

The Mayoralty & Arts Committee had discussed the possibility of the Mayor's Charity Dinner being added to the list of civic ceremonies. The event has been held as a fundraising event in the past rather than a civic event. The Mayor pointed out that it was the main source of fundraising for the Mayor's charities and he felt it should be included. In the past Councillor Feeney-Johnson had overseen the organisation of the event but as she was no longer of Member of KTC there was nobody available to take this on.

Councillor C Hogg advised caution and commented that it was not a function of KTC to raise money for charity. He added that staff time would need to be considered. The Town Clerk pointed out the Mayor's Coffee Morning is a fundraising event and is organised as a civic event.

Councillor Brook remarked that the Dinner had become established in the calendar of events. Many dignitaries are invited and it showcases the town. He expressed his view that it should be included in the list of civic events.

The Mayor proposed that KTC add the Charity Dinner to the list of civic ceremonies. Additional time for the Administration Assistant to organise the event to be taken into account. This was seconded by Councillor Coleman and carried with 15 Members in favour, 2 against and 2 abstentions.

**RESOLVED** That the Mayor's Charity Dinner be added to the list of civic ceremonies. Additional time for the Administration Assistant to organise the event to be taken into account.

**249/18/19 PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 2<sup>nd</sup> July and 16<sup>th</sup> July 2018 were presented by Councillor Rathbone who asked

Council to receive these minutes.

Councillor Coleman referred to the minutes from the meeting of 2<sup>nd</sup> July. Planning application reference SL/2018/0505 (Unit 8 Westmorland Shopping Centre) had been refused due to concerns relating to an illuminated LCD screen. He noted a business in town that had such a screen in the window and commented that it was distracting to drivers. He requested that the Planning Committee seek further guidance from SLDC on policy in this respect. Councillor Rathbone agreed to follow up.

Councillor Rowley asked whether there were any cases where the KTC Planning Committee's recommendations had directly influenced the ultimate decision of SLDC Planning Department. Councillor Rathbone replied that there were only anecdotal cases, no official records existed. He added that at their meeting earlier that evening the Planning Department had discussed the effectiveness of the relationship between SLDC Planning Department and KTC Planning Committee. Members had some concern that they had no means of tracking ultimate decisions made by SLDC once the Committee had submitted their recommendations and this was a matter they would be discussing further.

- RESOLVED**
1. That the minutes of the Planning Committee meetings held on 2<sup>nd</sup> July and 16<sup>th</sup> July 2018 be received.
  2. That Councillor Rathbone seek further guidance from SLDC Planning Department in respect of policy relating to illuminated LCD screens.

**250/18/19 ENVIRONMENT & HIGHWAYS COMMITTEE**

The minutes of the Environment & Highways Committee meeting held on 9<sup>th</sup> July 2018 were presented by Councillor Hennessy who proposed that they be approved as a correct record. This was seconded by Councillor Edwards and carried unanimously.

Reference was made to the change in bus shelter policy wording (reference 150/18/19).

Councillor Severn spoke up for the residents of Kirkbarrow and the need for a bus shelter. He queried progress. Councillor Hennessy replied that he would make enquiries.

Councillor Blackman commented that he was happy to see bus shelters being installed in the extremities of the town. He added that this is needed to encourage the use of buses and reduce car traffic in the town centre.

- RESOLVED**
- That the minutes of the Environment & Highways Committee meeting held on 9<sup>th</sup> July 2018 be approved as a correct record of the meeting.

Councillor Hennessy then presented the following recommendations of the Committee and proposed acceptance:

- 251/18/19 Financial Recommendations to Approve (Ref Minute 148/18/19 & Annex attached to Minutes)**
- (1) *Move £704 from Signage, Interpretation and Public Realm Improvements to Signage Improvements (and discard Signage,*

- Interpretation and Public Realm Improvements).*
- (2) Add BID and Kendal Futures Contribution to leaflet funding to reflect total budget of £9872.
- (3) Add £10,000 Greenwall funding to reflect LIP contribution (actual budget is £21,000).

Councillor Severn supported item 3 and welcomed investment in this respect. He added that it was a very important project and long overdue. Other Members had different opinions. The Town Clerk advised that the proposal was still under discussion.

The proposal was seconded by Councillor Edwards and carried unanimously.

**RESOLVED** That the financial recommendations put forward in Minute Ref 148/18/19 and annex attached be approved.

## **252/18/19 OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

Councillor Sutton presented a report following the Kendal Dementia Action Alliance AGM held in June.

He mentioned an event to be held at St Thomas' Church on 14<sup>th</sup> September relating to dementia and said he would raise the Dementia Buddies initiative.

## **FINANCIAL MATTERS**

### **253/18/19 (a) Budgetary Control Statement (3 months ended 30<sup>th</sup> June 2018)**

Members considered the Budgetary Control Statement which presented a snapshot of the Council's financial position at the end of the first quarter. Jack Jones had commented that it was too early in the financial year to identify any trends. Underspending of nearly £17k was highlighted. This is in line with expectations at this stage and the variance is expected to decrease as the year progresses (there is £12k in respect of grants to be spent by the year end).

Councillor Severn commented that the Audit, Grants & Charities Committee are monitoring the underspend. It is also analysing spending by individual Committees.

Councillor Severn proposed that Council approve the Budgetary Control Statement for three months ended 30<sup>th</sup> June 2018. This was seconded by Councillor Gibson and carried unanimously.

**RESOLVED** That Council approve the Budgetary Control Statement for three months ended 30<sup>th</sup> June 2018.

### **254/18/19 (b) Bank Payments Schedule: June 2018**

The Town Clerk presented the Bank Payments Schedule for June 2018. It was proposed by Councillor Severn that the Bank Payments Schedule for June 2018 be approved. This was seconded by Councillor C Hogg and carried unanimously.



**RESOLVED** That the Bank Payments Schedule for June 2018 be approved.

**255/18/19 (c) Internal Audit Management Letter and Issues Arising**

The Town Clerk informed Members that the Council's Internal Auditors, R F Millers, had signed off the annual accounts and Governance Return. A Management Letter had subsequently been issued. There were no new issues raised, however the note from previous years regarding the high proportion of cash invested with a single organisation, the Cumberland Building Society, had been repeated. It was confirmed that the investment with Cumberland Building Society was entirely in line with the Council's policy. The 90 day notice account with the Society pays a preferential rate of interest which is no longer achievable.

Councillor Coleman proposed that Council accept the Internal Audit Management Letter and consider the investment with Cumberland Building Society to be satisfactory. This was seconded by Councillor C Hogg and carried unanimously.

**RESOLVED** That Council accept the Internal Audit Management Letter and consider the investment with Cumberland Building Society to be satisfactory.

**256/18/19 (d) Petty Cash Payments: April-June 2018**

Councillor Coleman proposed that the petty cash payments for April-June 2018 be approved. This was seconded by Councillor Hennessy and carried unanimously.

**RESOLVED** That the petty cash payments for April-June 2018 be approved.

**257/18/19 (e) Invoices over £3,000**

The Town Clerk reported that there were two invoices over £3,000 which required approval as follows:

- SLDC – contribution to path improvement at Town View Field (part of Nobles Rest Park project) - £15k.
- Autocross Euroshel Ltd – bus shelter on Blackhall Road - £18,580 plus VAT, totalling £22,296. This was a joint project between different parties, with KTC holding the pot of monies. The Town Clerk advised that she had raised a small matter of finishing off work. The shelter would be inspected by CCC later in the week.

Councillor Coleman proposed payment of the two invoices over £3,000, subject to CCC inspection of the bus shelter on Blackhall Road. This was seconded by Councillor Rowley and carried with one abstention.

**RESOLVED** That payment of the two invoices over £3,000 be approved.

**258/18/19 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Brook to move into Part II, this was carried unanimously.

**RESOLVED** That the press and public be excluded for the following items of business.

**Part II**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

- Information relating to any individual [*Paragraph 1*]
- Information relating to the financial or business affairs of any particular person (including the authority holding that information) [*Paragraph 3*]

**259/18/19 STAFFING MATTERS** [Paragraph 1]

The Town Clerk announced that Florence McMahon, the new KTC Administrative Assistant, had started today. She will man the office during the public opening hours of 9.30-12.30pm Mon-Fri and work on until 2.30pm each day when she will predominately work on Mayoral engagements and events management.

**260/18/19 KENDAL TOURIST INFORMATION CENTRE** [Paragraph 3]

Councillor Severn noted that there were proposals to create another TIC facility in Kendal and requested further information. Councillor Coleman advised that Made in Cumbria had given a presentation to the Management Committee at their last meeting regarding the current TIC service being offered. KTC had also been approached by another party looking to set up tourist information services. It was considered only appropriate that both parties were aware of potential funding from KTC and given the opportunity to apply. The Town Clerk has written inviting both parties to apply and responses are awaited. Should any applications be received the Management Committee will assess and make a recommendation to Council for approval.

**261/18/19 READMISSION OF PRESS & PUBLIC**

It was proposed by Councillor Brook to move out of Part II and re-admit the press and public (none were present). This was seconded by Councillor Coleman and agreed unanimously.

**RESOLVED** that the press and public be re-admitted for the remainder of the meeting (none were present).

The meeting ended at 9.40 p.m.

Signature .....

Date .....