

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
www.kendaltowncouncil.gov.uk



28 June 2021

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30pm** on **Monday, 5 July 2021**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Town Hall, Highgate, Kendal.

Members of the Press and Public are also welcome to attend the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A B' followed by a long horizontal stroke.

**Chris Bagshaw**  
Town Clerk

## **AGENDA**

### **Roll Call**

The Clerk will take a roll call of council members present.

### **Public Participation**

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

#### **1. Apologies**

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of Local Government Act 1972, s85.

#### **2. Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda

*In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.*

### **3. Exclusion Of Press and Public (Public Bodies Admission to Meetings Act 1960)**

To consider whether there are any agenda items during consideration of which the press and the public should be excluded. It is likely that this will be applied to Item 9 on the agenda, because the award process is confidential until a winner is proclaimed.

### **4. Minutes Of Council Meeting Held on 4 May 2021**

To receive the minutes of the meeting held on 4 May 2021 and affirm them as a true record (see attached).

### **5. Minutes From Committees**

To receive the draft minutes from the following Committees (may be received en bloc, see attached).

**Note:** The available minutes to the 7 June have been accepted by the Management Committee, under the scheme of delegation agreed in Council on 4 May, so as to ensure payments and actions could be enacted. These minutes are presented for information only.

- a) Management Committee meeting on 7 June
- b) Planning Committee meetings on 4 May, 24 May, 7 June and 21 June.
- c) Environment and Highways Committee on 17 May
- d) Audit Grants and Charities Committee on 26 April
- e) Christmas Lights and Festivals Committee on 10 May
- f) Kendal in Bloom Committee on 28 June (if available)

### **6. Representation On Outside Bodies**

To receive reports from the following representatives on outside bodies (see attached):

- a) Brewery Arts
- b) Lancaster Canal Regeneration Partnership

### **7. Membership of Societies and Associations**

To consider the following subscriptions, which are due. To be paid from the Audit, Subscriptions and Insurance budget.

#### **a) Cumbria Association of Local Councils**

The membership association for Town and Parish Councils in Cumbria, also includes membership of the National Association of Local Councils, to which the Town Council qualifies for Direct Access to the legal advice.

**Subscription:** £2,218.03

**b) Society of Local Council Clerks**

The membership is vested in the Clerk but has traditionally been paid for by the Council. Allows access to further training and legal advice, model paperwork and the like.

**Subscription:** £281

**c) Open Spaces Society**

A charity promoting the protection of common land, town and village greens, public paths and public rights of access.

**Subscription:** £45

**7. Schedule of Payments**

To note the schedule of payments June 2021 (*see attached*).

**8. Annual Governance and Accountability Return (AGAR) 2020/21**

- a) To consider the Annual Governance Statement for the AGAR 2020/21 (*see attached*).
- b) To consider the Accounting Statements for the AGAR 2020/21 (*see attached*).
- c) To receive and note the Annual Internal Auditor's Report for the AGAR 2020/21 (*see attached*).

**Part Two**

*The following item may be considered following a resolution to exclude the Press and the Public due to the confidential nature of the nomination process. The Council may further resolve to delegate the decision on the recipient of the award to a non-statutory working group of the council, which may be held on Zoom at a time to be decided.*

**9. Wainwright Award**

To consider the recipient of the Wainwright Award for 2020. A separate briefing will be supplied to councillors.

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## Minutes of the Annual Meeting of Kendal Town Council held on Monday, 4 May 2021 at 7.30pm via Zoom.

G Vincent	Present	J Owen	Present
G Cook	Present	D Rathbone (Deputy Mayor)	Present
J Brook	Present	J Cornthwaite	Present
G Archibald	Present	J Dunlop	Present
S Coleman	Present	A Edwards	Present
S Evans	Present	P Gibson	Apologies
A Finch (Mayor)	Present	E Hennessey	Present
M Severn	Apologies	H Ladhams	Present
G Tirvengadam	Present	S Long	Present
A Blackman	Present	D Miles	Present
C Hardy	Apologies	M Miles	Present
C Hogg	Present	C Rowley	Present
R Hogg	Present	T Perkins	Present
R Sutton	Present	K Simpson	Present

**In attendance:** Town Clerk

**Also present:** J Rushworth (Local Democracy Reporter), Paula Scott, Nick Taylor (Kendal Futures), Cllr P Thornton (Cumbria County Council), 1 member of public

### Public Participation

There were no items brought before the Council. A scheduled presentation from Kendal Futures was moved to the end of the meeting because the officers were unable to attend at the beginning.

### 1/21/22 Election of Mayor for 2021-22

Noting the Council's decision to accept the signing of the Declarations of Acceptance of Office within the next few days, rather than as previously suggested, the Mayor asked for nominations for the office of Mayor for the coming year. Cllr D Rathbone was proposed by Cllr A Blackman, and seconded by Cllr S Evans. In proposing Cllr Rathbone, Cllr Blackman also praised the work of Cllr Finch as Mayor for the last two years, raising the reputation of both the Mayoralty and the person. No other members were nominated for the position.

**Resolved:** That Cllr D Rathbone be Mayor of Kendal for the municipal year 2021-22.

Cllr Rathbone then assumed the Chair for the rest of the Meeting.

### 2/21/22 Election of a Deputy Mayor

Nominations were requested for the office of Deputy Mayor for the coming year. Cllr Julia Dunlop was proposed by Cllr G Archibald and seconded by Cllr S Evans. No other nominations were forthcoming.

**Resolved:** That Cllr J Dunlop be Deputy Mayor for the municipal year 2021-22.

**3/21/22            Apologies**

Apologies were received and accepted from Cllrs C Hardy, P Gibson and M Severn

**4/21/22            Declarations of Interest**

None

**5/21/22            Exclusion of Press and Public**

No items required.

**6/21/22            Minutes of the Last Meeting**

The Council received the minutes of the meeting held on 12 April 2021.

**Resolved:** To accept them as a true record.

**7/21/22            Election of Chairs and Vice Chairs of Committees**

The Council considered the offices of Chair and Vice Chair of its various committees. A proposal was made for the following:

**Management Committee**

**Chair:** Cllr S Coleman

**Vice Chair:** Cllr G Cook

**Allotments Committee**

**Chair:** Cllr A Finch

**Vice Chair:** Cllr G Archibald

**Audit, Grants and Charities**

**Chair:** Cllr J Dunlop

**Vice Chair:** Cllr R Hogg

**Kendal in Bloom**

**Chair:** Cllr A Blackman

**Vice Chair:** Cllr R Sutton

**Christmas Lights and Festivals**

**Chair:** Cllr S Evans

**Vice Chair:** Cllr H Ladhams

**Environment & Highways**

**Chair:** Cllr J Owen

**Vice Chair:** Cllr E Hennessey

**Planning**

**Chair:** Cllr D Rathbone

**Vice Chair:** Cllr H Ladhams

**Resolved:** That the Chairs and Vice Chairs of the Committees be as set out in the list above.

**8/21/22            Election of Membership of Committees**

The Council reviewed the membership of its committees. It was noted that the Chair of the Christmas Lights and Festivals Committee was requesting an additional member. The list set out in the appendix to these minutes was proposed.

**Resolved:** That the complement of the Christmas Lights and Festivals Committee be increased to six.

**Resolved:** That the Committee membership is as set out in the table attached to these minutes.

### **9/21/22      Schedule of Meetings 2021/22**

The Council considered the Schedule of Meetings for the coming year. There was considerable concern expressed about the Council losing the power to hold meetings remotely due to the lapsing of the conditions specified in the Coronavirus Act 2020. Disappointment was expressed at the government's lack of clarity in allowing the enabling legislation to lapse while the Pandemic regulations still applied. It was noted that whilst the Council had no power to meet remotely after 7 May, neither did it have the power to meet fully in public session until at least 17 May.

A number of alternative arrangements were explored, though it was generally agreed that the Council should not wilfully contravene the conventions of the 1972 Local Government Act and continue to meet remotely regardless of the changed legal position.

Councillors noted that the Council had a duty of care to members of staff and the public, as well as to Councillors, and that it was invidious to suggest it infringes this duty in attempting to remain compliant with other duties. The special circumstances of Planning Committee meetings were raised as an issue – Planning deadlines required a response on the tight timetable required by the Planning Authority, and any system that attempted to delegate the decision of this meeting to a subsequent ratification panel would probably over run on the deadlines for submitting observations.

It was noted that the circumstances were expected to improve dramatically by the first week in July, when the full council was scheduled to meet next. It was expected that by this date there would be a general acceptance of public gatherings, inside and out, with restrictions mostly lifted across the board. The Council therefore sought a short-term solution which satisfied both the need for decision making to be legally compliant, and for effective social distancing arrangements in what should amount to the back end of the pandemic.

It was proposed that formal meetings of most Committees between 17 May and 5 July be suspended. In their place, at the scheduled meeting times, there should be a non-statutory virtual meeting, serving as a working group to consider Council business. The working groups will make recommendations to a meeting of the Management Committee, which will be delegated the necessary powers to enact recommendations which would normally be the business of the Committees themselves. Meeting in a physical format, with necessary social distancing and other Covid security measures, the Management Committee will assume all powers usually preserved to other committees or the meeting of the Full Council, in so far as it is necessary to enact, accept, authorise or otherwise ratify the recommendations of the Committees, meeting as non-statutory working groups. The arrangements would be subject to review by 5 July 2021, by which time it was assumed that the Covid restrictions will be formally lifted.

**Resolved:** To suspend formal Committee meetings with the exception of the Management Committee, from 17 May to 4 July. Non-statutory working groups will continue to operate through Zoom, with public attendance available. The working groups will report to a meeting of the Management Committee, meeting face-to-face, or to the next meeting of the Full Council as appropriate. Arrangements for the Planning Committee will be a matter for the Planning Committee to resolve within this framework.

**Resolved:** With the provisos noted above, to accept the Schedule of Meetings.

**10/21/22 Representation on Outside Bodies**

The Council reviewed its representation on Outside Bodies. It noted that there was still a vacancy for a second representative to attend CALC District Association meetings, but there were no nominations for the role from the floor. It was noted that Kate Simpson had taken up the role of representative to Kendal Lads and Girls Club.

**Resolved:** To accept the appointments to Outside Bodies as appended to these minutes.

**11/21/22 Minutes from Committee**

The Council received the Minutes from the meetings of the Planning Committee on 6 April 2021 and 19 April, 2021, and of the Management Committee on 19 April 2021.

**Resolved:** To accept the Minutes.

**12/21/22 Schedule of Payments**

The Council received the Schedule of Payments for March 2021

**Resolved:** To accept the schedule.

**13/21/22 Kendal Vision**

The Council received a presentation from Paula Scott and Nick Taylor from Kendal Futures on the development and delivery of the Kendal Vision.

The Vision, which was private-sector funded, was the product of a wide-ranging consultation about where Kendal should be 'going' in the next 20 years. Designed 'to inspire change', it was published in early 2020 to coincide with South Lakeland District Council's Town Centre Strategy. Councillors heard about the current management and funding arrangements for the Vision and for Kendal Futures. They were then invited to take part in the development of a series of action groups on key areas: Arts, Culture, Leisure and Tourism; Placemaking; Transport; and Housing and Workspace. It was explained that the Vision sought passionate people to drive it.

The next steps would be honing in on the Markets and the Market Place through a series of workshops to develop larger project plans and identify budgets. There was also a lot of work being done around movement, with consultants advising on methods of addressing the notorious Kendal traffic system, which many respondents to the initial survey had commented on as being a significant barrier to Kendal's prosperity.

Councillors' questions and comments included observations about the Town Council's involvement in markets, the likelihood or otherwise of a Northern Development Route ever being built and comparisons between Kendal and other places with similar issues, such as our twin town of Rinteln in Germany.

The Mayor thanked Kendal Futures for its presentation and expressed a hope that much further work would be done.

The meeting closed at 21:21.

## Appendix 1

### Committee Membership 2021-2022

4 May 2021

#### Management Committee 7.30pm unless otherwise stated

S Coleman (Chair)
G Cook (Vice chair)
A Blackman
J Dunlop
S Evans
A Finch
J Owen
D Rathbone
S Long
G Tirvengadam

#### Mayoralty and Arts Committee 7pm unless otherwise stated

D Rathbone (Chair)
J Dunlop (Vice chair)
J Brook
G Cook
A Finch
P Gibson
C Hogg
R Sutton
G Tirvengadam

#### Christmas Lights and Festivals Committee 7pm unless otherwise stated

S Evans (Chair)
H Ladhams (Vice chair)
A Edwards
T Perkins
K Simpson
R Sutton

#### Allotments Committee 7pm unless otherwise stated

A Finch (Chair)
G Archibald (Vice chair)



S Coleman
C Hardy
D Miles
M Miles
Plus three co-opted members

### **Environment and Highways Committee 7.30pm unless otherwise stated**

J Owen (Chair)
E Hennessy (Vice chair)
G Archibald
J Cornthwaite
J Dunlop
A Edwards
S Evans
S Long
C Rowley

### **Kendal in Bloom Committee 7pm unless otherwise stated**

A Blackman (Chair)
R Sutton (Vice chair)
A Edwards
C Hardy
C Rowley
Plus five co-opted members

### **Audit, Grants and Charities Committee 7pm unless otherwise stated**

J Dunlop (Chair)
R Hogg (Vice Chair)
G Cook
J Cornthwaite
P Gibson
D Rathbone
M Severn
G Vincent

### **Planning Committee 6.30pm unless otherwise stated**

D Rathbone (Chair)
J Cornthwaite (Vice chair)

P Gibson
H Ladhams
S Long
D Miles
M Miles
C Rowley
G Vincent

**Appendix 2****Appointments to Outside Bodies 2021-2022 - 4 May 2021**

<b>ORGANISATION</b>	<b>Number</b>	<b>REPRESENTATIVE(S)</b>	<b>REPORTS TO</b>
Air Quality Working Group (SLDC)	1	Cllr G Archibald	Environment & Highways
BID Board	1	Cllr J Dunlop	Management & Council
Brewery Arts Centre	1	Cllr R Sutton	Council
Cumbria Association of Local Councils	2	Cllr R Sutton <b>Vacancy</b>	Council
Emergency Plan (Kendal Community Emergency Plan Group)	1	Cllr J Cornthwaite	Management & Council
Flood Working Group	2	Cllr S Evans and Cllr A Blackman	Management
Integrated Care Community/Healthy Towns Status (CCC)	1	Cllr P Gibson	Council
Lakes Line User Group	1	Cllr S Coleman	Council
Kendal Bus User Group	1	Cllr E Hennessy	Council
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council
Kendal Futures Board	1	Cllr S. Long	Management & Council
Kendal Lads and Girls Club	1	Cllr K Simpson	Council
Kendal Mountain Festival	1	Cllr R Sutton	Christmas Lights & Festivals
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council
Lancaster Canal (Northern Reaches)	2	Cllr C Rowley Cllr A Blackman	Council
One Voice	1	Cllr R Sutton	Council
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllrs J Brook & A Blackman	Mayoralty & Arts

South Lakeland Action on Climate Change & Transition South Lakes	2	Cllr J Owen Cllr E Hennessy	Environment & Highways
South Lakes Equality & Diversity Partnership	1	Cllr G Tirvengardum	Council

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## Minutes of the meeting of the Management Committee held on Monday, 7 June 2021 at 7.30 at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr A Finch	Absent
Cllr S Coleman	Present	Cllr S Long	Apologies
Cllr G Cook	Present	Cllr J Owen	Present
Cllr J Dunlop	Apologies	Cllr D Rathbone	Present
Cllr S Evans	Present	Cllr G Tirvengadam	Present

**In attendance:** Town Clerk

Also present: Cllr H Ladhams

### **M1/21/22 Apologies**

Apologies were received and accepted from Cllrs J Dunlop and S Long.

The Chair clarified the role of Vice Chairs on the Management Committee. It was noted that whereas the practice of a Vice Chair deputising for the Chair of a committee in their absence was fairly well established, it was unclear what the situation was if the Chair of a committee was entitled to attend because they had more than one role, for instance as Mayor, and as Chair of a committee. The Chair expressed the view that in these circumstances, the Vice Chair of the committee should represent that committee's interests on the Management Committee.

It was noted that it was for the Chair of a committee to liaise with their deputy and brief them on Management Committee matters, prior to their deputising.

**Resolved:** That the Council adopts the practice of Vice Chairs attending Management Committee in the circumstance that the Chair of their committee is already an ex officio member of the Management Committee.

### **M2/21/22 Declarations of Interest**

Cllr Blackman drew the Committee's attention to his involvement with Kendal Walking Festival, and took no part in the consideration of the item relating to this.

### **M3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

The Committee considered whether to exclude the press and the public from item 12, as it related to a commercially confidential matter.

**Resolved:** To exclude the press and public from item 12.

### **M4/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 19 April 2021. A query was raised as to why the Somervell Gardens project appeared under Kendal in Bloom, when actually it was an Environment & Highways matter. It was suggested that officers and the two

Committees liaise over related issues. The capital for the Somervell Gardens project came from an E&H budget.

**Resolved:** To accept them as a true record.

#### **M5/21/22      Matters delegated to the Committee**

The Committee considered the items which were delegated for its consideration at the meeting of the Full Council on 4 May.

Following an opportunity to question relevant Chairs, it was suggested that action points from the Committees should be accepted, but the minutes themselves would be subsequently considered by the Full Council at its next available meeting.

It considered the recommendations of the following committees

Audit Grants and Charities	26 April 2021
Planning	4, 17, 24 May 2021
Christmas Lights and Festivals	10 May 2021, including grants proposed in C9/21/22
Environment and Highways	17 May 2021

**Resolved:** To accept the recommendations within the scope of the Committee's delegated powers.

#### **M6/21/22      Annual Governance and Accountability Return (AGAR)**

The Committee considered a request from the Town Clerk for guidance on the matter of the date of the Council's consideration of the Annual Return. Scheduling issues arising from Covid, new ways of working, and staff changes, mean that the Council will not meet to confirm the end of year reports until Monday 5 July. The reports are required by the external auditor on 30 June, but PKF Littlejohn will not receive them until Tuesday 6 July, six days outside the regulated timeframe. The internal auditor's report was the last element of the year end report, and this was still in production. The Clerk apologised for these circumstances and explained that scheduling should be simpler in 2022, when the Pandemic and other factors should be out of the way. The external auditor had been made aware of the circumstances and would accept a late submission, though their conclusion will probably include the warning that submissions should be made within the statutory timetable. The alternative to this circumstance was that the Council convene an additional meeting with the AGAR as a single agenda item. Given that this would have to be during the last week in June, when the Government is considering the impact of the Delta variant of Covid 19, the Committee felt it was acceptable to minimise the necessity for a face-to-face meeting and delay the report by the four working days.

**Resolved:** That the Council submits its AGAR on Tuesday 6 July, 2021.

**Resolved:** That the Clerk sets out the schedule of meetings for 2022 in such a way as to ensure the Council meets its statutory timetables.

#### **M7/21/22      Report on the Work Programme**

The Committee considered a report from the Town Clerk on the Council's work programme. There was some discussion about the way in which the Council was responding to the challenges of the Covid 19 Pandemic, in relation to the schedule of meetings and the arrangements for physical, face-to-face interactions.

A query was raised about the extent of the Council's response to the apparent surge in rabbit numbers across the allotment estate. The Clerk reported that the Council Services Officer was preparing a strategy to be considered by the next meeting of the Allotments non-

statutory working group which included costing for an extension of rabbit proof external fencing across a number of sites. He further added that he thought it likely that a population surge was often followed by a rise in myxomatosis infections, in due course, which would result in a more effective reduction of the rabbit population than trapping or culling measures. He noted that the Council would not be in a position to sanction the culling of wild rabbits with firearms on Council-owned land in an urban setting.

**Resolved:** To note the report.

#### **M7/21/22 Grants and Payments**

The Committee considered a report on Grants and Payments from the Clerk. It proposed that the Mayor's allowance be formalised through payroll, so as to improve the its compliance with HMRC rules. It was suggested that this should also apply to the Deputy Mayor's allowance, which was currently, and for historical reasons, paid by the Mayor. There was some discussion as to how this might be carried out, but the general principle was accepted.

**Resolved:** To note that the Clerk as RFO had suspended use of the Council's credit card, except in very limited and authorised circumstances.

**Resolved:** To confirm that the Mayor and Deputy Mayor's allowance be paid through payroll, and that a review of the appropriate amounts be considered as a part of the 2022-23 budget.

**Resolved:** To instruct the Clerk to bring a report on the policy and payment of grants to a future meeting.

#### **M8/21/22 Refurbishment of the Town Hall**

The Clerk observed that the Committee had now seen some of the new décor in the refurbished Town Hall, since this is where the meeting was taking place. He suggested that the contrast with the un-refurbished Mayor's Parlour now looked a little stark and that perhaps in due course the Council should consider budgeting to bring that room up to a modern standard, too. The Council's office administration area was still some way from completion, and he was in negotiation with colleagues at the District Council for more storage space. In the meantime, the accommodation at The Mintworks was proving very successful.

**Resolved:** To note the report.

#### **M9/21/22 Democratic Services Assistant**

The Clerk reported that he had received several applications for the vacancy of Democratic Services Assistant, and would like to arrange interviews as soon as possible.

**Resolved:** That an interview panel of Cllrs Blackman, Ladhams and Rathbone (dep Dunlop) assist the Clerk in selecting a suitable recruit.

#### **M10/21/22 Other Staffing Matters**

The Committee's attention was drawn to the requirement for the Clerk to have an appraisal after six months with the Council.

The Clerk reported no other issues for the Committee's consideration.

**Resolved:** That the Clerk liaises with Cllr Blackman to conduct his appropriate appraisal.

#### **M11/21/22 Property Matters**

This item was considered following the resolution to exclude the Press and the Public, due to the issue being a matter of commercial and legal confidentiality. A separate confidential record of the extended minute and resolution is kept on file.

The meeting closed at 21.09.



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## Notes from the meeting of the Non-Statutory Working Group on Planning held on Monday, 24 May 2021 at 6.30pm via Zoom.

Cllr J Cornthwaite	Present	Cllr M Miles	Present
Cllr P Gibson	Present	Cllr D Rathbone (chair)	Present
Cllr H Ladhams (vice chair)	Present	Cllr C Rowley	Apologies
Cllr D Miles	Present	Cllr G Vincent	Present

**In attendance:** Town Clerk

Also present: J Rushworth, Local Democracy Reporter

### **PWG1/21/22 Apologies**

Apologies were received and accepted from Cllr C Rowley.

### **PWG2/21/22 Declarations of Interest**

None

### **PWG3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues.

### **PWG4/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the Committee meeting held on 17 May 2021.

**Resolved:** To commend them as a true record.

### **PWG5/21/22 KTC Flood Defence Scheme Working Group**

Cllr Cornthwaite reported that the group had met on 11 May. It was noted that the minutes of this meeting would be available for the planning meeting on 7 June. It was hoped that the Environment Agency would have samples of the glass screens for Aynam Road installed in the display wall at Little Aynam by the end of June, however there were global supply issues. Members felt it important that the Town Council sticks to its commitment to source the screens in the UK to a specification agreed by the Working Group and endorsed by the Council. Cllr Ladhams requested that she be given the Zoom details for the next meeting (16 June), so that she may attend.

### **PWG6/21/22 Planning Process Issues**

Prior to making recommendations from the meeting, the Chair asked that further correspondence be entered into with South Lakeland District Council over the topic of Net Biodiversity Gain. The Committee, and Working Group sought additional guidance and training from the Planning Authority on the scope of the net biodiversity gain rules for smaller developments.

The Clerk sought the Working Group's opinion on whether the Council should be consulted as a matter of course on matters relating to Tree Preservation Orders. Noting that there were several TPO consultations currently live, the Working Group recommended that notification for work on trees protected by TPOs form part of the Committee's area of concern. The Clerk confirmed that he would request this from the Planning Authority, and that he would see if there were simple advice sheets available for members to refer to, to assist them in their deliberation.

#### **PWG7/21/22 Planning Applications**

The Working Group considered the Planning Applications shown in Appendix 1.

Cllr Rathbone left the meeting at 19.12, following the consideration of item 5.

**Resolved:** To make the recommendations shown in Appendix 1 to the Clerk to assist him in sending feedback to the Planning Authority, under the scheme of delegation agreed on 17 May 2021.

The meeting closed at 19.18

**Appendix 1****Applications for Planning Committee 24 May 2021**

<b>No</b>	<b>App No/Type</b>	<b>Address/ Proposed Development</b>	<b>Comments to SLDC</b>	<b>Observations/Recommendations</b>
1	<a href="#">FPA SL/2021/0435</a>	<b>2 Spital Park</b> Two-storey side extension	25.05.2021	<b><u>No material objections.</u></b> The Council has severe reservations about whether the contribution to net biodiversity is sufficient to meet both the statutory criteria and the necessary imperative biodiversity loss to development.
2	FPA <a href="#">SL/2021/0419</a>	<b>Land at Helsington Laithes Mill Leat</b> Construction of two new outlet headwall structures and modification of one existing inlet structure on the bank of the mill leat (curtilage structure to Grade II Listed Helsington Mill) as part of the Kendal Flood Management Scheme.	25.05.2021	<b><u>No material objections.</u></b>
3	FPA <a href="#">SL/2021/0438</a>	<b>50 Kendal Green</b> Detached double garage	26 May 2021	<b><u>No material objections.</u></b> It was observed that the need for a garage is not in itself a mitigation for the development. It was suggested that some tangible net biodiversity be demonstrated through use of a green roof or some other additional imaginative means.
4	FPA <a href="#">SL/2021/0439</a>	<b>7 Castle Drive</b> Single storey rear extension	26 May 2021	<b><u>No material objections.</u></b> Members were concerned that the development is very close to a neighbouring property, which will create problems for maintenance for both in due course, without severe disruption. The contribution to net

				biodiversity is insufficient for the scale of the development, and a long-lasting sustainable requirement should be included as a planning condition.
5	FPA <a href="#">SL/2021/0448</a>	<b>10 Hayclose Crescent</b> Two storey front & side extensions and single storey rear extension	1 June 2021	<b><u>No material objections.</u></b> Members were concerned about the scale of the development and whether it was appropriate to the extent of the plot and its relationship to the surrounding area. They felt a net biodiversity gain should be enumerated and included as a condition.
6	LB <a href="#">SL/2021/0458</a>	<b>Parklands, Parkside Road</b> Removal of modern cement render and pointing from south east chimney stack	2 June 2021	<b><u>No material objections.</u></b>
7	FPA <a href="#">SL/2021/0486</a>	<b>1 Finley Close</b> Removal of existing garage. New single storey side extension providing living accommodation and storage	Invalid application	
8	<a href="#">SL/2021/0454</a>	<b>110 Oxenholme Road</b> Detached double garage	2 June 2021	<b><u>No material objections.</u></b>

Further items were held over until the next meeting.

**KENDAL TOWN COUNCIL****Planning Committee**

**Monday 4 May 2021 at 6.30 p.m.  
(Via Zoom)**

<b>PRESENT</b>	Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Michele Miles, Helen Ladhams, Chris Rowley and Graham Vincent  Jason Rushworth, Newsquest Reporter
<b>APOLOGIES</b>	None
<b>OFFICERS</b>	Chris Bagshaw (Town Clerk)
<b>765/20/21</b>	<b>PUBLIC PARTICIPATION</b>  None.
<b>766/20/21</b>	<b>DECLARATIONS OF INTEREST</b>  None.
<b>767/20/21</b>	<b>MINUTES OF LAST MEETING</b>  Members considered the minutes of the Committee meeting held on 19 April 2021.
<b>RESOLVED</b>	That the minutes be accepted as a true record.
<b>768/20/21</b>	<b>KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP</b>  Councillor Cornthwaite advised there was currently nothing further to report.
<b>769/20/21</b>	<b>PLANNING APPLICATIONS</b>  Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.
<b>RESOLVED</b>	That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.  The meeting ended at 7.16pm
	Signed .....
	Dated .....

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA <a href="#">SL/2021/0355</a>	<b>2 Belmont, KENDAL</b> Replace window with patio / French doors to lounge and replace lean-to rear extensions with conservatory	10.05.2021	<b>No Material Objections</b>  The Committee would seek reassurance that the development does not compromise the visual amenity of the Conservation Area, despite assurances by the applicant, and does not cause additional overlooking issues for adjacent properties.
2	FPA <a href="#">SL/2021/0289</a>	<b>25 Serpentine Road, KENDAL</b> Replacement powder-coated steel gates	12.05.2021	<b>No Material Objections</b>
3	FPA <a href="#">SL/2021/0372</a>	<b>10 Collin Hill, KENDAL</b> Construction of lean-to indoor cycling studio to rear of existing garage	12.05.2021	<b>No Material Objections</b>  The Committee was very disappointed that the applicant made no mention of any net gain in biodiversity, despite removing an area of garden. Consideration should be given to the installation of bird boxes and even a green roof.
4	FPA <a href="#">SL/2021/0337</a>	<b>21 Sandylands Road, KENDAL</b> Demolition of conservatory and erection of a single & 2 storey rear extension	12.05.2021	<b>No Material Objections</b>  The Committee sought reassurance from Planning Officers that the development was compliant with loss of light regulations for neighbouring properties, so their recommendation

				is conditional on the development not being to the detriment of the neighbouring properties.
5	FPA <a href="#">SL/2020/0955</a>	<b>1 Lynngarth Drive, KENDAL</b>  Demolition of existing garage, erection of two storey side extension, one storey rear extension, erection of wall around the boundary of the property & form new entrance from highway	17.05.2021	<b>No Material Objections</b>  The Committee was very disappointed that the applicant made no mention of any net gain in biodiversity despite removing a hedgerow. It was not at all clear that the new planting on a border would compensate for the rich environment and cover of a natural hedge.  There was concern about the building's impact on the integrity of neighbouring buildings and the potential loss of privacy created by the new terrace. The Committee sought reassurance that these were compliant with appropriate standards.
6	FPA <a href="#">SL/2021/0367</a>	<b>Flat 1 Castle Stores, Castle Drive, KENDAL</b>  Change of use of flat (Use Class C3) to shop (Use Class E) (Retrospective)	17.05.2021	<b>No Material Objections</b>
7	FPA <a href="#">SL/2021/0393</a>	<b>14 Finley Drive, KENDAL</b>  Single storey side extension and removal of existing garage store	18.05.2021	<b>No Material Objections</b>  The committee remained unclear from the plans about the true scale of the development, because measurements were not clearly shown. It was also concerned about the issue of overlooking and any subsequent loss of privacy, which it didn't feel could be properly judged from the submitted

				plans. The Committee sought reassurance on this matter.
8	FPA <a href="#">SL/2021/0389</a>	<b>4 Thorny Hills, KENDAL</b>  Drop windows sills to existing floor level and replacement double glazed sash windows to two rear 1st floor windows	18.05.2021	<b>No Material Objections</b>  Assuming that the Conservation Officer is satisfied that the development does not compromise the historic or visual amenity of the Conservation Area as no report has yet been submitted.
9	FPA <a href="#">SL/2021/0402</a>	<b>Unit 17, Dockray Hall Industrial Estate, Dockray Hall Road, KENDAL</b>  First floor extension over part of existing single storey building	18.05.2021	<b>No Material Objections</b>  The Committee supported the comments regarding swift boxes and noted that there swifts present elsewhere on the estate.
10	FPA <a href="#">SL/2021/0415</a>	<b>8 Silver Howe Close, KENDAL</b>  Demolition of existing garage & porch and erection of single storey side extension, front porch & alterations to drive	20.05.2021	<b>No Material Objections</b>  The Committee was concerned about the scale and dominance of the development. It was disappointed that there was no mention made of biodiversity and further observed that the installation of a token bird box would probably be insufficient.
11	FPA <a href="#">SL/2021/0346</a>	<b>4 Bramble Close, KENDAL</b>  First floor extension over garage	21.05.2021	<b>No Material Objections</b>  The Committee supported the comments regarding the installation of swift boxes.



# Kendal Town Council

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## Notes from the meeting of the Non-Statutory Working Group on Planning held on Monday, 7 June 2021 at 6.30pm via Zoom.

Cllr J Cornthwaite	Present	Cllr M Miles	Present
Cllr P Gibson	Apologies	Cllr D Rathbone (chair)	Present
Cllr H Ladhams (vice chair)	Present	Cllr C Rowley	Present
Cllr D Miles	Present	Cllr G Vincent	Present

**In attendance:** Town Clerk and Temporary Council Secretary

**Also present:** J Robinson (member of public) and J Rushworth (Local Democracy Reporter)

### PWG8/21/22 Apologies

Apologies were received and accepted from Cllr P Gibson

### PWG9/21/22 Declarations of Interest

None

### PWG10/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues.

### PWG11/21/22 Minutes of the Previous Meeting

The Council received the minutes of the Committee meeting held on 24 May 2021.

**Resolved:** To commend them as a true record.

### PWG12/21/22 Planning Process Issues

The Chair drew members' attention to a paper that Cllr Vincent had circulated and advised that it would be discussed at the next meeting.

**Resolved:** To add the paper from Cllr Vincent to the next meeting on 21 June 2021.

### PWG13/21/22 KTC Flood Defence Scheme Working Group

Cllr Cornthwaite presented the minutes from the group meeting on 11 May that had been previously circulated. He commented that the Environment Agency presentation was now online and the next meeting is scheduled for 16 June 2021.

**Resolved:** To note the report.

### PWG14/21/22 Planning Applications

The Working Group considered the Planning Applications shown in Appendix 1.

**Resolved:** To make the recommendations shown in Appendix 1 to the Clerk to assist him in sending feedback to the Planning Authority, under the scheme of delegation agreed on 7 June 2021.

The meeting closed at 19:14

**Appendix 1****Applications for Planning Committee 7 June 2021**

<b>No</b>	<b>App No/Type</b>	<b>Address/ Proposed Development</b>	<b>Comments to SLDC</b>	<b>Observations/Recommendations</b>
1	<a href="#">SL/2021/0490</a>	<b>Mast on Land at Natland Mill Beck Farm</b>  The replacement of the existing mast with a new, 16m high monopole tower to support antenna apertures.	9 June 2021	<b><u>No material objections</u></b>
2	<a href="#">SL/2021/0502</a>	<b>22 Wattsfield Road</b>  Single storey rear extension	11 June 2021	<b><u>No material objections</u></b> The Committee considered that the contribution to net biodiversity is insufficient.
3	<a href="#">SL/2021/0501</a>	<b>Hadwins Approved Milnthorpe Road</b>  Single storey rear extension to form covered car handover area (Resubmission of SL/2017/1005)	10 June 2021	<b><u>No material objections</u></b> The Committee considered that the contribution to net biodiversity is insufficient.
4	<a href="#">SL/2021/0519</a>	<b>102 Windermere Road</b>  Alterations to include a replacement single storey rear extension	11 June 2021	<b><u>No material objections</u></b>
5	<a href="#">SL/2021/0511</a>	<b>13 Hawesmead Drive</b>  First floor rear extension and single storey extension to existing outbuilding	11 June 2021	<b><u>No material objections</u></b> The Committee considered that the contribution to net biodiversity is insufficient.  The Committee wishes to draw attention to the fact that a change of use would require a

				further application for consent for occupation as any form of dwelling, whether temporary (eg Airbnb) or permanent, or for business use.
6	<a href="#">SL/2021/0514</a>	<b>Albion Buildings, Sandes Avenue</b> Alterations & change of use of 1st & 2nd floor showroom & storage (Use Class E) to 4 dwellings (Use Class C3)	11 June 2021	<b><u>No material objections</u></b> The Committee drew attention to the lack of parking for residents of the development, and felt that provision should be made.
7	<a href="#">SL/2021/0506</a>	<b>5 Castle Road</b> Single storey front extension	11 June 2021	<b><u>No material objections</u></b>
8	<a href="#">SL/2021/0499</a>	<b>39C Helme Drive</b> Application for Outline Planning Permission (all matters reserved) for the erection of a bungalow	7 June 2021	<b><u>No material objections</u></b> The Committee would like to draw attention to suitable access requirements during construction as well as significant net biodiversity gain due to it being a green field site.
9	<a href="#">SL/2021/0081</a>	<b>First Floor Office, 30 Finkle Street</b> Change of use from retail space (Use Class E) to dwelling (Use Class C3)	10 June 2021	<b><u>No material objections</u></b>
10	<a href="#">SL/2021/0418</a>	<b>Unit 1 former Playmates Pre School Nursery, Captain French Lane</b> Demolition of existing 2 storey extension and erection of replacement 2 storey extension on enlarged footprint	7 June 2021	<b><u>No material objections</u></b>
11	<a href="#">SL/2021/0434</a>	<b>32 Natland Road</b> Detached garage for motorhome storage	9 June 2021	<b><u>Material objections</u></b> Size, scale and dominance and overview from neighbouring properties. In addition the

				<p>entrance from the highway is unclear from the application and needs confirmation from Highways for safety and suitability, this is not currently clear.</p> <p>If agreement is given a more sympathetic external surface should be sought as it is not in keeping with the area.</p> <p>The Committee questioned whether this was a business being operated from domestic premises.</p>
12	<a href="#">SL/2021/0533</a>	<b>62 Hillswood Avenue</b> Single storey rear extension	16 June 2021	<b><u>No material objections</u></b> The Committee considered that the contribution to net biodiversity is insufficient.
13	<a href="#">SL/2021/0538</a>	<b>25-27 Lowther Street</b> Change of use of former snuff works to create 2 residential apartments and commercial bistro with existing offices to remain	16 June 2021	<b><u>No material objections</u></b> The Committee wishes to ensure that the appropriate heritage safeguards are in place for this important and sensitive asset. This includes safeguarding the physical infrastructure and equipment of the works, in their historical context.
14	<a href="#">SL/2021/0539</a>	<b>25-27 Lowther Street</b> Change of use of former snuff works to create 2 residential apartments and commercial bistro with existing offices to remain	16 June 2021	<b><u>No material objections</u></b> See above.
15	<a href="#">SL/2021/0486</a>	<b>1 Finley Close</b> Demolition of detached garage and erection of a	16 June 2021	<b><u>No material objections</u></b>

		single storey side extension		
16	<a href="#">SL/2021/0447</a>	<b>23 Beast Banks</b> Replace the existing timber sash windows on the first floor of the rear elevation	15 June 2021	<b><u>No material objections</u></b>
17	<a href="#">SL/2021/0446</a>	<b>23 Beast Banks</b> Replace the existing timber sash windows on the first floor of the rear elevation	15 June 2021	<b><u>No material objections</u></b>
18	<a href="#">SL/2021/0528</a>	<b>Parklands, Singleton Park</b> Single storey side extension	18 June 2021	<b><u>No material objections</u></b>
19	<a href="#">SL/2021/0547</a>	<b>20 Michaelson Road</b> Side porch	18 June 2021	<b><u>No material objections</u></b>
20	<a href="#">SL/2021/0548</a>	<b>5 Hallgarth Circle</b> Single storey rear extension	18 June 2021	<b><u>No material objections</u></b>
21	<a href="#">SL/2021/0549</a>	<b>14 Aynam Road</b> Replacement of front dormer windows, new rear dormer window and Velux rooflight, replacement gutters, repointing of stonework with lime mortar.	18 June 2021	<b><u>No material objections</u></b> The Committee is happy that sufficient effort has been made to replicate the original windows. It also noted that other properties in the area have done something similar.
22	<a href="#">SL/2021/0563</a>	<b>Firehouse Showroom - Storage Building, Station Yard, Station Road</b> Variation of condition 2 (approved plans) & 3 (external materials) attached to planning permission SL/2020/0969 (Storage Warehouse and Workshop)	22 June 2021	<b><u>No material objections</u></b>

# Kendal Town Council

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## Notes from the meeting of the Non-Statutory Working Group on Planning held on Monday, 21 June 2021 at 6.30pm via Zoom.

Cllr J Cornthwaite	Present	Cllr D Rathbone (chair)	Present
Cllr P Gibson	Apologies	Cllr C Rowley	Present
Cllr H Ladhams (vice chair)	Present	Cllr G Vincent	Present
Cllr D Miles	Apologies		

**In attendance:** Town Clerk

Prior to the start of the meeting, the Committee observed a minute's silence in memory of Cllr Michele Miles, who died two days after the previous meeting.

### **PWG15/21/22 Apologies**

Apologies were received and accepted from Cllrs P Gibson and D Miles

### **PWG16/21/22 Declarations of Interest**

None. Cllr Cornthwaite brought the Committee's attention to the proximity of 12 Northgate to his mother's home.

### **PWG17/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues were considered for exclusion but a query was raised about the practice of journalists contacting individual Councillors for a view, straight after the meeting. It was suggested that members of the Committee refer such queries to ward councillors who are not on the Planning Committee.

### **PWG18/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the Committee meeting held on 7 June 2021.

**Resolved:** To commend them as a true record.

### **PWG19/21/22 Planning Process Issues**

The Chair noted that he did not intend to bring forward the paper on biodiversity to this meeting, but was expectant of a meeting with the appropriate SLDC portfolio holder in due course.

### **PWG20/21/22 KTC Flood Defence Scheme Working Group**

The Chair of the Working Group reported that the group had met the previous Wednesday, and notes would be circulated for the next meeting. Schedules had been published by the EA, which gave a much better insight into the timescale for the process of building the scheme.

There was still a delay with the delivery of the glass panel segment for the display wall on Little Aynam.

**Resolved:** To note the report.

**PWG21/21/22 Planning Applications**

The Working Group considered the Planning Applications shown in Appendix 1.

**Resolved:** To make the recommendations shown in Appendix 1 to the Clerk to assist him in sending feedback to the Planning Authority, under the scheme of delegation agreed on 7 June 2021.

The meeting closed at 19:36



## Kendal Town Council

## Appendix 1

## Applications for Planning Committee 21 June 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	<a href="#">SL/2021/0495</a>	<b>Queen Katherine School, Appleby Road</b> Extension of Sandgate SEN school comprising of new educational classrooms, multi-purpose hall with pupil facilities, teaching facilities and external works	7 July 2021	The Committee welcomed the extension of provision that this represents, but added cautionary notes that the development should be compliant with current thinking on dark skies, the provision of 'swift bricks', the required contributions to biodiversity, the reports from the arboriculture officer and adequate provision for recycling facilities. Assuming there were no material adverse comments from neighbours, the Committee had <b><u>No Material Objections</u></b> .
2	<a href="#">SL/2020/0908</a>	<b>Porsche Centre, Longpool</b> Erection of retirement living apartments with associated communal facilities, landscaping, and on-site car-parking	30 June 2021	There was considerable debate about the extent of any contribution that could be made to offset the lack of an affordable element to this development. The Committee supported the comments made by SLDC officers concerning this and other matters, finding it difficult to understand a justification for no contribution, given that this would appear to be in direct contravention of stated SLDC policies. The Committee also wished to reiterate its previous response to the application and

				support the comments on crime prevention and transport. It also emphasised the necessity for reducing the impact of light pollution and making a net contribution to biodiversity. These things aside it had <b><u>No Material Objections.</u></b>
3	<a href="#"><u>SL/2021/0566</u></a>	<b>Romleigh, Romney Road</b> Demolition of existing bungalow and erection of 2 semi-detached 1 bedroomed apartments	30 June 2021	<b><u>No material objections</u></b>
4	<a href="#"><u>SL/2021/0567</u></a>	<b>Flixton House, Fairfield Lane</b> Demolition and erection of single storey extension & replacement windows	1 July 2021	The Committee was disappointed that the original application was deemed unsuitable, as it did not feel that the new iteration was an improvement. There was concern about its shape, scale and the sensitive relationship to the surrounding properties, however these were not critical and there were <b><u>No Material Objections.</u></b>
5	<a href="#"><u>SL/2021/0594</u></a>	<b>12 Northgate</b> Roof space alterations and construction of a rear dormer	1 July 2021	<b><u>No Material Objections,</u></b> assuming steps are taken to ensure that overlooking is not an issue.
6	<a href="#"><u>SL/2021/0589</u></a>	<b>Carus Green Golf Club House, Burneside Road</b> Extension to driving range	1 July 2021	The Committee is already concerned about the severe light pollution caused by the existing facility, and does not feel that the extension offers any credible remedy, but actually makes the situation worse. (SLDC DM2.10) <b><u>Recommend Refusal</u></b>

7	<a href="#">SL/2021/0597</a>	<b>10 Thorny Hills</b> Replacement of single glazed sash windows with similar profile double glazed windows.	7 July 2021	<b><u>No Material Objections</u></b>
8	<a href="#">SL/2021/0601</a>	<b>12 Lound Road</b> Single storey rear extension (Retrospective)	7 July 2021	The Committee was disappointed to note that this was a retrospective application but had <b><u>No Material Objections.</u></b>
9	<a href="#">SL/2021/0602</a>	<b>16 Collinfield</b> Two storey extension (Resubmission of SL/2020/0624)	7 July 2021	The Committee reiterated its previous query about the exact location of this development, but subject to its previous comments had <b><u>No Further Material Objections.</u></b>
10	<a href="#">SL/2021/0604</a>	<b>76 Gillinggate</b> Alterations to side elevation of dwelling to create external access to basement and associated works	8 July 2021).	<b><u>No Material Objections</u></b>
11	<a href="#">SL/2021/0611</a>	<b>25 Serpentine Road</b> Replacement of 1st floor wooden sash windows facing Serpentine Road	5 July 2021	<b><u>No Material Objections</u></b>
12	<a href="#">SL/2021/0186</a>	<b>68 Lingmoor Rise</b> Erection of two-bed end of terrace house (Resubmission of SL/2020/0491)	8 July 2021	The Committee considered the nature and extent of the neighbours' objections, which were submitted after the Council had commented previously. It did not feel an objection based on the number of bedrooms in the development was valid, but did not feel it was in a position to comment on the concerns about parking or drainage, which it felt should be addressed by the Planning Officers in their more detailed consideration. The were <b><u>No Further Material Objections.</u></b>

13	<a href="#">SL/2021/0620</a>	<b>41 Empsom Road,</b> Two storey side extension	<b>8 July 2021</b>	There was concern about the site and size of the development but the Committee had <b><u>No Material Objections</u></b>
14	<a href="#">SL/2021/0621 &amp; SL/2021/0622</a>	<b>Grandy Nook, Low Fellside</b> Single storey extension to annexe to create one bedroom dwelling and demolition of modern concrete sectional garage to road frontage	<b>8 July 2021</b>	The Committee welcomed this development in a sensitive site. <b><u>No Material Objections</u></b>
15	<a href="#">SL/2021/0627</a>	<b>28 Low Garth</b> Demolition of existing outhouse building & erection of a single storey side & rear extension	<b>8 July 2021</b>	<b><u>No Material Objections</u></b>
16	<a href="#">SL/2021/0615</a>	<b>75 Lingmoor Rise</b> Single story front extension and alterations for disabled access	<b>8 July 2021</b>	<b><u>No Material Objections</u></b>

## Kendal Town Council

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### Minutes of the meeting of the Environment and Highways Committee held on Monday, 17 May 2021 at 6.15pm via Zoom.

Cllr G Archibald	Present	Cllr S Evans	Present
Cllr J Cornthwaite	Present	Cllr S Long	Present
Cllr J Dunlop	Apologies	Cllr J Owen (Chair)	Present
Cllr A Edwards	Apologies	Cllr C Rowley	Present
Cllr E Hennessey (Vice chair)	Present		

**In attendance:** Town Clerk, Project Manager.

Also present: Mr J Rushworth (Local Democracy Reporter)

#### **E1/21/22 Apologies**

Apologies were received and accepted from Cllrs A Edwards and J Dunlop. Cllr Edwards has resigned from the Committee.

#### **E2/21/22 Declarations of Interest**

Cllr Rowley drew the Committee's attention to his membership of South Lakes Action on Climate Change (SLACC), who were involved in the development of the composting initiative.

#### **E3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues.

#### **E4/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 8 March 2021.

**Resolved:** To accept them as a true record.

#### **E5/21/22 Highways and Infrastructure Proposals – Speed Indicator Device**

The Committee considered a proposal for the replacement of the moveable Speed Indicator Device (SID), which was no longer serviceable. It was noted that the device had been returned to its manufacturer in Germany, prior to being assessed as unrepairable. The Council Project Manager presented a number of options for a replacement portable machine, which could be used at Burton Road, Milnthorpe Road, Aynam Road, Sedbergh Road, Appleby Road and Burneside Road. It was noted that Shap Road should also be included in this list, with the precise location to be confirmed.

Of the proposed suppliers it was noted that there appeared little to choose between two of them, with solar power options. A third supplier was notably more expensive.

Consideration was also given to the purchase of a second machine, however it was noted that this was not supported currently by available budget. There was some discussion concerning the fitting of permanent signs, like the one installed on Windermere Road. It was

suggested that this action would require the input of relevant County Council division members.

**Resolved:** That the Committee delegates the final decision to officers on choice of supplier between Message Maker and Simon Signs, their decision being informed by a range of factors including country of manufacture.

**Resolved:** That the Project ~~Officer~~ Manager drafts criteria and a rotation plan for the new SID for consideration at the next meeting.

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#### **E6/21/22 Highways and Infrastructure Proposals - Underspend**

The Committee considered some proposals from the Projects Manager to use Development Fund money remaining from the Castle Signage Project, which came in under budget in 2020. These included:

- A £450 contribution to the preservation of the pestle and mortar, and period pharmacy shop frontage at 41 Highgate.
- A £500 scheme to remove the K Village signage from various road signs, in partnership with Cumbria County Council.
- A £30 improvement to the wording on an interpretive panel on Stramongate, removing language which could be interpreted as unnecessarily demeaning and derogatory to women.
- The creation of a Signage Reserve Fund, to contribute to future small-scale issues of the same nature, with any remaining underspend (estimated at £1,925, if the committee agreed to the programme proposed).

The Committee felt these were all projects worthy of the Council's support, and suggested that there may be other historic shop fronts which required preservation. It was suggested that an audit of shop fronts and other historic architectural features might identify those that might be considered to be at risk. It was also suggested that some of the Signage Reserve might be allocated to the cleaning of road signs, which it was felt was badly needed in a number of areas of the town. It was suggested that the Signage Reserve might be spent on a further speed indicator device, but it was further suggested that this should form a discrete project in its own right, in due course.

**Resolved:** To allocate the underspend from the Castle Signs project as outlined above.

Commented [HM1]: I think this needs to be a recommendation because full council need to agree the reallocation of development fund budgets, it can't be resolved within E&H.

**Resolved:** To audit the extent of signs requiring cleaning and shop fronts and architectural features at risk, with a view to utilising the Signage Reserve to address these [se](#) issues, [along with the maintenance of other signs](#).

Commented [HM2]: My intention for this fund was also to maintain the Explore Kendal signs because I don't think the transfer included a maintenance budget.

#### **E7/21/22 Ivy Screening**

The Committee ran through a brief report on the progress of the project to date. An illustration of the scheme planned for Blackhall Road was viewed and it was noted that this was budgeted at £3,200. Alternative suppliers had been identified who could deliver over twice the originally anticipated extent of hedging for a similar price. Councillors were asked to consider a variety of quotes for the work. On Longpool the project would require a renewed agreement from South Lakeland District Council for Locally Important Project funding.

There was some discussion about whether it was necessary to revisit the District Council funding allocation, and that the Committee members felt there were benefits in pursuing both projects simultaneously.

**Resolved:** To delegate the decision on specific suppliers to officers, between quotes for 12m of Blackhall Road between £3,255 and £3,302.

**Resolved:** To proceed with Longpool on the same basis, subject to the necessary permissions and approvals from the principal authorities as appropriate and successful Locally Important Funding re allocation.

#### **E8/21/22      Solar Audit and Online Hub**

The Committee considered a proposal from the Project Manager to utilise a potential grant of £2,000 from South Lakeland District Council's Community Climate Change Fund to address recommendations from the Climate Change Citizen's Jury on energy production, energy efficiency and publicly-available information on these matters. The first part of the proposal was to spend £800 developing a town-wide audit of available opportunities for solar power. This would use an algorithm developed by Lancaster University to map the town's roof spaces, using aerial photography and satellite imagery. The resulting data could inform further targeted work encouraging take up of solar energy systems.

The second part of the proposal was to develop an online hub, which mapped the town's various initiatives addressing climate change. The interactive element of the mapping would allow users to identify and be inspired by projects which are working towards reducing carbon and increasing biodiversity. This scheme was being developed with colleagues from South Lakeland District Council.

The discussion centred around the potential to develop solutions from the information gathered. It was noted that the solar mapping would produce street-level data from which targeted schemes could be initiated. The second part of the plan took the form of a behavioural nudge, which was one of the Town Council's few levers on a wide range of issues. The need to link to social media opportunities was also noted.

**Resolved:** To support ~~and action~~ (2) both parts of the proposal, to be funded from the District Council's fund.

**Resolved:** To create a task and finish group on completion of the solar audit to co-ordinate action informed by the audit data.

#### **E9/21/22      Highways and Infrastructure Update**

The Committee considered a report from the Project Manager on completed improvement schemes at Wattsfield Road (bench installation), Burton Road (bus shelter improvement) and Aikrigg Avenue (safety mirror installed). A review of some footpaths on Vicarage Drive with SLDC had resulted in SLDC scoping an improvement project to which the Town Council may contribute in due course.

**Resolved:** To note the report.

#### **E10/21/22      Development Project Updates**

The Committee considered a report from the Project Officer on a range of Action Plan Projects. Two particular issues were identified as being problematic. The Kendal Civic Society-led scheme to develop a new entrance into Noble's Rest appeared to be stuck on the matter of landowner's consent. The Pump Track project was still in search of a likely site. It was observed that existing bike facilities by the Castle were considered by many to be insufficient and ineffectual.

Commented [HM3]: I think Councillors need to understand KTC would be leading on both of these projects

Commented [HM4]: There seems to be a lot here but it is the one part of the meeting where Cllrs went off script! The only bit I noted was Cllr Cornthwaite wanting to understand how he could apply for the CCC funding Cllr Evans mentioned.

It was noted that Cumbria County Council Local Area Committee had recently allocated funding to a multi-use path project on the Lancaster Canal. The Chair reported that the Mayor had expressed his disappointment that there was not more in the County Council's Local Cycling and Walking Infrastructure Plan (LCWIP) on the connectivity between the south of the town and the centre. The eChair also encouraged Councillors to respond to the consultation which closes on the 28<sup>th</sup> of May.

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It was noted that there was a meeting on the coming Wednesday with the County Council to review next steps on 20mph.

**Resolved:** To note the report.

**Resolved:** To bring a definitive site search report for the Pump Track to the next meeting of the Committee.

#### **E11/21/22 Kendal Composting Feasibility**

The Committee considered a report on the progress made towards developing a community composting facility in Kendal. It was noted that there were many issues to consider relating to siting, legal powers and duties, business sustainability, scale etc, but there was an opportunity to develop a pilot at Pembroke Court, which would highlight some of the solutions. The next steps would be to identify potential sites and stakeholders, and make some assessment of the capacity required in partnership with Cumbria County Council via the new Zero Carbon team.

Commented [HM5]: Missed this, who would be leading this?

**Resolved:** To note the report.

#### **E12/21/22 Climate Jury Recommendations Panel**

The Committee received a report from the Project Manager on the creation of a Recommendations Panel to assist the Council in reviewing the town's response to the challenges of Climate Change and the recommendations of the town's Climate Change Citizens Jury. The Recommendations Panel would be chaired by the Clerk and would consist mainly of stakeholders who were initially involved in the Jury's oversight panel and some former Jury members. Concern was expressed about the initial meeting being held in person, and it was suggested that this should revert to a virtual context instead, since it was not a statutory council meeting.

**Resolved:** To note the report.

**Resolved:** That the Project Manager will circulate the Recommendations Panel invitation list and that the first meeting of the panel should be held on Zoom, rather than face-to-face.

Councillors thanked the Project Manager for her work on the agenda for the meeting, which they felt was detailed and comprehensive.

The meeting closed at 19.43



**Audit, Grants and Charities Committee**

**Monday 26<sup>th</sup> April 2021 at 7.00 pm  
(Via Zoom)**

- PRESENT** Councillors Matt Severn (Chair), Julia Dunlop (Vice Chair), Geoff Cook, Doug Rathbone (Deputy Mayor) and Graham Vincent
- Jason Rushworth, Newsquest Reporter
- APOLOGIES** Councillor Pat Gibson
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 765/20/21 PUBLIC PARTICIPATION**
- None.
- 766/20/21 DECLARATIONS OF INTEREST**
- None.
- 767/20/21 MINUTES OF THE MEETING HELD ON 25TH JANUARY 2021**
- The Chairman presented the minutes of the meeting held on 25<sup>th</sup> January 2021. Councillor Dunlop proposed that the minutes be accepted as a correct record. This was seconded by Councillor Vincent and carried with one abstention.
- RESOLVED** That the minutes of the meeting of the Committee held on 25<sup>th</sup> January 2021 be accepted as a correct record.
- 768/20/21 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**
- The Town Clerk explained the reasoning behind holding this item over until the next meeting in July. Due to him being in post for less than a year, he has yet to witness the internal auditors carry out an audit over the last financial year and thought it best to do so before reviewing the effectiveness of the audit.
- 769/20/21 ANNUAL REVIEW OF THE SYSTEM OF INTERNAL CONTROL AND ANNUAL GOVERNANCE STATEMENT**
- The Town Clerk explained that the Annual Internal Audit Report consists of questions which KTC is required to answer for the external auditor. The list of Internal Control Objectives was read out. Committee agreed all would be answered "Yes" with the exception of objective K which was "Not Applicable" and objective L which was answered "No".
- Because of changes to the schedule of meetings and forthcoming full Council meetings, the Town Clerk has requested the auditors accept the audit statement two weeks late. Advice currently is that they must be approved at an "in person" meeting and signed in wet ink.

Councillor Severn proposed that these be taken forward to Council. This was seconded by Councillor Vincent and carried.

**RESOLVED**

That the annual review of the system of internal control and annual governance statement be taken forward to Council.

**770/20/21****FINANCE OUTTURN REPORT – YEAR ENDED 31 MARCH 2021**

The Town Clerk presented the Finance Outturn Report. It was noted that income exceeded expenditure.

Councillor Vincent highlighted that Committee spend approximately £40k on grants each year and asked what structure is in place to administer grants. The Chair replied that part of the purpose of the Committee is to provide that structure. Diligence and caution is exercised when considering applications. Clear guidelines are provided for people applying for grants in respect of how applications will be judged.

Councillor Dunlop proposed that Council be recommended to approve the Finance Outturn Report for year ended 31<sup>st</sup> March 2021. This was seconded by Councillor Vincent and carried.

**RESOLVED**

That Council be recommended to approve the Finance Outturn Report for year ended 31<sup>st</sup> March 2021.

**771/20/21****ANNUAL ACCOUNTS 2020/21**

Members considered a report on the Annual Accounts 2020/21. The Town Clerk noted that a net surplus has been contributed to the Development Fund this year due to reduced programme and project costs as a result of Covid. There were also savings on staffing costs due to there being a period without a Town Clerk. The opportunity to improve practices and transparency in future annual accounts was discussed.

Councillor Severn proposed that Committee recommend acceptance of the report to Council. This was seconded by Councillor Dunlop and carried.

**RESOLVED**

That Committee recommend acceptance of the Annual Accounts 2019/20 to Council.

**772/20/21****GENERAL GRANTS CRITERIA 2022/23**

It was agreed this item will be reviewed at the meeting in July.

**773/20/21****INSURANCE**

It was noted that the Council's main insurer, Zurich Municipal, have quoted £5,901.62 for insurance cover for the coming year. Members agreed Zurich Municipal are the leading insurer in its field. It was proposed by Councillor Severn that the quotation be accepted. This was seconded by Councillor Vincent and carried.

**RESOLVED**

That the quotation from Zurich Municipal for insurance cover for the coming year be accepted.

**774/20/21****STANDING ORDERS AND FINANCIAL REGULATIONS**

The Town Clerk advised that the Standing Orders and Financial Regulations require updating. This has been undertaken by two Councillors and the Town Clerk in the past. Councillors Dunlop, Rathbone and Severn agreed to form a subcommittee to review the standing orders and financial regulations and report back to Committee.

Councillor Dunlop proposed the forming of a subcommittee. This was seconded by Councillor Rathbone and carried.

**RESOLVED**

That Councillors Dunlop, Rathbone and Severn form a subcommittee to review the standing orders and financial regulations and report back to Committee.

**775/20/21****SCHOOLS OF SCIENCE AND ART CHARITY – 2020/21 ACCOUNTS AND 2021/22 FORECAST**

The Town Clerk presented a report which sets out the Schools of Science and Art Charity's summarised Receipts and Payments Accounts for year ended 31<sup>st</sup> March 2021. Committee were asked to review the Charity's financial position prior to it being reported to the Trustees.

A suggestion that the administration of the Charity be passed over to Cumbria Community Foundation was put forward due to the fund, and therefore the interest, becoming so small. The Foundation would be able to support the funding of the Charity with funding from other sources. Committee agreed the Trustees of the Charity should consider ongoing administration of the Charity at a future meeting of the Trustees. Audit, Grants and Charities Committee to also consider this at its meeting in the autumn.

Councillor Cook clarified that the Charity not only funds annual prize grants of £50 each to Queen Katherine and Kirkbie Kendal Schools and Kendal College, but also funds grants for expeditions etc. He queried Note 1 on the Receipts & Payments Account and Schedule of Assets which states "The market value of the Charity's 8,399 Charibond shares at 31 March 2020 was £10,441.76 (31 March 2020 £10,346.73). It was confirmed that the first date should read "31 March 2021".

Councillor Severn proposed that the Town Clerk request the two high schools and Kendal College to submit nominees for the annual prize grants.

A question was asked about whether primary and junior schools are included. Councillor Severn replied that any requests from primary and junior schools would be considered.

Councillor Severn proposed that the Trustees of the Charity be recommended to approve the Charity's Accounts for 2020/21. This was seconded by Councillor Dunlop and carried.

**RESOLVED**

1. That the Trustees of the Charity be recommended to approve the Charity's Accounts for 2020/21.
2. That the Town Clerk request the two high schools and Kendal College submit nominees for the annual prize grants.
3. Future administration of the Charity to be considered by the Audit, Grants & Charities Committee and full Council at a future meeting.

**776/20/21****ITEMS FOR THE NEWSLETTER**

Invitation for grant applications to be included in the summer edition of the newsletter.

There was a general discussion regarding when grants are paid and during which financial year. It was agreed the Town Clerk will investigate further and advise at the meeting in July. It was noted that nothing has been paid over budget but further clarity is required in respect of when grants are paid.

The Chair suggested publishing grant criteria, eligibility etc in the newsletter and on the KTC website. The procedure of when grants are paid etc to be considered by the Treasurer and Town clerk.

**777/20/21****DATE OF NEXT MEETING**

The next meeting is scheduled for Monday 26<sup>th</sup> July 2021 at 7pm.

The meeting closed at 7.50pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>769</b>	Annual Review of the System of Internal Control and Annual Governance Statement	<b>RES</b>	That the annual review of the system of internal control and annual governance statement be taken forward to Council.
<b>770</b>	Finance Outturn Report	<b>RES</b>	That Council be recommended to approve the Finance Outturn Report for year ended 31 <sup>st</sup> March 2021.
<b>771</b>	Annual Accounts 2020/21	<b>RES</b>	That Committee recommend acceptance of the Annual Accounts 2019/20 to Council.
<b>773</b>	Insurance	<b>RES</b>	That the quotation from Zurich Municipal for insurance cover for the coming year be accepted.
<b>774</b>	Standing Orders and Financial Regulations	<b>RES</b>	That Councillors Dunlop, Rathbone and Severn form a subcommittee to review the standing orders and financial regulations and report back to Committee.
<b>775</b>	Schools of Science and Art Charity – 2020/21 Accounts and 2021/22 Forecast	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Trustees of the Charity be recommended to approve the Charity's Accounts for 2020/21.</li> <li>2. That the Town Clerk request the two high schools and Kendal College submit nominees for the annual prize grants.</li> <li>3. Future administration of the Charity to be considered by the Audit, Grants &amp; Charities Committee and full Council at a future meeting.</li> </ol>

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
www.kendaltowncouncil.gov.uk



## Minutes of the meeting of the Christmas Lights and Festivals held on Monday, 10 May 2021 at 7.30pm via Zoom.

Cllr A Edwards	Present	Cllr T Perkins*	Present
Cllr S Evans (chair)	Present	Cllr K Simpson	Present
Cllr H Ladhams	Present	Cllr R Sutton	Present

\* arrived 7.15pm

**In attendance:** Council Services Officer, Town Clerk

**Also present:** J Rushworth (Local Democracy Reporter)

**C1/21/22 Apologies**  
None

### **C2/21/22 Declarations of Interest**

Cllrs Edwards, Ladhams and Evans drew the Committee's attention to their membership of Sandylands Residents Association which was the accountable body for, though it played no part in the management of, the Walking Festival.

### **C3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

It was noted that item 6 on the agenda related to a contract, and that the bids were commercially confidential.

**Resolved:** To exclude the Press and the Public from item 6 on the agenda because the matter under discussion was commercially confidential.

### **C4/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 22 February 2021

**Resolved:** To accept them as a true record.

### **C5/21/22 Christmas Lights Contract**

The following item was considered following the exclusion of the Press and the Public

**Resolved:** To accept the tender from Christmas Plus for the installation, takedown, and storage of the Christmas lights for the coming year, as well as a range of other services specified in the tender document.

The press and the public were readmitted to the meeting.

### **C8/21/22 Switch On Event**

The Committee considered the range of possible events to mark the switch-on of the Christmas lights. The Council Services Officer confirmed that the provisional date of the switch-on would be Saturday 27 November 2021. A number of ideas were considered as to how the switch-on by the Mayor and Father Christmas could be supported – a youth zone,

local choirs and stall holders were all suggested. It was also noted that there was a degree of uncertainty due to the pandemic, but that it would be important to make links with other interested parties such as the Kendal Market officer, Kendal BID and Kendal Futures.

Some thought was also given to the creation of a video of the lights, following on from the successful 'virtual' switch-on in 2020. It was noted that the current budget for the event would not necessarily cover both a physical and a virtual event, but that perhaps some external funding could be sought to bring the video version to a wider audience. Further work was clearly required in this regard, and this might require a further meeting of the committee sooner than the one currently scheduled (August).

**Resolved:** That the switch-on takes place on Saturday 27 November, 2021.

**Resolved:** That officers draw up ideas and speak to other parties concerned as soon as possible, liaising with the chair over the requirement for an earlier meeting.

### **C9/21/22      Festival Grants**

The Committee considered the following small festival grants:

#### **a) Kendal Whisky Festival**

**Amount requested:** £1,000

A small festival on 3-4 December, celebrating the craft of whisky making, featuring distillers from around the world as well as local makers.

The Committee welcomed this innovative idea to the Christmas sales period, but observed that its grant offer to new festivals was for £500, and that would be the limit of its support in this instance. A suggestion had been made that the banner site outside the Town Hall might also be made available, however the Council Services Officer pointed out that the catenary in question would be supporting the Christmas lights at that time, and that removing them for a short period would be both expensive and not in the interests of the Council.

**Resolved:** To offer a grant of £500

#### **b) Kendal Walking Festival**

**Amount requested:** £500

The Committee noted that this concept had been developed previously and this was a welcome iteration of a worthy festival idea.

**Resolved:** To offer a grant of £500.

#### **c) Kendal Fringe Festival**

**Amount requested:** £5,000

A small festival to be held in the Bowness Brewery Yard on 24-26 September showcasing comedy, theatre, arts and music. The festival is promoted by Eskfest, based in Kendal but with prior experience of running festivals in Eskdale.

The Committee noted that the application for funding was in response to its request for bids from small/new festivals and exceeding the £500 grant limit would be contrary to the Council's stated policy in this respect. However, it welcomed the new festival and hoped it would be successful in finding the remaining funding sought from elsewhere.

**Resolved:** To offer a grant of £500.

**C10/21/22     Infrastructure Upgrade**

The Council Services Officer reported that the issue on Stricklandgate had been successfully resolved in 2020, but that other areas of the scheme would require replacement and/or maintenance. A particular area of concern was Stramongate where access to the supply switch was inside a private property. The Chair requested that a schedule of improvements be developed, so the available budget can be allocated effectively.

The Council Services Officer confirmed that a pull-testing schedule was now in place, and all fixtures had been effectively tested prior to the 2020 install. The Clerk reported that an incident had occurred recently on Allhallows Lane, with a catenary wire currently carrying bunting, being reported to be unattached on the highway. A call out to Christmas Plus had taken place within hours of the initial report, and the installation had been made safe. The Clerk believed a vehicle strike was the most likely cause, as the fixtures had been tested and the weather was not extreme. The clearance is around 5m and is compliant with highways regulations.

**Resolved:** To note the report.

**C11/21/22     Newsletter**

The Committee considered what items it should recommend for inclusion in forthcoming editions of the Council's newsletter. It was suggested that starter Festivals should be mentioned, with the Walking Festival featuring in the Summer edition. Torchlight should also be the subject a feature.

**C12/21/22     Review of Expenditure**

The Clerk apologised for the absence of a report in the committee paperwork but was able to share a copy of the current year's budget on-screen. He confirmed that to the end of April, no funds had been drawn on this year's budget, but the allocations of grant funding were as they appeared at the previous meeting. He was reviewing how grant allocations and budgets were reported to the Council, to ensure ongoing transparency and clarity.

**Resolved:** To note the report.

The meeting closed at 20.14.



## Kendal Town Council Report

To: Full Council	5 July 2021
From: Cllr R Sutton	Agenda Item No 6a)

### **Kendal Brewery Arts Centre Trust Ltd Board meeting 20th May 2021**

Since the last Board meeting, the focus has been on reopening, producing the 12-month business plan, welcoming the new Board members and completing the refurbishment.

As regards funding, the Brewery has been awarded a grant of £118,000 from the Arts Council England Culture Recovery Fund. This will help with the phased reopening and support the centre's reserve which has been limited due to government restrictions (it lasts from 1 April to 30 June 2021).

A grant has been received for 2021-22 of £65,500 as part of the Strategic Cultural Partner agreement. Also applied for is an £18,000 business recovery fund grant from the SLDC Restart Grant Scheme. KTC has awarded £10,000 and CCC has awarded the same amount. An application for £30,000 has been made to the BFI Film Hub North to support the Brewer's cultural film programme for 2021-22.

From 20 May the Brewery has reopened the cinema, restaurant and bar and the creative studies courses. Capacity in all venues is limited to a maximum of 60%. The Brewery Team is 30% reduced. The cinema opens Thursday to Sunday and the restaurant from Thursday to Saturday. These opening hours will be increased in the summer months. 53,000 leaflets have been distributed locally advertising the opening of the Brewery. From June to August opening hours will be increased. An artist-in-residence will be working and Creative Futures will be operating. From September onwards it is hoped to restart live events and festivals. Indoor learning will be increased, and cinema hours and others expanded

Future projects include:

- STREET - one of 40 projects taking place in and around 40 arts centres around the country - a national and local celebration of culture within communities, presented as a miniature digital installation.
- Animated Futures - delivered by Anti-Racist Cumbria. Up to 30 Black and Brown young Cumbrians will deliver an animated feature based on their lives and experiences.
- The Fold – five teenage refugees will be using iPads for several months to express their own lives and story.
- Future Creatives - a programme to help talented 18-30 year-olds to build or launch a business across music, performance and creative digital media with professional help. This will include a music industry conference - Kendal Recall - in March 2022.

The Brewery has submitted a bid for £40,000 from the ACE National Lottery Project Grant Scheme. Hope to hear if successful in July.

The Kendal Mountain Festival and Lakes International Comic Relief will launch live and online activities in October and November.

Much depends on the success of a gradual, monitored return to normality during the year ahead to ensure that the Arts Centre will continue to prosper.

## Kendal Town Council Report

To: Full Council	5 July 2021
From: Cllr R Sutton	Agenda Item No 6b)

### **Report on the Lancaster Canal Regeneration Project (LGRP) May 2021**

The executive of LGRP met on 11 May. Below is a summary of progress of the project and feasibility report

#### **Summary of progress**

- Completion of the Stainton Aqueduct reconstruction and re-surfacing of the towpath from Stainton for a significant stretch south. Some small quality issues to be rectified this month.
- Community engagement project with significant oral histories feeding into interpretation
- A start on interpreting sites with planning applications for those and some excellent material ready. Some to be installed this summer. Ultimately this will lead to a fully interpreted trail
- A number of events anticipated this year including presence at the Kendal Torchlight.

#### **Feasibility Survey**

- A draft report will be available at the end of May. This is well advanced and clarifies in some detail the challenges and opportunities for a full towpath multi-user trail
- Low number of responses to landowner engagement survey has made completion of the survey difficult.
- The survey has broken the route into sections so that some parts can be given priority whilst more complex sections await funding. Some parts are unlikely to be possible to develop.

#### **Kendal to Natland**

- There continue to be significant challenges in this section
- Burton Road to Natland Road improvements continue to be delayed due to flooding at Rinkfield and unknown sub-surface (Due to historic waste disposal in canal channel) making re-surfacing complex. There are also issues over portioning of responsibility between CCC Highways and SLDC

**KENDAL TOWN COUNCIL****April 2021 - Bank Payments**

<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Total</u>
06/04/2021	Barclaycard	Zoom monthly fee	£43.16
06/04/2021	Barclaycard	Suez Recycling & Cover	£7.26
06/04/2021	Barclaycard	Middletons Ironmongers	£6.12
06/04/2021	Barclaycard	Boots PPE	£10.00
06/04/2021	Barclaycard	Amazon - Misc	£19.99
06/04/2021	Barclaycard	Suez Recycling & Cover	£3.64
06/04/2021	Barclaycard	PO Redirection	£321.00
07/04/2021	DD/STO	Barclays - commission to 14 March 2021	£6.50
09/04/2021	OL 13812	Absolute Digital - Spring 2021 Newsletter	£1,802.00
09/04/2021	OL 13813	SLDC - Litter bin emptying	£1,911.92
09/04/2021	OL 13814	SLDC - Heating, Lighting, Cleaning, offices & parlour etc	£2,970.00
12/04/2021	OL 13815	CT Hayton Ltd - gloves x 40	£96.00
12/04/2021	OL 13816	CT Hayton Ltd - cable ties	£22.08
12/04/2021	OL 13817	JT Atkinson - Masonry kit and floor paint - grey 5litre	£49.80
12/04/2021	OL 13818	JT Atkinson - Pipe liner, water service pipe	£31.93
12/04/2021	OL 13819	Lound Road Garage - fuel for Town Council Van	£80.81
12/04/2021	OL 13820	Keith Singleton - John Innes Compost 33 litre x 50	£192.00
12/04/2021	OL 13821	SLDC - Rent of Old Unison Room	£683.70
12/04/2021	OL 13822	Itek - Monthly IT Service Agreement - March 2021	£294.00
12/04/2021	OL 13823	Itek - Avast Internet Security 2021 x 5	£364.44
13/04/2021	OL 13824	Prestige Panel Repair - insurance excess re EO17 DVA repair	£926.36
15/04/2021	DD/STO	Vanguarder - Monthly van tracking fee	£4.20
15/04/2021	DD/STO	Vanguarder - Monthly van tracking fee	£4.20
16/04/2021	DD/STO	Sage UK	£24.00
16/04/2021	DD/STO	Docusign - monthly fee	£30.00
16/04/2021	OL 13827	Tellemachus - Gooseholme camera installation	£4,207.13
16/04/2021	OL 13828	Tellemachus - Gooseholme Cameras	£6,310.70
19/04/2021	OL13825	Cumbria LG Pension - superannuation	£2,972.96
19/04/2021	OL 13826	HMRC - Tax & NI	£2,138.72
20/04/2021	DD/STO	Busy Bees - Charges for Childcare Vouchers	£8.40
20/04/2021	DD/STO	Busy Bees - Childcare Voucher	£200.00
20/04/2021	OL 13829	Net Pay - April 2021	£10,255.57
23/04/2021	OL 13830	H Wicks (Lindal) - Tipping waste transfer	£158.40
23/04/2021	OL 13831	Enviroground - Burton Rd Bus Shelter - dig out, lay concrete	£1,240.30
23/04/2021	OL 13832	Shared Future - Payment 3 re Citizens' Jury	£5,928.00
23/04/2021	OL 13833	Thomson Hayton Winkley - prof fees re Woolpack Yd Signage	£1,140.00
23/04/2021	OL 13834	Water Plus - Standpipe, Ponyfield, Wattsfield to 23.02.21	£12.86
23/04/2021	OL 13835	Westmorland Mower Centre - repairs/service	£435.28
23/04/2021	OL 13836	PL Exp - mileage re fern purchasing	£27.50
23/04/2021	DD/STO	Moorepay - HR & Health & Safety Advice	£203.30
			<b>£45,144.23</b>

**KENDAL TOWN COUNCIL****May 2021 - Bank Payments**

<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Total</u>
04/05/2021	DD/STO	EE - Mobile Townscape Manager	<b>19.48</b>
06/05/2021	DD/STO	Barclays - commission to 12 Apr 2021	<b>£10.16</b>
06/05/2021	Barclaycard	Security Ltd - Anti Vandal Mirror	<b>£301.92</b>
06/05/2021	Barclaycard	Suez - Waste	<b>£18.39</b>
06/05/2021	Barclaycard	Zoom	<b>£43.16</b>
06/05/2021	Barclaycard	Larch Cottage - Plants	<b>£205.79</b>
06/05/2021	Barclaycard	H.Armer - Cutter	<b>£504.30</b>
06/05/2021	Barclaycard	Amazon - Del	<b>£7.99</b>
06/05/2021	Barclaycard	Truvelo Annual Callibration	<b>£387.60</b>
07/05/2021	OL 13837	Zurich - insurance premium - 01.04.2021-31.03.2022	<b>£5,901.62</b>
07/05/2021	OL 13838	Designworks - amend website, condolence message to website	<b>£36.00</b>
07/05/2021	OL 13839	ITEK April IT	<b>£294.00</b>
07/05/2021	OL 13840	Open Spaces Subs	<b>£45.00</b>
07/05/2021	OL 13841	Tech 4 Printer	<b>£15.07</b>
07/05/2021	OL 13842	CT Hayton Plant Feed/padlock/Knife	<b>£101.37</b>
07/05/2021	OL 13843	JT Atkinson	<b>£92.01</b>
07/05/2021	OL 13843	JT Atkinson Credit	<b>-£13.66</b>
10/05/2021	OL 13845	ITEK - IT	<b>£313.03</b>
10/05/2021	OL 13846	RFM Payroll Services to 5th April 2021	<b>£118.80</b>
10/05/2021	OL 13847	SLDC Lease of Allotments Castle Haggs	<b>£840.00</b>
10/05/2021	OL 13848	Anna Bailey Jan 21 Website	<b>£300.00</b>
10/05/2021	OL 13849	Anna Bailey Dec 20 Website	<b>£300.00</b>
10/05/2021	OL 13850	CT Hayton Treated Posts	<b>£14.98</b>
10/05/2021	OL 13851	JT Atkinson - Allotments	<b>£160.27</b>
10/05/2021	OL 13852	Lound Road Garage, Lound Road Garage	<b>£87.34</b>
10/05/2021	OL 13853	Wicks Waste Tipping	<b>£79.20</b>
15/05/2021	DD/STO	Vanguarder - Monthly van tracking fee	<b>£4.20</b>
15/05/2021	DD/STO	Vanguarder - Monthly van tracking fee	<b>£4.20</b>
16/05/2021	DD/STO	Sage UK	<b>£30.00</b>
16/05/2021	DD/STO	Docusign - monthly fee	<b>£30.00</b>
17/05/2021	OL 13855	Terry Parr - reimburse cost of fern trail plants	<b>£184.74</b>
18/05/2021	OL 13856	Farleton Horticultural - plants for Nobles Rest	<b>£196.00</b>
18/05/2021	OL 13857	Superannuation April 2021	<b>£3,336.54</b>
18/05/2021	OL 13858	HMRC April 2021	<b>£3,034.11</b>
20/05/2021	OL13854	Net Pay May 21	<b>£11,378.89</b>
20/05/2021	DD/STO	Busy Bees - Charges for Childcare Vouchers	<b>£8.40</b>
20/05/2021	DD/STO	Busy Bees - Childcare Voucher	<b>£200.00</b>
21/05/2021	OL 13859	Mthly IT contract	<b>£294.00</b>
21/05/2021	OL 13860	Anna Bailey Feb & March Website - Action Plan	<b>£600.00</b>
21/05/2021	OL 13861	Asbestos Collection Allotment 15	<b>£2,168.40</b>
21/05/2021	OL 13862	Bunting installation	<b>£1,178.40</b>
21/05/2021	OL 13863	Hedge Cutting & Digging	<b>£372.00</b>
21/05/2021	OL 13864	Vouchers 6 x £25 KIB	<b>£150.00</b>
21/05/2021	OL 13864	JH - Allotment Mileage	<b>£8.55</b>
21/05/2021	OL 13865	Allotment Software	<b>£148.80</b>
21/05/2021	OL 13866	Dry Stone Walling	<b>£180.00</b>
21/05/2021	OL 13867	Allotment Deposit Refund	<b>£38.48</b>
21/05/2021	OL 13868	Netting	<b>£19.00</b>
21/05/2021	OL 13869	Allotment repairs	<b>£105.97</b>
21/05/2021	OL 13870	Chain Accessories	<b>£26.55</b>
21/05/2021	OL 13871	It Accessories	<b>£28.54</b>
21/05/2021	OL 13872	Conference	<b>£20.00</b>
21/05/2021	OL13871	Re-imb for Book	<b>£10.00</b>
23/05/2021	DD/STO	Moorepay - HR & Health & Safety Advice	<b>£203.30</b>
<b><u>TOTAL</u></b>			<b>£34,142.89</b>

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Kendal Town Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

5 July 2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.kendaltowncouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
<b>1.</b> Balances brought forward	225709	283123	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies	409628	450405	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts	68353	74882	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs	173925	181853	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments	246642	244468	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward	283123	382089	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	281478	399395	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets	166320	1678368	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

26/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

05/07/2021

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Kenilworth Town Council

www.kenilworthtowncouncil.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken 04/10/2021

Name of person who carried out the internal audit  
KEITH MICHAEL ROBSON FCA

Signature of person who carried out the internal audit

Date 22/06/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).